

Disciplinary Manual



National Institute of Technology
Rourkela



National Institute of Technology Rourkela

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Director

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Sub: Student discipline manual.

Dear Colleagues and students,

Disciplined behavior is the foundation of progress in any society. A formal manual makes discipline administration more predictable and reduces possibility of breach of discipline. We have several regulations for discipline administration which have been followed by the ISDC. The Senate has approved creation of a formal discipline manual incorporating all the regulations and guidelines.

A formal manual of student discipline is now in place. It is attached herewith for general information. The best use of the manual of discipline is no use at all. I am hopeful that there will be no occasion in future for use of this manual because every student of NIT Rourkela will be law abiding.

With best wishes to all,

Sd/-
Sunil Kr Sarangi

Encl: Student Discipline Manual

- To
- (1) Dean (SW)
 - (2) All members of ISDC
 - (3) Dean (Academic)
 - (4) Assistant Registrar (Academic)
 - (5) Registrar
 - (6) All Heads of Departments
 - (7) All faculty by email
 - (8) All students by email

MANUAL OF STUDENT DISCIPLINE



**NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA
2010**

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PREAMBLE

An academic campus, with several thousand young students drawn from varying backgrounds, is like a country in micro scale. Students have varying perceptions of their rights and responsibilities, Dos and Don'ts. Acts of indiscipline are bound to be committed, albeit only by a handful of students. The victim of such acts is sometimes the institute, and more frequently another student or group of students.

The NIT Act 2007, under Article 17(2) bestows the responsibility of maintaining discipline in the institute on the shoulders of the Director. The director needs the assistance of the Senate, members of the faculty and the student community itself. This manual presents a systematic procedure for making the process of discipline administration more predictable and simpler to operate. An attempt has been made to make the provisions fair to all concerned. It is important that justice is not only fair but also appears to be so. The proposed system is administered through collective decision making, the deciding authority consisting of faculty and students. Needless to say the ultimate responsibility of deciding between the right and wrong rests with the Senate and, as provided for in the Act, with the Director.

The most desirable use of any Discipline Manual is non-use. It is hoped that no student of NIT Rourkela shall ever be a victim of an act of indiscipline and that no student shall have to face a disciplinary proceeding.

Section- I

PHILOSOPHY OF DISCIPLINE ADMINISTRATION

An institution of higher learning not only provides a scholastic atmosphere for research and education, it is home of thousands of young students striving to make a career in knowledge based professions. The institutes must provide a social environment that is free and peaceful. Occasionally an individual student may deviate from the path of responsible behavior and it is the duty of the Institute administration not only to take corrective steps as appropriate, but also to pre-empt such events and take precautionary measures.

At NIT Rourkela, the responsibility of curbing unjustified behavior among students is vested on the Institute Standing Disciplinary Committee (ISDC) of the Senate, which is responsible not only for investigation of reported complaints but also for advising the administration on policy issues affecting behavior of students on campus. It is also empowered to take suo motu cognizance of larger disciplinary issues and recommend corrective measures that will address to social difficulties well in advance before an undisciplined incident may occur.

The ISDC is normally aware of its immense responsibility of being the custodian of the trust of over two thousand students, their parents, the teachers and staff of the Institute as well as the Government. While some see the ISDC as a purely punitive body, in reality it is not so. The objective of the Committee is to ensure discipline on campus through modulation of character, through persuasion, compassion and understanding, so that no student is inclined to commit an offence. But considering the limitations of human capacity, and the limited counseling resources, the committee is often forced to take recourse to awarding punishment to students. The Committee should consider that around the world, and throughout history, awarding punishment has been accepted as one of the means of ensuring rights of other citizens to live freely. The society penalizes a few individuals (who could probably be corrected if sufficient counseling and monitoring resources were invested, at the cost of social benefits elsewhere) for the greater welfare of the society.

For the ISDC, a punishment is certainly not an act of vengeance. To some extent, it is expected to help an offender by shaping his modify the character; but more important, it is a message to other students against committing an offence, a deterrent against recurrence of undisciplined behavior, and a means of protecting the welfare of the larger student community. The committee's job is to establish the facts, grade the severity of the offence and recommend deterrent measures commensurate with the offence.

College campuses have a unique social structure. The student community can be polarized not only as seniors vs freshers, but as seniors vs juniors, final year vs other, UG vs PG, home state vs out of state, along department lines, hostel lines, boarders vs day scholars, and so on. In our country, there are frequent instances of gangs, toughs, bullies and rowdies. The ISDC must not only handle reported cases, but also must nip such polarization in the bud through proactive action. The consequences of failure can be devastating to individuals, the institute and beyond.

The following are some of the guiding principles that the ISDC shall normally consider:

