

ACTS OF MISCONDUCT AND INDISCIPLINE

S. No.	Acts of Misconduct and Indiscipline
1.	Any intimidation of insulting, abusing behaviour (Physical violence/abuse/manhandling) or Passing any indecent/foul/obscene/intolerable remarks using abusive, defamatory, derogatory language (verbal or non-verbal) towards a student, staff, or faculty or any other person of the Institute.
2.	Organizing events such as fresher's welcome party/farewell/disc jockey (DJ) in premises without prior permission. {The use of DJ/sound system is not permitted beyond 10 PM as per Govt orders.}
3.	Consuming or possessing cigarettes, tobacco, liquor, or other narcotic drugs or psychotropic substances or other intoxicants in the institute premises, or Found in an inebriated, intoxicated condition.
4.	Blockade or forceful prevention of normal movement of traffic, tripling, fast, rash driving, Violation of security instructions, parking rules, safety rules of the Institute, unauthorised entry and movement in the institute premises on holidays, or beyond the working hours etc.
5.	Cyberbullying: Inappropriate use of e-mail, SMS, chat rooms, mobile phones, or other forms of information technology to deliberately harass, threaten, or intimidate someone. Cyberbullying can include such acts as making threats, sending provocative insults, gay bashing, and sharing victim's contact details at wrong places or to wrong persons with illicit intention and use, attempting to infect the victim's computer with a virus, and flooding an e-mail inbox with nonsense messages.
6.	Unauthorised recording of audio, video, or photography format with bad intention for inappropriate use of the same.
7.	Display of indecent, obscene, or vulgar behaviour in the form of actions, appearance, or look etc. in and around the Institute premises.
8.	Using and sharing any pornographic or sexually explicit material, including but not restricted to, photographs, films, and so on, in any form, whether electronic (i.e., Stored in computer hard disks, flash drives, CD or DVD disks etc.) or otherwise.
9.	Using the Institute's internet connection and IT infrastructure for the purpose of downloading, accessing, or storing illegally, any pirated material, or for hacking into any other network, sending spam e-mails, or any other similar act prohibited by law.
10.	Using Institute official email for soliciting any financial support other than for education loans from banks without informing and appropriate approvals from the concerned authorities in Institute well in advance.
11.	Furnishing false certificates, or false information in any manner to the Institute.
12.	Committing forgery, duplicating signature, latter pads, stamp seals, and emails of officials, tampering with the identity card or any other documents, impersonation,

Shri Govindram Seksaria Institute of Technology and Science, Indore

(PROCTORIAL CELL)

	misusing institute property, lab equipment, documents and records, tearing of pages of defacing or in any way destroying the books, journals, newspaper, magazines and any material of library or unauthorized photocopying or possession of library books, journals, magazines or any other material.
13.	Engaging in academic dishonesty, including but not limited to cheating, intentionally Plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
14.	Engaging or participating in inappropriate behaviour including but not limited to hooliganism, sloganeering, hooting, shouting, laughing or causing any kind of disturbance during institute programs and academic or social events.
15.	Sharing or Pasting of objectionable posters or distributing pamphlets, handouts, leaflets etc. or writing or painting graffiti on walls and disfiguring the institute buildings property.
16.	Unauthorised occupation of the hostel room or unauthorized acquisition and use of institute furniture in one's hostel room or elsewhere and accommodating unauthorized guests or other persons without written permission in the hostel.
17.	Damaging the institute cleanliness by pasting or throwing inappropriate and unauthorised wall fixtures, models, specimens or charts, notices etc.
18.	Playing on playgrounds, roads, gardens, indoor halls etc. during working hours without due permission.
19.	Misappropriation of any information related to the institute, spreading false rumours, using social media to disparage the institute administration, including but not limited to admissions, examinations, recruitment etc.
20.	Making false complaints, blames, or allegations against the institute administration system or its staff and officials and filing baseless complaints that may lead to maligning or defamation of the institute, faculty, or staff.
21.	Possession and use of illegal arms (i.e. knife, lathi, metallic chain or rod, sticks, firework items, pistol, gun etc.) and other explosive materials.
22.	Arousing or spreading communal, caste or regional feelings or creating disharmony unrest among students.
23.	Seeking to exert inappropriate political or non-political or any other influence on faculty, staff or institute officials for individual or group gains.
24.	Damaging or defacing, in any form, any property of the institute or the property of any member of the institute community.
25.	All acts of violence and all forms of intimidation or protest such as Gheraos, Demonstrations, Hunger strikes, Dharnas, Group bargaining etc. in and surrounding of the premises which disrupt the normal academic and administrative functioning and or any act which incites or leads to violence.
26.	Refusing or ignoring the Proctorial Cell, or institute authority's summons of any kind.
27.	Any other act (not included in above) which may be considered by the Proctorial Cell or any other competent authority to be an act of violation of discipline and conduct.

