



CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (Autonomous)

CODE OF CONDUCT FOR STUDENTS

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1. PREAMBLE:

- Chaitanya Bharathi Institute of Technology (Autonomous), CBIT (A), here in after called the Institute, is established by Chaitanya Bharathi Educational Society (CBES) in the year 1979. The learning environment at the institute has thus evolved over four decades with focus on learning, intellectual inquiry, the dissemination and advancement of knowledge, personal and professional development and good citizenship for student's growth and development.
- Inherent in the vision and mission statements of the institute, is the objective of making the students responsible and civic minded citizens who contribute positively to the society. As a part of its efforts towards realizing this objective, the institute has come out with this 'Code of ethics, conduct and discipline', herein after called the 'Code'. The institute's endeavour by means of enforcing this code is to pioneer and administer a student discipline process that is egalitarian, conscientious , effectual and expeditious ; and providing a system which promotes student's growth through individual and collective responsibility .

2. OBJECTIVES:

- To foster and protect the mission of the institute
- To foster the scholarly and civic development of the students in a safe and secured learning environment
- To protect the people, properties and processes that support the institute and it's mission
- To cultivate higher value of honesty , integrity, responsibility , mutual respect and respect for human rights among the students of the institute

3. SCOPE AND JURISDICTION OF THE CODE :

- 3.1 The institute shall have the jurisdiction over the conduct of the student associated/enrolled with the institute and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the institute campus or in connection with the institute related activities and functions.
- 3.2 Institute may also exercise jurisdiction over the conduct of the student which occurs off campus violating the ideal student conduct and discipline as laid down in this document and other standard regulations as if the conduct has occurred on campus which shall include
- Any violations of the sexual harassment policy of the institute against other students
 - Physical assault, threat(s) of violence or conduct that threatens the health or safety of any person including other students
 - Possession or use of weapons, explosives or destructive devices
 - Manufacture, sale or distribution of prohibited drugs, alcohol etc.,
 - Conduct which has a negative impact or constitutes a nuisance to the members of the surrounding community.

4. RESPONSIBILITIES OF STUDENTS :

Every student who is registered in Course or Programme of study offered by the institute enters in to a contractual relationship with the institute by which they are endowed with the following responsibilities.

- To acknowledge the right of the institute to set standards of conduct
- To read, become familiar with and adhere to this code of conduct and any amendment brought to it.
- To accept and agree the institute's policies, rules and procedures including the code of conduct.
- To comply with requirements of the Code of Conduct.
- To accept the right of the institute to impose sanctions for conduct found to have violated those standards, policies, rules or procedures
- To adhere and promote the Institute's Core Values of Honesty, Trust, Fairness, Respect and Personal Responsibility in all aspects of Academic and Non-Academic conduct fostering mutual respect for the Dignity, Property, Rights and Well-being of Others.
- To maintain Integrity, Inclusiveness and Commitment for Teamwork that contribute to the Developmental activities and Educational Opportunities.
- To wear their Identity Cards at all times ,on the Campus,
- To keep themselves informed of and comply with the academic activities and requirements.
- To maintain a clean attire and wear a decent dress on the campus.
- To refrain from idling their time on the Campus when the academic sessions are cancelled or when they have free hours as per their time-table. Students should engage themselves in Self-Study in Library / Computer Lab, unless such Sessions are substituted by any other Session / Activity.
- To be aware that participation in Co-Curricular and extra-curricular activities shall not be considered as an excuse for lack of attendance, unless otherwise permitted by the College or Prior Permission is obtained from the Principal.
- To take care of their own belongings such as Books, Bags, Instrument Cases and other related Items.
- To refrain from any Misappropriation, Damage, Unauthorized Possession, Defacement, Vandalism or destruction of Property of the Institute.
- To avoid causing damage to Library Books, Periodicals, Computers, Benches and other infrastructure of the institute .
- To avoid abuse or misuse of Institute's Documents, Identification Cards, use of Institute's Facilities, Equipment ,Supplies or Resources
- Avoid Interference with, obstruction of, or tampering with Life Safety and Emergency Equipment.
- Not to involve in theft or possession of property belonging to another person without the permission of the rightful Owner(including in circumstances where there is an intent of return the property)