- i) The institute's justice system is based primarily on trust. The institute desires that students grow up in a free and safe environment, not subject to excessive monitoring. This is expected to give them confidence to be leaders of the society. The rare black sheep of the community, or a rare act of indiscipline that encroaches on others' rights to free living, should be penalized heavily so that it serves as a true deterrent against recurrence of the offence by the same or a different individual.
- ii) Certain offences transcend the narrow scope of the event itself. They have major social implications and what is detected is only the tip of the iceberg. Cases of deaths and suicides of first year engineering students being reported in newspapers may be taken as example. The Supreme Court of India has not considered these cases as murder or manslaughter, but as a far greater event called "Ragging" and has dealt with them accordingly. The ISDC should also look at social issues the same way. An assault on a fresher by a senior, fear of the final years in the minds of the pre final year or other junior students, a state based polarization and similar offences should not be treated as simple cases of interpersonal quarrel, but should be addressed as more deep rooted maladies that must be corrected at the root.
- iii) Unlike the state police and judiciary, the ISDC of NIT Rourkela (or any other institute) does not have access to investigative machinery, qualified advocates, nor can it afford the delay normally associated with a judicial process. On the other hand, considering the volatile nature of the adolescent mind, the consequence of a wrong decision can be devastating, whether the decision is in favour or against an accused. The wider student community, who is much better informed of the truth expects the ISDC to discover the facts on its own and award penalties proportionate with the offence. Even a "can't decide" conclusion leaves a question mark on the character record of the complainant as well as of the accused. "Benefit of doubt" should be the last resort. The committee must rely on statements of students, faculty and officials, behavior of witnesses during examination and common sense and arrive at a definite conclusion. This is not easy, but has to be done.
- iv) The ISDC is expected to make decisions based on the information available to it. It is often not possible to establish the "real truth" "beyond doubt". While penalizing the wrong person is unfair, sparing the guilty and thereby creating a dozen more victims without any fault of theirs is unkind. The ISDC must choose one of these two evils basing on its wisdom and probability of correctness.
- v) While arriving at the deterrent measures, the ISDC is expected to receive suggestions for lax penalty on grounds of: (a) the complainant or the accused is a fresher and unaware of the rules, (b) the complainant or the accused is on the verge of completing the studies, (c) the accused may lose a good job offer, (d) the accused does not have a job offer, (e) the accused is from a rich and respected family (f) the accused is from a poor family, and so on. It is neither fair nor feasible to relate penalties to such extraneous considerations. The ISDC must look at the welfare of the larger student community ignoring such considerations.

- vi) Sometimes the committee may look deeper in to the fundamental cause of deviant behavior by a student and find that it happened because of a childhood incident, an incident within NIT early in his career, an ongoing practice in the institute or a sustained laxity by the institute in implementing its own regulations. Such underlying causes need to be considered and appropriate recommendations made to implementing agencies, particularly when the underlying cause is within the institute.

When a deviant behavior is traceable to childhood deprivation or similar causes, the ISDC is expected to be considerate. When the underlying cause is a deviant social practice, the committee can either give a lighter or a stiffer (exemplary) penalty. It must look at the long term impact of its decision, the target being to reduce recurrence in future.

These considerations, however, should not be stretched too far. Individual offences, which are clear deviations of well established norms of personal conduct, should not be considered as part of a larger social malady. An ongoing practice or laxity of the institute in creating awareness must not be cited as justification for committing an offence that is fundamentally unacceptable.

- vii) A candid admission of guilt along with all facts at an early stage of investigation should be rewarded with lighter punishment while remaining compatible with the offence. This will encourage complainants, accused and witnesses to tell the truth the first time. It is specially the duty of the student members of ISDC to convey this message to all concerned.

Even delayed statements of truth should be accepted with some concession; otherwise witnesses and accused shall have no motivation for coming out with the facts, thus prolonging the investigations.

- viii) The witnesses constitute the strength of the investigation process. Giving false evidence to protect a friend or punish a foe should deserve severe punitive action.
- ix) Indiscipline grows where students are either too afraid to make a complaint, or believe that their complaints would not be acted upon. The ISDC must take prompt action on complaints. Complainants need to be protected against further harassment and against frivolous counter-complaints, such as violating another rule not directly relevant to a case, provoking an offence, etc. In fact it will not be unjust to provide certain degree of “concession in penalty” to students who themselves are guilty but provide vital clues to ISDC to solve larger cases of serious indiscipline.
- x) Making a false complaint or hiding relevant facts during enquiry is a serious offence and any indication of such an act should be investigated, the penalty for a mala fide complaint being high. A complainant, however, should be believed till enough evidence accumulates to prove him guilty of mala fide complaint. The ISDC needs to ensure that no one is afraid of making a genuine complaint and no one can escape after making a false mala fide complaint.

- x) Sometimes a victim or a witness of an offence is too scared to make a complaint. The fear comes from two sources – (a) vengeance of the offender and (b) social ostracism against being responsible for the penalty on a fellow student. The burden of creating confidence among the students that a complaint will be acted upon by ISDC in a fair and expeditious manner is on the shoulders of the ISDC, the Senate and the administration. The students are also to be sensitized to the fact that an early action against a friend in fact protects him against much more severe penalties in future.

The ISDC and other agencies of the administration should take suo motu cognizance of offences by students and take action without waiting for a complaint by a victim. In fact, a complaint by a victim should be seen only as one of the channels of information before the ISDC. While the committee should do everything possible to avoid mutual hard feelings among students, a case of serious offence cannot be withdrawn by a complainant. This principle will protect victims of offences against undue pressure not only from the accused and his friends but also from his or her own peers.

