

Item No. 6	To consider the recommendation of the SPGC on the admitted re-appeal cases.				
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S.No.	Roll No.	Name	Program	Dept./ IDP	Senate Decision
01	16102284	Yashwant	PHD	CHE	Shall be reinstated
02	16114014	Krunal Padwekar	M.Tech.	IME	Shall be reinstated

Item No. 7	To consider the appeal of Mr. Satya Prakash Saraswat (11115061), Ph.D. student, NET for reinstatement of his academic programme.				
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S.No.	Roll No.	Name	Program	Dept./ IDP	Senate Decision
01	11115061	Satya Prakash Saraswat	Ph.D.	NET	Termination for 2017-18-I Semester holds. Academic Program shall be reinstated with academic extension effective from 2017-18-II Semester

Item No. 8	To consider the appeal of Mr. Satya Sekhar Chakka (10202064), Ph.D. student, of Chemical Engineering department for reinstatement of his academic programme.				
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S.No.	Roll No.	Name	Program	Dept./ IDP	Senate Decision
01	10202064	Satya Sekhar Chakka	Ph.D.	CHE	SPGC recommendation for reinstatement in the academic programme is accepted with academic extension effective from 2017-18-II Semester

Item No. 9	To consider the terminal report of Senate Library Committee for the Academic Year 2016-17.				
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The Senate after due deliberation accepted and approved the terminal report of Senate Library Committee (SLC) for the Academic Year 2016-17.

Item No. 10	To consider the proposed modifications in the SSAC-Procedures and Guidelines.				
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The Senate after due deliberations considered the proposed modifications in the SSAC-Procedures and Guidelines and approved the proposal with some changes. The modified SSAC-Procedures and Guidelines as approved are attached as **Annexure-A** to the minutes. The Senate also recommended the following:

- (a) The Director will constitute a Rehabilitation Committee to help people who have been punished by SSAC, the terms of reference of which will be placed before the Senate for approval.

Item No. 6	To consider the recommendation of the SPGC on the admitted re-appeal cases.
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Chairperson, SPGC vide letter dated December 14, 2017 has submitted the re-appeal of the following two PG students:

Sl. No.	Name	Roll No.	Dept.	Programme
1	Yashwant	16102284	CHE	PHD
2	Krunal Padwekar	16114014	IME	M.Tech.

Letter dated December 14, 2017 along with recommendation is placed at **AP-16 to AP-34** for consideration of the Senate.

Item No. 7	To consider the appeal of Mr. Satya Prakash Saraswat (11115061), Ph.D. student, NET for reinstatement of his academic programme.
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Chairperson, SPGC vide letter dated December 14, 2017 has submitted the appeal of Mr. Satya Prakash Saraswat (11115061), Ph.D. student, NET, for reinstatement of his academic programme.

Letter dated December 14, 2017 is placed at **AP-35 to AP-37** for consideration of the Senate.

Item No. 8	To consider the appeal of Mr. Satya Sekhar Chakka (10202064), Ph.D. student, of Chemical Engineering department for reinstatement of his academic programme.
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Chairperson, SPGC vide letter dated December 14, 2017 has submitted the appeal of Mr. Satya Sekhar Chakka (10202064), Ph.D. student, of Chemical Engineering department for reinstatement of his academic programme.

Letter dated December 14, 2017 is placed at **AP-38 to AP-41** for consideration of the Senate.

Item No. 9	To consider the terminal report of Senate Library Committee for the Academic Year 2016-17.
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Chairperson, SLC (2016-17) vide letter dated November 01, 2017, has submitted the terminal report of Senate Library Committee for the Academic Year 2016-17.

Letter dated November 01, 2017 is placed at **AP-42 to AP-44** for consideration of the Senate.

Item No. 10	To consider the proposed modifications in the SSAC-Procedures and Guidelines.
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Prof. S.Biswas, Convener of the Senate sub-committee of S-SAC vide letter dated March 30, 2017 has submitted the proposed modifications in S-SAC-Procedures and Guidelines.

Letter dated March 30, 2017 is placed at **AP-45 to AP-80** for consideration of the Senate.

