



Date: 08/03/2019

## CODE OF CONDUCT FOR ADMINISTRATORS

The administrators are one of the most important components of an organization. In private university system, Provost, Registrar, Directors of various cells, Deans of Constituent faculties and Principals of the colleges are having the role of administrators. They are responsible for smooth functioning of organization's day to day work. The administrator of an institution should always be honest, fair, object oriented, supportive and protective and law abiding. Besides, the following traits are expected from the administrator.

1. He/ She have to chalk out a policy and plan to execute the vision and mission.
2. Needs to ensure that the staff and students aware of rules, policies and procedures lay down by the institution and enforce them fittingly.
3. Shall recommend and forward communications to various stake holders.
4. Shall execute any other qualitative and quantitative work for the welfare of the institution.
5. Listen to ideas from the subordinates and set a supportive tone.
6. Needs to be fair in his/her actions for all the members of the institution.
7. Carry himself/herself with the highest integrity and has to exhibit outstanding and strong leadership skills.
8. The Administrators are expected to ensure that all the students, academic employees and supporting staff are dealt with courtesy and respect and uphold the values of the organization.
9. Shall be fully conversant with the Policies, rules and regulations of the Institution and shall be prepared to implement them.
10. Ensure that the duties assigned to the team members are appropriate to the qualification, experience and skills of the employee.
11. Ensure that the goals of the Institution are well disseminated across the stakeholders and the activities planned in the institution are towards achieving the targets.
12. Support the team members with the training needed, to upgrade the skills and also to successfully discharge the responsibilities assigned.
13. Ensure a cordial relationship with the administrative and other non administrative staff for the smooth conduct of the Institution.
14. It becomes the responsibility of the divisional head to provide the necessary infrastructure and a conducive & fair ambience to all the team members impartially in order to achieve the desired goals.

*Rajput*





15. Shall be very precise and clear in communicating all the information to the concerned staff members.
16. Ensure all the expenditures are within the budget approved by the Institute and also ensure that a fair practice is followed in budget allocation.
17. Exercise caution to avoid favouritism and shall not involve or encourage in any kind of activities that cause any disrupt between the team members.
18. Demonstrate professionalism in resolving any conflict by respecting all parties involved and ensuring that the complaints are well received, studied and all the solutions are well documented.
19. Needs to ensure that they shall not misuse their authoritative powers, which shall affect the reputation of the Institution.
20. Needs to ensure that the information submitted to the external agencies and other stake holders about the institution is unambiguous and correct.

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## CODE OF PROFESSIONAL ETHICS

Teaching is the most desirable Profession now and shall remain forever. The importance of the Teaching Profession includes fun and learning together. Being in the teaching profession doesn't mean the teachers have to share their knowledge only. At times, the teachers themselves learn something new with increasing teaching experience. Teachers play a vital role in student's life by helping them achieve their goals. Therefore, choosing the Teaching Profession offers endless career opportunities. In fact, it is the activity to serve education.

In individual adopts teaching as a profession assumes the obligation to conduct him/her in accordance as the ideal of the profession. A teacher is constantly under the observation of his/her students and the society as a whole. There requires the balance between precepts and practice of a teacher. The National ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. This noble profession further requires that the teachers should be calm, patient, and communicative by temperament and amiable in disposition.

Every faculty member should work within the university code of conduct and practices to satisfy the vision and mission of the University. Code of Conduct for teaching is as under:

### I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession.
- (iii) Seek to make professional growth continuous through study and research.
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.

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- (v) Maintain active membership of professional organizations and strive to improve education and profession through them.
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

## II. TEACHERS AND THE STUDENTS

Teachers should:

- (i) Respect the right and dignity of the student in expressing his/her opinion.
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- (vii) Pay attention to only the attainment of the student in the assessment of merit.
- (viii) Make them available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

*Rajendra*





### III. TEACHERS AND COLLEAGUES

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated.
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

### IV. TEACHERS AND AUTHORITIES:

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- (vi) Should adhere to the conditions of contract.
- (vii) Give and expect due notice before a change of position is made; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

*Rajendra*







#### V. TEACHERS AND NON-TEACHING STAFF:

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

#### VI. TEACHERS AND GUARDIANS

Teachers should:

- (i) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

#### VII. TEACHERS AND SOCIETY

Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life.
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

*Rajendra*





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## **CODE OF PROFESSIONAL ETHICS FOR NON-TEACHING STAFF**

### **Professional Values**

1. Every non teaching staff employed in the university shall discharge his/her duties efficiently and diligently and shall abide to the rules and regulations.
2. The staff must maintain an impeccable standard of integrity in all their professional relationships.
3. The non teaching staff shall display the highest possible standards of professional behaviour that is required in an educational institute.
4. The staff shall seek to co-operate with their colleagues, providing support, help and guidance as required by them from time to time.
5. The staff shall not use their power and position in the University for the Private Advantages or undue gain.
6. The staff shall avoid words and deeds that might bring the University into disrepute or might undermine colleagues in the perception of others (staff/students/parents/community).