- xii) The mitigating and aggravating circumstances, if any, may be taken into consideration. If there are strong mitigating circumstances such as excellent cooperation from the accused, superior past record under difficult circumstances, the ISDC should go for a light punishment, while in case of aggravating circumstances (e.g. poor cooperation, past record of indiscipline, penalized, forgiven or not duly investigated), the penalty should be stiff. If the mitigating circumstances are exceptionally strong, ISDC can go below the prescribed range, while if aggravation is exceptionally strong, ISDC can prescribe a penalty beyond what is listed.
- xiii) Every disciplinary issue is unique, demanding a unique investigation procedure and a unique remedy. But the ISDC as well as the higher administration have the burden of working out the appropriate remedies without the benefit of a formal investigating machinery and without power to impose penalties that are normally available to parents or to state law enforcing authorities. Financial penalties have been consciously discouraged because that would permit children of rich parents buy their way through misdeeds. The only targets available to the Institute are a student's career, his grades, time of graduation etc. The penalty list presented in this booklet works partly on warning, social work etc. and partly on grades and date of graduation, the latter being limited to major offences. Only in case of extremely serious offences, the regulations take recourse to expulsion, temporary or permanent.

The regulations consider certain offences to be more serious than others. They include offences done using a computer or comparable communication device (because with less effort one can do much harm using a computer), offences against female students (because they are less likely to retaliate) and those tampering with examination and grading system (because the future of the entire student community rests on the sanctity of the Institute's grading system). In all cases, however, they have consciously been kept lighter than the corresponding penalties levied by state laws and by traditional universities.

xiv) The target of the Institute disciplinary system is reduction of recurrence of an offending behaviour, awarding punishment being one of the means to this end. In case of social offences, creating a positive sense among the larger student population is far more effective in curbing a wrong practice than awarding isolated punishments in detected cases. While exemplary punishments definitely serve as a deterrent, an innovative penalty structure based on creating greater voluntary response may be even more useful. In fact, a combination of both carrot and stick is probably the most effective.

This can be achieved through use of the special authority of “executive clemency” given to the director who may use his personal judgment to work out a penalty pattern lighter than what is recommended by the ISDC. The ISDC should be proactive in suggesting effective alternatives to its own recommendations. It should be noted that decisions of the ISDC serve as precedents and future award of penalties must fall into the same pattern. But the director’s clemency shall be on case to case basis, responding to prevailing circumstances, and will not serve as precedent for the future.

Section –II

RULES REGARDING CONDUCT AND DISCIPLINE

Following rules shall be in force to govern the conduct and discipline of all students:

1. Students shall show due respect to the teachers of the Institute, the Wardens of the Halls of Residence, the Sports Officers and the Officers of the National Cadet Corps; proper courtesy should also be extended to the employees of the Institute and of the Halls of Residence. They shall also pay due attention and courtesy to visitors.
2. Students are required to develop a friendly relationship with fellow students. In particular, they are expected to show kindness and consideration to the new students admitted to the Institute every year. Law bans ragging in any form to anybody. Any act of physical or mental pressurization of junior students, individually or in group, will be considered as an act of ragging. Ragging also includes forcing junior students to meet seniors outside institute premises, or in places where a student has no valid reason to be present, asking irrelevant questions or using abusive language. Ragging will be considered as gross indiscipline and will be severely dealt with, which may include expulsion from the institute.

Any incident of ragging inside or outside the campus must be reported to a warden, the chief warden or a designated faculty member by any student, senior or fresher who has witnessed the incident. Failure to report a ragging incident will be considered a serious offence, even if one is not personally involved in it.

If a junior student yields to any form of ragging by senior students and does not inform the Institute or hall authorities, or willfully withholds the information in an enquiry of ragging incident, the matter will be treated as indiscipline on the part of the junior student and invite punishment comparable to those against ragging itself. Willful withholding of complaint by a junior student does not automatically exempt a senior from punishment.

3. The following acts of omission and/or commission and comparable offences shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:

Furnishing false statement of any kind in the form of application for admission or for award of scholarship or prizes etc.

Furnishing false statement to the Disciplinary Committee, or willfully withholding information relevant to an enquiry.

Organizing or participating in any activity that has potential for driving fellow students along lines of religion, caste, home state, batch of admission, hall of residence or any other unhealthy criterion.

Physical or mental harassment of freshers through physical contact or oral abuse.

Getting involved in a brawl or fight with persons outside the Institute, either alone or in a group, irrespective of who initiated the conflict.

Willfully damaging or stealthily removing any property belongings of the Institute, Hall or fellow students.

Adoption of unfair means in the examinations.

Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.

Organizing or participating in any group activity except purely academic and scientific programmes in company with others in or outside the campus without prior permission of the Dean of Students' Welfare.

Mutilation or unauthorized possession of library books.

Not cooperating with faculty, officers or security personnel investigating a potential disciplinary issue.

Resorting to noisy and unseemly behaviour, disturbing studies of fellow students.

Disturbing in drunken state or otherwise an academic or student function

Not obeying traffic rules on campus, not following safety practices or causing potential danger to oneself or other persons in any way.

Displaying lack of courtesy and decorum, resorting to indecent behaviour anywhere within or outside the campus.

Not intimating his/her absence to the Warden of the Hall before leaving campus.

Getting involved in an activity that violates State or National laws.

4. Commensurate with the gravity of the offence, the punishment may be

- (i) reprimand,
- (ii) additional work in the institute,
- (iii) debarment from student activities and elections and captaincy of sports teams,
- (iv) debarment from medals and prizes,
- (v) partial (one month or one semester) or complete debarment from campus placement,
- (vi) reduction in grade in one or more courses,
- (vii) compulsory failure in one or more courses, with or without forcing to study in a slow pace.
- (viii) expulsion from the Hall of Residence,
- (ix) rustication for a specified period, or
- (x) outright expulsion from the Institute

Punishments under items (v) to (x) will constitute "Major Punishments" and will debar a student from all academic medals and prizes, as well as important non-academic awards.

