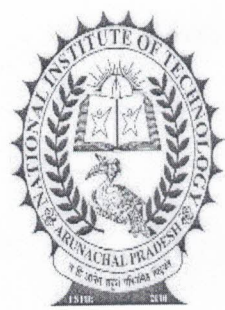


**DISCIPLINARY MANUAL  
FOR  
STUDENTS OF  
NIT ARUNACHAL PRADESH**



**NATIONAL INSTITUTE OF TECHNOLOGY  
ARUNACHAL PRADESH  
2024**

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## PREAMBLE

The NIT Act 2007, under Article 17(2) bestows the responsibility of maintaining discipline in the institute on the shoulders of the Director. The director needs the assistance of the Senate, members of the faculty and the student community itself. This manual presents a systematic procedure for making the process of discipline administration more predictable and simpler to operate. An attempt has been made to make the provisions fair to all concerned. It is important that justice is not only fair but also appears to be so. The proposed system is administered through collective decision making, the deciding authority consisting of faculty and students. Needless to say the ultimate responsibility of deciding between the right and wrong rests with the Senate and, as provided for in the Act, with the Director.

It is hoped that no student of NIT Arunachal Pradesh shall ever be a victim of an act of indiscipline and no student shall have to face a disciplinary proceeding.

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## Section- I

### PHILOSOPHY OF DISCIPLINE

An institution of higher learning not only provides a scholastic atmosphere for research and education, it is home of thousands of young students striving to make a career in knowledge based professions. The institutes must provide a social environment that is free and peaceful. Occasionally an individual student may deviate from the path of responsible behavior and it is the duty of the Institute administration not only to take corrective steps as appropriate, but also to anticipate such events and take precautionary measures.

At NIT Arunachal Pradesh Jote, the responsibility of curbing unjustified behavior among students is vested on the Institute Disciplinary Committee (IDC) of the Senate, which is responsible not only for investigation of reported complaints but also for advising the administration on policy issues affecting behavior of students on campus. It is also empowered to take suo motu cognizance of larger disciplinary issues and recommend corrective measures that will address to social difficulties well in advance before an undisciplined incident may occur.

The IDC is normally aware of its immense responsibility of being the custodian of the trust of over one thousand students, their parents, the teachers and staff of the Institute as well as the Government. While some see the IDC as a purely disciplinary body, in reality it is not so. The objective of the Committee is to ensure discipline on campus through modulation of character, through persuasion, compassion and understanding, so that no student is inclined to commit an offence. But considering the limitations of human capacity, and the limited counseling resources, the committee is often forced to take recourse to awarding punishment to students. The Committee should consider that around the world, and throughout history, awarding punishment has been accepted as one of the means of ensuring rights of other citizens to live freely. The society penalizes a few individuals (who could probably be corrected if sufficient counseling and monitoring resources were invested, at the cost of social benefits elsewhere) for the greater welfare of the society.

The following are some of the guiding principles that the IDC shall normally consider:

- i) The institute's justice system is based primarily on trust. The institute desires that students grow up in a free and safe environment, not subject to excessive monitoring. This is expected to give them confidence to be leaders of the society. The rare black sheep of the community, or a rare act of indiscipline that encroaches on others' rights to free living, should be penalized heavily so that it serves as a true deterrent against recurrence of the offence by the same or a different individual.

