

JIIT NOIDA

Code of Conduct Rules for Students

In accordance with the admission rules, academic rules, order for LRC use, ragging, hostel inmates, and use of labs, the following conduct rules for all students enrolled are enacted in the Institute for pursuing varied programmes:

1. General

- 1.1 The Vice Chancellor is the overall incharge of the Academic activities including attendance and leave of students. Any complaint within the jurisdiction of the concerned section will be dealt with the officer in charge of the section.
- 1.2 Dean, Students welfare (DSW) will deal with the Welfare and discipline of all the students in the campus including Hostel and also outside the campus and will ensure maintenance of good conduct. DSW will be assisted by other members of his team and faculty.
- 1.3 The scheme for all academic works and for the examinations will be notified to the students by the Registrar/ Dean Academic and Research/Concerned Department/School.
- 1.4 Any amendments/ additions to these rules will be notified through notices displayed on notice boards and circulated on email/webkiosk/website. The plea of ignorance will not be entertained for any breach of the rules is force from time to time. Therefore students must see the notices on the notice boards/ Website/ Webkiosk/emails regularly.

2. Jurisdiction

- 2.1 Over the conduct of the students enrolled / associated with the Institute and to take notice of all the misconduct acts which are taking place on the campus or in connection with the Institute related activities and functions. The jurisdiction is also over conduct which occurs off campus violating the ideal student conduct and discipline as if the conduct has occurred on campus which may include

- a) any violation of the sexual harassment policy of the Institute,
- b) possession or use of weapons, explosives or destructive devices,
- c) physical assault, threats of violence or conduct that threatens the safety of any person,
- d) possession or use of prohibited drugs, alcohol etc and
- e) conduct which causes a negative impact or a nuisance for the surrounding off campus community.

3. Conduct and Behavior

- 3.1** Students should attend all their classes and strictly observe class timings. They should likewise carryout other out-door and extra-curricular duties assigned to them. Their attendance and leave is governed by the regulations pertaining to them.
- 3.2** Students must give their undivided attention to their academic work and must be respectful to their teachers and supervisors.
- 3.3** All **students must carry I-cards with them at all times.** Identity card can be asked to be shown by the student by any competent authority including security guards at the entry gate of the Institute as well as hostel. I-card is an important document; Loss of I-card may invite fine in disciplinary grade or monetary fine as decided from time to time.
- 3.4** Students must conduct themselves with due decorum in the classes, laboratories, etc. and move in an orderly manner. They must conduct themselves in a manner worthy of great Indian traditions.
- 3.5** Students, who fail to make sufficient progress in their studies and also do not maintain the required attendance in the classes, are liable to be debarred from appearing in the final examination and will be awarded Fail grade.
- 3.6** If in a particular class/period more than 50% students are absent, it would be regarded as mass absenteeism and an act of indiscipline. Disciplinary action will be taken on the students indulging in mass absentees.

- 3.7** No student shall disobey any order issued by the Institute. Students must behave with due decorum towards their fellow students. Girl students must be shown special consideration in this regard.
- 3.8** Students should not indulge in violence of any kind with fellow students, teaching faculty and employees of the Institute within or outside the Institute. Violence by any student or group of students will lead to severe disciplinary action.
- 3.9** Students are not allowed to become members of outside societies or allowed to join discussion of a political nature or to take part in any political activity without prior permission of the Institute.
- 3.10** No meeting of the students other than those organized under the aegis of the various recognized student's activities shall be called without the prior permission in writing from the Vice Chancellor.
- 3.11** No meeting/function within the Institute campus to which any outsider is invited shall be organized nor shall any outsider address the students without the prior permission in writing from the Vice Chancellor.
- 3.12** No students shall use unfair means at any of the examinations and tests or attempt or threaten the staff to get undue advantage. Disciplinary action shall be taken against defaulters as per the rules of the Institute.
- 3.13** Students must pay all fees and other dues on specified dates. If they do not do so, they render themselves liable to penalties as in force from time to time.
- 3.14** Students must take good care of all Institute property. Any damage to Institute property shall be viewed as indiscipline. Such Student(s), in addition to facing the disciplinary action, shall have to replace the damaged property and make good the losses caused due to their action. Students must use the furniture and fittings with due care and must not deface buildings, roads, furniture and fittings etc. in any manner.
- 3.15** Students must handle the laboratory equipment, instruments and machinery that they have to use in course of their work with great care. Any damage or breakage of such equipment etc. due to improper use of

negligent handling will have to be borne (realization of cost of repair/replacement) by the students concerned.

3.16 Ragging in any form is unlawful and strictly prohibited. Student found ragging shall be expelled from the Institute and FIRs lodged against them.

3.17 Use of mobile cellular phone inside the Academic, Administrative area, Library, Labs, corridors, Toilets, Coffee shop, Tuck shop, Classrooms is strictly prohibited. Mobile phones must be kept in silent mode and attended to outside the Academic / Administrative block. Use of mobile phone with cameras is strictly prohibited. Violation will lead to confiscation of the mobile phone.

3.18 All the students are required to observe the prescribed dress code while moving in the administrative/ Academic block including labs & LRC on working days. Students not wearing the prescribed dress code may be denied entry to the Institute except PG students.

