

Vellore Institute of Technology, Vellore.

STUDENTS' CODE OF CONDUCT

1. **PREAMBLE** :

- a. The Code shall be called the VIT Students' Code of Conduct.
- b. This Code indicates the standard procedures and practices of the Vellore Institute of Technology, Vellore (hereinafter referred to as the 'VIT') for all students.
- c. All students are bound to abide by this Code and the rights, responsibilities including the restrictions flowing from it.
- d. The Institute's endeavour is to administer student discipline that is egalitarian, conscientious, and expeditious.
- e. This Code shall be displayed in the Institute website.

2. **JURISDICTION** :

The Institute shall have the jurisdiction to take cognisance of all acts of misconduct including incidents of ragging or otherwise that may take place on the campus or its precincts thereof. The Institute shall be guided by the proximity of the reason for misconduct in connection with the affairs of the Institute than the actual location of misconduct.

3. **ETHICS AND CONDUCT** :

1. At the time of admission, every student is required to sign a statement abiding by this Code.
2. Every student shall be regular and must complete his/her studies in the Institute within the prescribed tenure.
3. In the event, a student is forced to discontinue studies for any legitimate reason, such student may be relieved from the Institute subject to the written consent of the Dean.
4. As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if the student had joined the Institute on a scholarship, the said grant shall be revoked.
5. Every student shall uphold academic integrity, respect all persons and their rights and property and safety of others; etc.,
6. All students must refrain from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation.

4. **ACADEMIC INTEGRITY :**

1. Every member of the Institute both employees as well as students shall bear responsibility for ensuring that the highest standards of academic integrity.
2. As an institution of scientific and technological education and research, the Institute values academic, intellectual and ethical integrity. The Institute shall endeavour to duly acknowledge academic contribution. Violations of academic integrity shall constitute a serious misconduct.
3. Any failure of academic integrity shall be treated as a threat to both the reputation of the Institute and the degrees awarded to the students.
4. The following list is indicative and not exhaustive : Every student is required to –
 - i. ensure proper citations;
 - ii. acknowledge and cite use of the ideas, results, material or words of others.
 - iii. ensure all work submitted are produced only with permissible materials or authorised collaborations.
 - iv. obtain data or results by ethical means and report them without suppressing any results inconsistent with his or her interpretation or conclusions.
 - v. treat other students in an ethical manner, respect their integrity and right to academic progress without interference.

5. **MISCONDUCT :**

A student who commits misconduct shall be liable to be dealt with in accordance with the provisions of these Rules.

For the purpose of these Rules without prejudice to the general meaning of the term, the following acts and omissions shall constitute misconduct and the term 'habitual' shall mean as defined hereinabove.

- (i) Willful insubordination or instigation thereof, disobedience or instigation thereof whether alone or in combination with another, of any lawful and reasonable instruction of any member of the Faculty.
- (ii) Participation in an illegal or unjustified strike or abetting, inciting, instigating or acting in furtherance thereof, whether alone or in combination with others.
- (iii) Theft, fraud or dishonesty in connection with the Institute's property or theft of another student or employee's property within the Institute.
- (iv) Giving bribes or any other illegal gratifications to any employee in any manner whatsoever.
- (v) Habitual absence from attending classroom or lab sessions without permission or absence without permission.

- (vi) Frequent or Habitual late attendance.
- (vii) Habitual breach or gross and deliberate violation of any Code of Conduct, or any law applicable to the Institute or any rules made thereunder.
- (viii) Collecting contributions for any purpose whatsoever at any time without the permission of the Dean of the respective school.
- (ix) Engaging in trade within the Institute without the written permission of the Dean of the respective school.
- (x) Drunkenness or riotous, disorderly, indecent or improper behavior, use of abusive language, threatening, intimidating, coercing or interfering with the work of other students / employees, assault or threat of assault either provoked or otherwise within the Institute or the commission of any act subversive of good and proper behavior within the Institute.
- (xi) Commission of any act or conduct subversive of the discipline whether within the premises or outside in connection with Institute's work.
- (xii) Habitual negligence or neglect of instructions.
- (xiii) Habitual breach of any rules or instructions for the maintenance and operation of any department or the maintenance of the cleanliness of any portion of the Institute.
- (xiv) Causing damage, whether willful or due to irresponsible actions or damage due to negligence or carelessness to any property of the Institute or within the Institute or any instigation or abetment thereof.
- (xv) Organizing, holding, attending or taking part in any meeting within the establishment without the prior sanction of the Registrar.
- (xvi) Disclosing to any unauthorized person any information in regard to the processes or any interests of the Institute which may come into the possession of a student.
- (xvii) Gambling within the Institute.
- (xviii) Smoking within the Institute.
- (xix) Possession or consumption of alcohol or narcotic drugs or psychotropic substances within the University or during travel authorized by the University.
- (xx) Failure to observe duly notified safety instructions or normal safety precautions or interference with any safety device or equipment installed within the Institute.
- (xxi) Marking attendance of any student other than his own.
- (xxii) Declared and being carried in the registers of police as a bad character or conviction by any court of law for any criminal offence.

- (xxiii) Doing private or personal work, within the Institute with or without tools or materials belonging to the Institute without prior written permission of the Dean of the respective school.
- (xxiv) Distribution or exhibiting within the Institute handbills, pamphlets, posters or causing to be displayed by means of signs or writing or other visible representations any matter without the previous written sanction of the Dean of the respective school.
- (xxv) Making false, vicious and malicious statements in public or otherwise against the Institute or any student or any member or employee of the Institute.
- (xxvi) Willful falsification, defacement or destruction of any records of the Institute, whether maintained by himself or by any student or employee of the Institute.
- (xxvii) Knowingly making false or misleading statements or misrepresentations.
- (xxviii) Possession of any weapon in the Institute.
- (xxix) Failure to report damage or defects noticed in machinery, equipment and processes.
- (xxx) Refusal to submit for medical examination when required to do so by the Registrar.
- (xxxi) Applying for leave or seeking ratification of absence for reasons found to be false.
- (xxxii) Running of chit funds or other schemes for raising loans within the establishment.
- (xxxiii) Refusal or failure to wear uniforms/work dress within the Institute premises.
- (xxxiv) Shouting any slogan within the Institute whether alone or in combination with others without express permission in writing by the Registrar.
- (xxxv) Spitting in the Institute.
- (xxxvi) Refusal to wear or show the identity card.
- (xxxvii) Willful or deliberate wasting of any food or snacks or beverages supplied by the Institute canteen or any eatery within the premises.
- (xxxviii) Threatening any student / employee alone or in combination with others or through any outsider.
- (xxxix) Willful or deliberate misuse of any amenity provided by the Institute.
- (xl) Gaining admission by impersonation or by production of false identity card or fake certificates.
- (xli) Any conduct that is likely to endanger the life or safety of any student or employee of the Institute.
- (xlii) Habitual overstaying sanctioned leave without sufficient grounds and satisfactory explanation or leaving the premises when leave is refused.

- (xliii) Refusal to receive any written order or other lawful or proper communications served in accordance with these Rules.
- (xliv) Making malicious statements against the Institute or its Officers through either verbal, printed materials, electronic means or online internet / intranet facilities.
- (xlv) Sexual harassment.
- (xlvi) Causing any disruptive activity within the Institute in any manner whatsoever.
- (xlvii) Being a member of any outfit banned by the Government of India.
- (xlviiii) Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks.
- (xlix) Unauthorized possession or use of harmful chemicals and banned drugs.
 - (l) Parking a vehicle in a no parking zone or in an area earmarked for parking other types of vehicles
 - (li) Rash driving on the campus that may cause inconvenience to others
 - (lii) Not disclosing a pre-existing health condition, either physical or psychological, to the Medical Officer which may cause hindrance to the academic progress.
 - (liii) Theft or unauthorized access of any academic work.
 - (liv) Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.
 - (lv) Interacting, on behalf of the Institute, with media representatives or inviting media persons on to the campus without the permission of the Registrar.
 - (lvi) Unauthorised recording of audio or video lectures in class rooms or actions of other students, faculty, or staff without prior written permission.
 - (lvii) Providing audio and video clippings of any activity on the campus to media without prior written permission.
 - (lviii) Posting derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having ramifications on the reputation of the Institute.
 - (lix) Causing hindrance or interfering or intruding in the privacy of any individual within the Institute.
 - (lx) Passing disparaging remarks hurting sentiments of others in any manner
 - (lxi) Using scripts and other specifically designed software programs to break or hack into Institute's system or networks with malicious intent, whether to steal/manipulate data or spread malware

- (lxii) Bringing /Allowing any Day Scholar / Day Boarder / Non-VITian inside the hostel
- (lxiii) Any physical/mental harassment towards fellow students including ragging, quarreling, using abusive language and violent behavior is strictly prohibited.
- (lxiv) Fighting / Slandering / Quarreling resulting in a) Minor Injury b) Major Injury
- (lxv) Forgery / Multilevel Marketing
- (lxvi) Exceeding the time limits of the permissions availed from hostel (Shopping during instructional days and Outing during non-instructional days)
- (lxvii) Under 'misconduct' - claiming the work done by others as their own; claiming academic rewards for activities that are not relevant / done during previous academic periods; any false academic claims
- (lxviii) Causing any disparaging remarks hurting sentiments of others in any manner whatsoever.
- (lxix) Carrying Mobile Phone or any other Electronic device to the Examination Halls, including and not limited to handing over such phones / devices to invigilators for safe custody.
- (lxx) Markings of any kind found during Examinations in Code Books or Standard Tables in physical or electronic modes, including and not limited to having chits/scribbles on hand, leg or any part of the body.
- (lxxi) Entering or attempting to enter an examination hall 15 minutes after the scheduled starting time.
- (lxxii) Exchange of Calculators, Stationaries, Code Books, etc., in the examination hall.
- (lxxiii) Writing anything in the question paper other than answers / workings except for the purpose of examination.
- (lxxiv) Carrying answer booklets without submitting to the invigilators or carrying unused ones, from the examination hall.
- (lxxv) Indulging in any disrespectful activities such as shouting / creating a scene in the examination hall.

6. ANTI-RAGGING :

- a. The 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 shall apply mutatis mutandis to the Institute and the students and any violation thereof shall invite action in accordance with the said Regulations.
- b. **ANTI-RAGGING COMMITTEE** : The Anti-Ragging Committee as may be constituted for the purpose morefully provided for in the Regulations shall deal with matters pertaining to Ragging.

- c. A student found guilty by the committee will attract punishments as provided for under the said Regulations.
- d. An Appeal against the any Order of punishment shall lie to The Vice Chancellor.

7. SEXUAL HARASSMENT :

The UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees & Students in Higher Educational Institutions) Regulations, 2015, shall apply *mutatis mutandis* to the students of the Institute

8. DISCIPLINARY COMMITTEE :

- a. Complaints of misconduct shall be dealt with by the Disciplinary Committee.
- b. The Registrar shall constitute the Enquiry Committee which may be of One Enquiry Officer or more than one Officers as the case may require.
- c. The Enquiry Officer / Committee shall generally be a Professor of the School other than the one to which the student belongs to.
- d. The Enquiry Officer/Committee shall follow procedure in accordance with principles of natural justice affording reasonable opportunity for the Student to defend himself.
- e. The proceedings shall be treated confidential for all purposes and shall not be disclosed to any person not connected with the Enquiry without any express order from a Court of competent jurisdiction.
- f. Publication of whole or a part of the proceedings in any manner whatsoever is strictly prohibited.

9. DISCIPLINARY ACTION :

Any student indulging in any misconduct contained hereinabove shall be dealt with in the following manner :

- a. A Memo containing brief charges shall be served on the student.
- b. The student shall be called upon to submit an explanation.
- c. In case of admission of misconduct, the Enquiry Officer / Committee may recommend punishment commensurate with the gravity of the misconduct.
- d. In case of denial of misconduct, the Enquiry Officer / Committee shall call upon the Student to appear before such Officer / Committee. The Officer / Committee shall record its proceedings, statement of witnesses, etc.
- e. The student proceeded against shall be free to give statement, produce witnesses on his behalf.

- f. No student proceeded against shall engage any third person or Advocate to defend him in the Enquiry.
- g. However, the student shall be free to engage the assistance of another student of the Institute to assist him in the enquiry. The student who so desires to assist shall submit his consent in writing to the Officer / Committee.
- h. The Enquiry Officer / Committee shall submit its Report within 90 days of commencement of proceedings to the Registrar of the Institute.
- i. Before imposing any punishment, the Registrar shall provide a copy of the Enquiry Officer / Committee's Report and call upon the student proceeded against to submit in writing his statement of defence.

10. PUNISHMENTS :

The Registrar of the Institute shall be the Authority to impose the following punishments prospectively on any student.

- a. **INTERIM SUSPENSION** – A student may be suspended for a specified period of time pending enquiry into allegations of misconduct which will entail prohibition on participating in student related activities, classes, labs, programs etc. However, the student shall not be prohibited from writing exams; presenting Dissertations or Projects; attending Viva Voce; during such Interim Suspension.
- b. **WARNING** – Indicating that the action of the delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
- c. **RESTRICTIONS** – Reprimanding and Restricting access to various facilities on the campus for a specified period of time, including and not limited to restrict access to hostel facilities.
- d. **COMMUNITY SERVICE** – Ordering the Student to do certain community services within the Institute campus or outside the campus for a specified period of time.
- e. **SUSPENSION** – Student shall be imposed with punitive suspension for a specified period, not exceeding 15 days which will entail prohibition on participating in student related activities, classes, labs, programs etc.
- f. **EXPULSION** – Expulsion of a student from the Institute permanently.

- g. MONETARY PENALTY – A student may be imposed with monetary penalty of one time fine/suspension or forfeiture of scholarship/fellowship for a specific time period.
- h. Ineligibility to reapply for admission to the Institute for a period of three years.

11. APPEAL : If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Registrar who may after affording an opportunity of hearing the student, may :

1. Retain the punishment imposed;
2. Refer the case back to the committee for reconsideration.

In any case the decision of Registrar shall be final and binding.

12. GRIEVANCE REDRESSAL COMMITTEE :

Any student of the Institute aggrieved by any acts not relating to Ragging or Sexual Harassment, may approach the Grievance Redressal Cell of the Institute.

13. STUDENT PARTICIPATION IN GOVERNANCE :

Students are the substantial stake holders of this Institute. Various Codes, Policies and Procedures contained morefully hereinabove both administrative and academic areas are to deal with issues relating to the students. The Institute hence considers expedient to encourage student participation in any amendment to this Code of Conduct.

ADOPTION & PUBLICATION :

- a. This Code of Conduct shall be adopted from the date of Resolution to such effect by the Board of Management of the Institute.
- b. The Code of Conduct shall be effective from the date of its adoption and will be publicised in conspicuous places in the Institute, every School of the Institute and its Website.

14. AMENDMENT :

The Institute shall amend any provision contained in this Code prospectively. No amendment shall be deemed effective unless approved by a Resolution by the Board of Management of the Institute.

REGISTRAR