

## **HANDBOOK ON CODE OF CONDUCT**



**JAYPEE INSTITUTE OF INFORMATION TECHNOLOGY  
NOIDA**

## Table of Contents

| S.No. | Content                                                    | Page No. |
|-------|------------------------------------------------------------|----------|
| 1.    | Human values in Jaypee Institute of Information Technology | 3        |
| 2.    | Code of Conduct of JIIT                                    | 9        |
| 3.    | General Code of Conduct for Employees                      | 13       |
| 4.    | Code of Conduct for Students                               | 18       |
| 5.    | Breach of the Code                                         | 22       |

### **Human Values in Jaypee Institute of Information Technology (JIIT)**

Jaypee Institute of Information Technology (JIIT), is committed to nation building process by inculcating talent and excellence in the field of Information Technology and related fields. JIIT endeavours to strongly contribute in making India a Superpower of IT by creating a strong, committed, culturally rooted and ethically strong human resource. The Institute strives to nurture minds and motivate the youths by imparting rich educational ideals and fostering an ambience of truth, generosity, brotherhood, love and happiness in its ethos. JIIT believes in strong ethical practices, maintaining a healthy workplace environment and initiating and devising mechanisms to fulfil its social responsibilities. The Institute strongly instils human values and professional ethics in its students, teachers and staff. JIIT follows strong ethical practices in its teaching, training and research. The Institute strives to inculcate the values, it believes in, not only through teaching or research activities but also by having active involvement of its students in social awareness campaigns like Unnat Bharat Abhiyan, NSS and other extension activities. JIIT has an effective policy framework and has following actively dedicated cells to cater to its philosophy:

- (i) Institute Quality assurance Cell  
([https://www.jiit.ac.in/sites/default/files/CIQAC\\_Sep20.pdf](https://www.jiit.ac.in/sites/default/files/CIQAC_Sep20.pdf))
- (ii) Internal Complaints Committee for Women  
(<https://www.jiit.ac.in/sites/default/files/ICC.pdf>)
- (iii) Gender Sensitisation Committee
- (iv) Grievance Redressal Committee for Employees and Students  
(<https://www.jiit.ac.in/sites/default/files/GRC-16.06.2021.pdf>)
- (v) Scheduled Caste and Scheduled Tribes Committee for Protecting their Rights  
(<https://www.jiit.ac.in/sites/default/files/SCST-Committee.pdf>)
- (vi) Unnat Bharat Abhiyan Cell  
([https://www.jiit.ac.in/sites/default/files/UBA\\_090621.pdf](https://www.jiit.ac.in/sites/default/files/UBA_090621.pdf))
- (vii) Disabilities Resource Cell  
(<https://www.jiit.ac.in/sites/default/files/DRC.pdf>)
- (viii) Green Initiatives and Waste Management Cell  
([https://www.jiit.ac.in/sites/default/files/GIWM\\_0.pdf](https://www.jiit.ac.in/sites/default/files/GIWM_0.pdf))
- (ix) Unfair Means Committee

[https://www.jiit.ac.in/sites/default/files/UFM\\_070219.pdf](https://www.jiit.ac.in/sites/default/files/UFM_070219.pdf)

- (x) Students Council-Administrative

[https://www.jiit.ac.in/sites/default/files/Student%20Council\\_Administrative\\_Jan21.pdf](https://www.jiit.ac.in/sites/default/files/Student%20Council_Administrative_Jan21.pdf)

- (xi) Students Council-Academic

[https://www.jiit.ac.in/sites/default/files/Student%20Council\\_Academics.pdf](https://www.jiit.ac.in/sites/default/files/Student%20Council_Academics.pdf)

JiIT has created its strong framework of work culture and learning pedagogy in accordance to the Universal Declaration of Human Rights as outlined below:

**As per Article 26 [1]** (<https://www.un.org/en/about-us/universal-declaration-of-human-rights>)

“(1) everyone has the right to education. Education shall be free, at least in the elementary and fundamental stages. Elementary education shall be compulsory. Technical and professional education shall be made generally available and higher education shall be equally accessible to all on the basis of merit.

