STUDENT DISCIPLINARY MANUAL



Office of the Dean Student Welfare

NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL

HANUMAKONDA-506 004, Telangana, India

राष्ट्रीय प्रौद्योगिकी संस्थान वारांगल, हनुमाकोंडा–506004, **तेलंगाना**

1. INTRODUCTION

The National Institute of Technology Warangal campus with thousands of young students from various parts of the world is like a mini country. It is home to thousands of young students striving to make a career in knowledge-based professions. The institute must provide a social environment that is free and peaceful. 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.

Students have different ideas about their rights and responsibilities as well as what they should and should not do. Indiscipline is unavoidable, even if just by a few students. Occasionally an individual student may deviate from the path of responsible behaviour 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. The institute is sometimes the victim of such activities, but it is more often 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. The 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 the recurrence of the offense by the same or a different individual.

It is the responsibility and duty of each and every student of the Institute to become acquainted with the "Students Disciplinary Manual". It is presumed that every student from the date of his/her admission to the Institute read and understand this code. All students are required to strictly adhere to this code as a condition of their admission to the Institute and these rules would be binding on and enforceable for them throughout their course of study.

The most ideal implementation of any Discipline Manual is non-application. It is hoped that no NIT Warangal student will ever be a victim of indiscipline and that no student will face disciplinary action.

2. RESPONSIBILITIES OF THE STUDENTS

It shall be the responsibility of the students

- To contribute to making the Institute a Global Knowledge Hub, which is striving continuously in pursuit of excellence in education, research, entrepreneurship, and technological services to society
- To strive to develop themselves into innovative, entrepreneurial, and ethical future professionals fit for the globally competitive environment.
- To work towards product-oriented research for establishing a self-sustaining and wealth creating centre to serve societal needs.
- To complete the program of study in the given time, acquiring knowledge with conceptual clarity, research insights, and application of knowledge towards finding solutions to the problems faced by the society and Nation.
- To avail all educational opportunities and facilities available at the Institute and make good use of them to prosper academically and develop a scientific temper.
- To behave and conduct themselves in the Institute campus, hostels, within the premises, and outside the campus in a dignified and courteous manner and show due respect to the authorities, employees, other students, and outsiders.
- To respect the laws of the country/State, and human rights and to conduct in a responsible and dignified manner at all times.
- To show due respect to the faculty and staff of the Institute and pay due attention and courtesy to visitors
- 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 each year.

3. MISCONDUCTS OF THE STUDENTS

All students are required to conduct themselves in a manner befitting the reputation of the Institute. The following acts of omission and/or commission and comparable offenses shall constitute a gross violation of the code of conduct and are liable to invoke disciplinary actions:

1. Furnishing false statements of any kind in the form of application for admission or for award of scholarships or prizes etc.
2. Furnishing false statements to the Disciplinary Committee, or willfully withholding

information relevant to an inquiry.

3. Organizing or participating in any activity that has the potential for driving fellow students along lines of religion, caste, home state, batch of admission, hall of residence, or anyother unhealthy criterion.
4. Physical or mental harassment of freshers through physical contact or oral abuse.
5. Getting involved in a brawl or fight with persons within and outside the Institute, either alone orin a group, irrespective of who initiated the conflict.
6. Willfully damaging or stealthily removing any property belongings of the Institute, Hall,or of fellow students.
7. Exhibiting abusive behavior or disturbing the peace of the Institute.
8. Willful insubordination or disobedience, whether alone or in combination with other students, to any lawful or reasonable orders of the Institute.
9. Involving in theft, fraud, or any dishonest act.
10. Organizing, attending, or Participating in any strike, picketing, gherao, dharna, or other agitations either inside or outside the campus or sponsored by any banned organization or political organization
11. Adopting unfair means in the examinations.
12. Smoking or found in an inebriated condition on the Campus
13. Possessing, consuming, or distributing narcotic drugs and other intoxicating substances or appearing in a state of intoxication in the campus, hostels, or outside the campus of alcoholic drinks or any kind of hallucinogenic drugs.
14. Possessing or using weapons, explosives, or anything that causes injury/ damage to the life and limb or body of any human being or property.
15. Mutilation or unauthorized possession of library books.
16. Not cooperating with faculty, officers, or security personnel investigating a potential disciplinary issue.
17. Resorting to noisy and unseemly behavior, disturbing studies of fellow students. Disturbing in a drunken state or otherwise an academic or student function
18. Not obeying traffic rules on campus, not following safety practices, or causing potential danger to oneself or other persons in any way.
19. Displaying a lack of courtesy and decorum, resorting to indecent behavior anywherewithin or outside the campus.
20. 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.

