Minutes of the

Twenty-First Meeting of the

Board of Governors

Indian Institute of Information Technology Guwahati
March 19 2019

Minutes of the Twenty-First Meeting of the Board of Governors of Indian Institute of Information Technology Guwahati.

Present:

Mr. S. Ramadorai, Chairman (through video conferencing)
Dr. K. Kesavasamy (through video conferencing)
Prof. Gautam Biswas (through video conferencing)
Prof. Bhabesh Goswami
Mr. Subrata Ghosh (representing Mr. Hemant Kanoria, Srei Finance Infrastructure)
Prof. A. Srinivasan
Mr. Pranjal Deka
Prof. Gautam Barua
Dr. B. N. RayChoudhury

Leave of Absence: Prof. Shivaji Bandyopadhyay, Dr. S. S. Sandhu, Prof. M. G. P. Prasad and Mr. Maninder Singh were unable to attend, and were granted leave of absence.

The Board welcomed Mr. Pranjal Deka Resident Chief Executive, Oil India, Duliajan to the Board. He replaces Mr. B. P. Sarma as the representative of Oil India in the Board.

Item 1 Minutes of Twentieth Meeting of the Board.

Resolution 21.1: The Minutes of the Twentieth meeting of the Board held on 12 December 2018 were approved.

Item 2 Action Taken Report.

The Action Taken Report was noted by the Board.

Item 3 Minutes of the Second Finance Committee Meeting held on 07/02/2019

The Board took note of the Minutes.

Item 4 Adoption and Approval of the Annual Accounts of the year 2017-18 by Circulation

The Board noted that the Annual Accounts were approved by the Board by circulation.

The Board also noted that the Audit Report of the CAG had mentioned inadequacies in the Internal Audit System and in the Internal Control System.

Regarding Internal Audit, the Board was apprised that due to the small size of the Institute, a separate audit section was not there. The Board was also informed that the Finance Committee had recommended that a private CA firm hired for auditing will be asked to do the auditing on a quarterly basis (instead of the current annual basis). An assurance was also given to the Board that an Audit Manual will be prepared and placed before the next Finance Committee meeting.

Regarding Internal Control System, the Board was informed that cash transaction take place rarely and so it is not feasible to hire separate personnel to handle only cash. However, it was assured that, when cash handling was required, persons making bank deposits and persons receiving cash will be different. Also Bank reconciliation will not be handled by persons responsible for cash transactions. The Board was assured that a register of fixed deposits showing maturity dates, interest rates, etc., will be maintained.

Item 5 Approval of the Revised Budget Estimate of 2018-19 and the Budget Estimate of 2019-20

The Board noted there were big differences in certain items of B.E. 2018-19 and R.E. 2018-19. This was also a written comment from MHRD on this agenda item. The Board was informed that 2018-19 was the year in which the first quarter was in temporary premises and the rest of the quarters were in the campus. At the time of preparation of B.E 2018-19, it was difficult to estimate the actual expenditures of certain items and this has resulted in big differences in R.E. 2018-19. The salary component was over-estimated as the number of hirings were not that many (due to cash flow problems). The Electricity estimate was based on consumption at temporary premises. On campus, the area of air-conditioning is much larger, more lighting is required for corridors and streets. Further, electricity rates were domestic for hostels and residences whereas, on campus a uniform, higher rate is applicable. There was an over-estimation on network costs as a planned backup network link could not be provided by BSNL on campus. There was a big increase in the expenditure on security, as the number of security personnel had to be increased keeping in mind the campus size and also that boundary walls were not completed when the Institute moved in. Student Gymkhana estimates were made based on earlier expenditures, but after moving to campus, students were able to take part in Sports activities, the cultural clubs became active, and there was a big increase in the number of students too. All of these factors increased the cost of providing Gymkhana activities.

The Board was also informed that due to incorrect bookings (excess bookings in recurring office expenditure), estimates in department Operating costs and advertisement and publicity were reduced.

The Board was informed that overall there was a reduction of expenditure of Rs. 1.73 crores. The B.E. of 2019-20 shows an increase of 13.7%. Given that the student

strength is expected to increase by at least 30%, this is a reasonable increase.

Resolution 21.5: The Board approved the revised budget of 2018-19 and the budget of 2019-20 as follows:

A/C CODE	ACCOUNT HEADS	Budget R.E. 2018-19	Budget B.E. 2019-20
	ESTABLISHMENT EXPENDITURE:		
1	Employees' Retirement and Terminal Benefits:	80,22,800.00	82,14,428.40
2	Salary and Wages & Honorarium:	7,22,05,200.00	8,21,44,284.00
3	PDA :	26,92,018.00	78,00,000.00
	Travel Expenses :		
4	Conference & Seminar - Abroad:		
5	Official (Travelling Expenses)	4,50,000.00	5,00,000.00
6	Conference & Seminar - National:		0.00
7	Leave Travel Concession (LTC)	0.00	0.00
8	Others : Bank Charges		
8	Bank Charges	20,000.00	20,000.00
8	Medical Expenditure	9,00,000.00	9,00,000.00
	Sub-Total	**8,42,90,018.00**	**9,95,78,712.40**
	OTHERS ADMINISTRATIVE EXPENSES		
9	Academic Activities:		
10	Deptl. Operating Cost (Consumable):	6,000.00	2,00,000.00
12	Electricity and Power:	74,75,544.00	85,00,000.00
17	Postage, Telephone and Communication Charges:	52,425.00	70,000.00
18	Printing:	4,00,000.00	0.00
19	Recurring Office Expenditure:	22,39,278.00	15,00,000.00
20	Repairs and Maintenance:	15,76,104.00	17,00,000.00
22	Hostel and Office Services:	39,69,824.00	32,80,000.00
23	Security Services:	60,03,785.00	61,00,000.00
24	Sewerage:	91,028.00	1,50,000.00
29	Students Affairs (Gymkhana):	9,00,940.00	12,00,000.00
30	Assistantship	14,98,618.00	16,80,000.00
31	Transportation:	16,84,386.00	15,00,000.00
32	Advertisement and Publicity:	60,000.00	2,00,000.00
33	Recruitment Expenses:	6,61,479.00	4,00,000.00
34	Auditors Remuneration:	1,07,940.00	1,20,000.00
35	CAG Audit Fees	2,56,475.00	3,50,000.00
36	NSDL Service Charges	8,156.00	20,000.00
	sub-total	**2,69,91,982.00**	**2,69,70,000.00**
	Total	**11,12,82,000.00**	**12,65,48,712.40**
	Source of Funds		

		2018-19	2019-20
	MHRD	0.00	0.00
	Fees+hostel Rent	7,81,05,379.00	12,96,00,399.00
	Other Earnings	10,00,000.00	10,00,000.00
	Total	7,91,05,379.00	13,06,00,399.00
	Deficit (-) / Surplus	-3,21,76,621.00	40,51,686.60

Item 6 Fund Status and Request for Funds from Industry Partners

The Board noted the funds status and noted that there will be a deficit even if all requests for funds are fulfilled. The Board noted with concern that M/s Srei Finance Infrastructure had not yet made any payment, even the reduced amount of Rs. 1.5408 crores, requested after there was no movement on the initially promised amount of Rs. 4.43 crores. The Board directed the Institute to write on behalf of the Board to Srei in this matter. The Board also agreed to the proposal to be made to Oil India regarding contributing the balance due to the Capital Fund of the Institute. The Board also approved the request made to Amtron for Rs. 1.9325 crores.

Item 7 Capital Expenditure Budget

The Board was apprised of the need to increase the student strength to 975 in the next five years in order for the Institute to become self-sufficient. The Capital Budget for the next three years was discussed and the Board agreed with the proposed expenditure. The Board also noted and agreed that a loan will have to be taken to meet the expenditure. The Board was informed that efforts are on to get MHRD to allow the Institute to take a loan from HEFA, with the Institute repaying both the Principal amount and the accrued compound interest.

