

KIIT Deemed to be University

STUDENT CONDUCT AND DISCIPLINARY CODE

1.1: Preamble

The KIIT Deemed to be University Students' Conduct and Disciplinary Code outline students' disciplinary policies to enforce discipline in the campus. The Board of Management of the University has approved students' conduct and disciplinary code for the students studying in this University. The student discipline system is designed for an educational system and does not function as a court of law. Therefore, procedural issues, including the introduction and consideration of evidence, are handled in a manner consistent with that educational focus.

1.2 Objectives of the Code

KIIT Deemed to be University affirms that the sole purpose of this University is to develop high quality technical personnel with a sound footing on basic engineering principles, technical skills, innovative research capabilities and exemplary professional conduct to lead and to use technology for the progress of mankind, adapting themselves to changing technological environment with the highest ethical values as the inner strength. The establishment and maintenance of this University is to impart uninterrupted dissemination of knowledge. It is the place where both the teachers and the students are invariably dependent for the cause of maintaining order and discipline in that Campus facilitating advancement of the very objective of the University. Rules and regulations are therefore meant to mark the contours of this needed order and discipline. It is necessary that the University should cultivate higher values of honesty, integrity, responsibility, mutual respect for persons and property and respect for human rights among its students. In order to achieve this, the student community should necessarily practice these values and see that the rules envisaged in this code are strictly followed so that their conduct will be in conformity with and supportive of and conducive to the very objective and cherished values of University.

1.3: Applicability of the Code

The code shall be applicable to all the students admitted to the University and including any academic programme, activity or event conducted by the University. It is the responsibility and duty of each and every student to become acquainted with all the provisions of the code. It is presumed that every student from the date of his/her admission to the University to any academic programme/activity/event has knowledge of this code. All students coming within the above categories are required to strictly adhere to this code as a condition of their admission to the University and this code would be binding on and enforceable against them.

1.4: Responsibilities of the Students

It shall be the responsibilities of the students

- i. To read, become familiar with and adhere to this code and any amendment brought to this code.
- ii. To produce Identity Card while entering into any campus of the University.
- iii. To behave and conduct themselves in the University campus, hostels and premises in a dignified and courteous manner and show due respect to the authorities, employees and elders.
- iv. To foster and maintain a vibrant academic, intellectual, cultural and social atmosphere which is consistent with the objectives of the University.
- v. To access all educational opportunities and benefits available at the University and make good use of them to prosper academically and develop scientific temper.
- vi. To respect the laws of the country, human rights and to conduct in a responsible and dignified manner at all times.
- vii. To report any violation of this code to the functionaries under this code.
- viii. Student joining in any academic programme of the University will have to give an undertaking (Annexure-I) to the effect that he/ she will comply with the provisions envisaged in this code in letter and spirit and even if it is not given, he/ she will be bound by the provisions of this code.

1.5: Behavior of the Students

- i. Students are expected to spend their free time in the Library/ Reading Room. They shall not loiter along the verandahs or gather in front of the offices or the Campus roads. Students should refrain from sitting on places such as parapets, stairs, footpaths etc.
- ii. Groupism of any kind that would distort the harmony is not permitted.
- iii. KIIT Campus is a “Smoking free and Alcohol free Campus”. Possession or consumption of narcotic drugs, tobacco, alcohol and other intoxicating substances are strictly prohibited in the campus and hostels.
- iv. Silence shall be maintained in the premises of the University.

- v. Students are not permitted to use mobile phones in the class room, Library, Computer Centre, Examination Halls, etc.
- vi. Students shall not indulge in any undesirable activity and shall maintain highest standard of discipline.
- vii. Students shall refrain from all activities considered as ragging which is a criminal offence.
- viii. Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the campus and hostels.
- ix. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by politically based organizations.
- x. Students shall not deface, disfigure, damage or destroy or cause any loss in any manner to or regarding public, private or University properties.
- xi. Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the campus or hostels.
- xii. No one shall bring, distribute or circulate 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 University.
- xiii. No student shall collect money either by request or by coercion from others within the Campus or hostels.
- xiv. The University being a place of learning and an exclusive academic zone, nobody shall respond to any call for any form of strike, procession or agitation including slogan shouting, dharna, gherao, burning in effigy or indulge in anything which may harm the peaceful atmosphere of the University and shall eschew from violence in the campus and hostels and even outside.
- xv. No student shall exert undue influence on fellow students.
- xvi. Possession or usage of weapons, explosives or anything that causes injury/ damage to the life and limb or body of any human being or property is prohibited.
- xvii. No student is allowed to use motor vehicles in the campus and Hostel as it is banned by the University. Day-scholars should use the University transport facility for commuting.

- xviii. No student shall leave the campus when the session is on without the permission of the Tutor Mentor/ Dean.
- xix. No student shall leave the campus when the session is on without the permission of the Tutor Mentor/ Dean.
- xx. Students charged with criminal offence or under suspension shall not enter the University Campus without the permission of the competent authority.
- xxi. Students shall only use the waste bins for dispensing waste materials within the campus including classrooms, hostels, offices, canteens and messes.
- xxii. Any conduct which leads to lowering of the esteem of the University is prohibited.

1.6: Disciplinary Sanctions

Any student exhibiting prohibited behavior mentioned in this code shall be subjected to disciplinary sanctions depending upon the gravity of the misconduct or depending on its recurrence. Disciplinary sanctions may be imposed after investigation by the appropriate committees. Any student who is persistently insubordinate, who is repeatedly or willfully mischievous, who is guilty of fraud or malpractice in connection with examinations or who, in the opinion of the competent authority, is likely to have an unwholesome influence on his/ her fellow students, will be removed from the rolls. No refund or credit of tuition fees, or other costs associated with attendance of the institute will be made to students when disciplinary sanctions are imposed which result in the student's being deprived of privileges and/ or access to services.

Modalities of Investigation

When the Chairman of the respective committee receives information regarding alleged violation of any rule or regulation of the students' conduct and disciplinary code (refer Section 5) by the students, the respective Chairman shall investigate the same.

- i. The Chairman may summon the student(s) either orally or in writing to appear at a specified date, time and place in connection with an alleged violation.
- ii. The Chairman may dispose of a violation as being unfounded, may impose disciplinary sanctions without a hearing, or may refer the violation to a formal disciplinary hearing in the respective committee.
- iii. No order other than the order suspending or warning a student shall be passed without giving an opportunity of hearing to the student(s).
- iv. The students who fail without a good cause, to comply with such summons or letter of notice issued by the Chairman may be charged with a violation of Code and Conduct of Student and may be recommended to the next higher disciplinary committee for placing on disciplinary probation, temporary suspension, or barring against readmission.

1.6.1: Minor Sanctions

1.6.1.1 Warning or Reprimand: This is the least sanction envisaged in this code. The student engaged in any prohibited behavior will be issued a warning letter.

1.6.1.2 Tendering Apology: The student engaged in any prohibited behavior may be asked to tender an apology for his/her act, undertaking that he /she shall not indulge in such or any of the prohibited behavior in future.

1.6.1.3 Suspension of privileges: prohibits participation in or attendance at certain events, activities, or class/lab; restricts specific campus student privileges.

1.6.1.3.1 Hostel Privileges: change of hostels, expulsion from hostels, compensation for damage; fines up to Rs. 10,000/-

1.6.1.3.2 : Placement Activity

1.6.1.4 Community Service: assigned a specific number of hours of service.

1.6.2 : Major Sanctions

1.6.2.1 Debarring from Examinations: A student/group of students may be debarred from writing all/ any/ some of the examinations, which forms part of the academic programme for which he/ she/ they has/ have joined.

1.6.2.2 Suspension: Course drop, semester drop, rustication for a specified period may be given as punishment, depending on the severity of the offences.

1.6.2.3 Restitution: Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/ disfiguration to property of the University or any property kept in the premises of the University in any manner. The students/ group of students may be asked to compensate for the loss that has been caused to any person or property of the University or any property kept in the premises of the University due to the act of vandalism perpetrated by the students. The students/group of students shall also be liable to put in their service to restore any loss or damage caused to any property and thereby bringing it to its original form if it is possible.

1.6.2.4 Forfeiture: Caution deposit of any student engaged in any prohibited behaviour shall be forfeited.

1.6.2.5 Expulsion: This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the University and such a student will not be eligible for readmission to any of the courses of this University.

1.7: Functionaries under the Code

Hostel Level:

Violation of general rules (Issued by the Hostel Affairs Board (HAB)) by a hostel resident will come under the purview of Hostel Disciplinary Committee (HDC). The HDC will deal with the matter and give appropriate punishment as envisaged under Section 1.6.1. For matters which have implications across hostels they shall be referred to University Disciplinary Committee (UDC). The matters and the respective disciplinary actions recommended by HDC shall be endorsed by Chairman, HDC and the same will be referred to Chairman, UDC for approval.

School / Academic Level:

Disciplinary issues related to general conduct of students in the class rooms, laboratories and in around campuses shall be dealt with by the School Disciplinary Committee (SDC) of the concerned School. The Dean of the Schools shall have the power to impose minor sanctions as envisaged under section 1.6.1 of this code. They can also recommend imposition of major sanctions as envisaged under Section 1.6.2 of this code to the Director of Students' Affairs (SA). If the violations are of serious nature, SDC may refer the matters to UDC for further action.

University Level:

Violations at the University level include those issues pertaining to the Indian Penal Code (within or outside the campus), those that can affect the KIIT community at large or those that can affect the property of the University itself. For all such major acts of indiscipline, which may have serious implications on the general body of students, and which may warrant a uniform and more formalized nature of investigation, UDC will investigate the allegations and recommend disciplinary sanctions to Pro-Vice Chancellor for approval.

Hostel Disciplinary Committee (HDC)

Director (Hostel Affairs)	: Chairperson
Four Superintendents	: Member
Executive In charge of Concern Hostel	: Members
Manager of Concern Hostel	: Member
Tutor mentor of concerned student	: Member
A.O. (Hostel)	: Member Secretary

School Disciplinary Committee (SDC)

Head of the concerned School	: Chairperson
Sr. A.O, A.O & A.A.O of the concerned School	: Member
Tutor mentor of concerned student(s)	: Members
Program Head	: Member
Faculty members (3)	: Member
FIC students' affairs	: Member Secretary

University Disciplinary Committee (UDC)

Prof. Samaresh Mishra, Director, Student Affairs	: Chairperson
Dr. Sucheta Priyabadini, Director, Student Counseling	: Member
Mr. P. K. Pattanaik, Chief Proctor	: Members
Dr. Shyam Sunder Behura, Dy Director(SS)	: Member
Prof. N. K. Rout, Professor. ETC, Director (SRC)	: Member
Mr. S. K. Rath, Director (Hostel)	: Member
Ms. Jayanti Nath, Dy. Director, Student Affairs Girls' Hostel)	: Member
Dr. Manjusha Pandey, Assoc. Professor, CSE	: Member
Dr. Chittaranjan Pradhan, Assoc. Professor, CSE	: Member
Dr. Sushanta Tripathy, Professor, SME	: Member
Mr. Biswajit Patnaik, Asst. Professor, KSOM	: Member
Dr. Tribikram Mohanty, Assoc. Prof. Civil, NCC Officer	: Member
Head of the concerned School	: Member
Mr. P. K. Chamupati, Jt. Registrar (Admin)	: Member Secretary

All the above committees shall be appointed by the Vice Chancellor of the University for a period of two years. In addition, the Chairperson of the respective committees may invite any other persons to be associated with the proceedings of a particular case, if they deem fit, on a case to case basis.

1.8: Right to Appeal

The student(s) aggrieved by the action of any authority of the University under or subordinate to the Director (SA) can appeal to the Director (SA) and any student aggrieved by the action of the Director (SA) can appeal to the Pro-Vice Chancellor. He/she should appeal within two weeks time with proper justification of the appeal. The decision of the Pro-Vice Chancellor shall be final and binding on the students.

1.9: Assistance from Law Enforcement Agencies

The Deans/Directors shall have the power and duty to call the Police immediately with the concurrence of the Director (SA) when there is a threat of Law and Order situation in the campus/ hostel 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 Deans/ Directors shall in such a case give a detailed report to the Director (SA). The Deans/ Director can also arrange for video recording of the entire situation and take requisite actions through police and other concerned authorities.

1.10: Amendments to the Code

The Board of Management of the University shall have the power to amend any of the provisions in this code. The amendments shall be brought to the knowledge of the students and faculty of the University through notice put on the notice boards of the University or through emails.

1.11: Ragging:

KIIT Deemed to be University has the track record of being a completely ragging free academic campus and hostels. Harassment in any form in and around the campus as well as in the hostels and outside is completely prohibited. Severe punishment is meted out to any student indulging in ragging. In conformity to the **UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions-2009**, anti ragging committees and squads have already been formed.

As stipulated in the Regulation, undertakings in the appropriate format are being taken from the Student and Parent to this effect (Annexure VI & VII). Also, as per provision in the Regulation, necessary steps have been taken in different aspects to curb the ragging effectively.

A nationwide toll free 24x7 anti ragging helpline 1800-180-5522 (helpline@antiragging.in)

1.12 Policy on Substance Abuse

1.12.1 Objective

To prevent substance abuse and to create a secure, conducive atmosphere for learning among the students on the campus, KIIT Deemed University adheres to the following guidelines concerning the possession, use and/or distribution of substances of abuse:

Cannabis, Heroin, Benzodiazepines, barbiturates, Flunitrazepam, Cocaine, Ketamine, Psilocybin, Lysergic acid diethylamide, Amphetamine, Methamphetamines, MDMA, Phencyclidine, GHB, Methaqualone, Inhalants and any other drugs and substances mentioned in **The Narcotic Drugs and Psychotropic Act 1985**.

- A. The possession, use and/or distribution of substances of abuse are prohibited on the University premises & hostels.
- B. The University squads will carry out random checks on students/residential premises for substances of abuse.
- C. Possession, use and/or distribution of substances of abuse will attract appropriate disciplinary action which may include expulsion.

Offenders will also come under the purview of Narcotic Drugs and Psychotropic Substances Act 1985 (NDPS Act) and will be liable for penal action.

1.12.2 Disciplinary procedures

A student violating the University policy on substance abuse will face:

- A. Immediate suspension from the college, pending enquiry.

- B. Parent/legal guardian will be informed immediately and will be expected to meet the Dean/Director of the School at the earliest.
- C. The School disciplinary committee will conduct an enquiry and submit the report to the Dean/Director of the School who will initiate further action in consultation with the Director - Student Affairs of KIIT Deemed to be University.

1.12.3 Policy Matters on Alcohol & Tobacco

- The University campus is declared as “Alcohol /Tobacco free campus”
- If a student is found possessing/consuming Tobacco/Alcohol in the University premises or Hostel, the Disciplinary Committee (DC) will take appropriate action.

Annexure

Annexure I

DISCIPLINARY UNDERTAKING

I,.....

admitted in Course of KIIT Deemed to be University,

Bhubaneswar, India hereby undertake that I will abide by KIIT Deemed to be University Students’

Conduct and Disciplinary Code which I have already gone through failing which I know that I shall be subjected to the major/ minor disciplinary sanctions as the case may be.

Date:

Place:

Signature of the Student

Signature of the Parent

Name of the Student:

Name of the Parent:

Registration No. :

Annexure-VI

Anti Ragging Affidavit by the Student

- 1) I (full name of student with admission/ registration /enrollment number) , s/o d/o Mr. / Mrs./Ms.,having been admitted to (name of the institution) , have received a copy of the UGC regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”), carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
 - a) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6) I hereby declare that, I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this..... day of.....month of.....year

**Signature of deponent
 Name:**

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated there in.

Verified at (Place) on this the (day) of (month), (year).

**Signature of deponent
 Name:**

Solemnly affirmed and signed in my presence on this the (day) of (month), (year) after reading the contents of this affidavit.

**OATH
 COMMISSIONER**

Annexure-VII

ANTI RAGGING AFFIDAVIT BY PARENT/GUARDIAN
(To be filled online)

- 1) I (Mr./Mrs./Ms.....)(full name of parent/guardian). Father/mother/guardian of , (full name of student with admission/registration/enrollment number) , having been admitted to (name of the institution) , have received a copy of the UGC regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
 - a) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that, my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this..... day of.....month of.....year

Signature of deponent

Name:

Address:

Telephone/ Mobile No.:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (Place) on this the (day) of (month), (year).

Signature of deponent

Name:

Solemnly affirmed and signed in my presence on this the (day) of (month), (year) after reading the contents of this affidavit.

OATH
COMMISSIONER