

SECTION - 3

CODE OF CONDUCT RULES

3.0 General

Discipline is the foundation on which the SMIT functions. It is incumbent on the students to develop self-discipline of the highest degree. It should, therefore, be the endeavor of every student to observe all the rules and regulations as a matter of habit rather than because of the fear of the consequences. They will at all times, conduct themselves with proper decorum and cultivate correct manners and etiquettes.

3.1 Prohibition of Ragging

The scope of training in this Institution includes high standard of professional knowledge, development of character and leadership qualities to instill a high sense of duty, discipline, integrity, loyalty and honour. It is here that the students foster the camaraderie and spirit-de-corps for subsequent relationship with each other. Therefore, there is no place for ragging in any form.

Any form of ragging is strictly prohibited in this institution which includes abusing, harassing, ill-treating, man-handling, bullying or awarding undignified or unauthorized punishment to a corps by any other student. Strict disciplinary action will be taken against any student indulging in ragging.

Anybody found involved in ragging will be liable for expulsion from college in accordance with Supreme Court & university ruling on the subject. All student appointments and faculty members will personally ensure that this order is implemented in letter and spirit. In addition, any senior student and all fresher students noticing such an event (ragging) will immediately be instructed to report any such incidence to the college authorities at the earliest in writing and/or over phone to the Contact Numbers as given hereunder.

Authority	Mobile No	Intercom	Room No.	Email ID
Chief Warden	9635693862	352 (O)/475(R)	B-101	vb.prasad@yahoo.com
Head, Administration	8670241900	262(O)/395(R)	B-105	surindar.singh@smu.edu.in
Dean (SA)	9434865113	429(O)/372(R)	B-108	deansa@smit.smu.edu.in
Director, SMIT	9434012147	201 (O)/430(R)	C-101	director.smit@smu.edu.in

3.2 Punishable ingredients of ragging

- Any act by a senior that makes a junior/fresher uncomfortable, under tension or develop a feeling of being teased or insecure,
- Abetment to ragging,
- Criminal conspiracy to ragging,
- Unlawful assembly and rioting while ragging,
- Public nuisance created during ragging,
- Violation of decency and morals through ragging,
- Injury to body; causing hurt or grievous hurt,
- Wrongful restraint & confinement,
- Use of criminal force,
- Assault as well as sexual offences or even unnatural offences,
- Extortion, criminal trespass,
- Offences against property,
- Criminal intimidation,
- Physical or Psychological humiliation,
- Attempts to commit any or all the above mentioned offences against victim,
- All other offences following from the definition of ragging.

In addition, the College Anti ragging committee along with its team of officers will ensure that all laid down guide lines are strictly followed to ensure there is no ragging of the new entrant fresher students or any other students. Mobile numbers of all College Anti ragging committee officers will be displayed in the hostels and fresher floors.

3.3 Wireless Sets/Music System/Mobile Phones: The students are not permitted to keep/use wireless transmitting /receiving set, Personal Computers and music system with output over 50W in their rooms. Mobile phones are permitted. The particulars of the mobile phones will be provided to the Chief Warden. Mobile phones will not be carried by the students while attending classes/practical classes and official functions in auditorium. Mobiles are strictly NOT permitted to be carried in the classrooms during Tests/College or University exams.

3.4 Dress code: All engineering students will be dressed properly in accordance with the dress orders. All students will wear proper dress as prescribed for various occasions in the college. Aprons and Kungri are to be used in the specified lab as per instructions. The students are not permitted to wear sunglasses during classes, practical and training or any other organized activity unless specifically advised to do so, on medical grounds. Both boys and girls will ensure proper hair discipline. All boys other than who have religious obligations, will shave daily.

3.5 Mark of respect/ compliments: The students shall pay proper compliments to faculty members and staff. While meeting them/coming across them within and outside the College Campus. Due respect and suitable compliments will be paid by junior students to their seniors. While addressing TEACHERS, students will use the word "Sir/Madam" and in a manner which will show proper respect. Any student wishing to seek an interview with the Director desiring to refer a matter to higher authorities will do so through proper channel.