Resolution 21.7: The Board resolved to approve the following Capital Expenditure Budget for the next three years, subject to availability of funds:

(Rupees)

Deficit Carried Forward	73,67,000.00
Boys' Hostel (256 rooms)	14,70,00,000.00
Girls Hostel Expansion	4,50,00,000.00
Outdoor Sports Facilities	
Basketball Courts (2)	40,00,000.00
Volleyball Courts (2)	15,00,000.00
Tennis Courts (4)	80,00,000.00
Football field	10,00,000.00
Indoor Badminton + clubs	3,60,00,000.00
Total Sports	**5,05,00,000.00**

Land Filling for Playing Fields and Girls Hostel expansion	50,00,000.00
Drainage System	2,00,00,000.00
Boundary Wall Extension	1,50,00,000.00
Hostel Furniture (for 515 more students @ Rs. 10,000)	51,50,500.00
Addition of Built-in cupboards & fans to 175 single rooms to convert them to double rooms @ Rs 8000	14,00,000.00
Minor works to convert rooms to student rooms (14 rooms)	14,00,000.00
Misc. Works	21,82,500.00
Grand Total Capital	30,00,00,000.00

Item 8 Administrative Approval for Construction of 2nd Boys' Hostel of the Institute:

The Board noted that the construction of a hostel for boys is one of the main items proposed for the future Capital expenditure of the Institute. The Board examined the detailed estimate prepared by the Architect Consultant for the hostel. It noted that each room will be a double-seated room with an attached bathroom. It noted that a separate Assam-type house will be built for dining and for recreational activities. The existing kitchen will be used to cook food. After discussion, the Board gave administrative approval for the construction of the Hostel, subject to availability of funds.

Resolution 21.8: The Board resolved to accord Administrative Approval for the construction of a 256 seater boys' hostel at an estimated cost of Rs. 14.7 crores. This approval is subject to availability of funds.

Item No. 9   B.Tech and M.Tech Student Intake for July 2019

The Board noted that the B.Tech intake was increased to 200 last year and the same is sought to be the intake this year. However, it was noted that a) there remained vacancies at the end of seat allotment last year, and b) only 3.5% of the intake was of girls. The Board therefore agreed to the proposal to add supernumerary seats if required so that the intake of girls is 17% as per the formula worked out by the Joint Admission Board of JEE (Main) and JEE (Advanced). The Board also agreed that there be no change in intake of M.Tech students in view of the fact that last year all seats were not filled.

Resolution 21.9: The Board resolved to approve the following intake through JEE (Main) for the B.Tech programme, and intake for the M.Tech programme through Institute conducted admission process:

B.Tech

Prog Code as per JoSAA format	Cat	GE	GE-PwD	SC	SC-PwD	ST	ST-PwD	OBC	OBC-PwD	Total
4110	Gender Neutral	62	3	18	1	9	1	33	2	129
4110	Female	12	1	4	0	2	0	7	0	26
4114	Gender Neutral	30	2	10	0	5	0	17	1	65
4114	Female	6	0	2	0	1	0	4	0	13
Total		110	6	34	1	17	1	61	3	233

M.Tech

	GE	GE-PwD	SC	SC-PwD	ST	ST-PwD	OBC	OBC-PwD	Total
CSE	17	1	5	0	3	0	8	1	35
ECE	11	1	4	0	2	0	7	0	25

Item No. 10   Admission of Foreign Students under DASA

The Board agreed that the Institute should take part in the admission of foreign students under the DASA scheme for NITS and IIITs.

Resolution 21.10 The Board approved intake of following number of students under DASA for the B.Tech and M.Tech programmes. The Board also directed that in case of intake from Gulf Countries (CIGW), the fees charged will be the same as that of students admitted through JEE (Main) (and not the concessional fees specified by the DASA scheme).

Discipline	Seats (CIWG)	Seats (Others)	Total
B.Tech CSE	4	8	12
B.Tech ECE	2	4	6
Total B.Tech			18
M.Tech CSE	4	8	12
M.Tech ECE	0	0	0
Total M.Tech			12

Item No. 11   Sanction of Faculty Posts

The Board noted that the number of students is projected to go up to 634 students from July 2019. With a recommended faculty to student ratio of 1:12 (from MHRD), the

number of faculty required is 53. Currently, 41 posts have been sanctioned and there are 37 faculty (plus two on contract) in the Institute currently. It has therefore been proposed to sanction an additional 12 faculty positions under the flexible cadre system and with flexibility of appointment across the departments concerned.

Resolution 21.11: The Board resolved to create 12 faculty positions under the flexible cadre system, with the number of posts divided across the Departments of CSE, ECE, Mathematics and Science, and HSS as per requirement and availability of candidates.

Item No. 12   Hiring of Assistant Registrar, Six Junior Assistants and two Junior Technical Superintendents

The Board noted that there are 20 non-faculty staff in the Institute. As per norms, the ratio of students to faculty to staff is to be 12:1:1.1. So there can be up to 58 staff by July 2019. However, it was noted that the Institute has out-sourced many of its requirements and so these many staff are not required. Nevertheless, the Board agreed that more staff were needed. It was noted that one post of Registrar and six posts of Junior Assistant were vacant and these can be filled up. The Board also agreed to create two more posts of Junior Technical Superintendent to manage and maintain the IT infrastructure of the Institute.

Resolution 21.12: The Board resolved to create two posts of Junior Technical Superintendent, and approved the advertisement of these two posts and the vacant posts of Assistant Registrar (1) and Junior Assistant (6), and to fill up these posts through due process.

Item No. 13   Enhancement of PhD Assistantships

The Board agreed to the proposal.

Resolution 21.13: The Board approved the increase in the emoluments of JRF and SRF (and scholars at equivalent levels) supported by the Institute and by TEQIP, to Rs, 31,000/- and Rs. 35,000/- respectively with effect from April 1 2019.

Item No. 14   Enhancement of Fees by Rs. 25,000.00 annually

The Board noted that there was a plan to increase the B.Tech fees by Rs. 25,000 annually from July 2019 onwards. It agreed to the proposal to implement this increase as an additional fee of "Institute Development Fee" of Rs. 12,500 per semester. The Board also agreed not to increase the M.Tech fees in light of the inability to fill all seats in 2018-19.

Resolution 21.14: The Board resolved to approve the B.Tech fees of students admitted from July 2019 onwards as follows:

First Semester Fees

Sl.No.	Items	Periodicity	Amounts (Rs.)
1.	Tuition Fee	Per Semester	1,00,000
2.	Institute Development Fee	Per Semester	12,500
3.	Institute Caution Money	One Time (Refundable)	5,000
4.	Hostel Rent	Per Semester	12,500
TOTAL WITHOUT MESS FEE			**1,30,000**
Mess related Collections for all hosteller students			
Sl.No.	Items	Periodicity	Amounts (Rs.)
4.	Mess Fee for the First Month	Every Month (at actuals)	4,000
TOTAL WITH MESS FEE FOR FIRST MONTH			**1,34,000**

Fees for Second Semester and Onwards

Sl.No.	Items	Periodicity	Amounts (Rs.)
1	Tuition Fee	Per Semester	1,00,000
2	Institute Development Fee	Per Semester	12,500
2	Hostel Rent	Per Semester	12,500
TOTAL WITHOUT MESS FEE			1,25,000
Mess related Collections for all hosteller students			
3	Mess Fee for the First Month	Every Month (at actuals)	4,000
TOTAL WITH MESS FEE FOR FIRST MONTH			1,29,000

Item No. 15 Second Convocation of the Institute and Invitation to a Chief Guest

The Board agreed to the holding of the second convocation of the Institute on Saturday, May 18 2019, to be preceded by a Board meeting on Friday May 17, 2019. It was decided that the Chief Guest will be identified by the Institute in consultation with the Chairman of the Board.

Item No. 16 M.Tech Ordinances and Code of Conduct of Students Ordinances

The Board examined the M.Tech Ordinances and the Code of Conduct of Students Ordinances and noted that the Senate had approved both of them. The Board had no objections to the Ordinances.

Resolution 21.16: The Board resolved to adopt the M.Tech Ordinances and the Code of Conduct of Students Ordinances, as approved by the Senate, and as attached in Annexure 1.

Item No. 17   Revised Allowance as per 7th Pay Commission Orders

The Board noted that MHRD has approved revised allowances for employees as per the award of the 7th Pay Commission. The Board approved the revised allowance with effect from April 1 2019.

Resolution 21.17: The Board resolved to approve the following revised allowances with effect from April 1 2019. The Board also resolved that no HRA will be paid to faculty not availing Institute accommodation as long as such accommodation is available.

