



## **Discipline and Conduct Rules**

1. Classroom Discipline: Students are expected to be present in all the scheduled classes as per the timetable shared with them. They should be seated in the class at least five minutes before the scheduled start time.
2. Other than the classroom contact hours based on course credits, students are expected to spend sufficient time outside the classroom working on assignments and projects. Students are expected to be punctual in all respects and they are expected to submit their assignments strictly by the last date of the submission.
3. Students are encouraged to save electricity. They need to ensure that fans, lights and other electrical devices are switched off after the session gets over.
4. The Institute attaches utmost importance to maintaining discipline and behavioral conduct by its students. Students are expected to behave responsibly and with a high degree of maturity as befits managers. A proven case of grave violation of such behavioural norms will result in deprivation of a place in merit list; award of medals; and such other penalties. The following breach of discipline are considered serious and will attract the penalty of immediate expulsion from the Institute:
  - a. A proven case of gross misconduct such as violence, riotous or disorderly behavior, fraud, misappropriation of funds, moral turpitude, directed on a fellow student or a faculty or any other employee of the Institute / hostel.
  - b. No student shall carry in person or through accompanying visitor's arms like guns and knives into the Campus or Hostel and such students will be liable for immediate expulsion upon notice of such event.
  - c. In matters of Discipline enforcement, the decision of the Director shall be final. In matters of sufficient gravity, a student may appeal to the Director, whose decision thereon will be final.
5. Misconduct related to Hostel rules will be handled by the Hostel Warden and the Administration. (Refer Handbook for Hostel Rules).





6. Ragging is a Criminal Offence. Ragging in any form is banned inside and outside the campus. Strict action will be taken against the defaulters. No leniency will be shown to the offenders. Suspension and or withdrawal from the hostel/college is one of the action taken promptly. Please refer the Anti-Ragging Policy.

7. The Institute has a policy for Prevention of Sexual Harassment constituted under the POSCO Act 2012. The Act, primarily recognizes four kinds of crimes:

- a. Assault (always physical)
- b. Harassment (always non-physical with sexual intent)
- c. Using children for pornographic purposes
- d. Abetment of/attempting to commit a sexual crime against a child.

POCSO Act also ensures the privacy of a reporting child so no child needs to be afraid of reporting of the crime to the police. The Internal Complaints Committee addresses all grievances under the above policy. (Refer handbook for Hostel Rules)



Dr. Jitendra Kumar Mishra  
Director