

## Regulation on Code of Conduct of Students

**Central Institute of Technology Kokrajhar (CITK),  
Kokrajhar-783370, India**

### **1. Introduction**

It is the responsibility of Central Institute of Technology (CITK) to inculcate discipline and a sense of responsibility in its students so that they are groomed to be responsible and civic minded citizens. The Code of Conduct of Student outlines student conduct and disciplinary policies that pertain to students at CITK. The ordinance has been designed to provide information to students, faculty and staff regarding the ideals that underlie in our academic environment, and the expectations that the Institute has regarding the conduct of students. The purpose of the policies outlined in the Code of Conduct of Students is to protect the rights of all members of the CITK Community and to maintain a conducive atmosphere in the community appropriate for an institution of higher education. Interpretations of provisions within the Code of Conduct of Student may be requested by contacting the Dean of Students' Affairs.

### **2. Scope of Rules of Code of Conduct of Students**

CITK faculty, staff and students value the Institute's relationship with the surrounding community and realize that it has tremendous social, cultural and economic impact on the community. Policy setting and enforcement of discipline are ways of educating students to become conscientious members of the community. Students of CITK are expected to conduct themselves in a responsible manner at all times, whether on or off campus. The student discipline system exists to handle infractions against Institute rules and regulations. This system is based on a philosophy of fairness to all parties affected by any situation involving a student's noncompliance with CITK policy or regulation. The student discipline system is designed for an educational system and does not function as a court of law. Procedural issues, including the introduction and consideration of evidence, are handled in a manner consistent with an academic environment. The student discipline system is not a substitute for the criminal and civil courts but an internal mechanism for complainants when the alleged violator is an enrolled CITK student. Disciplinary committees mentioned below look into violations of institute rules cited below by student(s) inside the campus within their purview. For serious violations or crimes under IPC, appropriate authority will be referred to or permitted to take actions on the violator(s). If a student or a group of students is/are reported by community members for possible violations of the law off campus, the Institute will cooperate with appropriate officials taking necessary legal action. Further, if a student or a group of students is reported to the Institute authorities for violations off campus, the Institute may intervene on a formal or an informal basis. The "informal" intervention will involve in the individual student or the group of students being referred to the Dean of Students' Affairs or a competent authority for resolution of complaint. Off campus behavior which can have a significant impact on the mission of the Institute may invite formal Institute disciplinary actions.

### **3. Grounds of Disciplinary Proceedings**

All students are responsible for conducting themselves in a manner that helps enhance the environment of learning, wherein the rights, dignity, worth and freedom of each member of the campus are respected.

- 3.1. A student found responsible for the violation of any clause outlined in this section is subject to disciplinary sanctions. Dean of Students' Affairs or designee may initiate disciplinary proceedings against student(s) suspected of violating the Code of Conduct of the Institute outlined herein and/or elsewhere within the jurisdiction of the Ordinances and Regulations of the Institute.
  - 3.1.1. Any violation of any sort pertinent to the Indian Penal Code.
  - 3.1.2. Violation of any published CITK policies, rules, or regulations. It is the responsibility of the student to be familiar with all CITK policies that refer to appropriate behavior on campus.
  - 3.1.3. Conducts that interfere with the operations of the Institute. Such conducts include but are not limited to disruptions or obstructions of teaching, research, administration, or other CITK activities.
  - 3.1.4. Ragging in any form is prohibited in the premises of CITK campus.
  - 3.1.5. Failing to comply with orders or directives of CITK officials, Institute hearing bodies, Institute Security Personnel, or any law enforcement officer performing her/his duties.
  - 3.1.6. Furnishing false or misleading information to a member of the faculty, staff, student, or law enforcement official acting in an official capacity.
  - 3.1.7. Failure to appear and/or report to any CITK office in conjunction with any disciplinary matter, at the time specified or to request alternative appointment.
  - 3.1.8. Violation of CITK policies causing threat to academic integrity.
  - 3.1.9. Forgery, alteration, destruction, misuse, or possession of CITK documents, including but not limited to Institute identification cards or records without authorization. Violations include, but are not limited to, forgery of applications for financial aid, admission, course changes or course credit, copying, alteration or misuse of transcripts, and student identification cards etc.
  - 3.1.10. Abuse of the Institute disciplinary system, including but not limited to
    - a) Falsification or misrepresentation of information presented to any judicial authority.
    - b) Interference with a judicial process through coercion, intimidation, threats, or bribery.
    - c) Failure to promptly obey any mandate of any CITK disciplinary authority.
    - d) Failure to comply with written or oral communications from an authorized CITK official to appear for a meeting or hearing as part of the Code of Conduct of Student System.
    - e) Initiation of a complaint with prior knowledge that the information submitted is false.
    - f) Influencing or attempting to influence another person to commit an abuse of the Code of Conduct of Student system.
  - 3.1.11. Damage, defacement, or destruction of any private or Institute property.
  - 3.1.12. Attempted or actual theft or possession of private or Institute property.
  - 3.1.13. Unauthorized use of private or institute facilities including, but not limited to telephone, internet, computing/lab equipment and accessories and any mode of communication.