3.19 Consumption of liquor or any other intoxicating drug or smoking is strictly prohibited within the hostel, campus or outside. Offenders will be summarily expelled.

4. Breach of Code of Conduct

The discipline of the students is closely monitored in the campus, class rooms, laboratories, play grounds, Annapurna, and in the hostels in respect of residing students and outside the campus for both residing and non-residing students. Adherence to discipline norms will also be evaluated at the end of each academic year and will be reflected as proficiency grade.

A. Procedure for processing cases of Indiscipline

- i. A student shall be guilty of misconduct and breach of discipline if he or she violates any of the provisions of the standing orders issued by the Institute. Any case of indiscipline received/ observed shall be referred to Dean Students Welfare (DSW) who after considering the case may decide as under:
 - a) Dispose of the case, depending upon the nature of indiscipline/ misconduct, at his own level.

- b) Refer the case to the Vice-Chancellor for constituting Proctorial board for enquiry.
- ii. The Vice Chancellor may suspend a student(s) for an act of indiscipline which is detrimental to healthy atmosphere/ law & order in the campus, if in his judgement a prima facie case of breach of discipline exists against the students and institute, an inquiry by Proctorial Board.

B. Procedure for Enquiry

Proctorial board on receipt of the case shall issue a notice containing the substance of charge/ imputation or misconduct against the student(s) concerned and requiring the student(s) to submit statement of defence within a specified period. This notice shall also specify the date on which the student(s) will appear before the committee in person to answer the charges. The committee will, after examining the charged student(s) and such other persons whose testimony may have bearing on the incident, submit its report detailing findings and fixing responsibilities to the DSW/ Vice Chancellor.

C. Procedure for Award and Punishment

- i. The DSW/ Vice Chancellor shall consider the report of the enquiry committee and decide upon the quantum of punishment to be awarded. This shall be promulgated by the Registrar.
- ii. In case of proposed punishment of rustication or expulsion, the Registrar shall inform the student in writing of the charges, the proposed penalty and the clauses under which the Institute proposes to take action. The student will be given 5 days notice to “show Cause” why the proposed penalty should not be imposed.
- iii. The reply if any received shall again be placed before the DSW/ Vice Chancellor who after due consideration shall award the final punishment. In case no reply is received by the stipulated time, it will be presumed that the student has nothing to offer in his defence and the punishment proposed shall be imposed.
- iv. Final decision on acts of indiscipline would be communicated in writing to the concerned student with an entry in his/her personal record.

D. Guideline for Punishments for Acts of Indiscipline

The following punishments may be imposed for acts of indiscipline/ misconduct for good & sufficient reasons. The list is not exhaustive.

- i. Written Warning
- ii. Imposition of suspended monetary fine and warning. A suspended fine becomes operative if the concerned student is found guilty of another act of indiscipline during the remaining period of his/her study in the Institute.
- iii. Imposition of monetary fine.
- iv. Deduction of marks from the discipline group of marks.
- v. Any combination of (i), (iii) and (iv) above.
- vi. Suspension/ expulsion from Hostel/ Institute.
- vii. Rustication/Expulsion from the Institute.

E. Competent Authority to Award various punishments

- i. For punishments at D above, from (i) to (v), the competent authority shall be DSW/ Vice Chancellor.
- ii. For punishments at D above, from (vi) to (vii), the competent authority shall be the Vice- Chancellor only.

F. Procedure for awarding grades for the Disciplinary group of Marks

- i. The disciplinary grade awarded at the end of the each Academic year will be reflected on the grade Sheet of even semester.
- ii. A student shall automatically get A+ grade, if no act of indiscipline is recorded against him/her. As a guideline maximum marks to be deducted for offences/ punishment awarded are given in the table below. The list is neither comprehensive nor complete as each case shall be dealt with on its own merit and decided by the competent Authority.

S.No.	Offence/ Punishment Awarded	Max Marks to be Deducted
a)	Written Warning	05
b)	Mass Bunking of Class	05
c)	Visiting socially unacceptable web site	10
d)	Violation of Hostel Rules	15
e)	Suspension from Hostel/campus	15
f)	Violation of Academic rules	25

- g) Indulging in Violence 60
- h) Damage to Institutional property 80
- i) Expulsion from Hostel/Institute 80

iii. The deduction in marks from the disciplinary grade shall be cumulated over the academic year, the events and the acts, the commensurate grades are as follows:-

Range of Deduction of Disciplinary Marks	Grade to be Awarded
00 – 10	A+
11 - 20	A
21 - 30	B+
31 - 40	B
41 - 50	C+
51 - 60	C
61 - 80	D
>80	F

v. Annual computation of discipline grades shall be carried out by a committee comprising Chairman Proctorial Board and Dy. Registrar. The committee will review the grades based on overall adherence to discipline and conduct by the affected students and make recommendation to Vice Chancellor through DSW for his approval.

vi. The discipline grades at the end of the programme may be revised by a committee constituted by the Vice Chancellor. The committee will make suitable recommendation based on overall adherence to discipline and conduct by the students during the entire programme.