Revised Allowances (7th CPC)		
HRA		**16% of Basic Pay**
TA (Level 9 and above)		**3600 +DA thereon**
TA (Level 3 to 8)		**1800 +DA thereon**
Special Duty Allowance		**10% of (Basic Pay)**
Remote Location Allowance/Tough Location Allowance	**Level 9 & above**	**600**
	Level 8 & below	**480**

Item No. 18   TEQIP Phase III Project: Report for 07.12.2018 to 04.03.2019.

The Board noted the Report of Activities carried out under the TEQIP III project for the period 07/12/2018 to 04/03/2019.

As there were no other matters, the meeting ended after thanking the Chair.

(Gautam Barua)

Director, IIIT Guwahati and
Approved   Secretary to the Board.

(S. Ramadorai)
Chairman Board of Governors
IIIT Guwahati

ANNEXURE-1

Indian Institute of Information Technology Guwahati
M.Tech Programme Ordinances

1. All M.Tech. programmes offered by the Institute shall be governed by these M.Tech Ordinances.

2. The M.Tech Ordinances shall be applicable to any new discipline(s) under these programmes that may be introduced in future.

3. A student becomes eligible for the award of the M.Tech degree after fulfilling all the academic requirements as prescribed by these Ordinances.

4. The Institute shall have the following M.Tech branches:

   Computer Science Engineering (CSE)

   Electronics and Communication Engineering (ECE) – Specialization: Communication and Signal Processing

CATEGORY OF M.TECH STUDENTS

1.1 The Institute admits M.Tech students under Regular category. This is a self-financed program.

ACADEMIC CALENDAR

2.1 Each academic session is divided into two semesters of approximately eighteen weeks duration (with at least seventy working days for classes in each semester): a Monsoon semester and a Winter semester.

2.2 In addition, there may be a semester during the summer break, called a summer semester.

2.3 The Senate approved schedule of academic activities for a session, inclusive of dates for registration, mid-semester and end-semester examinations, inter-semester breaks etc., shall be laid down in the Academic Calendar for the session.

ADMISSION

3.1 Eligibility criteria for admission will be laid down by the Senate from time to time.

3.2 RelaxationinacademicqualificationforreservedcategoriesofstudentsisasperGovernmentofIndiaguidelines.

3.3 Minimum qualifying degree is given below for different disciplines. However, a valid GATE score in the appropriate discipline is the desirable criterion.

Computer Science and Engineering : Bachelor's degree in Computer Science and Engineering / Technology or equivalent in an appropriate area or MSc (Computer Science/Information Technology) or Graduates (AMIETE) from Institution of Electronics and Telecommunication Engineers (IETE) in Computer Science and Engineering or MCA from a recognized Institution.

Electronics and Communication Engineering: Bachelor's degree in Electrical/ Electronics / Electronics and Communication Engineering or Equivalent or MSc(Electronics) or Graduates (AMIETE) from Institution of Electronics and Telecommunication Engineers (IETE) in Electronics and Telecommunication Engineering

3.4 Admission to the M.Tech. Programme of the Institute normally takes place in July every year.

3.5 Admission to all categories of students is granted on the basis of interview/admission test.

RESIDENCE

4.1 The institute is residential and all the students are recommended to stay in the hostels within the campus.

4.2 All students must abide by the rules and regulations of the hostel as may be framed from time to time by the competent authority.

4.3 Students not residing in hostels shall be attached to a hostel for extracurricular activities.

ATTENDANCE

5.1 Students are required to attend all the classes (Lectures, Tutorials, Laboratories, Practical, Workshops etc) for which they have been registered.

5.2 Students will have to attend all the classes. A student may be debarred from appearing in an end semester examination if his/her attendance falls below 75 percent and will then be awarded an "F grade due to attendance" in that course.

LEAVE RULES

LEAVE OF ABSENCE

6.1 (a) Students are not expected to be away from the institute during a semester.

(b) Students may be granted permission to leave for special occasions like death in the immediate family circle. Such leave will in no case exceed one week.

(c) Absence due to illness not exceeding three weeks will be allowed after taking due permission. Due to emergencies, such permission may be taken later, and by the guardian if necessary.

(d) If the period of absence in a semester exceeds three weeks, the student will have to drop the semester by dropping all courses he /she has registered for. The Senate may allow longer absences only in special circumstances and only after ascertaining the student's ability to make up for the lost time.

(e) The leave of absence as per Clauses 6.1 (a) to 6.1 (d) will not be condoned for attendance.

6.2 It will be the responsibility of the student to intimate the Warden of the hostel in which he/she is residing, and the concerned instructors regarding his/her absence before proceeding on leave.

CONDUCT AND DISCIPLINE

7.1 Students shall conduct themselves within and outside the precincts of the Institute in a manner befitting the students of an institution of national importance and the same will be governed by the IIIT Guwahati Ordinances on Code and Conduct of students.

COURSE STRUCTURE

8.1 Every M.Tech. Programme will have a curriculum and syllabi for the courses approved by the Senate. DPPC will discuss and recommend the syllabi of all the post graduate courses offered by the department from time to time before sending the same from the departments and make recommendations to the Senate for consideration and approval.

The composition, tenure and functions of DPPC, are indicated at *Appendix-A*.

8.2 Teaching of the courses shall be reckoned in credits; Credits are assigned to the courses based on the following general pattern:

    i. Two credits for each lecture period

    ii. Two credits for each tutorial period

iii.   One credit per hour for each Laboratory or Practical or Project session.

8.3   In order to qualify for an M.Tech. degree of the institute, a student is required to complete the credit requirement as prescribed in the curriculum for a particular programme.

8.4   No semester will normally have more than six lecture based courses and four laboratory courses.

However, in special cases, students may be permitted to take seven lecture-based courses.

8.5   The total course package for a department will consist of the following components:

i.   Common Engineering course(s)

ii.   Departmental Core courses

iii.   Departmental Elective courses

8.6   Medium of instruction, examination and project/thesis reports will be in English.

8.7   Faculty Advisor: To help the students in planning their courses of study and getting general advice on the academic programme, the concerned department will assign a Faculty Advisor to each student. Otherwise, Secretary, DPPC will act as faculty advisor till the Thesis supervisor is appointed.

8.8   Thesis supervisor: Master's Project/Thesis supervisor(s) for a student will be appointed from amongst the faculty members of the IIIT Guwahati.

8.9   Departments will evolve modalities for appointing of supervisors keeping in view of the students' aspirations and faculty interest. The DPPC will co-ordinate this activity.

8.9.1   No student will have more than two supervisors.

8.9.2   No student once registered for thesis/project units will be allowed to continue the programme without a Thesis Supervisor having been appointed by the DPPC.

8.9.3   No change in thesis supervisor(s) will be allowed without the consent of the DPPC.

8.9.4   With prior approval of the Chairman, Senate, on the recommendation of the Chairman DPPC, a student may be allowed to have a co-supervisor from outside the institute, in exceptional cases.

REGISTRATION

9.1   Every student is required to register for approved courses through the assigned Faculty Advisor/Thesis Supervisor/Secretary DPPC at the commencement of each semester on the day fixed for such registration and notified in the Academic Calendar.

9.2   Only those students will be permitted to register who have

10.1.1   cleared all Institute, Hostel and Library dues and fines (if any) of the previous semesters;

10.1.2   paid all required advance payments of Institute and Hostel dues for the current semester, and

10.1.3   not been debarred from registering on any specific ground.

9.3   A student who obtains a CPI lower than 5.00 with grade "DD" in some subjects may be permitted by the Chairman, Senate, on the recommendations of the DPPC to repeat one or more DD graded subjects, provided, the subject(s) is /are being offered therein. The number of such courses to be repeated will be as many as are required to get a CPI of 5.00.

9.4   When a student re-registers for a subject, in accordance with clause 10.3 and clause above, his/her new grade will be used for SPI calculation, whereas for CPI calculation, the better of the two grades (the old and the new) of that subject will be considered.

9.5   Students may add and drop subject(s) with the concurrence of the Thesis Supervisor/Faculty Advisor/Secretary DPPC, and under intimation to the concerned course instructors and the academic section,

provided this is done within the date mentioned in the Academic Calendar and as per the conditions given in clause 9.2.

DURATION OF THE PROGRAMME

10.1 The duration of the M.Tech. programme is as follows:

    11.1.1 The minimum duration of the M.Tech. Programme (excluding dropped semester(s)) is four semesters from the date of admission.

