

# **General Conduct Rules and Guidelines**

UG Students



**VISAKHAPATNAM**

**Indian Institute of Petroleum and Energy**



# General Rules & Regulations for Students of IIPE

## Part A

### Code of Conduct

All 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 shall be handled by the Academic Appraisal Committee (AAC). Based on the recommendations of this committee the Director as the competent authority of the institute would approve the punishment recommended. The AAC is also responsible for dealing with the academic malpractices and its structure is reflected in part B.

**All the conduct rules that are applicable to the students of different hostels are given in part C and the same is available at [www.iipe.ac.in](http://www.iipe.ac.in) must be complied with.**

Each student must show due respect and courtesy to the Institute teachers, administrators, officers, employees, visitors, and residents. They must not infringe upon the rights of fellow students.

1. Ragging is illegal and punishable in strictest and most exemplary terms as per the ruling of the Supreme Court of India.
2. Participation in any act of threat, physical or mental, if perpetrated for the purpose of subjecting a student or any other person to physical pain or discomfort, indignity or humiliation at any time, it would be viewed as serious misconduct. Defaulters would be suspended up to one semester.
3. Possession and use of narcotic substances is illegal. Smoking, consumption of alcohol, intoxicating drugs, or gambling is strictly prohibited in the campus. Defaulters would be suspended from class/hostel for three weeks. If offence is repeated s/he would be denied the chance of campus placement and also can be expelled from the Institute.
4. In the event of an illegal activity in the campus, the institute is obligated to permit police and judiciary intervention.
5. In the event of students' involvement in any activity outside the campus which is punishable by the law of the land, the institute shall in no way provide any support to them and will not be responsible either for any action.
6. Participating in or encouraging a disturbance in the classrooms, lecture halls, dining halls and corridors is strictly to be avoided and wrongdoers would be issued a warning letter for the first time. Second time onwards, s/he would be suspended from class for one week to one month, depending on the nature of the offence and additionally penalty may also be imposed to a tune of Rs. 1000/.
7. If a student behaves irrationally in class, picks up arguments with Professors/staff members or fails to comply with class requirements, like



bringing books, calculators, necessary tools etc. as required, s/he will be issued a warning letter by the concerned faculty and the same would be communicated to the parents. If a student is found to repeat offence or found incorrigible, disciplinary action will be initiated and the parents/guardians would be called to the institute for appraisal and Counselling.

8. Late coming to classes without a valid reason and/or prior permission or absconding from class or such irregularity is to be avoided by all means. Defaulters would attract a fine of Rs.100 for late coming to the Institute and the fund would be used for Community services. Defaulters would be asked to fill up late coming forms, countersigned by the respective faculty member and it would be sent to the accounts section for realizing the fine. If the offence is repeated, the guardians would be called for counselling and guidance.
9. If a student is found quitting the class individually or in the group without due permission from the authority, each student would be penalized a fine of Rs.500, which would go into community fund. The respective Professor is empowered to impose the fine against a student(s). If the offence is repeated, the guardians would be called for counselling and guidance.
10. In the event of proceeding on unscheduled leave on account of illness, family matter etc., student must inform the warden, faculty adviser and the concerned Head of the Department. If not properly informed, the period will neither be counted as extraordinary leave nor as medical leave.
11. The Institute facilities/amenities such as library, internet, playgrounds, hostels, laboratories, and classrooms must be used responsibly. Defacing or damaging library books and unauthorized possession of library materials is to be strictly avoided. Any wilful damage and misuse of the facilities/amenities constitutes an act of indiscipline and double of the damage will be imposed as fine against the defaulters.
12. Furnishing false information/documents, withholding information from the institute or falsifying institute records with the intent to receive undue advantage is strictly prohibited and violators would be dealt with disciplinary action that may include penal action of suspension from hostel/class or both for one to three weeks, depending on the nature of the offence.
13. For an offence committed (a) in a hostel (b) in the Department or a classroom and (c) elsewhere, the Warden, the Head of the Department and the Dean academics/ Dean S/W or any person authorized by the Director respectively, shall have the authority to reprimand or impose fine or take any other suitable disciplinary action. All cases involving punishment other than reprimand shall be reported to the AAC.
14. Students facing personal/academic difficulties should approach the Counsellor/Faculty advisor for any immediate guidance/suggestions. The Director, as the Head of the Institute is always ready to listen to the problems in case it is deemed by an individual as very personal or confidential.
15. A student, who feels aggrieved with the punishment given against his/her act of undisciplined activities, can appeal to the director stating clearly the reasons for seeking redressal.



## Part B

### Disciplinary Actions for Acts of Academic Malpractices

IPE as an institute of national importance expects high degree of discipline among its students. However, in case a student resorts to any act of indiscipline or malpractices, disciplinary actions would be initiated against him/her as and when it is reported or found to have been committed. Appropriate action thereupon would be decided by the AAC or a separate Disciplinary Committee formed under the aegis of the AAC. Disciplinary actions are decided by the AAC depending on the severity of the act of malpractice.

The Academic Appraisal Committee (**AAC**) consists of:

1. The Dean, Academics – Convener
2. Associate Dean, Academics
3. The Dean, Student Welfare
4. Associate Dean, Student Welfare
5. Professor in charge, Examinations
6. Professor in charge, Disciplinary Committee
7. One senior faculty member nominated by the Director
8. Counsellor

Until all the above positions are chaired by the members appointed by the Institute, the AAC shall be nominated by the Director with suitable number of faculty members.

#### **1. Impersonation/Forging signatures etc.**

##### **1.1. *Proxy in attendance/ signing for another student/ leaving the class after giving attendance***

The first offence will lead to strict warning and the student has to submit a letter promising never to indulge in any such activity in future. If a second violation is noticed, the student will be suspended for a period of two weeks.

##### **1.2. *Impersonation of a student during exams***

The disciplinary action taken against a student who impersonates another student during exams is suspension for one semester.

##### **1.3. *Tampering with official documents like grade sheets, medical certificates etc.***

An F grade is awarded to the student registered for the course and the student is suspended for one semester.

##### **1.4. *Forging signatures of faculty/ staff***

The disciplinary action taken against a student found forging signatures of faculty/ staff is suspension for one year.

#### **2. Copying in homework assignments, programming assignments and laboratory projects or any academic work**

A student found copying is given a zero in the item under question and is further given a one grade penalty (the student will be awarded one grade less than what



he/she has earned in that course). The same disciplinary action will be taken against both the person copying and the person from whom the material was copied. If it is found that the person who copied obtained the material through nefarious means like hacking etc., the person from whom the material was copied may not be punished.

### **3. Examinations**

All the rules and regulations, as were placed in the Notice Board & Website by examination cell as given below shall be strictly adhered to

#### *3.1. Communicating with other students during exams*

- a) If a student is found verbally communicating with another student during the examination, in the absence of any other evidence except a signed note from the invigilator, the penalty is loss of one grade.
- b) If, however there is other evidence, like identical answers in the answer books, then the penalty is an F grade.
- c) If a student is found passing chits/supplements/other unauthorised material to other students the penalty is an F grade.

#### *3.2. Carrying unauthorised material during examinations*

- a) If a mobile phone is found in the possession of a student after the exam has begun, the penalty is loss of one grade.
- b) If a student is found using a mobile phone during the exam the penalty is an F grade.

If a student is found carrying unauthorised material like chits, electronic gadgets like tablets, calculators etc. (other than mobiles), using prohibited facilities like the internet etc., or is found with scribbling on one's body, the penalty is an F grade. Detection of such material with the student is enough to attract the penalty. Students are not allowed to use writing pads inside the examination hall.

#### *3.3. Detection of copying during evaluation of answer scripts*

If during evaluation of answer scripts of an examination, it is detected that a student A has copied from another student B, the disciplinary action taken against both the students is an F grade.

#### *3.4. Making changes in evaluated answer books*

If it is found that a student has made changes in evaluated answer books, the student will be assigned an F grade.

#### *3.5. Communicating with others during toilet breaks during examinations*

The disciplinary action will be taken against a student who is found using a mobile phone, tablet or any other electronic gadgets, chits, books, and other unauthorised materials during toilet breaks while the exam is in progress. A student found guilty would be awarded an F grade in the concerned paper or suspended for one semester, depending upon the severity of the case.

### **4. Repeat Offences**

Repeat offences should be communicated to the AAC. The disciplinary action taken against repeat offenders is suspension for one semester.

### **5. Plagiarisms in Internal Reports**

Plagiarism in any form for writing projects, Seminars, presentations, report writing, scientific article writing etc. is strictly prohibited. Producing material from other sources like the web, texts, etc., must be supported by proper citations.



Cases of Plagiarism, if detected any time would be dealt with disciplinary action by AAC, which might range from cancellation of the presentation, award of F grade, loss of one grade etc. AAC will have its discretion in deciding such cases depending on the severity of the Plagiarism committed.

In more serious cases, like deliberately claiming false results on experiments, falsely claiming original content in a M. Tech/M. Phil/Ph.D. thesis, the case should be referred to the AAC and the minimum penalty is suspension for a period of one year. In exceptional cases, the matter is referred to the Apex Committee and the registration may be terminated, with or without an exit degree depending on the severity of the act. For the Ph.D. thesis, if the AAC finds that the charges are proved, it may forward the matter to the apex committee which may recommend withdrawal of the degree already awarded to the candidate.

**6. Indiscipline by students serving as TAs**

If a TA is found aiding/abetting students in cheating (who he/she is TA-ing) by deliberately assigning inflated marks, tampering with the mark sheet/answer books etc., the disciplinary action taken is suspension for one semester.

**Signature of the Student:** ..... **Roll No:** .....

I hereby fully endorse the undertaking made by my child / ward.

**Signature of Parent/Guardian:** .....



## Part C

### Rules and Regulations for Hostel Accommodation

(As placed in Website and Notice Board of the Hostels, as given below are to be strictly adhered to)

1. Ragging is strictly prohibited in any form; if someone found guilty, severe action will be taken.
2. Students are not allowed to consume alcoholic, narcotic drugs or any intoxicating substance in the hostel premises.
3. No married accommodation shall be provided to any student.
4. All visitors to the hostel including the parents/guardian will have to make necessary entries in the visitors' book available at the hostel entrance with the security guard.
5. Students should not keep any unauthorized property and unauthorized guests in his/her room.
6. No person, either guest or otherwise shall be permitted to stay overnight in any part of the hostel. In case, guest want to stay overnight in the hostel, he/she should take permission from warden.
7. Girls are not allowed to enter between 11 PM to 6 AM at boy's hostel.
8. All students are expected to be back in the hostel by 10:00 in the night. If any student wishes to be away, should take permission from the hostel authority with appropriate reasons.
9. Students are responsible for the safekeeping of their valuables. Students should provide their own locks and should take proper care of their belongings.
10. Students are not allowed to arrange any group religious activities in their room.
11. Students are not allowed to take common room's newspapers to their room at any time.
12. Students should handle hostel equipment's, furniture, mess property carefully and not abuse or tamper with it. If so then applicable fine will be charged by the hostel management.
13. Students have to use water and electricity judiciously. If fan, tube, etc., found ON in the absence of the students at their rooms, fine will be charged by hostel authorities.
14. Garbage and wastage only be put at garbage box available nearby hostel premises
15. Students during their stay in the hostel will be governed by the hostel management rules.
16. No student shall use the service of a hostel housekeeping person for personal work.
17. Students will not enter rooms of other students without permission of the inmates.



18. Every case of illness and accident must be reported immediately to the hostel authorities.
19. No function or celebration shall be organized at hostel premises except with the permission of the Warden.
20. Students suffering from contagious disease will not be allowed to stay at hostel. Decision of the Warden in this regard will be final and binding.
21. Allotment of room furniture etc. will be entirely at the discretion of the Warden and no complaint in this regard will be entertained.
22. All matters relating to differences among students and complaints against theft shall be brought to the notice of the hostel management. No police complaint will be lodged by the student before taking prior permission from the hostel management & warden.
23. Any complaint from the neighbours/society will result in strict action.
24. Hostel accommodation (room) can be changed by the management if they found it necessary at any point of time.
25. Students indulging in use of abusive and threatening language, physical fights, use of force to get unfair act accomplished, etc. will be punished. Further, they are liable to be expelled from the hostel/ Institute.
26. Playing music/record player etc. loud enough to cause disturbance to his/her neighbour(s) is prohibited. Defaulters will be punished. Repeated acts will render cancellation of allotment of Hostel room.
27. A student shall reside in a room allotted to him/her and may shift to any other room only under the direction/permission of the Warden.
28. Students shall be required to make their rooms available whenever required for inspection, repairs, maintenance or disinfecting and shall vacate the rooms when leaving for the vacations/holidays.
29. Students shall be responsible for the proper care of the furniture; fan and other fittings in the rooms allotted to them and shall generally assist the Warden in ensuring proper use, care and security of those provided in the Halls for common use of all students.
30. Engaging personal attendants, keeping pets and use of appliances like electric heater, refrigerators etc. by a student in the Hostel are prohibited.
31. A student must intimate his/her absence to the Warden of the Hostel in which he/she is residing, before availing of any leave. Failing to do so will be construed as breach of discipline and will be dealt with as per provisions of Conduct and Discipline.
32. All students must abide by the rules and regulations of the Hostel as may be framed from time to time.

**Signature of the Student:** ..... **Roll No:** .....

I hereby fully endorse the undertaking made by my child / ward.

**Signature of Parent/Guardian:** .....