- 3.1.14. Possession, duplication, or use of keys to any CITK premises without authorization; entry or use of Institute premises without permission.
- 3.1.15. Violation of the CITK Code of Computing Practices, including but not limited to, the misuse of CITK computers or computer network or email accounts.
- 3.1.16. Violation and/or sabotage of safety systems, including but not limited to, the below listed behaviors as well as any other behavior prohibited by the Institute authority.
  - a) Unauthorized use, abuse, or interference with fire protection equipment or other safety equipment which could result in death, injury, or substantial property damage.
  - b) Intentional setting off of false fire alarms.
  - c) Bomb threats or similar threats involving dangerous devices or substances.
  - d) Behavior which constitutes a significant fire hazard.
  - e) Unauthorized possession or use of any material or substance which constitutes a significant health hazard.
- 3.1.17. Conducts that endanger the health or safety of members of the CITK community or other persons.
- 3.1.18. Violation of traffic rules, all inclusive of two, three and four wheelers, that jeopardizes orderly traffic and safe journey on the road.
- 3.1.19. Disorderly conducts including, but not limited to, verbal abuses or inappropriate behaviors or any other activities or behavior prohibited by the Institute authority.
- 3.1.20. Instigation of a disturbance in violation of CITK policy and/or any local sound ordinance.
- 3.1.21. Organization or participation in activities which are in violation of CITK policy related to demonstrations and/or assemblies.
- 3.1.22. Discriminations against any member of the CITK community, or a visitor, through biased or prejudicial behaviors related to the person's race, color, nationality, sex, religion, disability, age or sexual orientation.
- 3.1.23. Failing to discourage/confront illegal activity and/or violation of the Code of Conduct of Student by active/passive participation/presence during the activity
- 3.1.24. Hazing, defined as, but not limited to, any act imposed on current or potential members of a group or organization that can endanger the mental or physical health or safety of a person, that defaces or destroys public or private property, that is likely to result in humiliation or ridicule, or that is likely to result in interference with academic efforts regardless of the consent of the participants, or any actions or activities prohibited by the CITK authority.
- 3.1.25. Physical abuse, including, but not limited to, inflicting or threatening bodily harm upon any person, or acting in a manner which creates a risk of bodily harm to any person.
- 3.1.26. Harassment, abuse, coercion, or threats by means other than the use or threatened use of physical force. These include, but are not limited to, any behaviour prohibited by the law.
- 3.1.27. Sexual Harassment/misconduct: Offensive or derogatory comments or conducts reflecting gender-bias which create intimidating work or living environments and which

represent substantial violations of the rights or opportunities of the victim(s). Such conducts include but are not limited to:

- a) Conducts that violate the institute's policies prohibiting sexual harassment, such as unwelcome sexual advances, requests for sexual favours, and other unwelcome verbal or written communications of a sexual nature.
- b) The use of phone, email or any other method designed to transmit messages or materials of an explicit sexual nature that are unwanted by the recipient.