21. Conviction by a Criminal Court.
22. Using mobile phones, where their use is prohibited.
23. **Indulging in any activity considered as ragging. This will be treated as a criminal offense.**
24. Indulging in anti-institutional, anti-national, antisocial, communal, immoral, or political expressions and activities within the campus, hostels, and outside the Institute premises.
25. Indulging in acts of sexual harassment of faculty, staff, or other students. Sexual harassment includes any one or more of the following acts or behavior, whether directly or by implication, namely

a. Physical contact and advances; or
b. A demand or request for sexual favours; or
c. Making sexually coloured remarks; or
d. Showing pornography; or
e. Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

26. Defacing, disfiguring, damaging or destroying, or causing any loss in any manner to all the public, private, or Institute properties.
27. Abusing the faculty or staff of the Institute or hostels.
28. Sending or forwarding damaging or false or wrong information or any unauthorized information to the electronic, print, or social media, tarnishing the image of the Institute.
29. Subletting the hostel room or not vacating the hostel room, when asked to do so.
30. Lending and borrowing money on interest to and from other students.
31. Visiting the residence of Director, Deans, faculty, and officers, uninvited or without permission.
32. Bringing any political or other outside influence pertaining to academic matters.
33. Violating restrictions imposed by law.
34. Dressing indecently manners, including but not restricted to clothes depicting illegal drugs, alcohol, prophane language, racial, sexual, and vulgar captions, etc.
35. Sheltering outsiders in the Institute or hostels.
36. Bringing, distributing, or circulating unauthorized notices, pamphlets, leaflets, etc. within the campus or hostels. The possession, distribution, or exhibition of any item by any means which is *per se* obscene is prohibited within the campus or on any property owned/ managed by the Institute.

37. Collecting money either by request or by coercion from others
38. Using motorized vehicles within the Institute premises, unauthorizedly.
39. Loitering in the campus beyond the permissible hours.
40. Appearing in secluded places with other students.
41. Littering waste materials within the campus including classrooms, hostels, offices, canteen, and messes.
42. Quarrelling with or abusing security or housekeeping staff.
43. Bunking of classes or instigating other students to bunk classes, without permission
44. Using single use plastic on the campus and throwing paper cups or garbage on the roads.

4. DISCIPLINARY SANCTIONS

Any student indulging in acts or conduct, which are treated as misconduct as mentioned in this Code shall, depending upon the gravity of the misconduct or depending on its recurrence, be subjected to any of the following disciplinary sanctions.

I. Minor Punishments

i. Warning or Reprimand: The student engaged in any prohibited behavior will be issued a warning letter.
ii. Additional work in the institute.
iii. Cancellation of allotment of Hall of Residence
iv. Forfeiture of Caution deposit or other deposits
v. Debarment from student activities and elections and captaincy of sportsteams,'
vi. Debarment from medals and prizes as well as important non-academic awards.

A student issued with more than **two warnings** or the other penalties mentioned above will not be allowed to file his/her nomination in students' elections or hold any position in any Club or society.

II. Major Punishments

i. Withholding of promotion to the next Semester / academic year
ii. Reduction in grade in one or more courses,
iii. Debarring from writing Examinations

iv. Awarding ‘F’ or ‘R’ grade in one or more courses, with or without forcing to study at a slow pace

v. Awarding ‘F’ or ‘R’ grade in all the courses of one or two semesters, with or without being forced to study at a slow pace

vi. Partial (one month or one semester) or complete debarment from campus placement

vii. Suspension from the Institute for a certain period. The period of suspension and conditions, if any, shall be clearly indicated in the communication and will be addressed to the student.

viii. Rustication for a specified period including monetary penalty

ix. Expulsion from the institution i.e. the permanent dismissal of a student from the Institute. Such a student will not be eligible for readmission to any of the courses of this Institute.

x. Monetary penalty exceeding Rs. 50,000/-

xi. Expulsion from the Halls of Residence permanently

In addition, for economic offenses (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 the cost** of the damaged property.