    11.1.2 The maximum duration of the M.Tech. programme is 4 years from the date of admission.

TEMPORARY WITHDRAWAL FROM THE INSTITUTE

11.1 A student who has been admitted to an M Tech. program of the Institute may be permitted to withdraw temporarily from the Institute on the grounds of prolonged illness or grave calamity in the family for a period of one semester or more, provided:

    12.1.1 he/she applies to the Institute within at least 6 weeks of the commencement of the semester or from the date he last attended his/her classes whichever is later, stating fully the reasons for such withdrawal together with supporting documents and endorsement of his/her guardian.

    12.1.2 the Institute is satisfied that, counting the period of withdrawal, the student is likely to complete his/her requirements of the M.Tech. Degree within the time limits specified in Clause 11.1.2 above.

    12.1.3 there are no outstanding dues or demands in the Institute/Hostel/Department/Library.

11.2 A student who has been granted temporary withdrawal from the Institute under the provisions of Clause 11.1 will be required to pay fees/charges (except tuition fees and hostel dues) till such time as his/her name is on the Roll List. However, fees once paid will not be refunded.

11.3 A student will be permitted only one such temporary withdrawal during his/her tenure as a student of the M.Tech. programme.

TERMINATION FROM THE PROGRAMME

12.1 A student's studentship in a programme may be terminated on the following grounds:

    a.   If a student is absent for more than 6 (six) weeks in a semester without sanctioned leave.

    b.   A decision is taken on disciplinary grounds.

    c.   On having been found to have produced false documents or having made false declaration at the time of seeking admission.

    d.   A student fails to secure a SPI of 4.0 in two consecutive semesters. However, a student securing a CPI below 4.0 may be allowed to continue in the following semester on the recommendation of DPPC. Subsequently the student will be issued a warning.

    e.   The maximum permissible duration of the programme has been exceeded.

    f.   On having been found to be pursuing regular studies and/or correspondence courses (leading to degree or diploma) in any other college, university or an educational institution.

    g.   For Regular category students, on having found to be concurrently employed and performing duty or carrying out business.

GRADING SYSTEM

13.1 Based on the performance of a student, each student is awarded a final letter grade in each subject at the end of the semester. The letter grades and the corresponding grade points are as follows :

Grade	Point
AA	10
AB	9
BB	8
BC	7
CC	6
CD	5
DD	4
F	0

In addition, there shall be two transitional grades I and X.

13.2 A student is considered to have completed a subject successfully and earned the credits if he secures a letter grade other than I, X or F in that subject. A letter grade F in any subject implies a failure in that subject.

13.3 The Transitional Grades I and X

a. The teacher of a subject may award the grade 'I' to a student if the latter was compelled to absent himself from the end semester examination on account of: (i) Illness or accident which disabled him from appearing at the examination. (ii) A calamity in the family at the time of the examination, which, in the opinion of the Institute, required the student to be away from the campus. A student will be eligible for the award of grade 'I' only if his/her attendance at classes and performance in other components of assessment are complete and satisfactory.

b. The teacher of a subject may award the grade 'X' to a student if the overall performance of the student in the course is good, but is likely to get grade 'F' based on his/her end semester examination.

c. All 'I' and 'X' grades awarded by teachers will be converted to a letter grade after a make-up examination. There may be a make-up examination shortly after the end semester examinations, or the supplementary examination for the subject will be used as the make-up examination. There will be no restrictions on grades even though the supplementary examination is being used in evaluation (see section 12).

13.4 A Semester Performance Index (SPI) will be computed for each semester. The SPI will be calculated as follows:

$$\text{SPI} = (C_1 * G_1 + C_2 * G_2 + C_3 * G_3 + \ldots + C_n * G_n) / (C_1 + C_2 + C_3 + \ldots + C_n)$$

where, n is the number of courses registered during the semester,

C_i is the number of credits allotted to a particular course, and

G_i is the grade points corresponding to the grade awarded for the course.

13.5 A Cumulative Performance Index (CPI) will be computed at the end of each semester and communicated to the students along with the SPI and the grades obtained by them for that semester.

The CPI gives the cumulative performance of the student from the first semester up to the end of the semester to which it refers, and will be calculated as follows:

$$\text{CPI} = (C_1 * G_1 + C_2 * G_2 + C_3 * G_3 + \ldots + C_m * G_m) / (C_1 + C_2 + C_3 + \ldots + C_m)$$

where, m is the number of courses registered up to that semester,

C_i is the number of credits allotted to a particular course, and

G_i is the grade points corresponding to the grade awarded for the course.

Whenever a student repeats or substitutes a course in any semester, the lower grade(s) obtained by him/her in the course is to be ignored in the computation of CPI from that semester onwards.

13.6   Both SPI and CPI will be rounded off to the second place of decimal and recorded as such. Whenever these CPI are to be used for the purpose of determining the merit ranking of a group of students, only the rounded off values will be used.

13.7   When a student gets the grade 'I' or 'X' for any course during a semester, the SPI for that semester and the CPI at the end of that semester will be tentatively calculated ignoring 'I' and 'X' graded course(s). After conversion of 'I' and 'X' grade(s) to appropriate grade(s), the SPI and CPI for that semester will finally be recalculated after taking the converted grade(s) into account.

The Faculty advisor may permit a student to register for an audit course provided the course instructor allows auditing a course. The word "AU" shall be written alongside the Course Name in the Grade Card. The audit course & the grade "AU" shall not carry any credits and grade points. Pass or fail status will be shown in the grade card as "PP" for passed and "NP" for not passed. However, a student is not required to register again for passing a failed audit course.

THE F GRADE AND DD GRADE AND REPETITION OF COURSES

14.1   Students obtaining the grade 'F' in any subject (other than an elective and lab practical) will be deemed to have failed in that course. To pass in the course, the student will have three options:

14.1.1   The student can repeat the course by registering for it in a regular semester when the course is offered.

14.1.2   The student can repeat the course by registering for it in a summer semester when it is offered.

14.1.3   The student can sit for a supplementary examination in that subject. Such a supplementary examination will be held before the start of the regular semester following the one in which the student obtained the F grade. If this option is taken by the student, the grade will be decided only on the basis of the performance in this examination. However, the highest grade that a student can get through this option is BC.

The maximum number of times a supplementary examination can be taken after a student fails in a course is two. If the student fails to clear the course in spite of these two supplementary chances, he / she will have to repeat the course. If the student fails the course on repeating it, he /she will again be given a chance to appear in two supplementary examinations and the cycle will repeat till the student passes the course.

14.2   The above rules will also apply for the repetition of a course with a DD grade.

14.3   Students obtaining the grade 'F' in an elective subject may either opt for a supplementary examination if it is offered, or register for any course that is deemed by the authorities to be an equivalent elective subject (this could be the same subject).

14.4   In case of failure in Laboratory/Practical subject the student will have to re-register for it in the next appropriate semester.

14.5   When a student registers for a course, his/ her grade will be used for SPI calculation in that semester. A student taking a course again or giving a supplementary examination will get two grades for the same course. The supplementary examination grades will be shown separately, the way summer course grades are to be shown. The better of the two grades (the old and the new) of that course will be considered for CPI calculations.

ASSESSMENT OF PERFORMANCE

15.1 There will be continuous assessment of a student's performance throughout the semester and grades will be awarded by the teacher concerned or the appropriate committee appointed for this purpose on the following basis.

In case of

i) theoretical subjects, the evaluation will be based on instructors' assessment, quizzes, mid semester examination and end semester examination, and

ii) sessional subjects (Laboratory etc.), the evaluation will be on the basis of attendance, assessment of the tasks assigned and end semester test/viva.

15.2 The evaluation of the project/thesis work will be based on sessional work assigned by the thesis supervisor; seminar, project/thesis report and project/thesis evaluation committee's assessment (mentioned in Clause 16.8 below).

15.3 In case of other requirements such as seminar etc., evaluation will be as determined by the grade awarding authority.

15.4 The mid-semester and end-semester examinations will be conducted centrally by the Academic Section of the Institute every semester. Every theory course must have a mid-semester and an end-semester examination. The durations of the examinations will be 2 hours and 3 hours respectively. No course can have an examination of shorter durations. The class-tests or quizzes will be organized by the instructor concerned.

15.5 The weightage assigned to different components of assessment will be announced by the concerned instructor(s) in the beginning of the semester.

15.6 The results of performance of the students in the mid-semester examination shall be announced by the instructors. The instructors should work out the following points for returning evaluated mid-semester answer scripts:

i) for spot verification by students, the evaluated answer scripts shall be made available during one of the lecture classes/lab classes/tutorials or during a special session, as may deemed fit by the instructor;

ii) at least a week ahead of the notified time-schedule for verification of answer scripts by the students, individual course instructor(s) may display the model answers relating to the question paper, through website for information to the students;

iii) students shall point out discrepancies in the evaluation by the instructor, if any, on the spot;

iv) after conclusion of the spot verification of answer scripts, the students shall be allowed to carry their answer scripts; and no claim whatsoever shall be entertained afterwards.

15.7 The final grades for a subject must be submitted after the end-semester examination by the concerned instructor(s) to their Head of Department for onward transmission to the Associate Dean, Academic Affairs, within the date stipulated in the academic calendar.

15.8 Evaluation of M.Tech. Project/Thesis:

a. The project work is normally in two stages, each spread over a semester. At the end of the first stage, the student is required to submit a preliminary report of his/her work by a prescribed date to be evaluated by an Internal Project Evaluation Committee. The second stage of the work is continued in the following semester.

b. The second stage of project work is also evaluated in the same manner as in the first stage. However, in the second stage the students are required to submit unbounded copies of the report for examination.

On successful completion of the oral examination, each student will be required to submit corrected bound copies of the project report one each to the department and the supervisor(s).

c. Those who fail in the first stage assessment will be required to re-register for the first stage in the following semester. Likewise, those who obtain an 'F' grade in the final (second stage) assessment will be required to re-register for it in a subsequent semester (including a summer semester).

For students having insufficient progress either in the second stage of a two stage project or in a single stage project, extension of time not exceeding ten weeks from the announced last date for submission of the project report may be granted. In such cases, the concerned students will be temporarily awarded an 'I' grade. Further, if

the reports are not submitted within the allowed period of time, the 'I' grade will be automatically converted to an 'F' grade.

METHOD OF AWARDING LETTER GRADES

16.1 The instructor(s) shall submit a copy of letter grades to the Academic section, by the due date specified in the Academic Calendar.

16.2 End-semester examination answer scripts and the sheet containing details of marks converted to grades shall be preserved by the instructor(s) concerned for a period of one semester.

16.3 Changes in Grades Already Awarded: If a student feels that he/she has not been awarded a deserving grade in a course, he/she may request the instructor of the course within one week of the start of the next semester, to show him/her the end-semester answer script in order to ensure that all the questions have been evaluated properly. In case of any change in grade, the same with due justification has to be communicated by the instructor to the Associate Dean, Academic Affairs, through the Head of Department. However, changes in M.Tech. project/thesis grades are not permitted.

EXAMINATIONS

17.1 Debarring: A student may be debarred from appearing in the end semester examination due to the following reasons:

    a. If any disciplinary action is taken against him/her.

    b. On recommendation of a teacher, if his/her attendance in the Lecture/Tutorial/Practical classes has less than the prescribed minimum during the semester.

17.2 Make-up examination

    a. Students who have missed an end-semester examination on valid reasons and have been awarded "I" grade are eligible for a make-up examination which may be held a few days after the end semester examinations. Alternatively, a supplementary examination for the course can be used a make-up examination.

    b. No make-up examination will be scheduled for the mid-semester examination and quizzes. It is entirely up to the instructor to ascertain the proficiency of the student by whatever means considered appropriate to him/her if he/she is satisfied of the bonafides of the case.

WITHHOLDING OF GRADES

18.1 Grades shall be withheld when the student has not paid his/her dues or when there is a disciplinary action pending against him/her.

ELIGIBILITY FOR THE AWARD OF M.TECH. DEGREE

19.1 A student shall be declared to be eligible for the award of M.Tech. degree if he/she has:

    19.1.1 completed all the credit requirements for the degree with a grade "DD" or higher grade in each of the subjects (Theoretical, Laboratory, Sessional etc.), Seminar, Project/Thesis etc.;

    19.1.2 obtained a CPI of 5.00 or more at the end of the semester in which he/she completes all the requirements for the degree;

    19.1.3 no dues to the Institute, Department, Hostels; and

    19.1.4 no disciplinary action is pending against him/her.

19.2 The award of M.Tech. degree must be recommended by the Senate and approved by the Board of Governors of the institute.

19.3 Every programme has to have a requirement of at least 120 credits, out of which, the credits for *thesis project* must be at least 30 credits.

FINE ON STUDENTS

20.1 Fine for leave of absence from classes:

A fine of ₹1000.00 per day to be imposed on students who are absent from the Institute without taking prior permission.

20.2 Fine for late registration:

A late registration fee will be imposed on students registering late. A "last date" will be defined, and a late registration fee will be defined which will change from time to time (currently ₹5000/-). Students, registering after the due date and on or before the "last date" will have to pay a fine upto Rs. 5000/- as decided by the administration based on circumstances. Any student registering after the "last date" will not be allowed to register and his semester will be "dropped". Exceptions on medical grounds will be approved by the Chairman Senate.

APPENDIX-A

DEPARTMENTAL POSTGRADUATE PROGRAMME COMMITTEE (DPPC)

(i)	Head of the Department (HOD) (ex-officio)	Chairperson
(ii)	Three faculty members to be nominated by the HOD (Note : If faculty strength of a department is less than or equal to four, then all the faculty members will be members of the DPPC)	Members
(iii)	Faculty Member to be nominated by the HOD	Member Secretary
(iii)	One faculty member from another department. The department will be chosen by the committee. The faculty member from the chosen department will be nominated by the HOD of that department.	Member
(iv)	One student to be selected by the M.Tech students of the 2nd year, and two students in the PhD programme, to be selected by all the full-time PhD scholars of the Department.	Members
	Tenure :	
	Two years for faculty members and one year for student members. Tenure of the Secretary shall also be two years.	
	Functions of the Committee:	
(i)	To oversee the conduct of all postgraduate courses of the department, and to ensure that the Ordinances relating to the programmes are being followed.	
(ii)	To ensure proper academic standards are being maintained in the courses offered by the department.	
(iii)	To consider malpractices by students in academic matters referred to DPPC by a course instructor, and to recommend actions to be taken	
(iv)	To consider cases of students not performing as per requirements and to recommend follow up action to be taken on a case-by-case basis	
(v)	To discuss and recommend changes in the syllabi of all postgraduate courses offered by the department from time to time before sending the same to the Senate	
(vi)	To review student feedback (summary data only) of courses and to recommend corrective measures, if any.	
(vii)	To monitor the progress of PhD scholars in their programme	
(viii)	To recommend Doctoral Committee (DC) members which will be approved by the HOD.	
	Functions of the Secretary, DPPC	
(i)	To hold meetings of the DPPC, at least twice in a semester, and as often as required	
(ii)	To prepare agenda for meetings and to prepare Minutes of meetings	
(iii)	To keep track of academic performance of students in the PG programmes, and to put up cases to the DPPC as per need.	
(iv)	To manage the progress of PhD scholars and to manage and monitor the following: Comprehensive Examinations, State-of-Art Seminars, Progress Seminars, Synopsis Seminars, thesis submission, and viva-voce. To place before the DPPC a summary of the progress of all PhD students.	
(v)	To co-ordinate assignment of M.Tech students to faculty for projects	
(vi)	To co-ordinate the feedback from students of the courses offered by the Department	

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Ordinances on Code and Conduct of Students
Indian Institute of Information Technology Guwahati
Guwahati 781015 India
</div>

1. Introduction

The Indian Institute of Information Technology Guwahati (IIIITG) is an Institution of National Importance under an Act of Parliament (THE INDIAN INSTITUTES OF INFORMATION TECHNOLOGY (PUBLIC-PRIVATE PARTNERSHIP) ACT, 2017). It offers B.Tech and M.Tech courses in Electronics and Communication Engineering (ECE) and Computer Science Engineering (CSE), and runs PhD programmes in ECE, CSE, Mathematics, and Humanities and Social Sciences (HSS).

The vision of IIIITG is to be an Institute of Excellence in Information and Communication Technology and its Mission is five pronged:

-To make innovation an integral part of the teaching process.