3.1.28. Harboring or bringing a pet on CITK premises in violation of Institute policy.

3.1.29. Gambling for money or other items of value on CITK premises; including but not limited to, playing cards or other games of chance or skill for money or other items of value.

3.1.30. Visiting classrooms, library, laboratories, faculty rooms, academic Departments/Centres and administrative Sections, in improper clothing/attire.

3.1.31. Use or possession of a controlled substance, narcotic or drug paraphernalia, including but not limited to, any actions or activities deemed prohibited by the Institute authority /Government of India.

3.1.32. Sale, manufacture, or intent to manufacture a controlled substance, narcotic or drug paraphernalia, including but not limited to, any actions or activities prohibited by the Institute authority/ Government of India.

3.1.33. Possession or use of any dangerous or prohibited chemicals without express authorization by an authorized CITK official.

3.1.34. Possession or use of any explosive device or material, including but not limited to, firecrackers, cherry bombs, bottle rockets, and dynamite without express authorization by an authorized CITK official.

3.1.35. Possession of firearms or any weapons.

3.1.36. Indulging in any form of business or engagement without prior permission from the Institute authorities

3.2. The examples of behaviour that are prohibited in and around the residential facilities of the campus:

- a) Entry into restricted areas of the residential facilities. These include, but are not limited to:
  - I. The residence hostel roof, windows, ledges, and walls;
  - II. Restrooms designated for use by members of the opposite sex (i.e., men in women's restrooms);
  - III. Another resident's room, suite, or apartment without permission;
  - IV. Dining centres and convenience stores during non-operational hours;
  - V. Front desk and staff office space.
  - VI. Electrical/communication/store rooms without proper permission.
- b) Throwing or hanging objects from windows, removal of screens, or the use of a window as an entrance or exit.
- c) Signs other than those used to display institute spirit may not be displayed in window or exterior surfaces of the residence hostel or other locations.
- d) Interfering with the rights or safety of one's roommate(s) and/or other students or creating a hostile environment within the residential facilities.

- e) Noise or behavior that disrupts other residents in the residential facilities and/or interferes with their studies and sleep.
- f) Using barbecue grills or gas grills in any residence hostel facility. Items such as toasters, toaster ovens, hot plates, electric skillets or appliances with an open heating element are prohibited in all student rooms.
- g) Storing personal items in public areas of a residential facility.
- h) Alterations, additions, and/or unauthorized use of furnishings and fixtures within a residential facility.
- i) Playing of sports or activities that present a risk of injury to persons or properties within and around a residential facility.
- j) Failure to vacate immediately when a fire alarm sets off.
- k) Smoking is strictly prohibited within the campus. This includes all students' hostel rooms. CITK is a non-smoking zone.
- l) Consuming alcohol and use of any form of narcotic stuff are strictly prohibited within the campus including all residential facilities. Students found in any kind of intoxicated state will face severe disciplinary action that includes expulsion from the hostel and rustication from the Institute.
- m) Door-to-door selling/soliciting/canvassing of any item, service or cause is prohibited.
- n) Permitting non-resident hostel students to utilize equipment or services intended for the exclusive use of resident hostel students is prohibited.
- o) CITK Housing facilities are not open to anyone other than residents assigned to that faculty, CITK officials, and guests (as defined below) who have a legitimate reason for being in the building. Residential facilities are special purpose buildings and are not open to the general public. A guest is someone who comes to a residential facility to visit a specific resident or who has been extended an invitation by the Institute to visit for a specific occasion, special function, tour, or official visit. A roommate has the right to free access to her/his home at all times and must not be restricted due to visit of a guest.
  - i. All guests must be escorted by their hosts at all times.
  - ii. The host is responsible for familiarizing the guest with pertinent CITK rules and regulations and is responsible for the conduct of the guest(s).
  - iv. The Institute does not condone cohabitation.
  - v. Individuals in violation of these or other CITK rules and regulations may be required to leave a residential facility.
- p) No pets are not permitted in hostels.
- q) All the hostel borders must follow and obey the hostel rules.