5. DISCIPLINARY COMMITTEES

For a minor offence committed, (a) in the Department or a classroom (b) in a Hall of Residence, and (c) elsewhere, the Head of the Department, the Warden and Chief Warden, and the Dean of Student 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 Institute Standing Disciplinary Committee in a formal manner.

The above authorities can also recommend the imposition of major sanctions as envisaged under Section 4 of this Code to the Chairman of the Institute's Standing Disciplinary Committee. While taking any action as envisaged in the code the authorities shall do so in an impartial manner and see to it that the sanction imposed/proposed is commensurate with the gravity of the prohibited behavior.

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.

I. Institute standing Disciplinary Committee (ISDC)

The objective of the Institute standing Disciplinary Committee is to ensure discipline on campus through modulation of character, persuasion, compassion, and understanding so that no student is inclined to commit an offence. The Institute Standing Disciplinary Committee (ISDC) is responsible for not only investigating reported complaints but also advising the administration on policy issues affecting student behavior on campus. The role of the committee is to establish the facts, grade the severity of the offence and recommend deterrent measures commensurate with the offence. All major acts of indiscipline, which may have serious repercussions on the students in general and/or which may warrant a uniform and more formalized nature of the investigation, shall be handled by the **Institute Standing Disciplinary Committee** appointed by the Senate.

The Institute standing Disciplinary Committee (ISDC) consists of the following members:

1. Dean of Student Welfare — Chairman
2. Head of the Dept. or his Representative — Member
3. Chief Warden — Member
4. Two members of faculty nominated by the Senate, (for a period of One year) — Member
5. Three senior students (one UG, one PG, one female UG or PG) nominated by the Director for a period of one year — Member
6. Deputy / Assistant Registrar (Academic) - — Member Secretary

The wardens of the Halls of Residence of the concerned students, Vice Presidents of SAC, Professor in Charge, Security and other faculty members may be invited to the meeting of the ISDC at the discretion of the chairman as per need.

II. Process of Disciplinary Action on Students

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 the Head of the Department or Warden or Chief Warden or Dean, Student Welfare or Director, depending on the place of occurrence and affiliation of individuals concerned.

i. If a Head of the Department or a Warden or Chief Warden receives complaints/reports / information of a student indulging in serious misconduct, he has to judge the gravity of the possible offence. In case of a minor complaint, he is expected to work out a mutually acceptable solution and settle the issue. However, if the case is of a serious nature, the matter must be reported to the Dean SW or Director for formal proceedings.

ii. When Dean (SW) or Director receives a complaint / report / information of a student indulging in serious misconduct, depending on the seriousness of the offence, they may either refer the matter to the concerned Head of the Department or Warden and Chief Warden for an amicable settlement or put up the matter to ISDC

iii. The Committee shall give an opportunity to the student / students to explain the circumstances leading to the complaint / allegation and examine other witnesses / documents in the presence of the accused student/students. The proceedings of the inquiry shall be completed expeditiously, within one month of the complaint being referred to the Committee. The proceedings shall be video-recorded.

iv. 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. The ISDC recommendations must contain the names of students involved, the charges, and the conclusion of the committee, mitigating and aggravating circumstances if any, and its recommendations for the award of punishment if any.

v. 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.

vi. 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 the capacity of Chairman of the Senate may make minor changes in the nature of punishment awarded or reduce the level and/or quantum of punishment if he feels

appropriate. But he shall not increase the quantum of punishment recommended by the ISDC.

vii. 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 on the matter will be final.

viii. 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.

ix. On approval of the Director, the Deputy / Assistant Registrar (Academic) will bring out appropriate orders stating the charges, the conclusion, and the punishment awarded with copies to the affected students, their parents/guardians, faculty advisors, HODs, Wardens and also to the complainants

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

III. Examination Disciplinary Committee:

The following Committee shall inquire into complaints of malpractices or adoption of unfair means in an examination and shall be dealt with by the **Examination Disciplinary Committee (EDC)** consisting of the following members:

(1)	Professor in-charge of Examinations	Chairman
(2)	Head of the Department concerned	Member
(3)	Invigilator	Members
(4)	Two members of faculty nominated by the Senate for a term of One year	Members
(5).	Dy/Asst. Registrar (Academic)	Member Secretary

If the adoption of unfair means is proved, the punishment may be, depending on the quantum of the offence and prior record, a reduction of grade, put on academic probation, de-

registration of a course, expulsion for one or more semesters, or outright expulsion from the Institute.