-To be a leader in research and development.

-To become a catalyst for the development of the Information and Communication Technology (ICT) industry in the state of Assam

-To create leaders in ICT.

-To create intellectual property and to transfer such property to industry.

Inherent in this mission is the responsibility of the Institute to hone leadership qualities of its students and to educate them to be responsible and civic minded citizens. This Ordinance on Code *and Conduct of Students* outlines student conduct and disciplinary policies that pertain to students and the student organization at IIITG. It is designed with the provision of providing information to students, faculty and staff regarding the ideals that underlie our academic mission, and the expectations that the Institute has regarding the conduct of its students. The purpose of the policies outlined in the Code and Conduct of Students is to protect the rights of all members of the IIITG Community and to maintain an atmosphere in the community appropriate for an institution of higher education as well as an Institution of National Importance.

Interpretations of provisions within the Code and Conduct of Students may be requested by contacting the Office of Student Affairs.

2. Scope of Code and Conduct of Student Discipline

IIITG faculty, staff and students realize that it has tremendous potential to impact the social, cultural and economic dynamics of the IIITG community and society at large. Hence policy setting and enforcement (discipline) are ways of educating students to become

conscientious members of the community and society. Students are expected to conduct themselves in a responsible manner at all times, whether on or off campus, and to endeavour towards becoming role models in society by living with dignity and integrity.

The student discipline system exists to handle transgressions against Institute rules and regulations. This system is based on a philosophy of fairness for all parties and consideration of the greater community affected by any situation involving any student's noncompliance with IIITG policy or regulation.

The student discipline system is also designed as an educational system and does not function as a court of law. Therefore, procedural issues, including the introduction and consideration of evidence, are handled in a manner consistent with that educational focus. Where the allegations are more serious, and therefore the consequences more serious, the rules are structured appropriately. *The student discipline system is not a substitute for the criminal and civil courts but, an additional option for complainants when the alleged violator is an enrolled IIITG student.*

If a student or a group of students are cited by staff, faculty, or other students for a possible violation of civil laws and/or Institute policies on campus, they may be subject to either the disciplinary process of the institute and/or appropriate legal processes may be taken depending on the nature of the infraction.

If a student or a group of students is reported by members of the community for possible violations of the law off campus, then the Institute will cooperate with appropriate officials taking necessary legal action. Further, if a student or a group of students is reported to the Institute authorities for violations off campus, the Institute may intervene on a formal or an informal basis. The "informal" intervention will involve in the individual student or the group of students being referred to the Office of Student Affairs or a competent authority for discussions on the incident. Off campus behavior which can have a significant impact on the mission of the Institute may invite formal Institute disciplinary actions.

3. **Grounds of Disciplinary Proceedings**
   All students are responsible for conducting themselves in a manner that

   i)   helps enhance the environment of learning,
   ii)   respects the rights, dignity, worth and freedom of each member of the campus,
   iii)   respects the dignity and rights of women/ girl students of the campus and outside,
   iv)   adheres to standards befitting an Institution of National Importance.

   3.1. A student found responsible for the violation of any clause outlined in this section is subject to disciplinary sanctions. The Office of Student Affairs or any designee of Competent Authority may initiate disciplinary proceedings against student(s) suspected of violating the Code of Conduct of the Institute outlined herein and/or elsewhere within the jurisdiction of the Ordinances and Regulations of the Institute:

   3.1.1.   Any violation of any sort relevant to the Indian Penal Code.
   3.1.2.   Violation of any published IIITG policies, rules, or regulations (It is the responsibility of the student to be familiar with all IIITG policies that refer to appropriate behaviour on campus).
   3.1.3.   Conducts that interfere with the operations of the Institute. Such conducts include but are not limited to disruptions or obstructions of teaching, research, administration, or other IIITG activities.

3.1.4. Failing to discourage/confront illegal activity and/or violation of the Code and Conduct of Students by active/passive participation/presence during the activity.

3.1.5. Failing to comply with orders or directives of IIITG officials, Institute hearing bodies, Institute Security Personnel, or any other law enforcement officers acting in the performance of their duties.

3.1.6. Furnishing false or misleading information to a member of the faculty, staff, student, or law enforcement official acting in an official capacity.

3.1.7. Failure to appear and/or report to any IIITG office in conjunction with any disciplinary matter, at the time specified or to request alternative appointment.

3.1.8. Violation of IIITG policies causing threat to academic integrity.

3.1.9. Forgery, alteration, destruction, misuse, or possession of IIITG documents, including but not limited to Institute identification cards, results or records without authorization. Violations include, but are not limited to, forgery of applications for financial aid, admission, course changes or course credit, copying, misuse or alteration of parking permits, alteration or misuse of transcripts, and student identification cards etc.

3.1.10. Abuse of the Institute disciplinary system, including but not limited to
   a) Knowing falsification or misrepresentation of information presented to any judicial authority.
   b) Interference with a judicial process through coercion, intimidation, threats, or bribery.
   c) Failure to promptly obey any mandate of any IIITG disciplinary authority.
   d) Failure to comply with written or oral communications from an authorized IIITG official to appear for a meeting or hearing as part of the Code and Conduct of Students' system.
   e) Initiation of a complaint with prior knowledge that the information submitted is false.
   f) Influencing or attempting to influence another person to commit an abuse of the Code and Conduct of Students' system.

3.1.11. Damage, defacement, or destruction of any private or Institute property.

3.1.12. Attempted or actual theft or possession of private or Institute property.

3.1.13. Unauthorized use of private or Institute facilities including, but not limited to telephone, internet, computing equipment and accessories and any mode of communication.

3.1.14. Possession, duplication, or use of keys to any IIITG premises without authorization; entry or use of Institute premises without permission.

3.1.15. Violation with respect to the misuse of IIITG computers or computer network.

3.1.16. Violation and/or sabotage of safety systems, including but not limited to, the below listed behaviours as well as any other behaviour prohibited by the Institute authority.
   a) Unauthorized use, abuse, or interference with fire protection equipment or other safety equipment which could result in death, injury, or substantial property damage.
   b) Intentional setting off of false fire alarms.
   c) Bomb threats or similar threats involving dangerous devices or substances.
   d) Behaviour which constitutes a significant fire hazard.
   e) Unauthorized possession or use of any material or substance which constitutes a significant health hazard.

3.1.17. Conducts that endanger the health or safety of members of the IIITG community or other persons.

3.1.18. Violation of traffic rules, all inclusive of two, three and four wheelers, that jeopardizes orderly traffic and safe journey on the road.

3.1.19. Disorderly conducts including, but not limited to, verbal abuses or inappropriate behaviours or any other activities or behaviour prohibited by the Institute authority.

3.1.20. Instigation of a disturbance in violation of IIITG policy and/or any local sound ordinance.

3.1.21. Organization or participation in activities which are in violation of IIITG policy related to demonstrations and/or assemblies.

3.1.22. Discriminations against any member of the IIITG community, or a visitor, through biased or prejudicial behaviors related to the person's race, color, nationality, sex, religion, disability, age or sexual orientation.

3.1.23. Ragging in any form is prohibited in the premises of IIIT Guwahati camps.

3.1.24. Hazing, defined as, but not limited to, any act imposed on current or potential members of a group or organization that endangers the mental or physical health or safety of a person, that defaces or destroys public or private property, that is likely to result in humiliation or ridicule, or that is likely to result in interference with academic efforts regardless of the consent of the participants, or any actions or activities prohibited by the IIITG authority.

3.1.25. Physical abuse, including, but not limited to, inflicting or threatening bodily harm upon any person, or acting in a manner which creates a risk of bodily harm to any person.

3.1.26. Harassment, abuse, coercion, intimidation or threats by means other than the use or threatened use of physical force. These include, but are not limited to, any behaviour prohibited by the law.

3.1.27. S*exual Harassment/misconduct*: Offensive or derogatory comments or conducts reflecting gender-bias which create intimidating work, or living environments and which represent substantial violations of the rights or opportunities of the victim(s). Such conducts include but are not limited to:
   a) Conducts that violate the institute's policies prohibiting sexual harassment, such as unwelcome sexual advances, requests for sexual favours, and other unwelcome verbal or written communications of a sexual nature.
   b) The use of phone, email or any other method designed to transmit messages or materials of an explicit sexual nature that are unwanted by the recipient.