***In addition to the above following points to be noted: Academic Malpractices as defined in 'Annexure - I' is a part of the code of conduct of student. Students, who want to participate in any external events outside the CIT campus, must submit the duly signed undertaking form attached in 'Annexure-II' minimum seven days prior to their journey.***

#### 4. Disciplinary Proceedings

Disciplinary proceedings could be conducted based on the nature of violation.

##### 4.1 Composition of Disciplinary Committees

###### 4.1.1 Hostel Disciplinary Committee (HDC)

- i. Associate/Assistant Dean Students' Affairs – Chairman
- ii. Chief Warden - Convenor
- ii. Wardens of concerned hostel – Member
- iii. Prefect of the concerned hostel – Member
- iv. Caretaker of concerned hostel – Invitee

###### 4.1.2 Departmental Disciplinary Committee (DDC)

- i. Head of the concerned Department (HOD) – Chairman
- ii. A faculty of the concerned Department nominated by the HOD – Convener
- iii. Two faculty members of the concerned Department – Member
- iv. One student of the concerned Department nominated by the HOD – Member

###### 4.1.3 Institute Academic Disciplinary Committee (IADC)

- i. Dean of Academic Affairs – Chairman
- ii. Dean of Students' Affairs - Member
- iii. Dy. Registrar/Asst. Registrar (Academic) – Member
- iv. Associate/Assistant Dean of Academic Affairs - Convener
- v. Two faculty members nominated by the Dean of Academic Affairs – Members

###### 4.1.4 Students' Disciplinary Committee (SDC)

- i. Dean of Students' Affairs - Chairman
- ii. Associate/Assistant Dean of Students' Affairs –Convener
- iii. Assistant Dean (Acad.)/Faculty i/c (Exams) - Member
- iv. Chief Warden, HMC-Member
- v. HODs of CSE, CE, ECE, FET and I.E
- vi. Dy. Registrar/Asst. Registrar (Academic/SA)

In addition, the Chairmen of the respective committees may invite any other persons to be associated with the proceedings of a particular case, if their participation is considered necessary in disposing of the matter.

##### 4.2 Appointment of Committees

Committee	Term	Appointing Authority
Hostel Disciplinary Committee (HDC)	One Year	Dean Students' Affairs
Departmental Disciplinary Committee (DDC)	One Year	Dean Academic
Institute Academic Disciplinary Committee (IADC)	Three Years	Director
Students' Disciplinary Committee (SDC)	Three Years	Director

4.3 Violations have been broadly divided into three categories based on the where or in which context the same were detected.

4.3.1 *Hostels related:* To deal with disciplinary matters at this level there will be Hostel Disciplinary Committee (HDC). Violation of general hostel rules by a hostel resident will come under the purview of Hostel Disciplinary Committee (HDC). The HDC will deal with the matter and give appropriate decision including punishment. For matters within the hostels, which have implications across Institutes, HDC may refer the matter to Students' Disciplinary Committee (SDC). The matters and the respective disciplinary actions recommended by HDC shall be referred to Chairman, SDC for approval. Upon approval, the charges will be intimated by convener, HDC to the concerned people. Any matter of very serious nature will be reported in the Senate of the Institute.

4.3.2 *Academics related:* Disciplinary issues related to general conduct of students in the class rooms and laboratories shall be dealt with by the Departmental Disciplinary Committee (DDC) of the concerned Department. The DDC will deal with the matter and give appropriate decision including punishment. If the issues are with respect to purely academic malpractices, then the respective charges shall be referred to Chairman, Institute Academic Disciplinary Committee (IADC) for approval. For any other disciplinary issues, the recommendations of DDC shall be referred to Chairman, SDC for approval. If the issues are with respect to academic malpractices and have implications across the departments, the issues shall be dealt by IADC. The charges recommended by IADC will be endorsed by Chairman, SDC and the same will be referred to Chairman, Senate for approval and will be reported to the Senate. Upon approval, the charges related to purely academic malpractices will be intimated by Convenor, IADC to the concerned people. All other charges will be intimated by Convenor, SDC to the concerned people.