AP-45

Senate/Agenda/2017-18/7th/03.01.2018

AP-159

Senate/Agenda/2016-17/7th/08.04.2017

AP-70

Senate/Agenda/2016-17/8th/26.05.2017

31 MAR 2017

R/Ho..... 1401

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
DIRECTORATE

To:

30 March, 2017

The Chairman, Senate,
IIT Kanpur.

Please include in the Senate agenda

Dear Sir,

Secretary Senate

Small Desk

31/3/17

1. Please find enclosed the proposed modified SSAC Procedures and Guidelines, also enclosed is a document that traces how and where the modifications are made, these being the result of the deliberations of the Senate Sub-Committee constituted by you vide the Office Order DIR/IITK/2016/00-050, dated 21 November, 2016. The background of the present Committee is as follows.
2. We were tasked with examining the document 'SSAC Procedures and Guidelines' which was proposed by the then SSAC, with Professor AR Harish as its Chairman, and which was placed in the Senate in August 2016. Prior to this latter document, the Senate had considered and accepted in its meeting dated 9 September 2014, the report of the 'Committee to Propose Suitable Guidelines for Offence Related to the Students', under the Chairmanship of Professor Kripa Shanker. The Senate had then 'desired that the Chairperson S-SAC to create a guidelines (sic) and also to prepare a summary table of various student offences and punishments ...', the AR Harish report was the result. When the AR Harish report was presented in the Senate, it felt the need for the report to be examined by a Senate Sub-Committee which could suggest modifications, if any.
3. Our Committee met first on 30.11.2016, then subsequently on 14.12.2016, 21.12.2016 (in which Professor Harish was an invitee), 21.12.2016, 22.12.2016, 23.12.2016, 18.2.2017, and on 3.3.2017. Since then, till presently, the Committee members interacted electronically on a draft which was the result of the physical meetings.
4. The major modifications that we propose are in the constitution of the SSAC, and in the classification of disciplinary misconducts and in

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Senate/Agenda/2017-18/7th/03.01.2018

AP-235

Senate/Agenda/2016-17/8th/21.06.2017

AP-160

Senate/Agenda/2016-17/7th/06.04.2017

corresponding corrective actions to be taken. We also recommend addition of two new Sections, one on maintaining an electronic repository of cases reported to the SSAC, and one on disciplinary probation. We also recommend deletion of the Appendix on 'Levels of Punishments'.

Thanking you, and with best regards,

Achla Raina
31/03/2017
(Achla Raina)

(+ve)
(Ajai Jain)

Ishan Sharma
(Ishan Sharma) *R.P. Chhabra*
(R.P. Chhabra)

S. Biswas
(S Biswas)
Convener

T. Ravichandran *V. Srinivasan*
(T Ravichandran) (V Srinivasan)
SUGC Nominee Students' Representative, PG

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Senate/Agenda/2016-17/9th/21.06.2017

AP-47

Senate/Agenda/2017-18/7th/03.01.2018

AP-161

Senate/Agenda/2016-17/11th/06.04.2017

Proposed modifications to

Senate Students' Affairs Committee (SSAC)

Procedures and Guidelines



**Indian Institute of Technology Kanpur
Kanpur - 208 016**

**August 2016
Modifications proposed in March 2017**

AP-48

Senate/Agenda/2017-18/7th/03.01.2018

AP-73

Senate/Agenda/2016-17/8th/26.05.2017

AP-162

Senate/Agenda/2016-17/7th/06.04.2017

SSAC - Procedures and Guidelines

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Senate/Agenda/2017-18/7th/03.01.2018

AP-163

Senate/Agenda/2016-17/7th/06.04.2017

SSAC - Procedures and Guidelines

1 Introduction

Senate Students' Affairs Committee (SSAC) is a standing committee of the Senate. Matters relating to the Student's counselling, discipline, and the hostels would be within the purview of this committee [Senate Manual (updated in August 2013); art 27].

One of the duties assigned to SSAC is to look into the violations of the code of conduct by students and come up with recommendations that discourage such violations. This may at times necessitate corrective action by the committee. However, it should be kept in mind that corrective action is meant to act as a deterrent and is aimed at making our students better citizens.