- ii) Certain offences transcend the narrow scope of the event itself. They have major social implications and what is detected is only the tip of the iceberg. Cases of deaths and suicides of first year engineering students being reported in newspapers may be taken as example. The Supreme Court of India has not considered these cases as murder or manslaughter, but as a far greater event called "Ragging" and has dealt with them accordingly. The IDC should also look at social issues the same way. An assault on a fresher by a senior, fear of the final years in the minds of the pre final year or other junior students, a state based polarization and similar offences should not be treated as simple cases of interpersonal quarrel, but should be addressed as more deep rooted disorders that must be corrected at the root.
- iii) Unlike the state police and judiciary, the IDC of NIT Arunachal Pradesh (or any other institute) does not have access to investigative machinery, qualified advocates, nor can it afford the delay normally associated with a judicial process. On the other hand, considering the volatile nature of the adolescent mind, the consequence of a wrong decision can be devastating, whether the decision is in favour or against an accused. The wider student community, who is much better informed of the truth expects the IDC to discover the facts on its own and award penalties proportionate with the offence. The committee must rely on statements of students, faculty and officials, behavior of witnesses during examination and common sense and arrive at a definite conclusion. This is not easy, but has to be done.
- iv) While arriving at the deterrent measures, the IDC is expected to receive suggestions for penalty on grounds of:
- (a) the complainant or the accused is a fresher and unaware of the rules,
  - (b) the complainant or the accused is on the verge of completing the studies,
  - (c) the accused may lose a good job offer,
  - (d) the accused does not have a job offer,
  - (e) the accused is from a rich and respected family
  - (f) the accused is from a poor family, and so on.

It is neither fair nor feasible to relate penalties to such extraneous considerations. The IDC must look at the welfare of the larger student community ignoring such considerations.

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- v) Sometimes the committee may look deeper in to the fundamental cause of deviant behavior by a student and find that it happened because of a childhood incident, an incident within NIT campus early in his career. Such underlying causes need to be considered and appropriate recommendations to be made and put up to Dean SW/Chairman/Heads of departments and appropriate measures to be taken. When a deviant behavior is traceable to childhood deprivation or similar causes, the IDC is expected to be considerate. These considerations, however, should not be stretched too far. Individual offences, which are clear deviations of well-established norms of personal conduct, should not be considered as part of a larger social malady. An ongoing practice or laxity of the institute in creating awareness must not be cited as justification for committing an offence that is fundamentally unacceptable.
- vi) The witnesses constitute the strength of the investigation process. Giving false evidence to protect a friend or punish a foe should deserve severe punitive action
- vii) Indiscipline grows where students are either too afraid to make a complaint, or believe that their complaints would not be acted upon. The IDC must take prompt action on complaints. Complainants need to be protected against further harassment and against frivolous counter-complaints, such as violating another rule not directly relevant to a case, provoking an offence, etc. In fact, it will not be unjust to provide certain degree of "concession in penalty" to students who themselves are guilty but provide vital clues to IDC to solve larger cases of serious indiscipline.
- viii) Making a false complaint or hiding relevant facts during enquiry is a serious offence and any indication of such an act should be investigated, the penalty for malafide complaint being high. A complainant, however, should be believed till enough evidence accumulates to prove him guilty of mala fide complaint. The IDC needs to ensure that no one is afraid of making a genuine complaint and no one can escape after making a false mala fide complaint.
- ix) Sometimes a victim or a witness of an offence is too scared to make a complaint. The fear comes from two sources (a) retaliation of the offender and (b) social ostracism against being responsible for the penalty on a fellow student. The burden of creating confidence among the students that a complaint will be acted upon by IDC in a fair and expeditious manner is on the shoulders of the IDC, the Senate and the administration. The students are also to be sensitized to the fact that an early action against a friend in fact protects him against much more severe penalties in future.

The IDC should take suo motu cognizance of offences by students and take action without waiting for a complaint by a victim. In fact, a complaint by a victim should be seen only as one of the channels of information before the IDC. While the committee should do everything possible to avoid mutual hard feelings among students, a case of serious offence cannot be withdrawn by a complainant. This principle will protect victims of offences against undue pressure not only from the accused and his friends but also from his or her own peers.

- x) Every disciplinary issue is unique, demanding a unique investigation procedure and a unique remedy. But the IDC as well as the higher administration have the burden of working out the appropriate remedies without the benefit of a formal investigating machinery and without power to impose penalties that are normally available to parents or to state law enforcing authorities. Financial penalties have been consciously discouraged because that would permit children of rich parents buy their way through misdeeds. The only targets available to the Institute are a student's career, his grades, time of graduation etc. The penalty list presented in this booklet works partly on warning, social work etc. and partly on grades and date of graduation, the latter being limited to major offences. Only in case of extremely serious offences, the regulations take recourse to expulsion, temporary or permanent.