3.6 Communication with Press and Foreign Embassies/ National & Foreign travels/visits: Foreign visits/travel by students is strictly prohibited without prior permission. In case of students visiting parents/real sisters or brothers living abroad permission will be taken from the Director, SMIT. In case of visits, defaulters will be liable to severe disciplinary action by higher authorities including rustication.

3.7 Communication with political or unauthorized Organization: The students shall neither join any political or unauthorized organization nor participate in its work and communicate/correspond with it in any manner. Membership of any organization (Govt/Semi Govt)/NGO/Private) is prohibited unless prior sanction is accorded by competent authority.

3.8 Mechanical Transport: The students are forbidden to possess or drive any form of mechanical transport. Students are not permitted to possess any form of automated mechanical transport without permission.

3.9 Nearest Railway Station (NRS): It is the responsibility and duty of students to inform the HOD and the Chief Warden, in case of change of address of Parents or Guardians (in case parents are not alive). Phone / mobile numbers of parents /guardians will be updated in the dossier / hostel records by the students on occurrence. NRS will not be changed unless documentary proof is provided along with a written application by the student countersigned by the parent / guardian.

3.10 Security: All SMIT students will be governed by General Security Orders of the college. Students shall not divulge information to the press or unauthorized persons. They shall ensure that college matters are not discussed with any unauthorized person.

3.11 Fire Orders: The students will make themselves conversant with the college fire orders to take appropriate measures in the event of an outbreak of fire. They will participate in the fire fighting practices as a part of training when asked to do so.

3.12 Out of bounds: The following places will be "Out of Bounds" for students:

- Staff quarters unless invited,
- All offices except the Accounts Office, unless specifically called,
- Girls' Hostel for male students and male visitors,
- Boys hostel for girl students and female visitors,
- Going to the river Teesta,
- Any place so promulgated in college order.

3.13 Collection of funds: No student is permitted to collect funds for any purpose from their college mates. Authorized collections will be made under the specific orders of the Director which will be promulgated in the College weekly orders. No funds will be collected from private parties or sponsorship arranged for any event without prior permission of concerned authorities. No student will participate in any unauthorized academic event or any extra-curricular activity outside the college without prior permission of the Director.

3.14 Employment/Business: Students are not permitted to take up any type of full time/part time employment or indulge in any kind of business during the course. Any business with or without intent to profit, bartering, working on commission or carrying out or helping anybody in such tasks is strictly prohibited.

3.15 Indiscipline acts: The following acts are

- Debts: Students will neither borrow nor lend money nor incur debts while undergoing training at the institution. No credit accounts will be maintained with canteens/cafeterias, shops or loans taken from any other student, shopkeepers or any other person. Dues to the college and students messes will be paid by the stipulated time, failing which a fine on daily basis may be charged.
- Thefts: Students are responsible for the safe custody of their personal belongings. Students will report immediately to their hostel supervisor / block warden of any loss of property. They will not leave any money or valuables lying about in their room.
Any student who is found guilty of stealing or in possession of stolen private or public property/ATM cards will be liable to be withdrawn from the institution in addition to appropriate disciplinary/legal action.
- Selling/Pawning: Students are forbidden to sell or pawn personal property. Selling or pawning public property is a cognizable offence.
- Liquor and Cigarettes: The college and hospital campuses are NO SMOKING ZONES. Students are forbidden to consume alcoholic beverages and smoke within the institution premises or outside. Students will not be in possession of any wine, spirit, liquor or cigarettes with them.
- Gambling: All forms of gambling are forbidden.
- Drug: Possession or consumption of any harmful and intoxicating drugs such as pot, marijuana or hashish by students in any form is prohibited. All performance-enhancing drugs are also prohibited. It is the duty of students to the college and society to inform the authorities about any one indulging in such actuality. Students found in the company of other students indulging in this activity or allowing students to consume prohibited substances in their rooms will be deemed to have committed an equally serious offence and thus liable to the same punishment.
- Damage: Students will not deface, mutilate or damage any building or property belonging to the institute or individual or cut/uproot any plants or trees especially in the college or hostel premises. Students will not cut or otherwise deface desks, tables, seats or any other furniture within the institution.

