

Section - I

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) Heads of Departments
- b) Dean and Associate Dean
- c) Internal Committee
- d) Director

When a faculty member, irrespective of his/her administrative responsibility, observes a potential discipline issue of minor nature, s/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 an HOD, dean, Associate Dean, IC or any other faculty receives a complaint, s/he must assess the gravity of the possible offence. In case of minor issues, s/he is expected to work out a mutually acceptable solution and settle the issue. In the case of serious nature (e.g. group fighting, offence against female students, tampering of attendance or grades, minor/major damage to institute property and comparable offences), the matter must be reported to Dean or Associate Dean-Student Affairs or Director for formal proceedings. In case of interpersonal conflicts, if an affected individual is not satisfied by the solution, s/he may appeal to the Director.

When HOD, dean, Associate Dean, IC receive a complaint, depending on the seriousness of the offence, they may either refer the matter to the concerned committee. 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 or 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 Dean or Associate Dean-Student Affairs 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 Dean or Associate Dean-Student Affairs and put up on the Notice Boards without mentioning names of the students involved.

Section - II

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 III**, and also to create innovative combination of the recommended deterrents.)*

P1	Warning and apology letter from the student(s) involved. [only for mild offences, committed first time]
P2	Social work. [as decided by the ISDC on case to case basis]
P3	Debarment from elected SGC offices, club coordinator post, I&E-cell, placement cell and any other position of importance.
P4	Debarment from Medals & prizes linked to academic performance, and prizes (e.g. Sports, Cultural, Welfare, Technical awards) based on cumulative performance.
P5	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.
P6	Placement facility withdrawn for pre-final semester including winter vacation.
P7	Placement facility withdrawn totally (Cancellation of offers to final year student if already given).
P8	Delay in publication of final results by 1 to 3 months; degree to be awarded in the same year, if convocation dates permit.
P9	Delay in publication of final results by 3 to 6 months; degree to be awarded in the same year, if convocation dates permit.

P10	Delay in publication of final result by 1 to 3 months, accompanied with assigned work within the Institute under supervision of a faculty member. Degree to be awarded during the same year if convocation dates permit.
P11	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. Degree to be awarded in the following year.
P12	Compulsory Counselling session for the student(s) involved in the act of indiscipline. [Number of counselling session shall be recommended by in-house counsellors].
P13	Monetary Fine (To be decided by ISDC in consultation with respective offices)
P14	Removal from Hostel (To be decided by ISDC in consultation with respective offices)
P15	Expulsion from the Institute
P16	Expulsion from the Institute + FIR in police station
P17	Case to be forwarded to other committee like IC/ HDC/ grievance /Other

Notes:

1. P3 Debarment from elected offices, club coordinator post, I&E-cell, placement cell and any other position of importance will be automatically added to all punishments from deterrent P5 onwards.
2. P4 Debarment from Medals & prizes linked to academic performance, and prizes (e.g. Sports, Cultural, Welfare, Technical awards) will be automatically added to all punishments from deterrent P5 onwards.
3. P5 (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 P8 up to P11.
4. P6 (Placement facility withdrawn for pre-final semester including winter vacation) will be automatically added to deterrents P9-P11.
5. P7 (Placement facility withdrawn totally) will be automatically added to deterrents P8 to P16.

Damage to Institute Property: In cases where institute property is damaged due to irresponsible behavior, the individual(s) responsible will be required to pay **three times the replacement cost** of the damaged item, in addition to any other disciplinary action deemed appropriate. If the specific culprit cannot be identified, the cost may be **equitably distributed among the group of students involved**.

Financial Dishonesty or Theft (Private or Public Property): For acts involving financial dishonesty or theft—whether the attempt was successful or not—the individual will be liable to pay **three times the potential illegal gain**, along with additional disciplinary penalties as applicable.

Repeat Offences: For students found guilty by the ISDC for a second or subsequent offence, whether of the same nature or a different one, the severity of the punishment shall be **increased by at least one level**, with the possibility of a higher increment depending on the circumstances.