In addition, for economic offences (either misappropriation of money or damage to Institute property), the cost to the Institute will be recovered along with a penalty which may be up to ten times of the cost recovered.

5. For minor offence committed (a) in a Hall of Residence, (b) in the Department or a class room and (c) elsewhere, the Warden, the Head of the Department and the Dean of Students' Welfare, respectively, shall have the authority to reprimand, impose fine or take any other suitable measure. All cases involving punishment other than reprimand or fine shall be reported to the Chairman of the Standing Disciplinary Committee in a formal manner.

6. (a) All major acts of indiscipline, which may have serious repercussion on the students in general and/or which may warrant a uniform and more formalized nature of investigation, shall be handled by the Institute Standing Disciplinary Committee appointed by Senate. The standing Disciplinary Committee consists of the following ex-officio and other members:

(1) Dean of Student Welfare	-	Chairman
(2) Chief Warden of Halls of Residence	-	Member
(3) Two members of faculty nominated by the Senate, for a period of two years	-	Member
(4) Three senior students (one UG, one PG, one female UG or PG) nominated by the Director for a period of one year		Member
(5) Deputy / Assistant Registrar (Academic)	-	Member Secretary

Wardens of the Halls of Residence of the concerned students, Vice Presidents of SAC and other faculty members may be invited to the proceedings of the ISDC at the discretion of the chairman as per need.

- (b) The Standing Disciplinary Committee shall investigate complaints, examine available evidence and recommend punishment.
- (c) Recommendation of the committee, which will include the suggested punishment in cases of guilt proven, will be forwarded to the Chairman, Senate for necessary action.
- (d) Proof of guilt need not necessarily be at the same level as necessary in a court of law. The committee, in order to protect the academic rights of a greater body of students, may award disciplinary measures if it is reasonably satisfied that such measures are in the greater interest of the students.
- (e) The Director, at his discretion may take additional measures keeping in mind long term issues and impact on other aspects of Institute management. The Director in capacity of Chairman, Senate may make minor changes in the nature of punishment awarded or reduce the level (as per item 4 above) and/or quantum of punishment if he feels appropriate. But he shall not increase the quantum of punishment recommended by the ISDC.

On approval of Director, the Deputy / Assistant Registrar (Academic) will bring out appropriate orders with copies to the parents / guardians of the student.

- (f) If the Director feels that the nature and/or quantum of punishment is not commensurate with the offence and may create long term problems, he may refer the matter to the full Senate. The Senate's decision in the matter will be final.

(g) In rare cases, when the director feels it to be appropriate in the interest of the Institute, he may invoke, at any stage of the proceedings, the provisions of clause 17(2) of NIT Act 2007 and decides a student disciplinary issue (deterrent and other administrative measures) by his own, taking into consideration all prevailing circumstances.

7. Acts which may be classed as 'crimes' rather than acts of indiscipline will be reported to the state authorities; they include such acts as causing serious injury to fellow students or others, causing major damage to Institute property, being involved in activities prejudicial to national security or to that maintaining communal harmony etc.

8. Cases of adoption of unfair means in an examination shall be dealt with by the Examination Disciplinary Committee consisting of the following members:

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|-------|--|---|------------------|
| (1) | Professor in-charge of Examinations | - | Chairman |
| (2&3) | The concerned examiner(s) & the faculty reporting the incident | - | Members |
| (4&5) | Two members of faculty nominated by the Senate for a term of two years | - | Members |
| (6) | Dy/Asst. Registrar (Acad) | - | Member Secretary |

If adoption of unfair means is proved, the punishment may be, depending on the quantum of the offence and prior record, reduction of grade, de-registration of a course, expulsion for one or more semesters or outright expulsion from the Institute.

The Committee shall recommend appropriate measures in each case to the Chairman of the Senate for awarding the punishment.

In case of minor offences in the examination hall, the invigilator can enter a punitive deduction of marks on the answer script which will be implemented by the course teacher at the time of evaluation of the script.

9. Any act of indiscipline in a Hall will be investigated by a Hall Disciplinary Committee which will recommend the action to the Warden of the Hall. He will decide the course of action to be taken and implement it. However, in case the matter is of serious nature, the warden will forward it to the Dean (SW) through the Chief Warden. The Dean (SW) who is the Chairman of the Institute Standing Disciplinary Committee shall take necessary action. The Hall Disciplinary Committee shall consist of the following members:

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|-------|--|---|----------|
| (i) | Assistant Warden | - | Chairman |
| (ii) | General Secretary | - | Member |
| (iii) | One boarder of the Hall to be nominated by the Chief Warden of Halls in consultation with the Warden | - | Member |

10. Cases of indiscipline in a class room or laboratory can be handled by the class teacher by expelling from the class, marking absent for a few classes or penalizing on marks under Teacher's Assessment.
11. An invigilator in an Examination Hall may recommend deduction of marks (up to 10 marks) on the answer script for indiscipline in the examination hall, disobeying advice of the invigilator or other minor offences. In case of adoption of unfair means in examination or creation of serious disturbance in the examination hall, the invigilator shall report a student to the Examination Disciplinary Committee.
12. Any act of the indiscipline and steps taken by the Director will be reported to the Senate in its next meeting. If opportunity still exists, the Senate may deliberate and alter the nature and/or quantum of punishment awarded.
13. A punishment, once awarded and notified cannot be changed by the Director, the Standing Disciplinary Committee, or any administrative authority. However, when new facts come to light, the Senate can amend the punishment and take any other corrective measures that it feels appropriate.
14. Ordinarily minor disciplinary offences and punishments will not be reflected in a student's Conduct Certificate. But in serious cases, Disciplinary Committee, the Director or the Senate may decide to make an appropriate entry in the student's Conduct Certificate.