3.16 Reporting of Unusual Occurrences: Any unusual occurrences in the college or hostels will immediately be reported by the students to the any other officer available. The students are forbidden from entering into altercations/affrays amongst themselves, with students of other colleges or other military and civil personnel. They will also scrupulously avoid situations which lead to altercations/affrays with any one.

3.17 Summary of Disciplinary Conduct: This Code of Conduct, as amended from time to time, is applicable to all students on the strength of the College. A student committing any breach of discipline as specified below will render himself/herself liable to strict disciplinary action and all such acts will be intimated to parents.

- 1) Found indulging in ragging of fresher's/juniors in any form,
- 2) Consumption / Possession of Alcohol,
- 3) Theft / Forgery/ Embezzlement of funds,
- 4) Consumption / found in possession of Psychotropic drugs,
- 5) Smoking in the hostel / mess / college campus,
- 6) Manhandling the workers in the hostel/Mess,
- 7) Absconding from the hostel at night after 22:00 hrs without valid official permission,
- 8) Absent without leave (AWL),
- 9) Absence from lecturers / practical / training programmes / P & T/attendance in Drill Square without any valid reason / permission,
- 10) Absenting from hostel, without leave/permission including failure to mark attendance for more than 24 hrs,
- 11) Over-staying of sanctioned leave (OSL) /vacation without official intimation,
- 12) Absenting from university examination without any valid reason like sickness/hospitalization etc.
- 13) Prolonged absence from college without permission/desertion from college,
- 14) Absenting from preliminary exam without official sanction,
- 15) Using unfair means in tests/examinations/practical use of mobile phones/blue tooth/ internet/chits/papers,
- 16) Absenting from Hospital during hospitalization without valid out-pass,
- 17) Absenting himself from other place/activity officially requiring the presence of the students,
- 18) Improper turn out i.e. not wearing full items of authorized dress/wearing unauthorized items/not shaving,
- 19) Moral turpitude or misbehavior and misconduct of any kind with associates, staff, patients/ outsider since exam centres in or outside the college,
- 20) Use of criminal force to fellow student in any term,
- 21) Neglect of duties and unsatisfactory progress in the training/academics,
- 22) Disobedience of orders and insubordination to staff,
- 23) Loss/damage/defacing college property,(which includes furniture/notice boards, games equipment, lights, Wi-Fi Router etc. Identity card etc.),
- 24) Drug abuse, i.e. possession/consumption of wines, spirits or any habit forming drugs,
- 25) Violation of standing orders or any other orders published in Dean's weekly orders or displayed on notice boards from time to time,
- 26) Eve teasing of colleagues/creating nuisance in the class or during organized functions,
- 27) Entry into depts./area of college after they are sealed & closed,
- 28) Entry into areas declared Out of Bound by college authorities without permission,
- 29) Unauthorized communication / association with foreign nationals, press, civil organizations/bodies, undesirable persons and political parties in India and abroad,
- 30) Keeping unauthorized occupants including friends (male/female) and relatives in the hostel,
- 31) Failure to report unusual occurrence,
- 32) Collection of funds for any purpose, unless authorized by college authorities,
- 33) Violation of laid down channel of communication,
- 34) Refusal to accept any duty allotted by any superior or senior staff,
- 35) Joint action by the students e.g. combined petition, representation, agitation strike etc.,
- 36) Complaint/any adverse report of breach of discipline or an act contrary to good orderly conduct received from officer or other unit/agency,

- 37) Visiting foreign countries without prior permission of the Director,
- 38) Failure to pay college/mess dues by stipulated time,
- 39) Unbecoming conduct on the part of a student,
- 40) Repeated failure to mark attendance, (>3 times in a month),
- 41) Continuous absence for more than 24hrs in continuity will be considered as being absent from the hostel and viewed very seriously for disciplinary action,
- 42) Any other breach of discipline not mentioned above but contrary to any provision of the Code of Conduct/Director's Weekly Order or Notices/Instructions issued from to time,
- 43) Any other act of omission/commission considered as undesirable for future commissioned officers and not included above ,
- 44) Use of physical violence in the campus resulting in to minor injuries.