(2) Education shall be directed to the full development of the human personality and to the strengthening of respect for human rights and fundamental freedoms. It shall promote understanding, tolerance and friendship among all nations, racial or religious groups, and shall further advance the activities of the United Nations for the maintenance of peace.”

The institute also nurtures and harnesses the complete over-all development of human personality of the technocrats and managers through its curricular and extracurricular mechanism, thereby, practically fulfilling the principles laid down in Articles 27 and 29 of Universal Declaration of Human Rights. The technical, literary, creative, sports and cultural hubs under the aegis of Jaypee Youth Club give a platform to our students to develop the different facets of human personality and cultivate human values and ethical principles in their characters.

**Article 27 [2]** (<https://www.un.org/en/about-us/universal-declaration-of-human-rights>)

“(1) everyone has the right to freely participate in the cultural life of the community, to enjoy the arts and to share in scientific advancement and its benefits.

(i) The rights of individuals belonging to ethnic, religious and linguistic minorities within a country to enjoy their own culture practise their own religion and use their own language.

(ii) The right of all persons to take part in cultural life.

- (iii) The right of all persons to enjoy the benefit of scientific progress and its applications.
  - (iv) The right of all persons to benefit from the protection of the moral and material interests resulting from any scientific, literary or artistic production of which he or she is the author.
- (2) Everyone has the right to the protection of the moral and material interests resulting from any scientific, literary or artistic production of which he is the author.”

**Article 29 [3]** (<https://www.un.org/en/about-us/universal-declaration-of-human-rights>)

“Everyone has duties to the community in which alone the free and full development of his personality is possible.”

**The Current Status:**

Legal Framework is a societal pre-requisite to monitor adherence to norms and to implement corrective measures for deviance. JIIT also has a very stable governing structure to monitor the actions, codes and behaviour of teachers, students and staff. The details of their functioning are easily accessible through <http://www.jiit.ac.in/governance>

Various other measures taken by JIIT to oversee the monitoring as well compliance of professional ethics and to create conducive environment for inculcating right human values amongst students are as under:

- There is a complete Handbook on Code of Conduct which stipulates the dos and don'ts for the students, teachers and staff.
- JIIT has a very active Committee on Monitoring Code of Conduct which oversees and monitors the adherence to the code of conduct by the faculty, staff, administrators and students. Institute Academic Management Committee (IAMC) is responsible for the overall compliance of the codes in the Institute.
- The institute organises professional ethics programmes from time to time for students, teachers and staff. There are particular courses on Ethics offered by the Departments of Humanity and Social Sciences (HSS) and Jaypee Business School (JBS) to the students.
- Teachers and Non-teaching Staff are apprised of moral, ethical and professional do's and don'ts from time to time by the Internal Quality assurance Cell (IQAC) in its sessions with the teachers and staff.

- Dean Students' Welfare and the Wardens along with Monitoring Committees constituted from time to time monitor the conduct of the students in the campus, their being in uniform, compliance with attendance rules etc.
- Training & Placement Cell of JIIT conducts various orientation programmes on code of conduct and ethical requirements in the Industry for the students through pre-placement drives.
- Department of HSS of JIIT conducts sessions on values inculcation and ethics for the first year of JIIT students during the Induction Programme in which experts give orientation to the students.
- JBS conducts sessions on Values and Ethics for MBA and BBA students.
- Induction Programme for Students has one fully dedicated day for workshop on Human Values & Ethics in which students get hands on training experience to understand their behaviour, mindset and that of others through experience sharing and indulgence in behavioural activities.
- The Institute maintains transparency in its work culture. IQAC, institute's monitoring wing conducts Audits of not only academic departments, but also the non-teaching departments every year and suggests for improvements through the feedback of the auditors.
- IQAC and Department of HSS conduct workshops for teachers and non-teaching staff from time to time, orienting them for maintaining values, norms and righteousness in actions.
- The students in a batch of 30 are allotted with a mentor during their induction programme. These mentors counsel and guide their respective students during their whole period of stay as a student of JIIT.
- NSS unit of the institute acts as the interface for inculcating social, moral and cultural values amongst students and through its various activities facilitates nurturing of ideals of compassion, service, magnanimity and solidarity with the society and fellow human beings.