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

In case of minor offenses in the examination hall, a punitive deduction of marks on the answer script can be made by the course teacher at the time of evaluation of the script.

An invigilator in an Examination Hall may recommend the deduction of marks (up to 10 marks) on the answer script for indiscipline in the examination hall, disobeying the advice of the invigilator, or other minor offenses. In case of adoption of unfair means in examination or creation of serious disturbance in the examination hall, the invigilator shall report the matter to the Examination Disciplinary Committee

IV. Hall Disciplinary Committee (HDC)

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

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

- Acts that may be classed as "**crimes**" rather than acts of indiscipline will be reported to the state authorities; they include acts such as causing serious injury to fellow students

or others, causing major damage to Institute property, involving in activities prejudicial to national security or to that maintaining communal harmony, etc.

- All complaints related to ragging shall be considered by the **Anti-Ragging Committee** of the Institute and the procedure as above in (II) shall be followed for the imposition of penalty/penalties.
- All complaints involving sexual harassment shall be inquired into by the **Internal Complaints Committee** and the procedure as above in (II) shall be followed for imposition of penalty/penalties.
- **Cases of indiscipline in a classroom 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.
- A punishment, once awarded and notified cannot be changed by the Director, ISDC, 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.
- **Deans:** Any authority of the Institute with delegated powers shall have the power to visit / inspect any premises, buildings, or any property of the Institute when there is a genuine doubt that any act of prohibited behaviour is taking place and can take any lawful actions to curb such behaviour.

Ordinarily, minor disciplinary offences and punishments will not be reflected in a student's Conduct Certificate. But in serious cases, the Disciplinary Committee, the Director, or the Senate may decide to make an appropriate entry in the student's Conduct Certificate.

6. RIGHT TO APPEAL – APPELLATE AUTHORITIES

I. **Director:** The Director can entertain any appeal from any student/students aggrieved by the action of any authority of the Institute under or subordinate to the Director and decide the case on merit.

II. **Senate**: 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.

Any student aggrieved by the action of the Director can appeal to the Senate. The decision of the Senate shall be final and binding on the students. Members of the

Inquiry Committee shall not participate in the deliberations of the Senate when the appeal is being considered. Registrar, being the Secretary of the Senate shall communicate the decision of the Senate to the student/students.

7. ASSISTANCE FROM LAW ENFORCEMENT AGENCIES

The Registrar shall have the power and duty to call the Police immediately with the concurrence of the Director when there is a threat to law and order situation on the Campus and also when there is a genuine apprehension that any incident of rioting, vandalism, or any other act prohibited by law is likely to take place. The Registrar can also arrange for a video recording of the entire situation and take requisite actions through police and other concerned authorities. For all violations of the Indian Penal Code, the Institute reserves the right to file complaints with the Law Enforcement Agencies, in addition to taking disciplinary action in the Institute, as per this Code.

8. UNDERTAKING BY THE STUDENTS

The students joining any academic program of the Institute will have to give an undertaking to the effect that he/she will comply with the provisions envisaged in this Code in letter and spirit and it is implied that they will be bound by the provisions of this Code at all times during the course of their study in the Institute.

9. AMENDMENTS TO THE CODE

The Senate of the Institute shall have the power to amend any of the provisions in this Code. The amendments shall be brought to the notice of the students and faculty of the Institute through notice put on the Institute web site, notice boards of the Institute or through emails.

