

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

OFFICE OF DEAN (STUDENT AFFAIRS)

The Student Affairs Council meeting held on 12 April'91 approved a Code of conduct for students. The document is as follows

CAMPUS CODE OF CONDUCT

1. Basic policy governing student life and student staff relationship

1.1 The Institute will endeavour to provide a living and learning environment in which the student can meet his or her academic goals. The Institute has the responsibility of providing the student with a clear understanding of its academic requirements which are generally set forth in writing in the Institute brochures and regulations.

1.2 The Institute will determine when its rules are violated and to determine the appropriate course of action. By enrolling in the Institute, the student accepts the responsibility of compliance with the Institute rules and regulations and is expected at all times to recognise constituted authority, to respect the rights of others, and to protect private and public property.

1.3 Every student has the right to all the advantages, prestige and honours accruing to a student of this Institute.

2. Administration

2.1 The Dean, Student Affairs, shall be responsible to the Director for the supervision and coordination of all student activities in the Institute.

2.2 Any complaints filed with legal authorities on behalf of The Institute as a result of violation of the Penal Code will be filed by the Security Officer of the Institute.

2.3 Disciplinary policies shall be administered by the Dean, Student Affairs, or his appointed agent.

2.4 Disciplinary action will be administered by the Dean, Student Affairs and/or Disciplinary Action Committee established with the advice and consent of the Director.

3. Institute Disciplinary System:

The Disciplinary System of the Institute as it relates to student conduct incorporates the following:

3.1 Administrative Hearing: Administrative hearing will be handled through the office of the Dean, Student Affairs. Students are generally summoned to that office after information has been received from the Security Office or on a complaint concerning the conduct of a Student.

3.2 Hostel Authorities: The Hostel Student Council shall act at the request of the Dean, Student Affairs, in cases of minor disciplinary infractions which may involve overlapping jurisdiction between Hostels.

3.3 Student Council Authority: Disciplinary Action Committee in individual hostels shall function in cases of minor disciplinary infractions by the residents of that hostel. The Warden together with the Student Council may elect to handle the case or refer it to the Institute Committee.

4. Discipline Code:

4.1. Violations of criminal statutes may result in appropriate Institute disciplinary action. Any disciplinary action imposed by the Institute may precede and shall be in addition to any penalty which might be

4.2. Violation of Institute rules and regulations may result in disciplinary action as defined in Section 5.

4.3. In addition to these violations, committing any one or more of the following offences may result in disciplinary action as defined in Section 5

a) Participation in any act or threat, physical or mental, perpetrated for the purpose of submitting a student or any other person to physical pain or discomfort, indignity or humiliation, at any time.

b) Unauthorised entry into any premises.

c) The presence of Students/guest in hostels of the opposite sex at any time except during official open visitation period (namely between 6:30 a.m. and 11:30 p.m.) or special occasions approved by the Dean (SA) in consultation with the hostel council/warden.

d) Fraudulent use of student identification cards.

e) Use of unfair means in examinations, tests and other evaluation assignments.

f) Disobedience of order issued by, or making a false official statement to, any Institute Official, faculty, staff member or other authorised individuals.

g) Misuse of library facilities; defacing or damaging library books, unauthorised possession of library material.

h) Failure to present identification upon request by any Institute official, faculty, staff member, or other authorised individuals.

i) Participation in or promoting any disruptive activity or disrupting a lawful assembly on the campus.

j) Possession of firearms, explosives, or any other weapon on campus.

k) Answering for another student at any official roll call.

l) Manufacturing, possessing, having under control, selling, using or being party thereto of any dangerous drugs.

m) Furnishing false information to the institutes withholding material information from the Institute or altering or falsifying Institute records with the intent to receive thereby some undeserved advantage.

n) Drinking or having in possession, any alcoholic or intoxicating beverage(s) in public areas of the Campus.

o) Defacing or destroying any property of the Institute, or another institution, or of another person.

p) Intentionally misinterpreting the truth before a hearing of the Institute.

q) Aiding, abetting, conspiring, hiring, or being an accessory to any act that is a violation of criminal statute or the rules and regulation of the Institute.

r) Failure to report a current local address to the Registrar's office.

s) Participating in or encouraging a disturbance in the dining halls, lounges, class room, lecture theatre and convocation hall.

t) Unauthorised possession of any key equipment or material belonging to the Institute, Department or hostel.

5. Disciplinary Action

5.1: Disciplinary action may consist of the following:

a) Expulsion: Separation of the student from the Institute whereby the student is not eligible for readmission to the Institute.

b) Dismissal: Separation of the student from the Institute for an indefinite period of time.

c) Suspension: Separation of the student from the Institute for a definite period of time.

d) Conduct Probation: An official warning that the student's conduct is in violation of the Institute rules and regulations or the Penal Code of the country, but it is not sufficiently serious to warrant expulsion, dismissal, or suspension. Conduct probation can be imposed for varying periods of time and may include any of the following:

i) Ineligibility to hold office in the Institute.

ii) Ineligibility to represent the Institute in any function.

iii) Ineligibility to receive an Institute administered scholarship, grant, and/or loan.

iv) Notice of the probation in the student's permanent file.

v) Continued enrolment depends upon the maintenance of satisfactory conduct during the period of probation

e) Letter of enrolment block: Letters stating that the student may not re-enter the Institute without prior approval through the office of the Dean, Student Affairs, if enrolment has been blocked for a previous disciplinary problem or for medical reasons.

f) Letter of Reprimand: A letter which makes a matter of record any incident which reflects unfavourably on the student or the Institute.

g) Verbal Reprimand: A verbal admonition of a student for actions unbecoming to the Institute norms.

h)

i) Work Hours: Hours which a student may be required to work in a specified area of service to the Institute.

j) Restrictions: The withdrawal of specified privileges for a definite period of time, but without the further penalties contained in the imposition of conduct probation. The restrictions involved will be clearly identified and may include such conditions as a requirement to remain on campus or to sign in at previously designated areas during specified periods of time.

k) Restriction: A payment for financial injury to an innocent party in cases involving theft, destruction of property, or deception. The assessed costs to be paid may be in addition to receipt of any of the above penalties.

l) Hostel Probation: An official notice by the Warden that the student's conduct is in violation of Hostel Policies and that more stringent disciplinary action may result if the student does not correct the problem. A Hostel Council may impose Hostel Probation only after the approval of the Warden.

m) Weekend Restriction: A Disciplinary sanction requiring the student to sign in at a specific location at regular intervals throughout the weekend. This sanction is administered by the Hostel Council or Warden concerned.

6. Rights in Disciplinary Actions and Appeal:

The rights applicable to a student in a legal administrative procedure which may result in expulsion, dismissal or suspension will have to be clearly spelt out giving details regarding the presentation of charges, rights to be represented by a counsel, right to confront witnesses, present witnesses, etc. In all proceedings the accused shall be presumed innocent until proven guilty. Students who are liable to disciplinary action may file an appeal with the Director. Decision of the Director will shall be final.