2 Constitution of the Committee

The Committee shall consist of the following: One Senate nominee, three nominees of the departments, one nominee of SPGC, one nominee of SUGC, four student members nominated by the Student Senate (at least one UG student, one PG student, one girl student and one boy student), the outgoing Chairperson, two permanent invitees (one Warden of the Students' Halls of Residence nominated by the Chairperson, Council of Wardens; and the Head Institute Counselling Service). The Chairperson of the Committee shall be elected by the Senate Elections Committee from among its members for a one year term.

3 Convening meetings of the Committee

Chairperson of the standing committee shall convene and preside over the meetings, for which 50% of the members of the committee shall form the quorum. [Senate Manual, art. 18]

4 Submission of the Reports of the Committee to the Senate

Every two months, a report of all fresh cases that have been admitted by the SSAC, all decisions taken by the SSAC, and all cases which are still pending with the SSAC shall be submitted by the SSAC to the Senate as a noting item. In

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AP-75

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SSAC - Procedures and Guidelines

these reports, the names of parties involved in the SSAC cases shall not be disclosed. [Minutes of the Senate meeting No. 472, 2014-15/7th meeting held on 18-03-2015]

The terminal report shall be submitted by the last week of September [Senate Manual, art. 18].

Names of students involved in SSAC cases for which corrective action amounting to at least one semester drop has been awarded should be reported to the Senate as part of the terminal report submitted to the Senate. [Minutes of the Senate meeting No. 472, 2014-15/7th meeting held on 18-03-2015]

5 Code of conduct for the students

Ordinance No. 9, entitled 'Conduct of Discipline' is the code of conduct for IIT K students. In addition, articles 11.6, 11.9, 11.10, 11.11, and 11.12 of the Ordinance No. 11, entitled 'Halls of Residence' are to be considered the code of conduct pertaining to the hostel discipline. In brief, each student shall conduct himself, both within and outside the campus of the Institute, in a manner befitting a student of an Institute of National importance. No student is expected to indulge in any activity which tends to bring down the prestige of the Institute. Each student shall show due respect and courtesy to the teachers, administrators, officers and employees of the Institute; and, good neighbourly behaviour to fellow students. They should also pay due attention and courtesy to the visitors and residents of the campus. [Ordinance 9.1] Lack of courtesy and decorum; unbecoming conduct (both within and outside the Institute); wilful damage or removal of Institute property or belongings of a fellow student, teachers, administrators, officers, employees of the Institute, visitors and residents of the campus; disturbing fellow students in their studies; disturbing others; adoption of unfair means during examinations (or elsewhere); breach of rules and regulations of the Institute; noisy and unseemly behaviour and similar other undesirable activities shall constitute violation of the Code of Conduct of students. [Ordinance 9.2]

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AP-165

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SSAC – Procedures and Guidelines

6 Reporting a case to SSAC

Violation of the Code of Conduct of students, by a student or a group of students can be referred to this Committee by a student, a teacher, the Director or any other functionary of the Institute. [Ordinance 9.7]

The Ordinances 9.4 and 9.5 empower the Warden-in-Charge and the Instructor-in-Charge to take action against students who are found to have violated the code of conduct in the Halls of Residence and in the class course related activities, respectively. The relevant articles are reproduced below:

Ordinance 9.4: The Warden-in-Charge of the concerned Hall of Residence shall have power to reprimand or impose fine or take any other such suitable measure against any resident of the Hall, who violates either the rules and regulations or the Code of Conduct pertaining to the concerned Hall of Residence.

Ordinance 9.5: The Instructor-in-Charge of a course shall have the power to debar a student from the examination in which the student is detected to be using unfair means. The Instructor/Tutor shall have the power to take appropriate action against a student who attempts to misbehave in the class.

Report of the Committee for reviewing the processes of SSAC, Agenda Item 9 of Senate/2010-11/8th Minutes, 17.3.2011 recommends:

The concerned Instructor-in-charge, in consultation with the tutors/other invigilators of the course, is expected to take necessary actions. In such matters the Instructor-in-charge should inform the student/students about the punishment and records of such punishment must be preserved by the Instructor as well as by the Academic Section. Only when the instructor-in-charge/tutor is convinced that the case has a wider ramification and is serious enough requiring consideration at the SSAC level, he/she may refer the case to the Chairman, SSAC with full details along with his/her recommendations.