Section - III

CONDUCT RULES FOR RESIDENTS OF HALLS OF RESIDENCE

Following are the detailed rules governing residence requirements of students:

1. The NIT, Rourkela is a totally residential institution and all students are required to stay in one of the Halls of Residence.
2. Under special circumstances, the Director or Dean (Acad) may permit a student to reside with his/her Parent/Guardian in the Institute Campus or within a reasonable distance from the Institute. Such a student shall, however, be attached to a Hall of Residence and will be required full seat rent and certain other dues as decided by the Warden of the Hall. However, this permission may be withdrawn at the discretion of the Institute, at any time without assigning any reason.
3. The mess of each Hall of Residence shall function as a single integrated unit and shall not, under any circumstances be sub-divided into any kind of groups or sub-groups.
4. The allotment of rooms in a Hall should be directed towards integration of students of different courses, batches, residential districts and communities. Wardens may reshuffle allotment in the middle of a year if this objective is not met adequately.
5. Married student accommodation may be available only to married students of Ph.D. and M. Tech (R) programmes, if the spouse of the student lives continuously with the student. It will, ordinarily, not be provided whose spouses live elsewhere and visit the student intermittently. Other dependents such as parents, sibling or relatives are not permitted to stay in married student accommodation provided by the Institute.
6. No student shall come into or give up the assigned accommodation in any Hall of Residence without prior permission of Dean(Acad).
7. A student shall reside in a room allotted to him/her and may shift to any other room only under the direction/permission of the respective Warden of the Hall. Mutual interchange of room without consent of the Warden is forbidden.
8. Students shall be required to make their rooms available whenever required for inspection, repairs, maintenance or disinfecting and shall vacate the rooms when leaving for the vacations/holidays.
9. Students shall be responsible for the proper care of the doors, windows, furniture, fan, and other fittings in the rooms allotted to them and shall generally assist the Warden in ensuring proper use, care and security of those provided in the Halls of common use of all students.
10. Students will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a student due to theft, fire or any other cause the Institute shall accept no responsibility and shall not be liable for payment of any compensation.

11. Engaging personal attendants, keeping pets and use of appliances like electric heater, refrigerator etc. by a student in the Hall of Residence are prohibited.
12. Consumption of tobacco, alcoholic drinks and hallucinogenic substances is strictly forbidden.
13. Students must honour the timing of the hostels in matters of moving in or out of halls and meal times.
14. The Halls have an autonomous management system based on student participation. Every student must make an effort to participate in hall management and other welfare activity within the hall.
15. Keeping of motorcycles, mopeds or automobiles by the boarders is not permitted in residence premises even if a student parks his vehicle outside the hall. Students permitted to stay outside are permitted to come to the Institute using their own vehicles, but not permitted to ride them in the hall area.

Section - IV

PROCEDURE OF DISCIPLINE ADMINISTRATION

An incident of indiscipline may be reported either by an affected individual (student, faculty or staff) or by an observer. The complaint may be made to one of the following offices, depending on the place of occurrence and affiliation of individuals concerned.

- a) Wardens of Halls
- b) Heads of Departments
- c) Dean(SW)
- d) Director

When a senior faculty member, irrespective of his administrative responsibility, observes a potential discipline issue of minor nature, he is expected to intervene and settle a dispute amicably before it becomes serious. However, if the situation cannot be diffused, a complaint must be lodged.

When a Warden or an HOD receives a complaint, he must assess the gravity of the possible offence. In case of minor issues, he is expected to work out a mutually acceptable solution and settle the issue. In case of minor damage to institute property, if any, he may get it repaired or replaced by the offender without further reporting. However, if the case is of serious nature (e.g. group fighting, offence against female students, tampering of attendance or grades, major damage to institute property and comparable offences), the matter must be reported to Dean(SW) or Director for formal proceedings. In case of interpersonal conflicts, if an affected individual is not satisfied by the solution proposed by HOD or Warden, he may appeal to Dean(SW) or Director.

When Dean(SW) or Director receive a complaint, depending on the seriousness of the offence, they may either refer the matter to the concerned Warden or HOD for an amicable settlement, or put up the matter to ISDC. For cases referred to the ISDC, the committee will investigate the case and give its recommendation of deterrent to the Director for approval. The ISDC report must record the names of students involved, the charges, the conclusion of the committee, mitigating and aggravating circumstances if any and its recommendations for award of punishment if any. The Director may at his discretion, either approve the recommended punishment, return it to ISDC for review, approve with reduction of punishment or put up to Senate for a collective decision. After a decision is made, the AR(Acad) will bring out an order stating the charges, the conclusion and the punishment awarded. The serial number and the description of the offence and of the punishment should be clearly recorded. Copies of the order will be made available to the affected students, their parents/guardians, faculty advisors, HODs, Wardens and also to the complainants. For creating awareness among the students a separate notice stating the offence and punishment awarded may be prepared by AR(Acad) with approval of Dean(SW) and put up on the Notice Boards without mentioning names of the students involved.