### **Non Teaching Staff Responsibilities towards Faculties and Students**

1. The staff must at all times observe the university Equal Opportunities Policies for staff and students and treat the students, parents and other stakeholders in accordance with those policies.
2. The non teaching technical and administrative staffs are expected to work closely with the faculty of the university in day to day activities.
3. The staff must respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.
4. Shall develop friendly and co-operative relationship with the faculty members, provide full cooperation and support to the faculty members for the development of the University.
5. A member of technical and administrative category is expected to develop fraternal relationships with his/her colleagues to nurture proper interpersonal relationships and to develop the team spirit.

*Rajiv Patel*







6. Shall extend the co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.
7. Shall refrain from passing information about colleagues to any individual or agency without his/her express consent.

#### Non Teaching Staff Responsibilities towards colleagues

##### Non Teaching Staff Should

1. Treat their colleagues in the same manner as they themselves wish to be treated.
2. Speak respectfully of other colleagues and render assistance for betterment of the organization as a whole.
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

#### Non Teaching Staff Responsibilities towards Authorities

1. The staff employed in a university shall not remain absent from his/her duties without prior permission from the competent authority. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the university authorities shall be produced within a week.
2. The staff employed in a university shall not engage directly or indirectly in any trade or business.
3. The non-teaching staff employed in the university shall not send any application for employment under any other agency, except through the authority under the university.
4. The non teaching staff employed in a university shall not involve him/her in criminal proceedings and when involved, shall inform the same to the university management.
5. The staff employed in a university shall not engage him/her in any political activity. He/ She shall not associate with any political party or any organization which takes part in political activities or shall not subscribe to, or shall not assist in any other manner, any political movement.
6. The staff employed in a university shall not engage him/her or participate in any activity which tends to create disharmony in a university.

*R. H. Rajput*







## STUDENTS' CODE OF ETHICS AND CONDUCT

This Code shall apply to all kinds of conduct of students that occurs on the Campus including in university sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the University's interests or reputation.

At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

- a) he/she shall be regular and must complete his/her studies in the Institute.
- b) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the Institute subject to written consent of the Deans
- c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the Institute on a scholarship, the said grant shall be revoked.

The university believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.

All students must deter 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 substantially. The various forms of misconduct include:

Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.

Intentionally damaging or destroying Institute property or property of other students and/or faculty members

Any disruptive activity in a class room or in an event sponsored by the Institute

Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards

Participating in activities including

- 1 Organizing meetings and processions without permission from the Institute.
- 2 Accepting membership of religious or terrorist groups banned by the Institute/Government of India
- 3 Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
- 4 Unauthorized possession or use of harmful chemicals and banned drugs

*RH Rajput*







- 5 Smoking on the campus of the Institute
- 6 Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute
- 7 Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
- 8 Rash driving on the campus that may cause any inconvenience to others
- 9 Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.
- 10 Theft or unauthorized access to others resources
- 11 Misbehaviour at the time of student body elections or during any activity of the Institute.
- 12 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.

Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.

Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.

Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

Students are expected to use the social media carefully and responsibly.

They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.

Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

Damage to, or destruction of, any property of the Institute, or any property of others on the Institute premises.

Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition,

*Rajendra*







If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action that shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

**WARNING-** Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

**RESTRICTIONS** -Reprimanding and restricting access to various facilities on the campus for a specified period of time.

**COMMUNITY SERVICE** - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.

**EXPULSION** - Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student related activities or campus residences etc.

**MONETARY PENALTY-** May also include suspension or forfeiture of scholarship/fellowship for a specific time period.

**SUSPENSION-** A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.

Ineligibility to reapply for admission to the Institute for a period of three years, and

Withholding the grade card or certificate for the courses studied or work carried out

**APPEAL:** If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Director. The Director may decide on one of the following:

1 accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, or

2 Refer the case back to the committee for reconsideration.

In any case the Director's decision is final and binding in all the cases where there is a possible misconduct by a student.

**ACADEMIC INTEGRITY**

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As a premier institution for advanced scientific and technological research and education, the Institute values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Institute and its research missions, and hence, violations of academic integrity constitute a serious offence.

#### 1 Scope and Purpose

A. This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the Institute and are required to adhere to the said policy. The purpose of the Policy is twofold:

To clarify the principles of academic integrity, and

To provide examples of dishonest conduct and violations of academic integrity.

B. Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students.

Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

C. The principles of academic integrity require that a student properly acknowledges and cites use of the ideas, results, material or words of others, properly acknowledges all contributors to a given piece of work.

Makes sure that all work submitted at his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.

Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.

Treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

#### 2 Violations of this policy include, but are not limited to:

(i) Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.

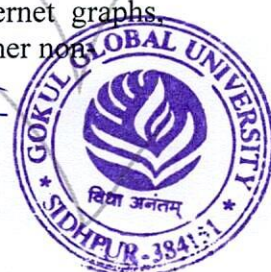
Examples of plagiarism include:

(a) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.

(b) Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.

(c) Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-

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textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.

(d) Self plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.

e) Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.

f) Paraphrasing or changing an author's words or style without citation.

(ii) Cheating

Cheating includes, but is not limited to:

(a) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.

(b) Allowing or facilitating copying, or writing a report or taking examination for someone else.

(c) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.

(d) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.

(e) Creating sources, or citations that do not exist

(f) Altering previously evaluated and re-submitting the work for re-evaluation

(g) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet

(iii) Conflict of Interest: A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest.

Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy.

To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis. Some additional information is available also in the section below dealing with resources.

Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:

(a) Use proper methodology for experiments and computational work. Accurately describe and compile data.

(b) Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, required, and the changes made should be clearly described.

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- (c) Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as “cherry picking”).
- (d) Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.
- (e) Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and thesis.
- (f) Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

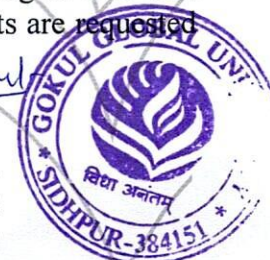
**Individual and Collective Responsibility:** The responsibility varies with the role one plays.

- a) Student roles: Before submitting a thesis (M. Sc., M Tech, or Ph. D) to the department, the student is responsible for checking the thesis for plagiarism using software that is available on the web (see resources below). In addition, the student should undertake that he/she is aware of the academic guidelines of the Institute, has checked the document for plagiarism, and that the thesis is original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to report the misconduct in a timely manner.
- b) Faculty roles: Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the Institute’s academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.
- c) Institutional roles: A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the institute, and this can lead to various sanctions. In the case of a student the first violation of academic breach will lead to a warning and/or an “F” course grade. A repeat offence, if deemed sufficiently serious, could lead to expulsion. It is recommended that faculty bring any academic violations to the notice of the department Chairperson. Upon receipt of reports of scientific misconduct, the Director may appoint a committee to investigate the matter and suggest appropriate measures on a case by case basis.

#### ANTI-RAGGING

The Institute has a coherent and an effective anti-ragging policy in place which is based on the ‘UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the ‘UGC Regulations’]’. The UGC Regulations have been framed in view of the directions issued by the Hon’ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institute and the students are requested kindly to

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1 Ragging constitutes one or more 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 any 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 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 a student;
- d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) exploiting the services of a 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 student by other students;
- g) any act of physical abuse including all variants of it: sexual abuse, 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, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;
- i) any act that affects the mental health and self-confidence of 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 other student.

#### ANTI-RAGGING COMMITTEE:

The Anti-Ragging Committee, as constituted by the Director and headed by students affairs advisors shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by students affairs advisors, and can have as its members, the Deans, Student Counselors, Faculty Advisors, Chairperson of the concerned Department.

#### ANTI-RAGGING SQUAD

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the Institute. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- a) Suspension from attending classes and academic privileges.
- b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c) Debarring from appearing in any test/ examination or other evaluation process.
- d) Withholding results.







- e) Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
  - f) Suspension/ expulsion from the hostels and mess.
  - g) Cancellation of admission.
  - h) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
  - i) In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.
  - j) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities.
- The Anti-Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

An Appeal against the any of the orders of punishment enumerated hereinabove shall lie to:

- i) In case of an order of an institution, affiliated to or constituent part, of the Institute, to the Director of the Institute.

#### SEXUAL HARASSMENT

The Institute's Policy on prevention and prohibition of sexual harassment at workplace, 2016 shall apply *mutatis mutandis* to the students of the Institute which can be accessed and reviewed by the students at <http://www.iisc.ernet.in/misc/harashment.htm> Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

#### STUDENT GRIEVANCE PROCEDURE

Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal cell at the Institute. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Director. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

#### STUDENT PARTICIPATION IN GOVERNANCE

As Students are members of the Institute campus, they have a substantial interest in the governance of the Institute. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, being encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

*R.H. Rajput*