Research Students (Ph.D. and M.Tech): For research scholars, the ISDC will determine appropriate equivalent penalties, taking into account the higher level of responsibility expected of senior students. These may include **loss of course or research credits, suspension or withdrawal of fellowship, delay in sending the thesis for evaluation, or partial/complete expulsion from the institute**, depending on the gravity of the offence.

Section - III

TYPICAL OFFENCES TO BE CONSIDERED BY ISDC

A. General Offences		
OA - 1	Misbehaving with a student in academic area, sports field or other activity area.	P1 - P2
OA - 2	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 - 3	Obstructing a student from pursuing his/her studies peacefully by persistent disturbance, loud noise etc.	P2 - P3
OA - 4	Throwing trash or spitting on the road, corridors or public places	P2 - P3
OA - 5	Smoking or chewing tobacco or drinking alcohol in and around campus, (including roads and open space), canteens, playgrounds and other public spaces.	P2 - P3, P5, P12
OA - 6	Willfully causing minor damage to buildings, furniture or other resources.	P3, P6, P13
OA - 7	Misbehaving with a professor, employee or visitor anywhere, outside the classroom.	P2, P3, P5 - P7
OA - 8	Misbehaving with a professor, employee or visitor in drunken / intoxicated state outside the classroom.	P5 - P11
OA - 9	Making unauthorized statements before print or electronic media on matters related to institute administration.	P5 - P11
OA - 10	Damaging/Attempting to damage Institute property in a drunken / intoxicated state.	P5 - P11, P13
OA - 11	Entering an outside water body, roof top or any location understood to be out of bounds to students for maintaining safety and security.	P5 - P11
OA - 12	Stealing private or public property.	P5 - P13
OA - 13	Misusing an elected office in SAC or other office of significance for personal gain.	P5 - P11
OA - 14	Tampering I-card, Medical card or another identity given by the Institute.	P5 - P11, P13
OA - 15	Consciously not reporting an offence to authorities or withholding information from an enquiry officer.	P5 - P12
OA - 16	Forgery, impersonation and other ways of using the identity of another student.	P5 - P12
OA - 17	Willingly damaging, defacing or destroying a building, furniture, equipment, book or other property owned or controlled by the Institute or otherwise located within the precincts of the Institute.	P5 - P14
OA - 18	Smoking or chewing tobacco or drinking alcohol in classroom, laboratory, library, seminar halls, SAC, Field or anywhere in campus.	P5 - P12

OA - 19	Physically obstructing a faculty or staff or outsourcing staff member from performing his duty.	P5 - P12
OA - 20	Systematically harassing another student.	P5 - P12
OA - 21	Harassing female students through verbal abuse or written abuse.	P5 - P12
OA - 22	Participating in a group (3 or more students) to quarrel with or to intimidate another student or an outsider.	P5 - P12
OA - 23	Participating in a group (3 or more students) to quarrel with or to intimidate another group of students.	P5 - P12
OA - 24	Threatening, abusing or assaulting an institute staff/outsourcing employee including contract labour.	P5 - P12
OA - 25	Stealing Institute property (e.g. computer parts).	P5 - P13
OA - 26	Creating division among students on the basis of religion, caste, home state or any other criteria	P5 – P11; P14 - P15
OA - 27	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.	P5 - P11
OA - 28	Lying or showing disrespect to Standing Disciplinary Committee or another enquiry committee.	P10 - P12
OA - 29	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
OA - 30	Interfering with a disciplinary proceeding by bribing, threatening or intimidating a witness or any other person related to a disciplinary case.	P5 - P11
OA - 31	Fighting with a student or outsider leading to physical injury.	P5 - P12; P14 - P16
OA - 32	Threatening, abusing or assaulting a faculty member or academic staff.	P5 - P16
OA - 33	Using motor vehicle (2 or 4 wheeler) to intimidate a student or employee of the institute.	P5 - P7
OA - 34	Harassing female students through photographic, print or electronic media	P5 - P12
OA - 35	Possessing or using hallucinogenic drug	P5 - P12; P14 - P15
OA - 36	Leading a group fight leading to physical injury	P5 - P12
OA - 37	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.	P5 - P12
OA - 38	Interacting with persons or groups believing in violence	P14 - P16
OA - 39	Supplying or selling hallucinogenic drug	P14 - P16
OA - 40	Possessing explosives, firearms or such dangerous items	P14 - P16