The regulations consider certain offences to be more serious than others. They include offences done using a computer or comparable communication device (because with less effort one can do much harm using a computer), offences against female students (because they are less likely to retaliate) and those tampering with examination and grading system (because the future of the entire student community rests on the sanctity of the Institute's grading system). In all cases, however, they have consciously been kept lighter than the corresponding penalties levied by state laws and by traditional universities.

- xi) The target of the Institute disciplinary system is reduction of recurrence of an offending behaviour, awarding punishment being one of the means to this end. In case of social offences, creating a positive sense among the larger student population is far more effective in curbing a wrong practice than awarding isolated punishments in detected cases. While exemplary punishments definitely serve as a deterrent, an innovative penalty structure based on creating greater voluntary response may be even more useful. In fact, a combination of both carrot and stick is probably the most effective.

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## Section –II

### RULES REGARDING CONDUCT AND DISCIPLINE

Following rules shall be in force to govern the conduct and discipline of all students:

1. Students shall show due respect to the teachers of the Institute, the Wardens of Hostel, proper courtesy should also be extended to the employees/officers of the Institute. They shall also pay due attention and courtesy to visitors.
2. Students are required to develop a friendly relationship with fellow students. In particular, they are expected to show kindness and consideration to the new students admitted to the Institute every year. Law bans ragging in any form to anybody. Any act of physical or mental pressurization of junior students, individually or in group, will be considered as an act of ragging. Ragging also includes forcing junior students to meet seniors outside institute premises, or in places where a student has no valid reason to be present, asking irrelevant questions or using abusive language. Ragging will be considered as gross indiscipline and will be severely dealt with, which may include expulsion from the institute.

Any incident of ragging inside or outside the campus must be reported to a warden, the chief warden or a designated faculty member by any student, senior or fresher who has witnessed the incident. Failure to report a ragging incident will be considered a serious offence, even if one is not personally involved in it.

If a junior student yields to any form of ragging by senior students and does not inform the Institute or hostel authorities, or willfully withholds the information in an enquiry of ragging incident, the matter will be treated as indiscipline on the part of the junior student and invite punishment comparable to those against ragging itself. Willful withholding of complaint by a junior student does not automatically exempt a senior from punishment.

3. The following acts of omission and/or commission and comparable offences shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:
  - i. Furnishing false statement of any kind in the form of application for admission or for award of scholarship or prizes etc.
  - ii. Furnishing false statement to the Disciplinary Committee, or willfully withholding information relevant to an enquiry.
  - iii. Organizing or participating in any activity that has potential for driving fellow students along lines of religion, caste, home state, batch of admission, Hostel residence or any other unhealthy criterion.



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- iv. Physical or mental harassment of fresher's through physical contact or oral abuse.
  - v. Getting involved in a brawl or fight with persons inside/outside the Institute, either alone or in a group, irrespective of who initiated the conflict.
  - vi. Willfully damaging or stealthily removing any property belongings of the Institute, Hostel or fellow students
  - vii. Adoption of unfair means in the examinations.
  - viii. Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs/narcotic substances.
  - ix. Organizing or participating in any group activity except purely academic and scientific programmes in company with others in or outside the campus without prior permission of the Dean of Students" Welfare/Dean Academic/ Dean Research and Development.
  - x. Mutilation or unauthorized possession of library books.
  - xi. Resorting to noisy and unseemly behavior, disturbing studies of fellow students. Disturbing in drunken state or otherwise an academic or student function
  - xii. Not following safety practices or causing potential to oneself or other persons in any way
  - xiii. Displaying lack of courtesy and decorum, resorting to indecent behavior anywhere within or outside the campus.
  - xiv. Not intimating his/her absence to the Warden of the Hostel before leaving campus.
  - xv. Offences done using a computer or comparable communication device (because with less effort one can do much harm using a computer),
  - xvi. Offences against female students (because they are less likely to retaliate)
  - xvii. Tampering with examination and grading system (because the future of the entire student community rests on the sanctity of the Institute's grading system).
  - xviii. Possession of any kind of electrical appliances such as electric stove/heater/boiler etc.
  - xix. Possession of any kind of weaponry (Knife/pistol/sharp objects/etc.)
  - xx. Economic offences such as either misappropriation of money or damage to Institute property.
  - xxi. Not cooperating with faculty, officers or security personnel investigating a potential disciplinary issue.
  - xxii. Getting involved in an activity that violates State or National laws.