- Unnat Bharat Abhiyan is another platform through which students are actively involved in learning to bring a change in the society through direct involvement with the villages adopted by IIIT under flagship scheme of MHRD's (new MoE) Unnat Bharat Abhiyan.
- Institute Code of Conduct (ICC) & Gender Sensitisation committees act as the medium to spread awareness about different type of harassment which exist in the society. They also conduct workshops and sessions to sensitize the students for gender issues.
- Institute strictly believes in maintaining transparency and an atmosphere of open dialogue with all the stakeholders. Hence institutional rules and the ordinances are explained in detail on the institutional website regarding programmes offered, conduct of research and behaviour of students. Some of the important links are:

For all the Programmes offered by IIIT

<http://www.iiit.ac.in/ordinances-regulations-programs>

<http://www.iiit.ac.in/rules-procedures-0>

For Ethical Policy in Research:

<http://www.iiit.ac.in/sites/all/themes/ibeas/images/pdf/guidelines-research.pdf>

For the Students:

<http://www.iiit.ac.in/sites/all/themes/ibeas/images/pdf/STANDING-ORDERS.pdf>

### **Future Plan of Action**

- IIIT has always been following principles as enshrined in our Upanishads, Bhagvad Gita and other scriptures since its inception. Hence inculcating human values amongst students and adherence to an ethical code of conduct in professional behaviour has been the culture of IIIT. In order to make it more structured and in line with the UGC mandate, the Institution has chalked out a roadmap for future. Some of the important features of this roadmap are:
  - Institute Academic Management Committee (IAMC), which monitors the compliance of code of conduct in the Institution, is to be entrusted with the additional responsibility to oversee the programmes undertaken for value inculcation amongst students.

- An officer known as ‘Value Officer’ as mandated by UGC is to be appointed who shall oversee overall implementation of human values and professional ethics at all levels in the society.
- Ethical practices in research are followed by teachers and research scholars, but it has to be seeped in up to undergraduate levels. Hence plagiarism checking is to be made mandatory for all kinds of submission undertaken by faculty in their respective courses, be it PBL based assignments or any other form.
- A separate ‘Ethical Committee for Human Research’ may be constituted to look into the ethical practices to be considered when the subject involved is human being for conducting any research.
- A separate committee may be formed for monitoring professional codes of the students as well as teaching, non-teaching staff, which shall see the compliance of appropriateness and probity in behaviour, language, dress and conduct of other affairs. For e.g., students need to be in uniform, use appropriate language and maintain decorum in class etc and staff should be formally dressed, maintain regularity, discipline and integrity at work place.
- IQAC will continue auditing of the functioning and give feedback accordingly to strengthen its mechanism in the Institute.
- Students may be involved in the process of inculcating human values and professional ethics. Since peer mentoring has always been proven to have more impact on youth, such students who exhibit the values of dedication, integrity, honesty, commitment and harmony may be trained further to act as Peer Mentors for others.