4.3.3 *Institute Level:* Violations at the Institute level include those issues pertaining to the Indian Penal Code (within or outside the campus), those that can affect the CITK community at large or those that can affect the property of the Institute 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, SDC will investigate the allegations and recommend disciplinary actions. The committee may co-opt other members, if they deem fit, on a case to case basis. The charges recommended by SDC shall be referred to Chairman, Senate for approval and will be reported to the Senate. Upon approval, the charges will be intimated by Convenor, SDC to the concerned people.

#### 4.4 Hierarchy of the Disciplinary Committees

Nature of Offence	Disciplinary Committee	Approving Authority	Appellate Authority
Hostel Specific Offence	HDC	Chairman, SDC	Senate
Department Academic Offence	DDC	Chairman, IADC	Senate
Department Any Other Offence	DDC	Chairman, SDC	Senate
Institute Academic Offence	IADC	Chairman, Senate	Board of Governors
All Other Disciplinary Cases	SDC	Chairman, Senate Board	Board of Governors

#### 4.5 Modalities of Investigation

When the Chairman of the respective committee receives information regarding alleged violation of any rule or regulation of the Code of Conduct of Student Discipline (refer Section 2) by the students, the respective Committee shall investigate the same.

- a) The student(s) may be summoned by the Chairman either orally or in writing to appear at a specified date, time, and place in connection with an alleged violation.
- b) The Chairman may dispose of a violation as being unfounded, may impose administrative sanctions without a hearing, or may refer the violation to a formal disciplinary hearing in the respective Committee.
- c) Commensurate with the gravity of the offence appropriate punishment like fine, community work, awarding F-grade, rustication or expulsion from the hostel/Institute may be recommended/awarded. Concerned parent(s) of the student(s) will be informed if a Punishment is awarded to any student(s).
- d) 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 of Conduct of Student and may be recommended to the next higher disciplinary committee for placing on disciplinary probation, temporary suspension, or barring against readmission.

#### 5. Disciplinary Sanctions

- a) Disciplinary sanctions may be imposed after investigation by the appropriate committees. The purpose of imposing sanctions is to promote educational and social development of the student and the CITK community, to provide appropriate penalties, and to deter other acts of misconduct which thwarts the aims, purposes, and policies of the institution.
- b) 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.



- c) In the case of serious violations, a notation of the discipline matter will be placed on a student's transcript until it is cleared. In case of dismissal from the institute, the record is permanent.
  - d) Discipline records are confidential in accordance with laws of the nation. The contents of the student discipline record may not be released to anyone not associated with campus discipline except upon written approval of the student or a court-order.
  - e) The initiating administrator may dispose of a violation by imposing any of the following sanctions without a hearing.
- 5.1 *Reprimand:* The appropriate administrator places appropriate remarks in the permanent discipline record of the student on whom the punishment is imposed.
  - 5.2. *Probation:* Written notification that further violations of any sub-section of this Code of Conduct of Student will result in more severe disciplinary action. Warning probation may be imposed for a period of not more than one calendar year.
  - 5.3. *Disciplinary probation:* Written notification that further violations of any sub-section of this Code of Conduct of Student may result in suspension/temporary expulsion. The terms of disciplinary probation shall be determined by appropriate authority on case-to-case basis.
  - 5.4. *Suspension of privileges:* Prohibits participation in certain events, activities, class/lab and/or restricts specific campus student privileges.
    - 5.4.1. Hostel Privileges
    - 5.4.2. Inter-Hostel Privileges
    - 5.4.3. Use of Lab Facilities
    - 5.4.4. Use of Sports Facilities
    - 5.4.5. Membership in Clubs and Other Bodies
    - 5.4.6. Holding Office
    - 5.4.7. Placement Activity
  - 5.5. *Community Service:* Assigned a specific number of hours of service to the Institute/community.
  - 5.6. *Restitution:* Bearing cost of repair or replacement of property/equipment damaged or monetary compensation.
  - 5.7. *Compensation for damage:* Adequate compensation to fit the damage. If the compensation is not made, it remains on the student's record as indebtedness to the institute, which then renders the student ineligible to register for subsequent semesters or obtaining diploma/degree.