Section - V

LIST OF POSSIBLE DETERRENTS THAT MAY BE RECOMMENDED BY THE ISDC

(This list is given only as a basic guideline for the sake of uniformity across separate incidents, NOT intended to limit the powers and responsibilities of the Standing Disciplinary Committee. The committee is expected to use this list and the guideline given in Section V, and also to create innovative combination of the recommended deterrents.)

- P-1 Warning. [only for mild offences, committed first time]
- P-2 Social work.[Staying in vacation and helping Computer Centre, a Hostel Library, BPCL or another department under supervision of a faculty member]
- P-3 Debarment from elected offices and captaincy of sports teams.
- P-4 Deduction of marks by noting on answer script (Up to 10 marks) [In examination hall only]
- P-5 Joining NSS as a non-credit course and securing a grade of A or above (Except B.Tech. First Year).
- P-6 Debarment from Medals & prizes linked to academic performance, and prizes (e.g. Sports Blues, Best sports person of a year) based on cumulative performance.
- P-7 Placement facility withdrawn till mid semester exam of pre-final Semester or for remaining period of pre-final and final semesters for final year students with one job offer.
- P-8 Delay in publication of final results by 1 to 3 months; degree to be awarded in the same year, if convocation dates permit.
- P-9 Delay in publication of final results by 3 to 6 months; degree to be awarded in the same year, if convocation dates permit.
- P-10 Placement facility withdrawn for pre-final semester including winter vacation.
- P-11 Reduction of grade by one or more steps in one course (P grade may be converted to F).
- P-12 Reduction of grade by one or more steps in two or more courses (P grade may be converted to F)
- P-13 Reduction of grade by one or more step in all courses of one semester (P grade may be converted to F).
- P-14 Awarding F grade in one paper [For examination related offences only].
- P-15 Awarding F grade in two or more papers. [For examination related offences only].
- P-16 Awarding F grade in all theory papers of a semester [For examination related offences only].
- P-17 Placement facility withdrawn totally (Cancellation of offers to final year student if already given).
- P-18 Delay in publication of final result by 1 to 3 months, accompanied with assigned work within the Institute under supervision of a faculty member or officer. (To sign in Departmental student attendance register). Degree to be awarded during the same year if convocation date permit.

- P-19 Delay in publication of final result by 3 to 6 months, accompanied with assigned work within the Institute under supervision of a faculty member or officer. (To sign in Departmental student attendance register). Degree to be awarded in the following year.
- P-20 Conversion of grade in one to three courses to 'UR', thus forcing the student to slow pace.
- P-21 Award of 'UR' status to all courses of 1 semester forcing repeat of the semester or going to slow pace.
- P-22 Award of 'UR' status to all courses of 2 semesters forcing repeat of whole year.
- P-23 Award of 'UR' status in all courses of a semester or more and mention of "Bad Conduct" in Conduct Certificate.
- P-24 Outright expulsion from the Institute.
- P-25 Outright expulsion from the Institute + FIR in police station.

Notes :

1. P-3 (Debarment from elected offices and captaincy of sports teams) will be automatically added to all punishments from deterrent P-5 onwards.
2. P-5 (Debarment from Medals & prizes linked to academic performance) and will be automatically added to all punishment from deterrent P-7 onwards.
3. P-7 (Placement facility withdrawn till mid semester exam of 7th Semester, or for remaining period of 7th and 8th semesters for final year students with one job offer) will be automatically added to all punishment from deterrent P- 8 and P-9..
4. P-10 (Placement facility withdrawn for one semester including winter vacation) will be automatically added to deterrents P-11 and P-16.
5. P-17 (Placement facility withdrawn totally) will be automatically added to deterrents P-18 to P- 25.

For causing damage to Institute property by irresponsible behavior : Recovery of cost at the rate of 3 times the replacement cost of the damage, in addition to other disciplinary measures. [If specific persons cannot be identified, it may be divided among a group of students.]

Financial dishonesty or stealing private or public property (conscious attempt to benefit illegally, successful or unsuccessful) : Three times the possible gain to the culprit + other punishment.

For repeat offenders, i.e. for being penalized the second time by the ISDC for the same or a different offence, the punishment shall be higher by 1 step or more depending on the circumstances.

In case of research students (Ph.D., M. Tech.(R) and M.Tech.(2nd year)), the ISDC will work out equivalent deterrents (with appropriate consideration for the greater sense of responsibility expected out of senior students) in terms of loss of course or research credits, loss of fellowship, delay in despatch of thesis for evaluation after it is received by the Academic Section, or partial or total expulsion from the institute.

Section - VI

TYPICAL OFFENCES TO BE CONSIDERED BY ISDC

A. General Offences		
OA-1	Misbehaving with a student in the hostel.	P1-P2
OA-2	Misbehaving with a student in academic area, sports field or other activity area	P1-P2
OA-3	Riding motorbike without crash helmet, at high speed or with 2 pillion riders, parking in hostel area for the 3 rd or more time.	P2-P3
OA-4	Obstructing a student from pursuing his studies peacefully by persistent disturbance, loud noise etc.	P2-P3
OA-5	Throwing trash or spitting on the road, corridors or public places	P2-P3
OA-6	Smoking or chewing tobacco in academic area and halls of residence, (including roads and open space), canteens, playgrounds and other public spaces.	P2-P3, P-5
OA-7	Willfully causing minor damage to buildings, furniture or other resources.	P3,P5-P7
OA-8	Misbehaving with a professor, employee or visitor anywhere, outside the class room.	P3,P5-P7
OA-9	Misbehaving with a professor, employee or visitor in drunken / intoxicated state outside the class room.	P5-P9
OA-10	Making unauthorized statements before print or electronic media on matters related to institute administration.	P5-P9
OA-11	Damaging Institute property in a drunken / intoxicated state.	P5-P9
OA-12	Entering an outside water body, roof top or any location understood to be out of bounds to students for maintaining safety and security.	P5-P9
OA-13	Stealing private or public property.	P7-P10
OA-14	Misusing an elected office in SAC or HAC for personal gain.	P7-P10
OA-15	Tampering I-card, Medical card or another identity given by the Institute.	P7-P10
OA-16	Consciously not reporting an offence to authorities or withholding information from an enquiry officer.	P7-P11
OA-17	Forgery, impersonation and other ways of using the identity of another student.	P7-P11
OA-18	Willingly damaging, defacing or destroying a building, furniture,	P7-P13