- Not to involve in misconduct by way of assault, harassment, discrimination by a student group, sexual violence, hazing involving pranks, jokes, public ridicule disrespecting an individual's rights, integrity, dignity, safety and wellbeing.
- Not to involve in abusing, demeaning, humiliating, ridiculing, coercing, compelling, forcing or otherwise socially pressurizing a person to gain or maintain membership, association with any group or organization.
- Not to indulge in ragging in any form within the Campus/outside the Campus or in Hostels. Not to indulge in Eve-teasing / Sexual harassment within the Campus/outside the Campus/in Hostels etc.,
- Not to indulge in malpractice in any examination.
- To abide by all enrolments, Teaching Learning, Examination and Assessment, Placement, Library and Information and Administrative Service Regulations as prescribed by the Institute.
- To desist from any disorderly Conducts like distracting Students from Learning, Threatening or Causing Physical Harm to any Person, being under the influence of Narcotics and Psychotropic Substances, Usage and Distribution of Narcotics and Psychotropic Substances, Alcohol, Unauthorized Entry or use of Institute's Facility etc.,.
- To be aware that all requests shall be submitted in writing in a prescribed format , to appropriate authority , through proper channel.
- To abide by regulations, policies and procedures as may be adopted by the institute from time to time.
- To conduct in a manner befitting the association with the institute and not to indulge in any activity, which is likely to bring disrepute to the Institution.
- To promote a safe and efficient climate by adopting behavioural standards.
- To uphold academic integrity, respect all persons, their rights, property and safety of others
- To deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation substantially.
- To avoid discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- To avoid intentionally damaging or destroying Institute's property or property of other students and/or faculty members
- To refrain from any disruptive activity in a classroom or in an event sponsored by the Institute
- To produce the identity card, issued by the Institute, on demand by officials of the institute or campus security guards
- To avoid organizing meetings and processions without permission from the Institute.
- Not to accept membership of religious or terrorist groups banned by the Institute/State Government /Government of India
- Not to possess/ carry/ use any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.

- Not to possess/ use harmful chemicals and banned drugs
- Not to Smoke on the campus of the Institute
- Not to Possess/ Consume/distribute/ sell alcohol in the Institute
- Not to throw empty bottles /used or un used covers / papers / paper boxes and such other forms of dirt / trash on the campus of the Institute
- Not to park a vehicle in a no-parking zone or an area marked for parking of other types of vehicles
- Avoid rash driving on the campus that may cause any inconvenience to others
- To disclose a pre-existing health condition, either physical or psychological, that may cause inconvenience either healthily or academically to self or others .
- Not to involve in theft or unauthorized access to others' resources
- Not to engage in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; Inciting or participating in a riot or group disruption at the Institute.
- Not to interact on behalf of the Institute with media representatives or invite media persons on to the campus without the permission of the Institute authorities
- Not to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior Permission.
- Not to provide audio and video clippings of any activities on the campus to media without prior permission.
- Not to post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
- Not to involve in theft or misuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities.
- Not to damage to or destruct any property of the Institute or of others on the Institute premises.
- Not to make a video/audio recording, take photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge / consent.
- Not to indulge in any form of harassment which is defined as a conduct that is severe and objectively motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.

5. ETHICS, CONDUCT AND DISCIPLINARY RULES :

This Code shall apply to all kinds of the conduct (General, Academic and Professional) of students that occurs on the Institute premises including the University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.

At the time of admission, each student must be made aware of this Code along with the following expectations of the institute from them.

5.1 General : The student shall be

- a. Regular, punctual, well mannered and decently dressed
- b. Scrupulously honest in all activities and interactions
- c. Not using any profane language or offensive gestures during expression/interaction
- d. Respecting all classes and genders of people while maintaining self respect
- e. Not involving in gossiping or spreading rumours
- f. Not taking law in to hands , whatever the circumstances may be
- g. Maintaining their own safety but respecting the safety of others
- h. Not using violence as a means while dealing with any situation

5.2 Academic : The student shall be

- a. Making sincere efforts to complete his course of study within the stipulated time.
- b. Contributing for the excellence of academic environment in the institute
- c. Using the free time (if any) in an effective manner that enriches their academic experience (such as using library / Computer Center / interacting with faculty).
- d. Respecting the instructions of concerned faculty as requirements of academic activity (such as bringing calculators, relevant codes / academic material, writing class notes, completing the academic tasks etc.,)
- e. Maintaining silence in the corridors of academic area, class rooms, library and examination halls
- f. Contributing for the cleanliness of the academic areas.
- g. Not involving in any malpractice (**for rules pertaining to the academic malpractices during examinations, the student may refer to clauses VIII to X of the Academic Rules book supplied to them**)
- h. Maintaining **academic integrity**

6. ACADEMIC INTEGRITY:

As a premier institution for advanced scientific and technological research and education, the Institute values academic integrity and is committed to fostering an intellectual and ethical environment. Academic integrity encompasses honesty, responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential to the success of the Institute and its research missions, and hence, violation of academic integrity is considered as a serious offense.

6.1 **Scope and Purpose of institute's policy on academic integrity**

6.1.1 This Policy on academic integrity, which forms an integral part of the Code, applies to all students of the Institute. The students are required to adhere to the said policy. The purpose of the Policy is twofold:

- To clarify the principles of academic integrity, and
- To provide examples of dishonest conduct and violations of academic integrity.
- NOTE: These examples are only illustrative, NOT exhaustive.

6.1.2. Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the CBIT community, therefore, bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

6.1.3 The principles of academic integrity require that a student,

- Properly acknowledges and cites the use of the ideas, results, material or words of others.
- Properly acknowledges all contributors to a given piece of work.
- Makes sure that all work submitted regarding a course or other academic activity is produced
- Without the aid of impermissible materials or impermissible collaboration.
- Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
- Treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

6.2 **Violations of this policy include, but are not limited to:**

6.2.1 **Plagiarism** which means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.

Examples of plagiarism include:

- a. Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
- b. Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
- c. Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spread sheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.
- d. Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
- e. Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
- f. Paraphrasing or changing an author's words or style without citation.

6.2.2 **Cheating** which may include but not limited to the following:

- a. Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
- b. Allowing or facilitating copying, or writing a report or taking an examination for someone else.
- c. Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- d. Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
- e. Creating sources, or citations that do not exist
- f. Altering previously evaluated and re-submitting the work for re-evaluation
- g. Signing another student's name on an assignment, report, research paper, thesis or attendance sheet

6.3 **Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:**

- a. Use proper methodology for experiments and computational work. Accurately describe and compile data.
- b. Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny if required, and the changes made should be clearly described.
- c. Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit data points to make an impressive figure (commonly known as “**cherry picking**”).
- d. Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. The date should be indicated on each page.
- e. Write clearly in your own words. It is necessary to resist the temptation to "copy and paste" from the Internet or other sources for class assignments, manuscripts, and thesis.
- f. Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

6.4 **Individual and Collective Responsibility:**

The responsibility varies with the role one plays, such as student, faculty and institution.

- a. **Student roles :** Before submitting a finalized report of his / her Project / Dissertation / thesis (as the case may be) to the department, the student is responsible for checking the thesis for plagiarism using software that is available on the web. In addition, the student should undertake that he/she is aware of the academic guidelines of the Institute, has checked the document for plagiarism, and that the report is from his/her original work. A web check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to report the misconduct in a timely manner.

b. **Faculty roles:** Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data is properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the Institute's academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.

c. **Institutional roles:** A breach of academic integrity is a serious offense with long-lasting consequences for both the individual and the institute, and this can lead to various sanctions. In the case of a student, the first violation of academic breach will lead to a warning. A repeat offense, if deemed sufficiently serious, could lead to expulsion. It is recommended that faculty brings any academic violations to the notice of the Department Chairperson. Upon receipt of reports on scientific misconduct, the Principal may appoint a committee to investigate the matter and suggest appropriate measures on a case by case basis.

7. **DRESS CODE :**

CBIT understands and fully supports students' right to self-expression. However, the institute also has an obligation to create a living and learning environment where all members of the community are comfortable and not offended by inappropriate dress. Therefore, appropriate guidelines are given here under so that the students may dress in a manner that is respectful of themselves and the community.

- (i). Students should come to the institute in a presentable and descent attire. For the workshops and laboratories, they should wear appropriate uniform as prescribed and should be aware that long and open (unclipped) hair may make them vulnerable for accidents.
- (ii). Male students should wear shirt and full pants in general and they may wear any descent traditional dress with the approval of the authority.
- (iii). Female students should in general wear salwar kameez/chudithar with dupatta /full sari and they may also wear any descent traditional dress with the approval of the authority.
- (iv). The dresses that are strictly forbidden are : Strip sleeves , Revealing tops / See through tops / Transparent tops , Skin tight leg ins , Deep neck tops , short skirts , Capris , Broad neck tops , Low cut sleeveless tops , Low waist jeans with crop tops , short tops on leg ins , Skin fitting T-shirts /tops , Knee length leg ins .

8. **HOSTEL RULES :**

A considerable number of CBIT students live in hostels. They are expected to strictly abide by the rules and regulations of their respective hostels. Some common expectations all the hostels are given here under.

- a. Students shall make their rooms available whenever required for repairs , maintenance, disinfection and inspection
- b. Use of electrical appliances like TV and Refrigerator is strictly prohibited
- c. Engaging personal attendants and keeping pets in their rooms by the students is strictly prohibited

- d. Acquaintances / relatives / friends of opposite sex will not be permitted to stay with students. However , visits and stays of short duration may be permitted by the concerned authority
- e. Indiscriminate fixing of pictures or writing of graffiti on walls is not permitted
- f. All the residents shall strictly keep to the timings set for meals and for returning to the hostel late in the night , and maintain decorum and decency in dress and behaviour
- g. Safe keeping of their own property is the responsibility concerned student

9. ANTI-RAGGING

The Institute has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [herein after referred to as the 'UGC Regulations']'.The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institute and the students are to abide by it.

9.1 Ragging constitutes one or more of the following acts :

- a. Any conduct by a student or group of students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness on any other student;
- b. Indulging in rowdy or undisciplined activities by a student or group of students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c. Asking any student to do any act, which the student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d. Any act by a senior student that prevents disrupts or disturbs the regular academic activity of any student;
- e. Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- f. Any act of financial extortion or forceful expenditure burden put on a student by other students;
- g. Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, the vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;
- i. Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

9.2 ANTI-RAGGING COMMITTEE:

The Anti-Ragging Committee is constituted and headed by the Principal. The Director of Student affairs will be the Convener. All the other Directors and Heads of the Departments and Sections will be the members. In addition, one member each from Civil Administration, Police Administration, an NGO, Parents and Current (Fresh) students will also be involved in the Committee. It shall examine all complaints of anti-ragging and come out with the recommendation based on the nature of the incident. The members of the committee should consist of, other Directors, Heads of the departments and sections.

9.3 ANTI-RAGGING SQUADS

There will be Two types of Anti-Ragging Squads, which are smaller bodies, both headed by the Director of Student Affairs. The first one is to monitor the campus and hostels during institute working hours and consists of Professors of all departments and Faculty advisors of various student clubs. The second one is meant for monitoring in and around the campus as well as the hostels at least two hours beyond the college hours and consist of members nominated every day by the Heads of the departments and sections. Both the squads shall assist the Anti-Ragging committee by keeping a vigil on ragging incidents taking place in the community and undertaking patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the Institute. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

9.4 A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- a. Suspension from attending classes and academic privileges.
- b. Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c. Debarring from appearing in any test/ examination or other evaluation processes.
- d. Withholding results.
- e. Debarring from undertaking any collaborative work or attending national or international Conferences/symposia/meetings to present his/her research work.
- f. Suspension/ expulsion from the hostels and mess.
- g. Cancellation of admission.
- h. Expulsion from the institution and consequent debarring from admission to any other Institution for a specified period.
- i. In cases where the person committing or abetting the act of ragging are not identified, the Institute shall resort to collective punishment.
- j. If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities.
- k. The Anti-Ragging Committee of the Institute shall take an appropriate decision, including the imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

9.5 An Appeal against any of the orders of punishment enumerated herein above shall lie to:

In case of an order of an institution, affiliated to or constituent part, of the Institute, to the Principal of the Institute.

10. SEXUAL HARASSMENT

The Institute's Policy on prevention and prohibition of sexual harassment at workplace, 2016 shall apply mutatis mutandis to the students of the Institute which can be accessed and reviewed by the students at www.cbit.ac.in. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend on the circumstances of each case.

11 BREACH OF CODE OF CONDUCT:

Non fulfilment of any of the responsibilities mentioned in item (4) and /or violation of any of the rules mentioned in items (5) to (10) is considered as “Breach of Code of Conduct” and when traced or reported, a case will be registered.

- If there is a case against a student for a possible breach of the code of conduct, then an appropriate committee will be formed to recommend a suitable disciplinary action that shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee is empowered to interact with the student who is reported to have violated , along with other student(s)/faculty/staff or other persons who can stand as an evidence or who can provide information related to the violation , to ascertain the misconduct and suggest/recommend one or more disciplinary actions

12. DISCIPLINARY COMMITTEES:

The various committees that work for monitoring and maintaining discipline among the students and also for enquiring in to the cases of violation as and when necessary, are listed here under, along with their composition.

12.1 Institute level Disciplinary Committees (Appointed by Principal) :

12.1.1 : Institute Discipline Monitoring Committee (IDMC)

- a. Director – Student affairs ... (Chairman)
- b. All Heads of the Departments along with some Senior Professors and Associate Professors will be the members, with one among them identified as Convener

12.1.2 : Institute Discipline Enquiry Committee (IDEC) :

- a. Director – Student affairs ...Chairman
- b. Head of the Concerned Department... Convener
- c. A senior faculty (Professor/Associate Professor) ... Member

- * The Chairman of the committee may Co-opt and involve another senior person as a special invitee (with the approval of Principal), if their participation is considered necessary for disposing off the matter. (Ex: Director- Academics in academic related matters, CoE / Faculty –in-charge-AEC in examination related matters, A senior lady faculty in the matters related to Girls, etc.,.)

12.1.3 : Institute Hostel Disciplinary Committee (IHDC) :

- a. Director – Student affairs ... Chairman
- b. Hostel Warden ... Convenor
- c. Two senior faculty as members (Professor /Assoc. Professor – at least one from the concerned department)

12.2 Department level Disciplinary Committees (Appointed by the Concerned Head of the Department with the knowledge and approval of the Principal) :

12.2.1 : Department Discipline Monitoring Committee (DDMC):

The head of the department appoints a few of his faculty after verifying their teaching hours and drafts duties for them so that every day , a small group of his faculty monitors a particular area as assigned by the Principal . The committee records their observations every day in the slot allotted to them in a register exclusively kept for the purpose. Registered cases, if any, will be referred to the Director – Student Affairs, and if found necessary to the Principal.

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

13. DISCIPLINARY ACTIONS:

On receiving the recommendations of the enquiry committee Principal may impose any of the following actions as may be deemed fit, using his discretion.

- 13.1 **WARNING** - Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
- 13.2 **RESTRICTIONS** - Reprimanding and restricting access to various facilities on the campus for a specified period of time.
- 13.3 **COMMUNITY SERVICE** – Depending on the nature of breach, a student may be made to serve a community on/off campus for a specified period of time which can be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.
- 13.4 **MONETARY PENALTY**- This may also include suspension or forfeiture of scholarship for a specific time period besides making him pay a specified amount to the Institute, depending on the nature of breach.
- 13.5 **SUSPENSION** - In general, the institute has authority to immediately suspend a student on receiving a complaint against him with primary evidences, pending the enquiry. A student may be suspended for a specified period of time which will entail a prohibition on participating in student-related activities, classes, programs etc. Additionally, the student may be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.

13.6 **EXPULSION** - Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student-related activities or campus residences etc.

13.6.1 Ineligibility to reapply for admission to the Institute for a period of three years, and

13.6.2 Withholding the grade card or certificate for the courses studied or work carried out

14. **APPEAL**

- If the delinquent student is aggrieved by the imposition of any of the mentioned penalties, he/she has every right to appeal to the Principal through proper channel and the institute may decide on one of the following:

14.1 Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, or

14.2 Refer the case back to the committee for reconsideration. In any case, the Principal's decision is final and binding, in all the cases where there is a possible misconduct by a student.

15. **STUDENT GRIEVANCE PROCEDURES**

- Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the **Grievance Redressal cell** at the Institute. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Principal. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the **Internal Complaints Committee**, in cases of any sexual harassment complaints.

16. **OPPORTUNITY FOR HEARING**

No order other than the order of suspending or warning a student shall be passed without giving an opportunity of hearing to the student (s).

17. **ASSISTANCE FROM LAW ENFORCEMENT AGENCIES**

Principal or Directors/Heads of the departments/Hostel Warden (with the consent of Principal) shall have power and duty to call the police immediately when there is a threat of Law and Order situation in the Campus and also when there is genuine apprehension that any incident of rioting, vandalism or any other act prohibited by law is likely to take place. The Directors / HoDs / Warden shall in such case give a detailed report to the Principal. The Directors / HoDs / Warden can also arrange for video recording of the entire situation and take requisite actions through police and other concerned authorities.

18. STUDENT PARTICIPATION IN GOVERNANCE

As Students are members of the Institute campus, they have a substantial interest in the governance of the Institute. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, being encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

19. AMMENDMENTS TO THE CODE

The Governing body of the Institute shall have the power to amend any of the provisions in this code. The amendments shall be brought to the notice of the students and faculty of the institute through notice put up on the notice boards / circulated / kept on the website of the institute.

20. UNDERTAKING BY THE STUDENT(S) AND PARENT / GUARDIAN

The students joining any academic programme of the institute will have to give an undertaking to the effect that he/she will comply with the provisions envisaged in this code in letter and spirit and that they will be bound by the provisions of this code.

CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A)
(Accredited by NBA-AICTE, NAAC – UGC)
Kokapet (V), Gandipet (M), Hyderabad – 500075 (TS), India
(www.cbit.ac.in)

**UNDERTAKING BY STUDENT and PARENT / GUARDIAN
SUBMITTED TO PRINCIPAL, CBIT**

We hereby declare that we have received the copy of the CBIT (A) “Code of Conduct for students”, 2019, and understood the contents therein.

Declaration by the Student:

I, ----- S/o. -----
of Class ----- bearing Roll number -----
have gone through the code of conduct and understood that it is mandatory to abide by the code. In case of any violation of the code by me at any time, I am fully aware that the institute can take appropriate disciplinary action against me, as per the rules and regulations of the institute.

Place :

Date :

Signature of the student

Declaration of the Parent / Guardian :

I, ----- , parent / guardian of -----
hereby declare that I have gone through the Code of Conduct supplied by the Institute to my ward and understood that it is mandatory for my ward to abide by it . While endorsing my ward’s declaration made here, I promise to take the responsibility of making him understand the need to abide by the code.

Place :

Date :

Signature of the Parent / Guardian