TYPICAL OFFENCES AND PENALTIES

1. GENERAL OFFENCES

Nature of the Offence	Penalty
1. Misbehaving with a student in the hostel, in the academic area, sports field, or otheractivity area 2. Obstructing a student from pursuing his studies peacefully by persistent disturbance, loud noise, etc. 3. Throwing trash or spitting on the road, corridors, or public places 4. Riding a motorbike without a helmet, at high speed or with two pillion riders, parking in the hostel area	Warning for the first time Staying on vacation on campus for Social work i.e. helping CDIS or Office of the Halls of Residence or Library or another department under the supervision of a faculty member
5. Misbehaving with a professor in a class, library, laboratory, or seminar, employee or visitor anywhere, or drunken / intoxicated state outside the classroom. 6. Physically obstructing a faculty or staff member from performing his duty. 7. Threatening, abusing, or assaulting staff. 8. Assaulting and injuring another student without sufficient fightback. 9. Harassing female students through photographic, print or electronic media 10. Harassing female students through verbal abuse or written abuse.	Debarment from Medals and prizes linked to academic performance, prizes based on cumulative performance, elected offices, and captaincy of sports teams. and Reduction of grade by one or more steps in two courses (P grade may be converted to F).
11. Smoking or chewing tobacco in class, laboratory, library, seminar halls or auditorium, halls of residence, (including roads and open space), canteens, playgrounds,and other public spaces. 12. Making unauthorized statements before print or electronic media on matters related to institute administration. 13. Consciously not reporting an offence to authorities or withholding information from an enquiry officer. 14. Tampering I-card, Medical card or mess card, or another identity given by the Institute.	Debarment from Medals and prizes linked to academic performance, prizes based on cumulative performance, elected offices, and captaincy of sports teams. and Conversion of grade in one to three courses to 'R', thus forcing the student to slow pace.
15. Willingly damaging, defacing, or destroying a building, furniture equipment, book or other property owned or controlled by theInstitute or otherwise located within the limits of the	Ten times the cost of the building, furniture equipment, book or other property.

Institute 16. Damaging Institute property in a drunken / intoxicated state	
17. Forgery or Impersonating or signing for a faculty or employee of the institute or producing a forged document; taking over the function of an Institute staff or officer without authority. 18. Leading or Participating in a group (3 or more students) to quarrel with or intimidate another student or another group of students or an outsider. 19. Creating division among students on the basis of religion, caste,home state or any other criteria 20. Organising or leading a scuffle, fight or abusive quarrel between groups of students in or around a student function.	Debarment from studies, placement, and expulsion from hostels and Filing a police case
21. 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 22. Lying or showing disrespect to the Standing Disciplinary Committee or any other enquiry committee. 23. Interfering with a disciplinary proceeding by bribing, threatening, or intimidating a witness or any other person related to a disciplinary case.	Award of 'R' grade to all courses of one semester forcing repeat of the semester or going to slow pace. Debarring from placement
24. Supplying or selling hallucinogenic drug 25. Taking illegal drugs including cannabis/ weed. 26. Promoting/ producing/ selling/ distributing any intoxicating substances such as cigarettes, tobacco, alcohol, weed, etc. inside and outside the campus. 27. Possessing explosives, firearms or such dangerous items 28. Activities prejudicial to national security or communal harmony	Outright expulsion from the Institute + FIR in the police station
29. Creating disturbance in class, library, laboratory or seminar etc.	Staying on vacation on campus for Social work i.e. helping CDIS or Office of the Halls of Residence or Library or another department under the supervision of a faculty member or

	Debarment from Medals & prizes linked to academic performance, prizes based on cumulative performance, elected offices and captaincy of sports teams.
30. Entering a class, laboratory, library, seminar or similar place in an inebriated state. 31. Stealing laptops, mobiles and other electronic gadgets, damaging or removing pages from library books and other library material.	Placement facility withdrawn totally (Cancellation of offers to final year student if already given) and mention of “Bad Conduct” in Conduct Certificate. and Reduction of grade by one or more steps in one course (P grade may be converted to F). or Reduction of grade by one or more steps in two or more courses (P grade may be converted to F)
32. Submission of the same piece of one’s own work for assessment and award of credit in two (or more) instances.	Reduction of grade by one or more steps in one course (P grade may be converted to F). and Delay in publication of final result by 1 to 3 months, accompanied by assigned work within the Institute under the supervision of a faculty member
33. Manipulating attendance or grades other ordinary academic records by electronic or physical means.	Conversion of grade in one to three courses to ‘R’, thus forcing the student to slow pace. Award of “X" grade in all courses of a semester or more Award of ‘R’ grade to all courses of 1 semester forcing repeat of the semester or going to slow pace. Award of ‘R’ status to all courses of 2 semesters forcing repeat of whole year. Expulsion / debarment from hostels

2. EXAMINATION MALPRACTICES

Nature of the Malpractice	Punishment
1. Taking out unused answer booklets outside the examination room.	A fine of Rs. 5000/- per paper. In addition to the above, the candidate shall be awarded an F Grade in that subject.
2. Verbal or oral communication with neighbouring students.	Awarding F grade in one course.
3. Possession of any incriminating material inside the examination hall (whether used or not) For Example: written or printed materials, bits, writings on the scale, calculator, handkerchief, bench, desk, walls, dress, part of the body, hall ticket etc., 4. Exchange of question papers and other materials with some answers. 5. Possession of electronic gadgets such as cell phones, earbuds, programmable calculators, recording apparatus, or any unauthorized electronic equipment. Copying from a neighbour.	Awarding F grade in one course and not allowed to register for follow-up/subsequent examination (Makeup/summer quarter). Not permitted to write the remaining exams. If repeated rustication from the Institute
6. Possession of the answer book of another candidate. 7. Giving an answer book to another candidate.	Both candidates shall be awarded F Grade. In addition, the candidate who possessed the answer script of other students will not be allowed to register for follow-up / subsequent examination (Makeup/summer quarter).
8. Misbehaviour in the examination hall (unruly conduct, threatening the invigilator, or any other examination officials or other students).	Cancellation of all theory examinations registered in that semester and further debarring from continuing his/her studies for one year (two subsequent semesters). However, such students may be permitted to appear for makeup examinations of the previous semesters.
9. Repeated involvement in malpractices 2 to 4 above.	Cancellation of all theory examinations registered in that semester and further debarring from continuing his/her studies for one year (two subsequent semesters). However, such students may be permitted to appear for makeup examinations of the previous semesters.
10. Sending/taking question papers and/or answer scripts outside the examination hall during the examination.	Cancellation of all theory examinations registered in that semester and further debarring from continuing his/her studies for one year (two subsequent semesters). However, such students may be permitted to appear for makeup examinations of the previous semesters.

11. Submitting answer script with answers written outside the hall.	Cancellation of all theory examinations registered in that semester and further debarring from continuing his/her studies for one year (two subsequent semesters). However, such students may be permitted to appear for makeup examinations of the previous semesters.
12. Cases of impersonation	• Handing over the impersonator (outsider) to the police with a complaint to take appropriate action. • Cancelation of all examinations (all papers registered) for the bonafide student for whom the impersonation was done and further the bonafide student will be debarred from continuing his/her studies and writing all examinations for two years. • If a student of this institute is found to impersonate a bonafide student, the impersonating student will be debarred from continuing his/her studies and writing all examinations for two years.
13. Physical assault causing injury to the invigilator or any examination officials or other students.	Rustication from the Institute.
14. Large-scale, organized activity for influencing the examination process, grades or academic records.	Award of "X" grade in all courses of a semester or more and mention of "Bad Conduct" in Conduct Certificate.
15. Deliberately acquiring advance knowledge of the detailed content of an examination paper.	Award of "X" grade in all courses of a semester or more and mention of "Bad Conduct" in Conduct Certificate.
16. Large scale, organized activity for influencing the examination process, grades or academic records.	Rustication from the Institute.

3. CYBER OFFENSES

1. Tampering with one's own electronic identification system, which is normally used for granting access or attendance.	Reduction of grade by one or more steps in all courses of one semester (P grade maybe converted to F). Placement facility withdrawn totally (Cancellation of offers to final year student if already given). Delay in publication of final result by 3 to 6 months, accompanied by assigned workwithin the Institute under the supervision of a faculty member or
2. The posting of indecent or any potential material likely to disturb harmony within the Institute on NITW or other websites.	
3. Accessing another student's personal computer and altering its content without the owner's consent.	

	officer. (To sign in Departmental student attendance register). The degree is to be awarded in the following year.
4. Accessing to the computer account of another student in a Departmental or central computer.	Cancellation of registration for all theory examinations registered in that semester Cancellation of registration of all theory examinations registered in that Year
5. Harassing a fellow student by using electronic media (SMS, Email,Web site)	
6. Stealing or otherwise possessing the electronic password of a faculty, staff member, or an outsider related to the institute without consent.	
7. Unauthorized posting of NITW data/information on social media platforms	
8. Passing on the electronic password of a faculty or staff member, or anofficial password to a third person without the consent of the owner	
9. Accessing and using the personal computer or account (including email account) of a faculty or staff member on a departmental or central computer by stealing his password or by other means.	Cancellation of registration of all courses of a semester or more and mention of “Bad Conduct” in the Conduct Certificate
10. Harassing or publicly humiliating a female student or another female individual by circulating objectionable material over electronic media.	Cancellation of registration of all courses of a semester or more and mention of “Bad Conduct” in the Conduct Certificate Outright expulsion from the Institute.
11. Using a computer /smartphone (own account or that of another individual) for doing serious mischief or for personal gain.	
12. Unauthorized access to the administrative account of a departmental or central computer system server, or to any official user account of NITW irrespective of the motive.	Outright expulsion from the Institute. Outright expulsion from the Institute + FIR in the police station
13. Inviting media inside the Institute’s premises or Communicating with a media person on behalf of the Institute without prior approval of the Institute authority	Placement facility withdrawn totally (Cancellation of offers to final year student if already given). Cancellation of registration of all courses of a semester or more and