	equipment, book or other property owned or controlled by the Institute or otherwise located within the precincts of the Institute	
OA-19	Smoking in class, laboratory, library, seminar halls or auditorium	P7-P13
OA-20	Physically obstructing a faculty or staff member from performing his duty.	P7-P13
OA-21	Systematically harassing another student	P7-P13
OA-22	Harassing female students through verbal abuse or written abuse.	P7-P13
OA-23	Participating in a group (3 or more students) to quarrel with or to intimidate another student or an outsider.	P7-P13
OA-24	Participating in a group (3 or more students) to quarrel with or to intimidate another group of students	P7-P13
OA-25	Threatening, abusing or assaulting an institute staff including contract labour.	P7-P13
OA-26	Stealing Institute property (e.g. computer parts).	P7-P13
OA-27	Creating division among students on the basis of religion, caste, home state or any other criteria	P7-P13
OA-28	Impersonating or signing for a faculty or employee of the institute or producing a forged document; taking over function of an Institute staff or officer without authority.	P7-P13
OA-29	Lying or showing disrespect to Standing Disciplinary Committee or another enquiry committee.	P10-P13
OA-30	Sexual harassment of a fellow student or of another person. [“sexual harassment” means any unwanted sexual attention, in the form of physical contact, comments, inappropriate gestures, suggestions, hints, innuendo or similar conduct which the perpetrator knows, or ought reasonably to know, will create an environment in which the person subject to the conduct is humiliated or denied his or her dignity.]	P17-P19
OA-31	Interfering with a disciplinary proceeding by bribing, threatening or intimidating a witness or any other person related to a disciplinary case.	P17-P19
OA-32	Fighting with a student or outsider leading to physical injury.	P10-P13, P17-P19
OA-33	Assaulting and injuring another student without sufficient fight back.	P11-P13, P17-P20
OA-34	Entering Swimming Pool or similarly barricaded area without authority seriously compromising safety and security of self and others.	P11-P13, P17-P20
OA-35	Threatening, abusing or assaulting a faculty member or academic	P12-P13,

	officer.	P17-P21
OA-36	Leading a group (3 or more students) to quarrel with or to intimidate another group of students	P13,P17-P21
OA-37	Leading a group (3 or more students) to quarrel with or to intimidate an outsider, whatever the cause	P13,P17-P21
OA-38	Using motor vehicle (2 or 4 wheeler) to intimidate a student or employee of the institute.	P17-P21
OA-39	Harassing female students through photographic, print or electronic media	P17-P22
OA-40	Participating in a group fight leading to physical injury	P20-P23
OA-41	Organising or leading a scuffle, fight or abusive quarrel between groups of students in or around a student function.	P20-P23
OA-42	Possessing or using hallucinogenic drug	P21-P22
OA-43	Leading a group fight leading to physical injury	P21-P24
OA-44	Unauthorized entry into a professor's room, laboratory, library or similar place e.g. by using a duplicate key, breaking a lock or by any other means	P21-P24
OA-45	Interacting with persons or groups believing in violence	P24-P25
OA-46	Supplying or selling hallucinogenic drug	P24-P25
OA-47	Possessing explosives, firearms or such dangerous items	P24-P25
OA-48	Activities prejudicial to national security or communal harmony	P25
B. Offences related to harassment of freshers [For Senior Students]		
OB-1	Calling First Year student to meet anywhere in campus or outside	P7-P11
OB-2	Making phone calls, handing over used books, offering to show the market to First Year students	P8-P12
OB-3	Meeting First Year students in a place where one of them does not have a reason to be present at that time	P10-P13, P17
OB-4	Calling a first year student to a senior hall or room	P11-P13, P17
OB-5	Using abusive language, asking names in impolite language or similar threats	P11-P13, P17-P21
OB-6	Entering a First Year Hall without permission of Warden or exceeding any other permitted limits	P17-P23
OB-7	Organizing or participating in regimented activity such as walking with face down, wearing clothing of prescribed design or other modes of	P20-P23