7 Maintaining a Repository of Reported Cases

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Senate/Agenda/2017-18/7th/03.01.2018

AP-77

Senate/Agenda/2016-17/8th/26.05.2017

AP-166

Senate/Agenda/2016-17/7th/06.04.2017

SSAC – Procedures and Guidelines

The SSAC will maintain an information system which stores information on every case reported to it, including the decisions made by the Committee in each case. The repository will, however, not make any reference to the names of persons involved in the cases recorded by it.

8 Corrective action for violating code of conduct

Appendix A classifies disciplinary misconduct into a number of categories, provides exemplars for each, and recommends the minimum corrective action to be taken.

9 Conduct of SSAC meetings

The Chairperson, SSAC will call a meeting of the SSAC at the earliest possible opportunity after receiving a complaint, but taking into consideration examination, vacation, and other Institute activities.

Chairperson, SSAC will present the case to the committee. If the committee decides to take up the case, the concerned student will be asked to respond to the complaint by appearing in front of the committee. A copy of the complaint will be given to the concerned student or the contents of the complaint will be shared with the concerned student. The student will be allowed to submit a signed written response. If required, a summary of the noting of the verbal response will be provided to the student and a signed copy of the same will be maintained.

The committee may seek inputs from other members of the community, if required. The committee may authorise one of the members of SSAC to obtain the information or may invite the concerned person to give inputs. Furthermore, if another investigating committee or cell has submitted a report on the misconduct, the chairperson of such a committee/cell or his/her nominee may be invited for further inputs.

The committee will submit its recommendations to the Chairman, Senate.

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AP-53

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SSAC - Procedures and Guidelines

The case of a defaulting student recommended for dismissal from the Institute shall ordinarily be referred to the Senate for its final decision [Ordinance 9.9]

10 Disciplinary Probation (DP)

A student found to have been involved in disciplinary misconduct will be placed on DP, the duration of which will be in units of semesters. A student who is prescribed a corrective action will be on DP at least during the semester in which the action is prescribed, if the student has not been asked to drop the ongoing semester. In case the corrective action is of dropping k semesters, then the student will be on DP on k semesters after the student rejoins the Institute, or till his program ends, whichever is earlier.

A student, while on DP, is debarred from representing the Institute in any activity, will not be given a character certificate, will be ineligible to receive any scholarship (other than ones due to means), any award, and will be debarred from taking part in any placement related activity. Further, the corrective action that will be prescribed for a disciplinary misconduct committed by a student on DP will be substantially higher than the minimum recommended in Appendix A.

11 Appeal against the punishment

A defaulting student who feels aggrieved with the punishment awarded may prefer an appeal to the Chairman, Senate stating clearly the reasons why the punishment should not be awarded. The Senate shall prescribe the procedure to process such an appeal. [Ordinance 9.10]

Appendix A: Recommended Corrective Actions

This list is not exhaustive and is to be used as a set of guidelines in determining the severity of corrective action to be taken. Depending on the nature of the

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SSAC - Procedures and Guidelines

offence, the SSAC can recommend corrective actions at variance with the bare minimum specified here. In cases where action is taken by authorities other than the SSAC (e.g., wardens, Instructors etc.) the incident is proposed to be reported to the Chairperson SSAC for record-keeping.

Category	Offence	Examples	Actions
			Recommendations
1.	Academic misconduct	<ul style="list-style-type: none"> (a) Unfair practices in examinations/quizzes including copying from neighbours, using cheat sheets/ cell phones, exchanging answer books, assisting neighbours, etc. (b) Tampering with answer books (c) Copying assignments/ term paper/ course projects (d) Manipulating data in laboratory report (e) Outsourcing the assignments project work 	<p>i. The concerned instructor-in-charge is empowered by Ordinance 9.7 to take necessary action and/or refer the case to the Chairperson, SSAC.</p> <p>ii. If a case is referred to SSAC, the minimum action will be DP for a year. In case SSAC decides on deregistration from a course during the course or after it is over, de-registration will be recorded in the transcript. In addition, depending on the nature of the offence, the committee may also recommend dropping of the semester.</p> <p>A Semester Drop will always be followed by a Disciplinary Probation (DP) of at least one year.</p> <p>iii. A repeat offence may lead to termination from the programme.</p>
2.	Plagiarism	As defined by AEC	