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4. Proportionate with the gravity of the offence, the punishment may be

- (i) Additional social work in the institute campus/hostel.
- (ii) Disqualification from student's activities and medals/prizes.
- (iii) Expulsion from the hostel for specific period.
- (iv) Expulsion from the hostel and academic for specific period.
- (v) Cost of damage be fully recovered with assigned work.
- (vi) Campus placement facility withdrawn till final semester.
- (vii) Campus placement facility withdrawn totally (Cancellation of offers if already given)
- (viii) Delay in publication of final result.
- (ix) A record of misconduct be made in the personal file, no recommendations be given for higher studies in and abroad.
- (x) Absolute expulsion from the Institute/ filing complaint to the appropriate authority for further actions.

The punishment above may be in the form of 3 levels proportionate to the gravity of the offence.

Level-1: Warning notice with appropriate punishment as above.

Level-2: Repeat offender with appropriate punishment as above/may be imposed and intimate to the parents and guardian of the students.

Level-3: Absolute expulsion from the institute and handing over to the appropriate authority.

5. For minor offence committed at

- (a) Hostel
- (b) Department or a class room and
- (c) elsewhere

The Warden, the Head of the Department/sectional heads respectively shall have the authority to reprimand or take any other suitable measure. All cases involving serious punishment shall be reported to the Chairman of the IDC in a formal manner.

6. (a) All major acts of indiscipline, which may have serious consequence on the students in general and/or which may warrant a uniform and more formalized nature of investigation, shall be handled by the Institute Disciplinary Committee (IDC) appointed by Senate. The IDC consists of the following ex-officio and other members:

- |   |   |                  |
|---|---|------------------|
| (1) Dean (SW/Acad/Admin/FW)   | - | Chairman         |
| (2) All warden of Hostels   | - | Member           |
| (3) One members of faculty nominated by the Dean SW for a period of two years                       | - | Member           |
| (4) Three senior students (one UG, one PG, one female UG or PG) student representative for two-year | - | Member           |
| (5) Assistant registrar   | - | Member Secretary |

One more Staff and Security officer may be invited to the proceedings of the IDC at the discretion of the chairman as per need.

- (b) The IDC shall investigate complaints, examine available evidence and recommend punishment.
- (c) Recommendation of the committee, which will include the suggested punishment in cases of guilt proven, will be forwarded to the Chairman, Senate for necessary action.
- (d) Proof of guilt need not necessarily be at the same level as necessary in a court of law. The committee, in order to protect the academic rights of a greater body of students, may award disciplinary measures if it is reasonably satisfied that such measures are in the greater interest of the students.
- (e) The Director, at his discretion may take additional measures keeping in mind long term issues and impact on other aspects of Institute management. The Director in capacity of Chairman, Senate may make minor changes in the nature of punishment awarded or reduce the level (as per item 4 above) and/or quantum of punishment if he feels appropriate.

On approval of Director, Chairman IDC will bring out appropriate orders with copies to the parents / guardians of the students.

For creating awareness among the students copies of order put up on the Notice Boards without mentioning names of the students involved.

- (f) If the Director feels that the nature and/or quantum of punishment is not commensurate with the offence and may create long term problems, he may refer the matter to the full Senate. The Senate's decision in the matter will be final.

(g) In rare cases, when the director feels it to be appropriate in the interest of the Institute, he may invoke, at any stage of the proceedings, the provisions of clause 17(2) of NIT Act 2007 and decides a student disciplinary issue (deterrent and other administrative measures) by his own, taking into consideration all prevailing circumstances.

7. Acts which may be classed as crimes rather than acts of indiscipline will be reported to the state authorities; they include such acts as causing serious injury to fellow students or others, causing major damage to Institute property, being involved in activities prejudicial to national security or to that maintaining communal harmony etc.