## **Code of Conduct of IIIT**

### **Institutional Academic Code of Conduct**

Jaypee Institute of Information Technology as member of All India Universities Association believes and strictly follows the rules as enshrined in AIU code of Conduct, given below:

- i. Academic integrity and ethical conduct of research
- ii. Equity, justice and non-discrimination
- iii. Accountability, transparency and independence
- iv. Critical analysis and respect for reasoned opinions
- v. Responsibility for the stewardship of assets, resources and the environment
- vi. Free and open dissemination of knowledge and information
- vii. Solidarity with and fair treatment of international partners

#### **I Teaching:**

- Inculcating Group and Self Learning Aptitude amongst students.
- Providing opportunity for problem solving, design exercises and information search and processing to develop critical learning abilities through tutorial problem solving exercises
- Emphasising projects to provide students an opportunity to learn and display abilities of converting ideas and knowledge to practical reality.
- Designing curricula as per latest developments of the field.
- Creating Institute-Industry and Society Interface through active interactions and participation in social ventures.

#### **II Research:**

Guidelines and Policy for Ethical Conduct in Research

##### **A. Plagiarism:**

Presentation or publication of research data, idea or text of someone else in any form without reference or citation and implying it as own is plagiarism. This research misconduct should be strictly avoided at all levels, whether research carried out as part of curriculum (under- and post graduate including Ph.D.), theses, project reports, sponsored research projects (Proposals/ Reports) or in reviews, books, monographs, case studies, etc.

- (i) Authors should cite/quote others work whether published or unpublished in all communications.
- (ii) Other's work may be published in journal / proceedings of conference / seminar / workshop, available on website, orally presented in seminar or personally discussed
- (iii) As IIIT policy plagiarism check must be done before submission of project proposals/reports, theses, research papers, review articles, books, monographs, case studies etc.

**B. Forgery of Research Data:**

- Data forgery and misrepresentation are very serious transgression. These may include fabricated result, false statement, deliberate exclusion which present results in desired manner, and reporting anticipated results for which experiments have not been performed.
- Withholding results not anticipated or which do not confirm the hypothesis is also considered scientific misconduct.
- Complete and accurate record of experimental data from which final conclusion or theses is being prepared should be maintained. Data Storage whether electronically or hand written should have dates.
- Publication should not be listed as submitted (in anticipation) or accepted unless author has received letter of acceptance from the editor handling manuscript.
- Author should not publish same research in two places including abstracts, even if publishing a portion for unavoidable reasons; citation must be included to avoid 'self-plagiarism'.
- If plagiarism has been noticed, it is the author's responsibility to correct or retract article as per journals specifications.

**C. Misuse of Confidential Information:**

Confidential information can be received as reviewer of grant application, peer reviewer of journal or as examiner of project viva/theses seminars/exams. Misuse of privileged information in such cases deprives original thinker of prior publication benefit and subsequent credit, and is severe form of research misconduct.

Person contributing confidential information to unauthorised person, who indulges in plagiarism, will share responsibility of misconduct.

**D. Research involving Human Subjects:**

In case of research involving human subjects or human samples (body fluids or tissue), the work will only initiate after the approval from JIIT Institutional Ethical Committee (IEC) [which has been formed as per ICMR guidelines]. Faculty members may submit the application to IEC in prescribed format with details of protocol of the proposed research, ethical issues involved in the study and plans to address these issues. Social or behavioural projects involving confidentiality of patients/subjects also require clearance from IEC.

**E. Bio-safety:**

The research projects involving laboratory experiments in biotechnology should be brought to the notice of IBSC (Institutional Bio-safety Committee) which works under the guidance of DBT (Department of Biotechnology, Govt. of India). Prior permission from IBSC should be taken for projects involving genetic engineered organisms, human/animal cells, transgenic plants, known/unknown microorganisms, toxic and allergic compounds, human samples (project cleared by IEC). An issue related to biosafety should be brought to the notice of Chairman of IBSC.

As a policy all members (faculty, scholars, project/member and students) shall follow the above meticulously and

- (i) While communicating with JIIT administration regarding any of the items mentioned in 1.(iii) above will attach a plagiarism report from LRC using the software available there.
- (ii) In case of items (2) to (5) give a certificate categorically certifying that no such issue is involved and own full responsibility for issues, if any, which may arise at a later date.

