

PDPM
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
DESIGN & MANUFACTURING JABALPUR

MANUAL

of

GUIDELINES & PROCEDURES

of

**STUDENTS ADVISORY COMMITTEE OF THE
SENATE**

(SACS)

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1. GROUNDS FOR ADVICE

1.1 Indiscipline and Dishonesty in Academic Matters

- 1.1.1 Computer Center and other Laboratories of the Institute shall formulate rules and regulations for its users and shall display them. Such rules may also be amended from time to time. Violation of such rules and regulations shall be considered as an act of indiscipline.
- 1.1.2 Library of the Institute shall formulate rules and regulations for its users and shall display them. Such rules may also be amended from time to time. Violation of such rules and regulations shall be considered as an act of indiscipline.

1.2 Indiscipline and Dishonesty in Non-Academic Matters

1.2.1 Ragging:

(a) Any action which raises fear or apprehension thereof in a fresher or a junior student and (b) asking a fresher or a junior student to do any act or perform something which she/he will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect her/his physique or psyche shall be considered by the Institute as acts of ragging and therefore treated as an act of gross indiscipline by Students Advisory Committee of the Senate (SACS).

If the individuals directly committing ragging are not clearly identified by the available prima-facie evidence, collective punishment could be restored to act as a deterrent.

1.2.2 Objectionable Behavior with other Members of the Campus Community:

(a) Harassment of a student or the Institute staff on the basis of caste, sex, religion, etc, (b) a disorderly conduct whether by words spoken or written or by an act with the effect of teasing, treating or handling with rudeness any other campus resident, (c) indulging in rowdy activities which causes or is likely to cause annoyance, hardship or psychological harm to campus resident, (d) threatening with the intent to place the persons in reasonable fear for his/her safety or for the safety of his/her family shall be considered as acts of gross indiscipline by SACS.

1.2.3 Unauthorized Conduct in the Campus:

(a) Forgery, alteration, or misuse of any Institute document, record, key, electronic device etc, (b) theft of, conversion of, destruction of, or damage to any property of the Institute, (c) providing false information in deliberate, systematic and planned manner with the purpose of misleading Institute authorities and personnel shall be considered as acts of indiscipline by SACS.

1.2.4 Unauthorized Conduct in Halls of Residence:

(a) Disrespecting the circulars of wardens and other Institute authorities regarding Hall regulations, (b) disrespecting rights, privileges, and sensibilities of other Hall residents, (c) inducement of other students including self-consumption of alcohol and other drugs in the Hall, (d) organizing unlawful activities and meetings, (e) screening of unlawful films, (f) keeping

unauthorized guests in the rooms and (g) damaging Hall property shall be considered serious offences either by Students Advisory Committee of the Hall of Residence (SACHR) or SACS for appropriate advice.

1.2.5 Indiscipline in Gymkhana, its Various Activities/Events and other Organizational Matters:

(a) Disrespect to student bodies such as Students Senate, coordination committees, etc, (b) misconduct in various clubs and general events, (c) misbehaviour with participants coming from other colleges in events organized by Gymkhana or its clubs, (d) damage of Gymkhana equipments and facilities shall be considered as serious offences by SACS.

1.2.6 Participation in events that Cause Disturbance of Peace in the Campus:

(a) Holding of unlawful demonstrations or assembly of students, without trying to settle down issues through discussions in meetings and (b) taking out procession shall be considered as acts of gross indiscipline by SACS.

1.2.7 Any other acts which are not mentioned above but are viewed as serious offences by SACS or SACHRs.

2. PROCEDURES FOR ADVISING DEFAULTING STUDENTS

2.1 Committees and their Purview

2.1.1 Bodies of the Institute that are authorized to advise and recommend disciplinary action(s) against defaulting student(s) shall be (i) Students Advisory Committee of the Senate (SACS) and (ii) Students Advisory Committee of the Hall of Residence (SACHR) for each Hall of Residence of students.

2.1.2 While the SACS shall be responsible for considering cases of indiscipline among students pertaining to (i) their overall and general activities, (ii) hostel level issues involving more than one Hall of Residence and (iii) major issues of indiscipline pertaining to a given Hall of Residence, SACHRs shall be responsible for considering cases of minor indiscipline pertaining to their own Hall of Residence. Thus SACHRs shall, more or less, act as sub-committees of the SACS.

2.1.3 In case of the complaint lodged to SACS regarding indiscipline during the conduct of an examination, SACS shall have no discretion in advising and making recommendation regarding the grade(s) to be awarded in the course(s) registered by the concerned student(s). The ultimate authority for awarding a suitable grade to students registered in a given course shall rest solely with the instructor in-charge(s) of the concerned course(s).

2.1.4 Students Advisory Committee of the Senate (SACS) shall comprise of

- (a) Convener who shall be appointed by the Senate or the Chairman Senate,
- (b) Head Counseling Service,
- (c) Two wardens,
- (d) A faculty member who is not a warden of any Hall of Residence,
- (e) Two nominees of Students Senate,

- (f) UG Coordinator of the Counseling Service,
- (g) PG Coordinator of the Counseling Service.