OA - 41	Activities prejudicial to national security or communal harmony	P16
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B. Offences related to harassment of freshers [For Senior Students]

OB - 1	Calling First Year student to meet anywhere in campus or outside with the intention of harassment, Making phone calls, handing over used books, offering to show the market to First Year students; Meeting First Year students in a place where one of them does not have a reason to be present at that time; Calling a first year student to a senior room with the intention of harassment.	P5 - P12
OB - 2	Using abusive language, asking names in impolite language or similar threats	P5 - P12
OB - 3	Organizing or participating in regimented activity such as walking with face down, wearing clothing of prescribed design or other modes of subjugation.	P5 - P12
OB - 4	Slapping or beating a fresher or inflicting another physical/mental torture on one or more students.	P14 - P16
OB - 5	Participating in a group of seniors inflicting physical or mental torture on freshers.	P14 - P16
OB - 6	Leading a group of seniors in a ragging activity	P14 - P16
OB - 7	Cooperating in offence #OB-1, OB-2 or OB-3 by senior students	P5 - P12
OB - 8	Serving as a conduit for passing on ragging-related message or materials from senior students to first year students	P5 - P12
OB - 9	First year student using abusive language to senior students or other first year students	P5 - P12

C. Offences Related to Public Functions

OC - 1	Creating disturbance in a student function; Indecent behavior in a public function; Entering a student function in an inebriated state.	P5 - P12
OC - 2	Indecent behavior in a public function under influence of alcohol or another drug.	P5 - P12
OC - 3	Violating barricades in an institute function without sufficient reason or authority.	P5 - P12
OC - 4	Leading a disturbance in a student function through organizing boycott, protest or any other means.	P5 - P12; P14
OC - 5	Creating a group disturbance (violent or otherwise) in a student function	P15 - P16

D. Cyber Offences

OD - 1	Tampering with one's own electronic identification system normally employed for giving access or attendance.	P9 - P11
OD - 2	Placing indecent material or any material likely to disturb harmony within the Institute or other website.	P10 - P11

OD - 3	Gaining access into the personal computer of another student and altering content without the owner's consent; Gaining access into the computer account of another student in a departmental or central computer.	P9 - P11
OD - 4	Harassing a fellow student by using electronic media [SMS, Email, Web site, and social media]	P9 - P11
OD - 5	Stealing or otherwise possessing electronic password of a faculty, staff member or an outsider related to the institute without latter's consent.	P9 - P11
OD - 6	Passing on electronic password of a faculty or staff member, or an official password to a third person without the consent of the owner; 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.	P9 - P11
OD - 7	Harassing or publicly humiliating a female student or another female individual by circulating of objectionable material over electronic media.	P14 - P16
OD - 8	Using a computing/smart/communicating device (own account or that of another individual) for doing serious mischief or for personal gain.	P14 - P16
OD - 9	Gaining access into administrative account of a departmental or central computer system, or to any official user account without authority, irrespective of the motive.	P14 - P16
OD - 10	Any activity that results in involvement of law enforcement authorities (Police) outside the campus.	P5 - P13

Note :

1. **Equivalence of Other Offences:** Any offence not explicitly listed above will be classified by the ISDC in terms of its severity and circumstances, and an equivalent penalty will be assigned based on the closest comparable category.

2. **Enhanced Penalties in Special Circumstances:** Higher penalties may be imposed when they have been pre-announced for specific situations. For instance, if it is declared during a public event that crossing security barricades will result in expulsion, such a penalty may be enforced.

3. **Multiple Offences:** When a student commits multiple offences of similar seriousness, the resulting penalty shall be at least one level higher than the most severe penalty applicable to any of the individual offences.

4. **False Complaints:** If a student files a false complaint against another student, the penalty imposed on the complainant shall be at least one level higher than the maximum penalty associated with the offence they falsely alleged.

5. **Offences Not Listed:** Any offence not specified above shall be reviewed and decided by the ISDC in consultation with the appropriate authority.