In case of any serious scientific misconduct, a committee constituted by VC, comprising of a Dean, concerned HOD and three other members will investigate the charges and VC may take appropriate action based on the findings/ recommendations.

The Institute follows the rules to promote academic integrity and prevention of plagiarism in its academics & research activities as per The Gazette of India Notification No. REGD.No.D.L.-33004/99 of UGC issued on 23<sup>rd</sup> July 2018. For further details refer to the link:-

<https://www.jiit.ac.in/sites/default/files/Academic-Integrity-Regulation2018-2.pdf>

**JIT NOIDA**  
**CONDUCT RULES**

**A: TEACHERS AND STAFF**

The following conduct Rules are enacted for the employees of the Jaypee Institute of Information Technology, Noida:

**1. Definition:**

In the Rules, unless the context otherwise requires:

“Competent Authority “Means

“The Board of Management “, Here in after refer to as Board, in the case of the Vice – Chancellor.

“The Vice – Chancellor” in the case of all other employees. Members of the family’ in relation to an employee includes,

The Spouse, children or dependent unmarried children, unmarried siblings, Dependent parents of the employee.

**2. Discipline and Discharge of duties**

All employees of the Institute are required to conduct themselves with discipline , décor and dignity both at the work place and outside including at organization with which the Institute and the employee concerned has a professional relationship.

2.1 Employees found to be violating the rules of conduct and discipline shall be subject to disciplinary action including suspension and termination from the service of the Institute. Misconduct may include absenting from duty without permission, taking up outside employment or private practice without required permission from the institute, violation of the obligation to maintain secrecy, misconduct in the Institute campus, criminal misconduct or such other misconduct as per the rules and regulations of the Institute or the law of the land.

**3. Code of Ethics and Obligation to maintain Secrecy:**

3.1 All employees must devote their full time to the Institute and not engage in any remunerative work unless specifically sanctioned by the Vice – Chancellor.

3.2 All employees shall practice high standards of ethics in their employment with the

Institute and in their discharge of their professional services. There shall not be any conflict of interest directly or indirectly and involving financial implications or otherwise, with regards to any of their conduct Vis – a –vis the roles and responsibilities expected out of their employment with the Institute.

3.3 Soliciting or accepting or agreeing to accept any gift or benefit from any source by virtue of their holding employment in the Institute and / or holding certain position, except in cases permitted by the Institute, shall be deemed as unethical. Dealing on behalf of the Institute with a firm or business entity where the employee has a business interest and / or capital stake is considered an unethical practice.

3.4 Obligation to maintain secrecy: All employees are obligated to maintain Secrecy of information that they acquire as part of their employment with the Institute. No employee shall while in-service or after his/her retirement, resignation or discharge, except in accordance with any general or special order of the superior officers or in performance in good faith of the duties assigned to her/him communicate directly or indirectly any official documents or information to any employee or any other outside person or organization to whom she/he is not authorized to communicate such document or information. No employee shall except with the prior written permission from the Registrar/Vice Chancellor, give evidence in connection with any inquiry conducted by any person, committee or authority. However, this provision shall not apply to (a) evidence given at an inquiry before an authority appointed by the institute. Or (b) evidence given at any judicial inquiry, or (c) evidence given at any departmental inquiry ordered by the Institute or any authority subordinated to her/him.

#### **4. Outside employment and Positions / Consultancy:**

While the Institute may not discourage the employees from taking up non- elective positions of honor and trust, he/she shall keep his/ her primary responsibility towards accomplishment of duties and responsibilities to the Institute on top of the priority. Whenever an outside employment of a part – time nature or honorary position is offered to an employee, the same shall be taken up with prior approval of the Vice Chancellor.