- 5.8. Cancellation of registration and/or denial of credit may be imposed in cases where the student is found guilty of withholding information relating to the student's admission, transfer credits, academic status, records, etc.
- 5.9. Suspension: Course drop, semester drop, rustication for a specified period may be given as punishment, depending on the severity of the offences.
- 5.10. Expulsion: To be used for major offences.
- 5.11. Powers of punishment

Committee	Powers of Punishment to be Recommended / Awarded
HDC	Refer to Hostel rule book.
DDC	Reprimand, Probation, Suspension of Departmental Privileges, Restitution, Compensation for damage; Fine up to Rs. 5000/- on an individual
IADC	Reprimand, Probation, Restitution, Compensation for damage; Lowering of Grades; Awarding F Grade; Suspension of Institute Privileges; Course Drop; Fines; and recommendation to SDC for Semester Drop, Rustication, and Expulsion
SDC	Reprimand, Probation, Suspension of Privileges; Restitution, Compensation for damage; Semester Drop; Rustication; Expulsion; Fines;

## 6. Appeal Procedures

A student can appeal to the Appellate Authority against any punishment imposed upon him/ her. He/she should appeal within two weeks' time from the date of issue of punishment letter with proper justification.

## Annexure – I

### **Academic Malpractices**

For purposes of filing formal charges, each of the following offenses will normally be considered as an act of malpractice in an examination:

- I.1 Copying from another student or by any other means during the examination.
- I.2 Assisting an examinee in copying during examination by any means.
- I.3 Possessing / using unauthorized materials or documents including mobile phone and other aids.
- I.4 Failing to thoroughly follow instructions related to the preparation and presentation of work submitted for credit, submitting others' work as one's own, or misleading faculty members about the condition under which the work was prepared.
- I.5 Obtaining all or part of a question paper by unfair means and /or distributing to others.
- I.6 Substituting for another student, or permitting any other person to substitute for oneself, for appearing in the examination.
- I.7 Entering in to Academic Section or a laboratory, faculty room, office of an academic Department/Centre, without permission and/or tampering/changing records/documents in any form.
- I.8 Plagiarism in any form is strictly prohibited.
- 1.9 Any unethical or illegal practices in dissertations / theses / publications / conference presentations/data collection and analysis is prohibited.

Annexure-II

**Undertaking Letter from Guardian and Student for Participation in External Events**

I \_\_\_\_\_ (Name of the parent /guardian)  
agree to send my son/daughter/ward/named \_\_\_\_\_  
\_\_\_\_\_ (Roll No: \_\_\_\_\_) from CIT Kokrajhar for  
participation in \_\_\_\_\_ (Name of the event) at  
\_\_\_\_\_ (Full address of the Institute) from \_\_\_\_ to  
\_\_\_\_\_(Date).

I agree to bear the total responsibility of my son/daughter/ward for his /her participation  
in \_\_\_\_\_  
\_\_\_\_\_ (Name of the event and address of the Institute). CIT Kokrajhar will not be  
responsible for any untoward incidents and unusual occurrences during the journey and  
participation in the events. CIT Kokrajhar will take strong disciplinary action if he/she is found  
to be involved in any indiscipline act during his/her journey and participation in the said events.

Guardian's Name and Address:

Student's Name

Guardian's Signature

Student's Signature:

Guardian's Mobile No: