

CODE OF CONDUCT

Article 1: PREAMBLE

The student Code of Conduct [Code] is established to foster and protect the core missions of Indian Institute of Handlooms and Textile, Hyderabad; to foster the scholarly and civic development of the Institute's students in a safe and secure learning environment and to protect the people, properties and processes that support the Institute and its missions. However, the establishment and maintenance of a community where there is freedom to teach and learn is dependent on maintaining an appropriate sense of order that allows for the pursuit of these objectives in an environment that is both safe and free of invidious disruption. Rules and regulations are necessary to mark the boundaries of this needed order.

Article 2: APPLICABILITY

The Code is applicable to all students, which includes all persons taking programmes either full-time or part-time, pursuing undergraduate, graduate, professional studies. Persons who withdraw after allegedly violating the Code, who are not officially enrolled for a particular semester or term, but have a continuing relationship with the Institute, or who have been notified of their acceptance for admission are considered as "students". The Code applies to all locations of the Institute.

Article 3: JURISDICTION

The Code applies to the on-campus conduct of all students at all the location / campus of the Guru Nanak University.

The code also applies to the off-campus conduct of students in direct connection with:

- A. Academic course requirements or any credit-bearing experiences, such as internships, field trips, study abroad / student exchange
- B. Any activity supporting pursuit of a degree, such as research at another institution or a professional practice assignment
- C. Any activity sponsored, conducted, or authorized by the Institute or by registered student organizations
- D. Any activity that causes substantial destruction of property belonging to the Institute or members of the institutes community or causes serious harm to the health or safety of members of the institute community

- E. Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for any act or omission. The Students continue to be subject to the laws of the land while at the institute, and violations of those laws may also constitute violations of the code. In such instances, the institute may proceed with institute disciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the code even if such criminal proceeding is not yet resolved.

Article 4: RESPONSIBILITIES OF STUDENTS

Students are members of the Institute community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the Institute. Admission to the institute carries with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrollment, all students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of the academic community. They are expected to practice high standards of academic and professional honesty and integrity and also to respect the rights, privileges, and property of other members of the academic community and the Society.

They should refrain from any conduct that would interfere with institute functions or endanger the health, welfare, or safety of other persons. As a citizen of State, a student should not discriminate on the basis of race, color, creed, age, and religion, and gender, national or ethnic origin, marital status, sexual Preference, physical disability, or any other legally protected status. They should at all times conduct themselves in a manner, which is not prejudicial to any law of the land. Their conduct should aim to achieve the meaning, mandate and manifestation as enshrined in the Constitution of India.

Article 5: DISCIPLINARY MISCONDUCT (DMC)

Any student found to have committed or to have attempted to commit the following misconduct is subject to appropriate disciplinary action under this Code. The instances of misconduct are not to be interpreted as all-inclusive of situations in which disciplinary action will be invoked. These instances are illustrative, and the Institute reserves the right to take disciplinary action in appropriate circumstances not set out in this article.

The illustrative list of misconduct is as follows (Not exhaustive):

DMC 1: Academic Misconduct: Academic Misconduct means plagiarizing; cheating on assignments or examinations.

DMC 1[a]: Cheating: The act of obtaining or attempting to obtain credit for work by use of dishonest, deceptive, or fraudulent means.

DMC 1[b]: Plagiarism: The act of taking ideas, words, or specific substances of another and offering them as one's own.

DMC 2: Disruptive Conduct - Conduct that intentionally and substantially obstructs or disrupts teaching or freedom of movement or other lawful activities on institute premises or in connection with any institute-sponsored event or activity

DMC 3: Discrimination - Engaging in verbal or physical behavior directed at an individual or group based on origin, race, creed, gender, religious beliefs, or sexual orientation that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment that impedes the access of other students, faculty and staff to the educational benefits available to them. It also includes wearing articles of clothing with derogatory, racist, discriminatory, patently offensive, profane, sexually explicit, or graphic messages either in words or pictures, which demonstrate bias or discrimination against any individual or group within the Institute.

DMC. 4: Falsification - Falsification means willfully providing Institute offices or officials with false, misleading, or incomplete information; forging or altering official Institute records or documents or conspiring with or inducing others to forge or alter Institute records or documents.

DMC 5: Refusal to Identify - Refusal to identify or falsely identifying one's self when requested by an authorized Institute official.

DMC 6: Illegal or Unauthorized Possession or Use of Weapons - Illegal or unauthorized possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents.

DMC 7: Illegal or Unauthorized Possession or Use of Drugs or Alcohol, Smoking – MEC strongly supports the goals of "Drug Free Campuses". It is policy that no student shall distribute, possess, or use illegal drugs, or a controlled substance, on its premises. Possession of paraphernalia associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited. It is also the Policy of Institute that smoking is prohibited in the campus.

DMC 8: Unauthorized Access and Use - Unauthorized access means accessing without authorization Institute property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys, access cards, or access codes.

DMC 9: Act of Violence, Threatening, Harassing, or Assaultive Conduct - Act of Violence, threatening, harassing, or assaultive conduct means engaging in conduct that has caused injury to other residents of the campus, endangers or threatens to endanger the health, safety, or welfare of another person, including, but not limited to, threatening, harassing, or assaultive behavior.

DMC 10: Theft, Property Damage, and Vandalism - Theft, property damage, and vandalism include theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property.

DMC 11: Recording of Images without Knowledge - Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and rest-rooms. The storing, sharing, and/or Distributing of such unauthorized records by any means is also prohibited.

DMC 12: Causing Disrepute to other students – Engaging or inciting other students to engage by any means whatsoever and performing or attempting to perform an act, which bring disrepute to other students / faculty of the Institute.

DMC 13: Failure to comply with institute or any other authority - Failure to comply with legitimate directives of authorized institute officials, law enforcement agency in the performance of their duties or violation of the terms of a disciplinary sanction.

DMC 14: Ragging – Any act which amounts to ragging in any form as defined under the UGC Prohibition of Ragging Regulations, 2009.

DMC 15: Contracts - Students are prohibited from entering into verbal or written agreements or contracts that purport to bind, obligate, or create liability of any kind for Institute. The Institute will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorized actions.

DMC 16: Abuse of Electronic Communication - Using Institute or personal telecommunications, data communication networks for illegal or improper purposes or in violation of Institute regulations and policies, or related laws.

DMC 17 : Media Contact - Students are prohibited from speaking on behalf of, or for, Institute with any media organization or publication, or from inviting the same to any Institute-owned or operated property, facility, or even without the explicit written permission of the Office of Institute Communications.

DMC 18: Organization and Event Registration – A Student or group of Students shall not form any organization, society or organize any event or collect any fund or subscription without the specific written permission of the Institute.

DMC 19: Presenting False Testimony - Knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process.

DMC 20: Violation of Institute rules - Violation of other published institute regulations, policies, or rules, or violations of law. These institute regulations, policies, or rules include, but are not limited to, those rules, which regulate dress code, which regulate submission of assignments, which regulate examinations, which prohibit the misuse of library, misuse of computing resources, misuse of laboratory, which regulate acts which amounts to sexual harassment, rules for student and hostel rules and regulations.

Article 5 (a): Grievance Cells of every institute:

The institute shall have a Grievance Committee to address grievances of students.

Constitution of Grievance Committee:

- i. Director
- ii. Senior Faculty nominated by the Director.
- iii. One member of teaching faculty who will necessarily be a female member.
- iv. One representative of non-faculty members

Procedure:

- ☐ The aggrieved student would submit in writing his/her grievance to the Registrar/ Office Superintendent.
- ☐ The Registrar/ Office Superintendent would convene a meeting of members within ten days of receiving the complaint.
- ☐ Where the Director is not a member of the committee, the report of the committee must be submitted to him/her within 5 working days of the meeting.
- ☐ The decision taken would be communicated to the student within 3 further working days.

□ Further the student can appeal to the Institute Grievance Committee (appellate authorities) within 5 working days.

Article 6: HEARING AND APPEALS

Any student charged with violation of the Code shall have the opportunity to receive a fair hearing. To safeguard the rights of students, the Director shall ensure that there is an appeal procedure to govern the alleged violations of this policy. The appeals procedure shall provide both substantive and procedural fairness for the student alleged to have violated the Code and shall provide for resolution of cases within a reasonable period of time.

Article 7: PUNISHMENT AND PENALTIES

One or more of the following programs of action may be taken when a student has been found to have violated the student code of conduct:

1. Warning: A written letter of reprimand resulting from a student's misconduct.
2. Suspension: Suspension is a sanction that terminates the student's enrollment at the institute for a specified period of time.
3. Monetary Fines: Monetary Fines is a sanction in which a student is required to deposit amount as penalty or any amount deposited by him is forfeited or adjusted, resulting from misconduct. It also includes Restitution which means making compensation for loss, injury, or damage.
4. Confiscation. Confiscation means confiscation of goods used or possessed in violation of Institute regulations.
5. Restriction of Privileges - Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to a student facilities, placement programs, institute events for a defined period of time.
6. Withholding of Diploma or Degree. Withholding of diploma or degree means the withholding of diploma or degree otherwise earned for a defined period of time or until the completion of assigned sanctions.
7. Dismissal: Dismissal is a sanction which permanently separates a student from the institute without opportunity to re-enroll in the future.
8. Other sanctions: Other appropriate sanctions may be imposed by the Competent Authority of the Institute singularly or in combination with any of the above listed sanctions.