2.1.5 SACHR for each Hall of Residence shall comprise of

- (a) Warden In-charge of the concerned Hall of Residence (Convener)
- (b) A member from the Council of Wardens
- (c) A student nominee of the Counseling Service who shall be a resident of the concerned Hall of Residence

2.2 Filing and Admitting a Complaint

- 2.2.1 When an act of indiscipline has been committed by a student or a set of students, any member of the faculty, staff, and students body may file a complaint in writing with the Convener, SACS or the Convener, SACHR of the concerned Hall of Residence, as the case may be, within a reasonable time, stating the nature and circumstances of the alleged act of indiscipline.
- 2.2.2 After a complaint has been received, the Convener, SACS or the Convener, SACHR, as the case may be, shall make the preliminary examination of the case by collecting as many prima-facie details of the case as possible. Depending on the nature of the complaint and the prima-facie evidence collected by the Convener, she/he may call the concerned student(s) and may dispose off the case by issuing simple warning to concerned student(s) without calling the meeting of the concerned advisory body.
- 2.2.3 In case the lodged complaint is of serious nature and warrants discussion among the members of the concerned advisory committee, the Convener, SACS or the Convener, SACHR, as the case may be, shall convene the meeting, share the information collected with the members of the concerned committee and decide to admit the complaint for the necessary action.

2.3 Procedures Adopted by SACS/SACHR after Admitting a Complaint

- 2.3.1 All efforts shall be made to hear the witnesses of the case/complaint directly before the Committee for the purpose of verifying the details of the incident.
- 2.3.2 If so required, the Committee may also solicit help from professional experts for determining the veracity of facts brought to its notice.
- 2.3.3 Student(s) against whom the complaint has been lodged shall be given a fair chance to defend her/his/their case before the Committee by giving her/him/them an advance notice, and if the need be, to present evidence and witnesses in her/his/their own defense. In doing so, the Committee members shall be required to take utmost care in ensuring that the student(s) concerned are not psychologically harassed or threatened with undesirable consequences to her/his/their academic programme.
- 2.3.4 During the course of hearing, i.e. till it is completed, members of the committee may ask questions at any point, seek additional materials or testimony, visit any relevant location, recall or review evidence or testimony provided earlier, and in general seek to obtain information relevant to the case from any source.
- 2.3.5 During the course of investigation and hearing of the complaint, the Committee and its members shall be required to maintain utmost confidentiality about the deliberations made in its meetings.

- 2.3.6 At the completion of the hearing, the Convener shall make summary remarks on behalf of the committee and shall close the hearing.

3. ADVICE: ITS NATURE AND MODES

3.1 Method of Arriving at the Recommendation

- 3.1.1 By keeping the seriousness of the violation committed by the student(s) in mind, the SACS or the SACHR, after completing the enquiry of the case, shall recommend the appropriate advice for student(s) concerned for its implementation.
- 3.1.2 At least 2/3rd of the members of the Committee shall be required to be present in the meeting of the Committee in which the final view of the incident is to be taken.
- 3.1.3 All efforts shall be made by the Convener of the Committee to reach a consensus regarding the nature of advice to be given to concerned student(s). However, if the same is not possible, the decision shall be taken by the simple majority of those who are present in the meeting.
- 3.1.4 If there is a split in the opinion regarding the nature of advice to be given to concerned student(s), any member from the minority shall be entitled to give a *note of dissent* in writing. A note of dissent, if given, shall be required to be annexed with the recommendations made by the Committee.

3.2 Possible Modes of Advice by SACS

- 3.2.1 In making its recommendation, the SACS shall give specific thoughts to consider the following aspects pertaining to the advice to be given to concerned student(s): (a) How does the advice given to the student(s) help an introspection by her/him/them regarding her/his/their action in the alleged incident? (b) What is likely to be the effect of the action taken by the Institute on other students? Will it force them to refrain themselves from indulging in such or similar incident(s)/action(s)? and (c) Does the advice given to the student merely affect the parents without causing any serious influence on the defaulting student(s)?
- 3.2.2 As recommendation regarding a given case, the SACS may advise the following or any other or a combination thereof:

3.2.2.1 Warning:

Warning, the mildest form of the advice, shall be a formal admonition issued in writing to the concerned student(s) with the expectation that the concerned student(s) shall be able to refrain herself/himself/themselves from any future violation.

3.2.2.2 Community Service

For incidents involving vandalism, ragging, etc, in which a student often indulges and is not able to understand on her/his own the impact of her/his action on other students/system, she/he may be advised to undergo a Community Service for a specified duration of time. However, the advice regarding the Community Service shall be so designed that the student is forced to introspect into her/his behaviour with the objective of refraining herself/himself from objectionable

actions in future. The advice shall not involve heavy physical exertion during its implementation.

3.2.2.3 Restitution

In order to compensate partly or fully for the damages, loss of properties belonging to the Institute or the Hall of Residence, a student may be advised to pay a charge towards restitution. In such a case, the Committee shall also fix a time limit within which the amount is to be paid by the defaulting student(s).

3.2.2.4 Fine

The Committee may advise imposition of a refundable or a non-refundable fine of an appropriate amount. In such a case, the Committee shall also fix a time limit within which the amount is to be paid by the defaulting student(s).

3.2.2.5 Disciplinary Probation (DP)

Disciplinary Probation (DP) shall be a status imposed on student(s) for a specified period of time during which she/he/they shall be required to demonstrate a conduct conforming to Institute norms and value system.

Conditions restricting privileges or eligibility for participating in otherwise normal student activities, such as contesting an election for a post of Students Gymkhana or Hall of Residence, holding the coordinatorship of a club, membership of a committee of the Institute, etc, may also be imposed during the period of the Disciplinary Probation (DP). In case, the concerned student is holding an elected or nominated post and is to be placed on the Disciplinary Probation, she/he shall be required to resign from the post immediately.

Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary advice.

3.2.2.6 Debarring from the Students Placement Cell of the Institute

The SACS may advise the non-registration of a defaulting student from the Students Placement Cell of the Institute. In such a case, the student shall not be eligible for applying for her/his placement in companies organized by the Institute.

3.2.2.7 Suspension from the Programme

The SACS may advise the suspension of student status of a defaulter for the specified period of time. The specified period of time shall be the remaining duration of the semester in which the advice is given and may include subsequent semester(s).

The student(s) put on suspension shall be required to vacate the hall within the specified time limit. She/he shall also be debarred from using Institute facilities such as the Library, Computer Center, laboratories, etc during the period of her/his suspension.

The fee paid by the student for the semester in which student status for her/him has been suspended shall not be refunded / adjusted with

the fee to be paid in the next semester in which she/he will be required to register.

3.2.2.8 Withholding of Degree

The SACS may advise withholding of the degree of a defaulting student for a specified period of time. No *provisional certificate*, stating that all academic requirements of the programme have been completed by the student, shall be issued to the concerned student(s) during such a period.

3.2.2.9 Expulsion

The SACS may advise the permanent termination of student status from the Institute.

3.2 Possible Modes of Advice by SACHRs

Modes of advice admissible by SACHRs shall be (i) Warning [Section 3.2.2.1], (ii) Community Service [Section 3.2.2.2], (iii) Restitution [Section 3.2.2.3] and (iv) Fines [Section 3.2.2.4].

4 IMPLEMENTATION OF ADVICE

4.1 Advice Given by SACHRs

- 4.1.1 Convener of SACHR shall submit its committee's recommendation for approval, along with the note of dissent, if any, to the Convener SACS who may either herself/himself approve the same or may send them to the Chairman Senate for approval.
- 4.1.2 If the Chairman Senate or the Convener SACS are of the opinion that all the facts relating to a complaint have not been fully taken into account, they shall have the right to send the recommendations back for reconsideration to the Convener SACHR of the concerned Hall of Residence. In such a case, the Convener SACHR will reconvene the meeting. The SACHR shall review the case in light of fresh evidence provided and may make fresh recommendations.
- 4.1.3 Till the recommendations of the SACHR are approved, all members of the Committee shall maintain an utmost confidentiality regarding the recommendations made.
- 4.1.4 After recommendations on a given case are approved, Convener SACHR shall call the concerned student(s) within ten days after the approval has been received and advise them on their future course of action.

4.2 Advice Given by SACS

- 4.2.1 Convener of SACS shall submit its committee's recommendation for approval, along with the note of dissent, if any, to the Chairman Senate for approval.

- 4.2.2 If the Chairman Senate is of the opinion that all the facts relating to a complaint have not been fully taken into account, she/he shall have the right to send the recommendations back for reconsideration to the Convener SACS. In such a case, the Convener SACS shall reconvene the meeting. The SACS shall review the case in light of fresh evidence provided and may make fresh recommendations for the approval.
- 4.2.3 Till the recommendations of the SACS are approved by the Chairman Senate, all members of the Committee shall maintain an utmost confidentiality regarding the recommendations made.
- 4.1.4 After recommendations on a given case are approved, Convener SACS shall call the concerned student(s) within ten days after the approval has been received and advise them on their future course of action.

5 APPEALING AGAINST THE ADVICE

- 5.1 Student(s) shall have the right to appeal against an advice.
- 5.2 All appeals for reconsideration of the case shall be addressed to the Chairman Senate. The appeal may be for reconsidering the entire advice or for reducing the punishment envisaged in the advice.
- 5.2 The Chairman Senate, after examining the appeal, shall have the right to dispose it off or mark the same to the Convener SACS or the Convener SACHR, as the case may be, for reconsidering the advice. The entire case may be reopened if new set of evidences pertaining to the case have been given with the appeal.
- 5.3 The mere fact that an appeal has been filed against the advice shall not be the reason to hold the implementation of the advice.

6 GENERAL ISSUES

- 6.1 The Senate or the Chairman Senate may constitute a separate committee to look into a specific incident causing concern in the Institute. In such a case the matter shall not be referred to SACS and recommendations shall be made directly to the Chairman Senate.
- 6.2 Provisions of this manual may be amended, changed, added at any time by the Senate.