	subjugation	
OB-8	Slapping or beating a fresher or inflicting another physical/mental torture on one or more students	P22-P24
OB-9	Participating in a group of seniors inflicting physical or mental torture on freshers	P22-P24
OB-10	Leading a group of seniors in a ragging activity	P23-P25
C. Offences related to harassment of freshers [For Freshers]		
OC-1	Not reporting an incident OB-1 to OB-5 involving another fresher	P1-P3, P5
OC-2	Not reporting an incident OB-1 to OB-5 involving oneself	P1-P3, P5
OC-3	Not reporting an incident OB-6 to OB-10 involving another fresher	P2-P3, P5-P6
OC-4	Not reporting an incident OB-6 to OB-10 involving oneself	P3, P5-P10
OC-5	Cooperating in offence #OB-1,OB- 2 or OB-3 by senior students	P7-P11
OC-6	Serving as a conduit for passing on ragging-related message or materials from senior students to first year students	P10-13, P17
OC-7	First year student using abusive language to senior students or other first year students	P11-P13, P17
D. Academic Offences		
OD-1	Creating disturbance in class, library, laboratory or seminar etc.	P1-P3, P5
OD-2	Misbehaving with a professor in a class, laboratory, library etc.	P5-P9
OD-3	Entering a class, laboratory, library, seminar or similar place in an inebriated state.	P7-P12
OD-4	Stealing, damaging or removing pages from library books and other library material.	P11-P18
OD-5	Submission of the same piece of one's own work for assessment and award of credit in two (or more) instances.	P8-P19
OD-6	Consciously placing material from other sources in theses and publications without acknowledging the author.	P11-P19
OD-7	Publishing (or otherwise claiming to be one's own) a work without consent of other researchers including one's research guide.	P18-P22
OD-8	Manipulating attendance or other ordinary academic record by electronic or physical means.	P18-P-22
OD-9	Presenting a substantial volume of another person's work as one's own in a thesis or publication.	P21-P24

OD-10	Manipulating grades and vital academic records through electronic or physical means.	P22-P24
E. Examination Related Offences		
OE-1	Creating disturbance in an examination hall	P4
OE-2	Misbehaving with a classmate in examination hall	P4, P10-P11
OE-3	Possession of a mobile phone or similar communication device in active state in an examination	P4, P10-P12
OE-4	Writing formulas or material on a question paper that can help a fellow student during examination.	P4, P10-P12
OE-5	Talking to another examinee or an outsider during examination.	P4, P10-P14
OE-6	Writing on desk in examination hall	P10-P14
OE-7	Allowing another student to copy from one's answer script	P10-P14
OE-8	Misbehaving with a professor in an examination hall	P10-P14
OE-9	Consulting a paper, book or a person in corridor, toilet or another place.	P12-P16
OE-10	Possession of a chit with relevant material in an examination.	P12-P16
OE-11	Carrying relevant material by writing on one's body (palms, legs etc) or clothing to examination.	P12-P16
OE-12	Possession of a book or significant quantity of written material in examination hall.	P14-P18
OE-13	Copying from examination script of another candidate	P-15-P18
OE-14	Going outside examination area (i.e. outside hall, toilet and connecting passage) for any purpose.	P18-P21
OE-15	Sending question paper or answer script outside examination hall	P20-P22
OE-16	Submitting answer script with answers written outside the hall.	P20-P22
OE-17	Threatening an invigilator or a teacher	P20-P24
OE-18	Impersonating another candidate in examination or allowing oneself to be impersonated	P20-P24
OE-19	Deliberately acquiring advance knowledge of detailed content of an examination paper.	P21-P24
OE-20	Large scale, organized activity for influencing examination process, grades or academic records.	P22-P24

F. Offences Related to Public Functions		
OF-1	Creating disturbance in a student function.	P8 – P11
OF-2	Indecent behavior in a public function.	P12-P15
OF-3	Entering a student function in an inebriated state.	P12-P15
OF-4	Indecent behavior in a public function under influence of alcohol or another drug.	P17-P20
OF-5	Violating barricades in an institute function without sufficient reason or authority.	P18-P21
OF-6	Leading a disturbance in a student function through organizing boycott, protest or any other means.	P20-P24
OF-7	Creating a group disturbance (violent or otherwise) in a student function.	P21-24
G. Cyber Offences		
OG-1	Tampering with one's own electronic identification system normally employed for giving access or attendance.	P13, P17-P19
OG-2	Placing indecent material or any material likely to disturb harmony within the Institute in NITRKL or other website.	P18-P19
OG-3	Gaining access into the personal computer of another student and altering content without the owner's consent.	P18-P20
OG-4	Gaining access into the computer account of another student in a departmental or central computer.	P19-P21
OG-5	Harassing a fellow student by using electronic media [SMS, Email, Web site]	P19-P21
OG-6	Stealing or otherwise possessing electronic password of a faculty, staff member or an outsider related to the institute without latter's consent.	P20-P22
OG-7	Passing on electronic password of a faculty or staff member, or an official password to a third person without the consent of the owner	P20-P22
OG-8	Gaining access and using the personal computer of a faculty or staff member or his account in a departmental or central computer by stealing his password or by other means.	P21-P23
OG-9	Harassing or publicly humiliating a female student or another female individual by circulating of objectionable material over electronic media.	P22-P25

OG-10	Using a computer (own account or that of another individual) for doing serious mischief or for personal gain.	P22-P25
OG-11	Gaining access into administrative account of a departmental or central computer system, or to any official user account without authority, irrespective of the motive.	P24-P25

Note : (1) All other offences will be made equivalent to one of the above by the ISDC considering the nature of the offence and the circumstances.

- (2) Higher penalties may be given if so announced in advance under special situations for example, in a public function if it is announced that crossing barricades will invite expulsion from the Institute, such punishment may be given.
- (3) In case of multiple offences of comparable seriousness the penalty shall be at least one step higher than the highest penalty of individual offences.
- (4) If a student makes a false complaint, against another student, the penalty on the former student will be at least one step higher than the highest penalty recommended for the offence charged.



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Rourkela