



## DISCIPLINARY GUIDELINES FOR STUDENTS

### The breach of Discipline

- 1) The Students are expected to behave, both within and outside the Institute's campus, in a manner befitting a sincere student of a reputed Institute. Any instance of unseemly behaviour or of activities indicating lack of integrity and honesty on the part of the students will be regarded as a breach of discipline.
- 2) The breach of discipline will encompass:
  - Physical Assault
  - Property damage; attempts to damage Institute property
  - Theft, including theft of Institute property such as components, street signs, furniture, and library books
  - Forgery, including forging signatures
  - Sexual harassment or other sexual misconduct
  - Misrepresentation in seeking financial aid or other Institute benefit.
  - Misuse of Institute computer equipment or e-mail/internet
  - Sending threatening and obscene messages via e-mail, phone or voice-mail.
  - Rough driving on campus
  - Storing/consumption of alcohol/drugs on the campus
  - Violating Institute's rules and Regulations
  - Any such other act of unseemly behaviour.

### The Disciplinary Committee

- 3) The Disciplinary Committee for students will be the relevant authority for dealing with the disciplinary Infractions arising out of general behaviour/conduct of students.
- 4) The Disciplinary Committee will be constituted/reconstituted by the Director from time to time.

### The Process

- 5) Any instance of the breach of discipline can be referred, in writing only, to the Disciplinary Committee by any faculty/staff member through the incharge of that function/activity.
- 6) The Disciplinary Committee then will start enquiries/investigations. The Committee will hold hearing(s) to give opportunity for making any representation to the concerned parties.

- 7) The Committee shall document the entire process and should issue a written order on the actions/penalty to be imposed.

### **The Penalty**

- 8) The Disciplinary Committee shall decide upon the actions/penalty to be taken against students who violate any of the above disciplinary norms and shall forward to the Executive Registrar for execution.
- 9) There is no standard penalty that applies to violations/breach of the disciplinary norms. Infractions may lead to penalties ranging from:
  - o warning, imposition of fines and disciplinary probation for certain period
  - to
  - o suspension from hostel/Institute and permanent dismissal from the Institute.

In each case, the nature and seriousness of the offence, the motivation underlying the offence, and precedence in similar cases are to be considered.

- 10) An infraction during the disciplinary probation period shall lead to stricter penalties ranging from suspension for few semesters to permanent dismissal from the Institute.
- 11) Any penalty involving temporary suspension or permanent dismissal from the Institute shall be executed only after the approval of the Director.

### **The Appeal**

- 12) Any student who is aggrieved about such actions taken by the Disciplinary Committee may appeal to the Director of the Institute, who is the final appellate authority.
- 13) No appeal under this shall be entertained unless it is submitted within a period of two weeks from the date on which the appellant receives a copy of the order. The Appellate Authority may entertain an Appeal after the expiry of the said period, if (s)he is satisfied that the Appellant has sufficient cause for not submitting the appeal in time.
- 14) Notwithstanding anything contained in these Guidelines, the Director may, on appeal or on her/his own motion after calling for the records of the case, review any order which is made under these Guidelines, and
  - i) confirm, modify or set aside, the order,
  - ii) impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order,

- iii) remit the case for review to the Disciplinary Committee or to any other authority directing such further action or enquiry as he considers proper in the circumstances of the case, or
  - iv) pass such other orders as (s)he deems fit; provided that an order imposing or enhancing a penalty shall not be passed unless the student concerned has been given an opportunity of making any representation which (s)he may wish to make against such enhanced penalty.
- 15) The decision of the Director in all such instances shall be final and binding.

**DA-IICT, Gandhinagar  
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