Shri Govindram Seksaria Institute of Technology and Science, Indore
(PROCTORIAL CELL)

(Annexure-II)

PUNISHMENTS FOR THE ACTS OF MISCONDUCT AND INDISCIPLINE

The Proctorial Cell or the competent authority of the institute may impose one or more of the following punishments based on the severity and gravity of any of the acts of indiscipline or misconduct mentioned as the case may be.

- 1) Official warning and intimation to parents or guardians;
- 2) Monetary fine;
- 3) Recovery of financial loss to the Institute;
- 4) Suspension from the Institute for a specific period of time;
- 5) Debarring from participation in any student club, committees, or any student activity;
- 6) Debarring from membership or holding positions of office in student clubs /societies or Institute committees;
- 7) Debarring from attending Social events;
- 8) Declaring out of bound from, Library, Hostel, Sports fields, departments, Institute premises etc;
- 9) Suspension or cancellation of any scholarship, fellowship, or any other financial assistance;
- 10) Withdrawal of Medals, degrees, certificates or their cancellation;
- 11) Any legal or police action;
- 12) Withholding of good character certificate;
- 13) Withholding of examination results;
- 14) Debarring/Suspending from participation in Training and Placement activities;
- 15) Expulsion from Institute and/or hostels;

Note: More than one penalty may be imposed simultaneously depending on the gravity of the wrongful act or indiscipline.

Shri Govindram Seksaria Institute of Technology and Science, Indore
(PROCTORIAL CELL)

THE PROCEDURE OF ACTIVITIES OF PROCTORIAL CELL

The Proctorial Cell is responsible for maintaining discipline, ensuring a safe environment for teaching learning process for all the stakeholders of the Institute. The Proctorial Cell reserves the right to include or modify these acts of misconduct and indiscipline as well as the measures of disciplinary actions as punishments as and when required.

1. Its role includes investigating and addressing the acts of misconduct and indiscipline as specified in the Annexure-I, implementing appropriate disciplinary actions as specified in Annexure-II, and fostering appositive and inclusive campus community.
2. The punishments instructed by the Chief Proctor shall be effective forthwith. However, the Proctorial Cell must ratify the same with simple majority within two days. Further, the relevant committee (Discipline Committee or Anti-Ragging Committee), as the case may be, should consider the concerned case and suitably resolve the punishment given by Chief Proctor.
3. The concerned affected student may appeal to the Standing Committee of the Institute against the decision of the Proctorial Cell which may relax the punishment in part or full.

(PROCTORIAL CELL)

Important Clauses of UGC/AICTE Regulations on CURBING THE MENACE OF RAGGING in Higher Educational Institutions 2009 to be noted by the students.

CLAUSE 3: WHAT CONSTITUTES RAGGING?

When a student is involved in any one or more of any of the following acts then it is considered to be an act of ragging.

- 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 a fresher or any other student.
- b) Indulging in rowdy or indiscipline 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 fresher or 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, torment, or embarrassment, so as to adversely affect the physique or psyche of such fresher or any other student.
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e) Exploiting the services of a fresher or any other 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 fresher or any other student by students
- g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, 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, or public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- i) Any act that affects the mental health and self-confidence of a fresher or 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 fresher or any other student.