8. Any act of indiscipline at Hostel Premises inside and outside the gate will be investigated by a Hostel Disciplinary Committee(HDC). HDC will decide the course of action to be taken and implement it. However, in case the matter is of serious nature, the warden will forward it to the Dean (SW) through the Chairman HMC. The Dean (SW) who is the Chairman of the Institute Disciplinary Committee shall take necessary action. The Hostel Disciplinary Committee will shall consist of the following members:

- (i) Chairman HMC - Chairman
- (ii) All the wardens - Member
- (iii) Hostel representative - Member
- (iv) Warden of the hostel where incident happen - Member Secretary

One more Staffs and Security officer may be invited to the proceedings of the HDC at the discretion of the chairman as per need.

On approval of Director, Chairman HDC will bring out appropriate orders with copies to the parents / guardians of the students. Cases of indiscipline in a class room or laboratory can be handled by the class teacher by expelling from the class, marking absent for a few classes or penalizing on marks under Teacher's Assessment.

9. Any act of the indiscipline and steps taken by the Director will be reported to the Senate in its next meeting. If opportunity still exists, the Senate may deliberate and alter the nature and/or quantum of punishment awarded.

10. A punishment, once awarded and notified cannot be changed by the Director, the IDC, HDC, or any administrative authority. However, when new facts come to light, the Senate can amend the punishment and take any other corrective measures that it feels appropriate.

11. Ordinarily minor disciplinary offences and punishments will not be reflected in a student's Conduct Certificate. But in serious cases, Institute Disciplinary Committee or Hostel Disciplinary Committee, Examination Disciplinary Committee or the Director or the Senate may decide to make an appropriate entry in the student's Conduct Certificate.

Section - III

**CONDUCT RULES FOR HOSTEL**

Following are the detailed rules governing residential requirements of students:

1. The NIT, Arunachal Pradesh is a totally residential institution and all students are required to stay in one of the Hostel.
2. Under special circumstances, the Director or Dean (Acad) may permit a student to reside with his/her Parent/Guardian in the Institute Campus or within a reasonable distance from the Institute. Such a student shall, however, be attached to a Hostel and will be required full seat rent and certain other dues as decided by the Warden of the Hostel. However, this permission may be withdrawn at the discretion of the Institute, at any time without assigning any reason.
3. The mess of each Hostel shall function as a single integrated unit and shall not, under any circumstances be sub-divided into any kind of groups or sub-groups.
4. The allotment of rooms in a hostel should be directed towards integration of students of different courses, batches, residential districts and communities. Wardens may reshuffle allotment in the middle of a year if this objective is not met adequately.
5. No student shall come into or give up the assigned accommodation in any Hostel of Residence without prior permission of Dean(Acad)/Chairman HMC.
6. A student shall reside in a room allotted to him/her and may shift to any other room only under the direction/permission of the respective Warden of the hostel. Mutual interchange of room without consent of the Warden is forbidden.
7. Students shall be required to make their rooms available whenever required for inspection, repairs, maintenance or disinfecting and shall vacate the rooms when leaving for the vacations/holidays.
8. Students shall be responsible for the proper care of the doors, windows, furniture, fan, and other fittings in the rooms allotted to them and shall generally assist the Warden in ensuring proper use, care and security of those provided in the Halls of common use of all students.
9. Students will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a student due to theft, fire or any other cause the Institute shall accept no responsibility and shall not be liable for payment of any compensation.
10. Engaging personal attendants, keeping pets and use of appliances like electric heater, refrigerator etc. by a student in the hostels are prohibited.
11. Consumption of tobacco, alcoholic drinks and hallucinogenic substances is strictly forbidden.
12. Possession of any kind of electrical appliances such as electric stove/heater/boiler etc. are not permitted.

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13. Students must honour the timing of the hostels in matters of moving in or out of hostel and meal time as per HMC.
  14. The hostel has an autonomous management system based on student participation. Every student must make an effort to participate in hall management and other welfare activity within the hall.
  15. Any act of indiscipline at Hostel Premises inside and outside the gate will be investigated by a Hostel Disciplinary Committee.
  16. HMC-Hostel Management Committee will be fully responsible for all the hostel related management. HMC will have separate comprehensive rules and regulation only for smooth functioning of all the hostels.

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