Wherever such part- time employment association or honorary position is likely to result in conflict of interest with his/her employment in the Institute, the employee concerned shall be advised to relinquish such employment/position with immediate effect. The decision of the Vice Chancellor in such cases will be final and the employee will be bound to comply with the same. Further, no employee shall indulge in commercial activity or undertake paid work while being on the rolls of JIIT unless specific sanction for the same has been obtained from the management. Honorarium based assignments like delivering of lecture/ seminars etc. may be undertaken by employee with prior approval of the Vice- Chancellor. However, no duty leave shall be permitted in such cases.

**5. Fundamental Duties:**

It shall be the duty of all the employees of the Institute to faithfully perform the Fundamental duties, as enshrined in Article 51A of the Constitution of India (see annexure– A)

**6. Grievance Mechanism:**

The Institute shall provide a fair and reasonable opportunity to employees who have any grievance with regard to any aspects of their employment with the Institute. An employee who has a grievance shall present the same in person or in writing to the Vice Chancellor. Wherever necessary, the Vice Chancellor will institute a grievance hearing committee; members of which will be appointed by the Vice-Chancellor. Based on the report of the grievance hearing committee, the Vice Chancellor may dispose of the grievance case of the employee or refer it to the Chancellor. The decision of the Vice Chancellor or authorities to whom case is referred in this regard will be final. Cases of such grievances dealt with shall be reported to the Board of Management.

**7. Legal Jurisdiction:**

Notwithstanding anything that is being defined in the conduct rule and service rules book as may be modified from time to time, any dispute on interpretation of any part of the rules governing the service or otherwise, howsoever arising, the decision of the Institute thereon shall be final and binding. The legal disputes if any shall be settled within the jurisdictions of Gautam Budh Nagar, Uttar Pradesh.

## **B: ADMINISTRATORS**

1. This code of conduct for administrative staff is formulated to provide an explicit definition for the standard / code of professional conduct expected from all administrators for working towards Vision and Mission of JIIT, Noida.

### **Policy Statement**

2. An educational administrator's professional behaviour must adapt to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. Administrative staffs are expected to proceed in their daily duties in a manner that maintains the dignity of their profession. To these ends, the administrator must follow to the following standards.
  - a) Observing all policies and procedures of the Institute resources.
  - b) Encouraging the free pursuit of learning and independence of thoughts.
  - c) Fulfilling professional responsibilities with honesty and integrity.
  - d) Providing an atmosphere of encouragement in which academic excellence can flourish.
  - e) Obeying Local, State, and National laws.
  - f) Abstaining from using the Institute resources in a manner that creates personal gains.
  - g) Honouring all contracts until fulfilment.

-----



## **Annexure A**

### **FUNDAMENTAL DUTIES AS ENSHRINED IN THE CONSTITUTION OF INDIA**

#### **51A. Fundamental Duties:-**

It shall be the duty of every citizens of India-

- a) To abide by the constitution and respect its ideals and institutions, the National Flag and the National Anthem;
- b) To cherish and follow the noble ideas which inspired our national struggle for freedom;
- c) To uphold and protect the sovereignty, unity and integrity of India;
- d) To defend the country and render national service when called upon to do so;
- e) To promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities; to renounce practices derogatory to the dignity of women;
- f) To value and preserve the rich heritage of our composite culture;
- g) To protect and improve the natural environment including forests, lakes, rivers and wild life, and to have compassion for living creatures;
- h) To develop the scientific temper, humanism and the spirit of inquiry and reform;
- i) To safeguard public property and to abjure violence;
- j) To strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavour and achievement.
- k) Who is a parent or guardian, to provide opportunities for education to his child, or as the case may be, ward between the ages of six to fourteen years.

**--XXXX--**

**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 or 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.

The Institutes policy on unfair means be accessed through the link:  
[https://www.jiit.ac.in/sites/all/themes/ibeas/images/pdf/Academic-System-BTech  
Program201516.pdf](https://www.jiit.ac.in/sites/all/themes/ibeas/images/pdf/Academic-System-BTechProgram201516.pdf)

#### **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.

**--XXXX--**