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		(a) Before submission (e.g. periodic progress reports, thesis drafts etc.)	Semester Drop for a semester.
		(b) After submission	i. Thesis under evaluation: Recall of the thesis and resubmission after a gap of at least six months from the date of recall. ii. Thesis accepted and not yet defended: Recall, resubmission, and re-evaluation after a gap of at least one year from the date of recall. iii. Degree (Provisional/Regular) awarded: Revocation of the degree and resubmission after a gap of at least one year from the date of revocation.
	In publications		i. Retraction from the archived records, and the information to be transmitted to the current employer, in case of a person in employment, the current supervisor etc. ii. In case the publication is a constituent of a thesis, the procedure outlined for Thesis will be followed.
3.	(a) Misuse of Academic Resources	(a) Library: Misplacing, damaging, misusing and/or stealing books, journals, and DVDs	i. Replacement of the item, a fine of at least Rs 10,000, and in case of stealing at least a semester drop. ii. Partial recovery of the damaged item and a fine of at
		(b) Laboratories: Misuse of resources	

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SSAC – Procedures and Guidelines

			least 10,000. Fine amounting to the cost of the property or Rs. 10,000/-, whichever is lower.
	(b) Damage to the Institute property (This is merged with Category 13 on Civility Violation)	Wilful damage or removal of Institute property	
4.	Cyber offences	Unauthorized sharing of computing resources, resorting to denial of service, spamming, identity theft, etc.	Semester Drop for one to two semesters, depending on the severity of the offence.
5.	Impersonation	(a) Proxy attendance in courses (b) Examinations and laboratory sessions	The instructor to decide on (a). Semester Drop for one to two semesters for both impersonator and the person impersonated for (b).
		(c) Sports and cultural events	To be barred from representing IITK or Hostel in any event until graduation. Disciplinary Probation until graduation.
		(d) Placement related activities	To be Barred from all placement activities. Disciplinary Probation until graduation.
		(e) Library and in other	i: Letter of reprimand.

SSAC - Procedures and Guidelines

		institute facilities	ii. To be barred from the use of the facility for at least six months.
		(f)Proxy attendance for financial Assistantship	The Convenor, DPGC will report the case to the SSAC. Minimum punishment is denial of Financial Assistantship for a period of one month.
6.	Furnishing false information	iii. Documents such as income certificate, caste/category certificate, placement application and resume etc.	One Semester Drop.
7.	Unauthorised absence from the Institute		Guidelines given in the UG and PG manuals to be followed.
8.	(a) Violation of code of conduct related to hostels	(a) unauthorized guests (b)Unacceptable behaviour in hostel mess, canteen, reading room, and other facilities (c)Code of conduct violations during hall or student body elections	The Warden-in-Charge of the concerned Hall of Residence has the power to reprimand or and impose fine (a minimum of 10,000/-) and/or take such suitable action as he/she deems appropriate. However, harbouring undesirable/debarred persons in hostel rooms is to be strongly discouraged and the minimum action in such cases is the fine as specified above.

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SSAC - Procedures and Guidelines

	(b) Violation of code of conduct related to student body activities (c) Financial malpractices	(a) Irregularities during festivals and events (b) Gymkhana related activities Irregularities during student festivals and other activities	Minimum fine of Rs 10,000/- and/or expulsion from the hostel for one semester. c. Fine amounting to the estimated financial gains plus a minimum of Rs 10,000.
9.	(a) Civility violations	Abusive behaviour, scuffle etc.	To be referred to the SSAC for appropriate action depending on the severity of the offence.
	(b) Substance abuse	(a) Tobacco or alcohol consumption (b) Drug abuse	i. SSAC to take appropriate action depending on the severity of the offence. ii. In case of (b) the minimum suggested action is Semester Drop for one to two semesters.
10	Harassment not amounting to Ragging	Coercive behaviour of any kind such as forced involvement in Hall/Institute events	i. First Offence: Community service of two hours per week for a minimum of 10 weeks over a period of one semester. Recommended: community service to be in public places. ii. Second offence: Suspension