3.1.28. Harbouring or bringing a pet on IIITG premises in violation of Institute policy.

3.1.29. Gambling for money or other items of value on IIITG premises; including but not limited to, playing cards or other games of chance or skill for money or other items of value.

3.1.30. Possession, use, or distribution of any alcoholic beverage.

3.1.31. Use or possession of a controlled substance, narcotic or drug paraphernalia, including but not limited to, any actions or activities deemed prohibited by the Institute authority /Government of India.

3.1.32. Sale, manufacture, or intent to manufacture a controlled substance, narcotic or drug paraphernalia, including but not limited to, any actions or activities prohibited by the Institute authority/ Government of India.

3.1.33. Possession or use of any dangerous or prohibited chemicals without express authorization by an authorized IIITG official.

3.1.34. Possession or use of any explosive device or material, including but not limited to, firecrackers, cherry bombs, bottle rockets, and dynamite without express authorization by an authorized IIITG official.

3.1.35. Possession of firearms or any weapons.

3.1.36. Any form of abuse in social media; spreading false news about Institute or any members of the IIITG community; sending unsolicited emails that cause ill-will amongst the student community or greater IIITG community.

3.2. *Examples of behaviour that are prohibited in and around residential facilities*:
   a) Entry into restricted areas of the residential facilities. These include, but are not limited to:
      I. The residence hostel roof, windows, ledges, and walls;
      II. Restrooms designated for use by members of the opposite sex (i.e., men in women's restrooms and vice versa);
      III. Another resident's room, suite, or apartment without permission;
      IV. Dining centres and convenience stores during non-operational hours;
      V. Front desk and staff office space.
   b) Throwing or hanging objects from windows, removal of screens, or the use of a window as an entrance or exit.
   c) Signs other than those used to display Institute spirit may not be displayed in window or exterior surfaces of the residence hostel or other locations.
   d) Interfering with the rights or safety of one's roommate(s) and/or other students or creating a hostile environment within the residential facilities.
   e) Noise or behaviour that disrupts other residents in the residential facilities and/or interferes with their ability to study.
   f) Using barbecue grills or gas grills in any residence hostel facility. Items such as toasters, toaster ovens, hot plates, electric skillets or appliances with an open heating element are prohibited in all student rooms.
   g) All candles (even those used as decorations) are prohibited and incense, aromatic herbs or the burning of any other substances are prohibited.
   h) Storing personal items in public areas of a residential facility.
   i) Alterations, additions, and/or unauthorized use of furnishings and fixtures within a residential facility.
   j) Playing of sports or activities that present a risk of injury to persons or properties within and around a residential facility.
   k) Failure to vacate immediately when a fire alarm sets off.
   l) Smoking: all residence hostels are smoke-free. This includes all student rooms.
   m) Drinking Alcohol and use of Drug/ substance abuse are strictly prohibited in all residential facilities. Drunkenness will not be tolerated and students found in a drunken state may face expulsion from residence hostels.
   n) Door-to-door selling/soliciting/canvassing of any item, service or cause is prohibited.
   o) Permitting non-residence hostel students to utilize equipment or services intended for the exclusive use of residence hostel students is prohibited.
   p) IIITG Housing facilities are not open to anyone other than residents assigned to that faculty, IIITG officials, and guests who have a legitimate reason for being in the building. Residential facilities are special purpose buildings and are not open to the general public. A guest is someone who comes to a residential facility to visit a specific resident or who has been extended an invitation by the Institute to visit for a specific occasion, special function, tour, or official visit. A roommate has the right to free access to their home at all times and must not be restricted by visitation of a guest.
      i. All guests must abide by IIITG all rules and regulations. Individuals in violation of these or other IIITG rules and regulations may be required to leave a residential facility.
      ii. The host is responsible for familiarizing the guest with pertinent IIITG rules and regulations and is responsible for the conduct of the guest(s).
      iii. Due penalty will be imposed for any wilful damage caused to facilities provided to guest by the Institute.

q) Dogs, cats, birds, rodents, reptiles, or other pets are not permitted at or in Institute residence hostels.

Note:

*In addition to the above, Examination Malpractice pertaining to IADC, as defined in '**Annexure I**' is a part of the Code and Conduct of Students.*

There are additional Rules and Guidelines of IIITG Hostels that students are expected to familiarize themselves with. Any violation of IIITG Hostel Rules and Guidelines by any student will result in disciplinary action by Hostel Disciplinary Committee. *Hostel Rules and Guidelines are given in **Annexure II.***

Disciplinary Proceedings, if warranted, may also be initiated against a student for any offence not specified in any of the preceding sections of this Ordinance on Code and Conduct of Students

4. Disciplinary Proceedings

Disciplinary proceedings could be conducted based on the nature of violation.

4.1 Composition of Disciplinary Committees

4.1.1 *Hostel Disciplinary Committee (HDC)*

i.	Chief Warden	– Chairperson
ii.	Warden of concerned hostel	– Member Secretary
iii.	Associate Warden(s) of concerned hostel	– Member
iv.	General Secretary (Welfare Board, Students' Gymkhana Council)	– Member

There would be the single disciplinary committee (HDC) to handle all the issues regarding all the hostels. Any matter (academic/students affairs), that the committee is of the opinion requires other interventions, will be referred to the appropriate disciplinary committee.

4.1.2 *Departmental Disciplinary Committee (DDC)**
i. Head of the concerned Department – Chairperson
ii. Secretary, DPPC – Member
iii. Secretary, DUPC – Member
iv. One student of the concerned Dept.
nominated by the HOD – Member
(*) HOD can decide the secretary of DDC (ii/ iii)

4.1.3 *Institute Academic Disciplinary Committee* (IADC)

i. (Associate) Dean Academic Affairs– Chairperson
ii. Three faculty members – (2 Members and 1 Member Secretary)

4.1.4 *Institute Students' Disciplinary Committee* (ISDC)

i.	(Associate) Dean of Student Affairs	–		Chairperson
ii.	One faculty member from Faculty Advisory Board of IIITG Students' Gymkhana Council	–		Member
iii.	General Secretary (Welfare Board, Students' Gymkhana Council)	–		Member
iv.	Faculty Coordinator (Counselling Services)	–		Member Secretary

In addition, the Chairperson of the respective committee may invite any other persons to be associated with the proceedings of a particular case, if their participation is considered necessary in disposing of the matter.

4.2 Appointment of Committees

Committee	Term	Appointing Authority
Hostel Disciplinary Committee (HDC)	One Year	All ex-officio
Departmental Disciplinary Committee (DDC)	One Year	Head of the Department
Institute Academic Disciplinary Committee (IADC)	Two Years	Director
Institute Students' Disciplinary Committee (ISDC)	Two Years	Director

4.3 Violation has been broadly divided into three categories based on the where or on which context the same were detected.

4.3.1 *Hostel Level:*
The Hostel Disciplinary Committee (HDC) would deal with disciplinary matters at Hostel level. Violation of general rules (issued by the Hostel Affairs Management) by a hostel resident of any hostel will come under the purview of Hostel Disciplinary Committee (HDC). The HDC will deal with the concerned issue and give appropriate punishment. Matters that have major implications at the Institute level shall be referred to the IADC or ISDC of the Institute.

4.3.2 *Academic Level:* Disciplinary issues related to general conduct of students in the class rooms and laboratories shall be dealt with by the Departmental Disciplinary Committee (DDC) of the concerned Department. If the offence is of a serious nature, a DDC may refer the matter to the IADC. Any malpractices during examinations will be handled by the IADC.

4.3.3 *Institute Level:* Violations at the Institute level include those issues pertaining to the Indian Penal Code (within or outside the campus), those that can affect the IIITG community at large or those that can affect the property of the Institute itself. For all such major acts of indiscipline, which may have serious implications on the general body of students, and which may warrant a uniform and more formalized nature of investigation, ISDC will investigate the allegations and recommend disciplinary actions. The committee may co-opt other members, if they deem fit, on a case to case basis.