14. Circulating photographs, audio/video clips of any activity related to the reputation of the Institute to any kind of media such as print, electronic, and social media, or otherwise.	mention of “Bad Conduct” in the Conduct Certificate Cancellation of registration of all courses of a semester or more and mention of “Bad Conduct” in the Conduct Certificate Expulsion from the hostel/Institute;
15. Unauthorized audio/video recording/ taking photographs of lectures using mobile phones in the classroom	Cancellation of the registration in that course by the concerned faculty
16. Unauthorized recording of proceedings of a committee/discussions with the administration and circulating in the social media groups	Cancellation of registration of all courses of a semester or more and mention of “Bad Conduct” in the Conduct Certificate

4. HOSTEL MALPRACTICES

1. Exchange/shifting of hostel room without prior approval.	Expulsion from the hostel
2. Leaving hostel accommodation without prior approval.	
3. Non-cooperation with hostel management/ inspection team.	Financial penalty as decided by the Hostel Disciplinary Committee Confiscating the items
4. Keeping pets inside the hostel.	
5. Keeping prohibited appliances like cooking heater, cooking oven, refrigerator, etc. inside the hostel	
6. Allowing non-boarders including day scholars inside the hostel without prior approval of the Warden.	Financial penalty as decided by the Hostel Disciplinary Committee
7. Cooking inside a hostel rooms	Cancellation of registration for all theory examinations registered in that semester Confiscating the items
8. Entering a hostel that belongs to the students of opposite gender.	Cancellation of registration for all theory examinations registered in that semester
9. Entering inside the hostel of junior students without written approval of the Warden/ Chief Warden.	Expulsion from the hostel
10. Wastage of food in mess, misuse of electricity in the room, wastage of water, Keeping bathroom tap, water purifier, etc. open.	Financial penalty as decided by the Hostel Disciplinary Committee

ANNEXURE-I

Ragging: Prohibition, Prevention and Punishment

The University Grants Commission vide its letter no F.1-16/2007 (CPP-II) dated June 17, 2009, has reiterated the ban on ragging of students in Institutions of Higher Learning. The students are therefore directed to strictly desist from any kind of ragging.

Ragging constitutes one or more of any of the following acts:

a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating, or handling with rudeness a fresher or any other student.
b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment, or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
d) Any act by a senior student that prevents, disrupts, or disturbs the regular academic activity of any other student or a fresher.
e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm, or any other danger to health or person.
h) Any act or abuse by spoken words, emails, posts, or public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority, or superiority by a student over any fresher.
j) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the grounds of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

Forms of Ragging: Display of noisy, disorderly conduct, teasing, excitement by rough or rude treatment or handling, including rowdy, undisciplined activities which cause or likely to cause annoyance, undue hardship, physical or psychological harm or raise apprehensive fear in a fresher, or asking the students to do any act or perform something

which such a student will not do in the ordinary course and which causes him/her shame or embarrassment or danger to his/her life, etc.

Punishment for Participation in/or Abetment of Ragging:

1. Cancellation of admission.
2. Suspension from attending classes.
3. Withholding/withdrawing scholarship/fellowship and other benefits.
4. Debarring from appearing in any test/examination or other evaluation process.
5. Withholding results.
6. Debarring from representing the institution in any national or international meet, tournament, youth festival, etc.
7. Suspension/expulsion from the hostel.
8. Rustication from the institution for periods varying from 1 to 4 semesters or equivalent period.
9. Expulsion from the institution and consequent debarring from admission to any other institution.
10. Fine up to Rs. 25,000