3.18 Misconduct Behaviour: The following acts would constitute misconduct of behavior and will entail administrative action/punishment at the discretion of institute's authority. Parents will be intimated regarding misconduct of their wards. Punishments may imply loss of any appointment if held by the student / disqualification to receive Colour/Blues/any award, fines / parents to be informed.

- 1) Improperly Dressed,
- 2) Entertaining unauthorized guests in the hostel rooms,
- 3) Entertaining guests of opposite sex in the Messes / Rooms,
- 4) Double riding on bicycle and parking it at unauthorized places,
- 5) Absence from address by Dean / Director,
- 6) Not responding to Call Chits/Notices to report to authorities,
- 7) In the Dining Hall of the students mess in unauthorized dress code / improper dress,
- 8) Insubordination / insolent behaviour,
- 9) Failure to pay compliments to senior student /faculty,
- 10) Failure to sign in the arrival register,
- 11) Taking Mess utensils to the rooms,
- 12) Late arrival to the hostel after the closing time at 22:00 hrs,
- 13) Consuming food in the messes (Boys/Girls) without paying for it.

3.19 Penalties and Punishments: Penalties & Punishments for breach of disciplinary conduct will be awarded by the competent authorities as mentioned below:-

S.No.	Competent authority	Penalties/Punishments
(a)	Director, SMIT	Expulsion from college rolls for a period up to one year.
		Recovery of loss to property up to Rs.10,000/-
		Expulsion from Examination
		Fine up to Rs.10,000/-
(b)	Vice Chancellor, SMU	Rustication from college rolls for a period for more than one year or permanent.
		Fine more than Rs 10,000/-
		Recovery of loss to property above Rs. 10,000/-

3.20 Rustication: A student may be rusticated for a term or more on academic grounds as decided by the academic committee of the college. A student may be rusticated for a term or more by the college authorities on disciplinary or administrative reasons. On rustication or being struck off college rolls the student will vacate the hostel within 48 hrs and proceed directly to the place of residence of his/her parent(s) or his/her legal guardian if parents are not alive. The college has no liability, whatsoever, if the student proceeds elsewhere.

3.21 Committee for Prevention, Prohibition and Redressal of Sexual Harassment at workplace

Sikkim Manipal University is committed to creating a healthy working environment and study atmosphere that enables employees to work and students to study without any fear of prejudice, gender bias and sexual harassment. The university also believes that all employees and students have the right to be treated with dignity. Sexual harassment at the work place or other than the work place is a grave offence and is, therefore, punishable.

The main Objectives of Committee will be to provide an environment free of gender-based discrimination.

- To evolve a permanent mechanism for the prevention and prohibition of sexual harassment cases and other acts of gender based violence at the University.
- To ensure the implementation of the policy through proper reporting of the complaints and their follow-up procedures.
- To create awareness about sexual harassment in its various forms so that each one in the university community deters from being involved in acts of gender based discrimination and harassment.

Contact Person: Prof. (Dr.) Sangeeta Jha, HOD Chemistry – Chairperson
 Mobile No. 943413727/8768823119
 Intercom No. 218/276, Room No: D101

No.	Penalties/Punishments	Authority
23	Loss/damage property	Competent authority
24	Expulsion from college rolls for a period up to one year	Director
25	Recovery of loss to property up to Rs.10,000/-	Director
26	Expulsion from Examination	SMU
27	Fine up to Rs.10,000/-	Director
28	Rustication from college rolls for a period for more than one year	Director
29	Entry into hostel	Director
30	Recovery of loss to property above Rs.10,000/-	SMU

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