4.3.4 **Hierarchy of the Disciplinary Committees**

Nature of Offence	Disciplinary Committee	Approving Authority	Appellate Authority
Particular Hostel Specific Offence	HDC	HDC	ISDC
Department Academic Offence	DDC	DDC	IADC
Institute Academic Offence	IADC	Director / Senate	Senate /Board
Institute Student Offence	ISDC	Director / Senate	Senate / Board
All Other Disciplinary Cases	ISDC	Senate	Board

4.4 Modalities of Investigation

When the Chairman of the respective committee receives information regarding alleged violation of any rule or regulation of the Code and Conduct of Students Discipline (refer Section 2) by the students, the respective Chairman shall investigate the same.

- a) The Chairman may summon the student(s) either orally or in writing to appear at a specified date, time, and place in connection with an alleged violation.
- b) The Chairman may dispose of a violation as being unfounded, may impose administrative sanctions without a hearing, or may refer the violation to a formal disciplinary hearing in the respective Committee.
- c) Commensurate with the gravity of the offence, appropriate punishment like fine, community work, awarding F-grade, rustication or expulsion from the Institute may be recommended.
- d) The students who fail without a good cause, to comply with such summons or letter of notice issued by the Chairman may be charged with a violation of Code and Conduct of Students and may be recommended to the next higher disciplinary committee for placing on disciplinary probation, temporary suspension, or barring against readmission.

5. Disciplinary Sanctions

a) Disciplinary sanctions may be imposed after investigation by the appropriate committees. The purpose of imposing sanctions is to promote educational and social development of the student and the IIITG community, to provide appropriate penalties, and to deter other acts of misconduct which thwarts the aims, purposes, and policies of the Institution.

b) No refund or credit of tuition fees, or other costs associated with attendance of the institute will be made to students when disciplinary sanctions are imposed which result in the student's being deprived of privileges and/or access to services.

c) In the case of serious violations, a notation of the discipline matter will be placed on a student's transcript until it is cleared. In case of dismissal from the Institute, the record is permanent.

d) Discipline records are confidential in accordance with laws of the nation. The contents of the student discipline record may not be released to anyone not associated with campus discipline except upon written approval of the student or a court-ordered subpoena.

e) The initiating administrator may dispose of a violation by imposing any of the following sanctions without a hearing.

5.1. *Reprimand:* from the appropriate administrator to the student, on whom the penalty is imposed, placed in the student's permanent discipline record.

5.2. *Probation:* written notification that further violations of any sub-section of this Code and Conduct of Students will result in more severe disciplinary action. Warning probation may be imposed for a period of not more than one calendar year.

5.3. *Disciplinary probation:* written notification that further violations of any sub-section of this Code and Conduct of Students may result in suspension. The terms of disciplinary probation shall be determined by appropriate authority on case-to-case basis.

5.4. *Suspension of privileges:* prohibits participation in or attendance at certain events, activities, or class/lab; restricts specific campus student privileges.

    5.4.1. Hostel Privileges
    5.4.2. Use of Lab Facilities
    5.4.3. Use of Sports Facilities
    5.4.4. Membership in Clubs and Other Bodies
    5.4.5. Holding Office
    5.4.6. Placement Activity

5.5. *Community Service:* assigned a specific number of hours of service.

5.6. *Restitution:* repair or replacement of property damaged.

5.7. *Compensation for damage:* adequate compensation to fit the damage. If the compensation is not made, it remains on the student's record as indebtedness to the institute, which then renders the student ineligible to register for subsequent semesters.

5.8. Cancellation of registration and/or denial of credit may be imposed in cases where the student is found guilty of withholding information relating to the student's admission, transfer credits, academic status, records, etc.

5.9. *Suspension:* Course drop, semester drop, rustication for a specified period may be given as punishment, depending on the severity of the offences.

5.10. *Expulsion:* may be used only for major offences.

5.11. Powers of punishment at different levels. A committee / official may recommend higher levels of punishment. In such cases, the matter will be put up to the next higher authority allowed to impose that punishment.

Committee	Powers of Punishment to be Awarded
HDC	Reprimand, Probation, Suspension of Hostel Privileges, Restitution, Compensation for damage; Fines up to Rs. 5000;
DDC	Reprimand, Probation, Suspension of Departmental Privileges, Restitution, Compensation for damage; Award of F grade in a course.
IADC	Reprimand, Probation, Disciplinary Probation, Lowering of Grades, Awarding F Grade, Course Drop.
ISDC	Reprimand, Probation, Disciplinary Probation, Suspension of Privileges; Community Service, Restitution, Compensation for damage;
Director	Semester Drop, Fines up to Rs 20,000
Senate	Rustication for more than one semester, Fines more than Rs. 20,000, Expulsion

6. Appeal Procedures

A student can appeal to the Appellate Authority against any punishment imposed upon him / her. He/she should appeal within two weeks' time with proper justification of the appeal.

Grounds of Disciplinary Proceedings related to Academic Malpractice

Each of the following offenses will normally be considered as an act of academic malpractice:

I.1 Copying from another student or from electronic/ technological device or by any other means during the examination.

I.2 Assisting an examinee in copying during examination by any means.

I.3 Possessing / using unauthorized materials or documents.

I.4 Submitting others' work as one's own, or misleading faculty members about the condition under which the work was prepared.

I.5 Obtaining all or part of a question paper by unfair means and /or distributing to others.

I.6 Substituting for another student, or permitting any other person to substitute for oneself, for appearing in the examination.

I.7 Entering a building or an office without permission and /or tampering/ changing records/documents in any form.

I.8 Indulging in any form of plagiarism.

Hostel Rules and Guidelines

The following are the rules and regulations of the hostel(s) that are to be followed by all the students residing in the hostel. If any of the following are not adhered to, the resident(s) will pay for the damages and may be subjected to monetary fines and/or other disciplinary procedures.

1. Students shall not change or interchange their allotted rooms without written permission.
2. Students shall not drill holes/ fix posters / notices / pictures or anything that might damage the surface of the walls/doors or any place in the hostel.
3. Playing of football, cricket, etc. in the hostel corridors common spaces between the wings is strictly not permitted.
4. Smoking, consumption of pan/gutka/alcohol/intoxicating substances, in rooms/campus premises is strictly prohibited.
5. The Students should not keep their friends/guests/relatives in their rooms without obtaining written permission from the authorities and paying room rent as per norms of the Institute.
6. Students will be allotted a chair in their rooms. They should not remove this or take any other from/to their rooms. They should not damage/disturb furniture/fixtures of their rooms/in the common areas.
7. Students should not climb onto parapets or terrace of the hostel.
8. Students must keep their own rooms clean. Students should take help from the housekeeping staff. They are supposed to clean your rooms once in a week.
9. Students should always aim to keep the hostel premises clean. They should not throw papers, plastics, etc. outside their rooms and common places. They must use the garbage-bins only. They should not keep any belongings outside their rooms.
10. Students will take care of the key/s issued to them, if any. Duplicate keys should not be made without written permission from the Warden. Students should be very careful about keys allotted.
11. Playing games, listening to music, watching TV and any such other activities must be done without causing disturbance to others.
12. Students shall park their cycles/motorbikes in the designated areas only.
13. Students are not allowed to go outside the campus after 9:30 PM.
14. Students are not allowed to enter campus premises after 9:30 PM. In unavoidable circumstances, prior permission from respective wardens is mandatory.
15. Boy students are not allowed inside girl's hostel and vice versa.
16. If any student wishes to go out of the station then he/she needs to take written permission from the concerned warden.

Mess Code of Conduct

If any of the following are not adhered to, the students(s) will pay for the damages and be subjected to monetary fines (minimum Rs.500) and/or other disciplinary procedures.

1. The mess is managed by faculty-in charge of mess, warden, associate wardens, and mess secretaries and other student representatives.
2. No food will be served outside the mess timings.
3. Smoking, consumption of pan/gutka/alcohol/intoxicating substance, in hostel mess premises is strictly prohibited.

4. If a student needs to avail mess concession, they need to take proper approval from faculty-in charge of mess/warden/associate warden and submit it to mess manager.

5. Mess food of an inmate is not transferable to any other inmate and inmates are not allowed to share food with their guests.

6. Mess food and mess utensils are not allowed to be taken out of the mess area until and unless the student is sick and that with prior written information to the mess manager / mess secretaries.

7. Entry of students in cooking area is strictly prohibited.

8. Complaints/suggestions regarding the functioning of the mess can be written in the mess register.

9. Students can put-up posters / notices / pictures only in the mess notice board.

* Disciplinary action will be taken for violation of any of the above said rules and regulation.

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