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Senate/Agenda/2016-17/7th/06.04.2017

SSAC - Procedures and Guidelines

			for one semester.
11	Ragging (as defined by the Supreme Court)		SSAC in consultation with the Anti Ragging Committee (ARC) will establish (a) whether ragging has taken place, and (b) severity of the event. Minimum one Semester Drop.
12	Sexual Harassment (as defined in the Act)		All cases to be referred to and disposed of by Internal Complaints Committee (ICC).
13	Cases reported by an outside agency		To be investigated and categorised as per the present document and to be dealt with accordingly.
14	Any other offence not covered above		To be dealt with on a case-to-case basis.

AP-60

Senate/Agenda/2017-18/7th/03.01.2018

AP-248

Senate/Agenda/2016-17/9th/21.06.2017

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Senate/Agenda/2016-17/7th/06.04.2017

Proposed modifications to

Senate Students' Affairs Committee (SSAC)

This document traces the proposed modifications: text in normal font is the material retained from the August 2016 document, text crossed out is the material our committee proposes to be deleted, and text in italics is the new material our committee proposes to be added.

Procedures and Guidelines



Indian Institute of Technology Kanpur
Kanpur - 208 016

August 2016

Modifications proposed in March 2017

AP-61

Senate/Agenda/2017-18/7th/03.01.2018

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AP-61

Senate/Agenda/2016-17/8th/26.05.2017

AP-173 (b)

Senate/Agenda/2016-17/7th/06.04.2017

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Senate/Agenda/2017-18/7th/03.01.2018

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Senate/Agenda/2016-17/8th/26.05.2017

AP-173 (c)

Senate/Agenda/2016-17/7th/06.04.2017

SSAC - Procedures and Guidelines

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AP-88

Senate/Agenda/2016-17/8th/26.05.2017

AP-173 (d)

Senate/Agenda/2016-17/7th/06.04.2017

SSAC Procedures and Guidelines

1 Introduction

Senate Students' Affairs Committee (SSAC) is a standing committee of the Senate. Matters relating to the Student's counselling, discipline, and the hostels would be within the purview of this committee [Senate Manual (updated in August 2013); art 27].

One of the duties assigned to SSAC is ~~that of looking into misconduct to look into the violations of the code of conduct by students and come up with recommendations that discourages such actions such violations.~~ This may at times sometimes necessitate ~~punitive~~ corrective action by the committee. However, it should be kept in mind that ~~the punishment is given to act as a deterrent corrective action is meant to act as a deterrent~~ and is aimed at making our students better citizens.

2 Constitution of the Committee

~~The committee shall consist of Dean of Students' Affairs — Ex officio Chairperson, one Warden of Students' Hall of Residence, nominated by the Chairperson of the Council of Wardens, one member of the Academic Performance Evaluation Committee to be nominated by its Chairperson, the Head of the Institute Counselling Service, three other members of the faculty of whom atleast one should be a member of the Senate and four students, nominated for the purpose by the Students' Senate [Senate Manual, art. 27].~~

The Committee shall consist of the following: One Senate nominee, three nominees of the departments, one nominee of SPGC, one nominee of SUGC, four student members nominated by the Student Senate (at least one UG student, one PG student, one girl student and one boy student), the outgoing Chairperson, two permanent invitees (one Warden of the Students' Halls of Residence nominated by the Chairperson, Council of Wardens; and the Head Institute Counselling Service). The Chairperson of the Committee shall be elected by the Senate Elections Committee from among its members for a one year term.

AP-64

Senate/Agenda/2017-18/7th/03.01.2018

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AP-173 (e)

Senate/Agenda/2016-17/7th/06.04.2017

AP-89

Senate/Agenda/2016-17/8th/26.05.2017

SSAC Procedures and Guidelines

3. Convening meetings of the Committee

Chairperson of the standing committee shall convene and preside over the meetings, for which 50% of the members of the committee shall form the quorum. [Senate Manual, art. 18]

4 Submission of the Reports of the Committee to the Senate

Every two months, a report of all fresh cases that have been admitted by the SSAC, all decisions taken by the SSAC, and all cases which are still pending with the SSAC shall be submitted by the SSAC to the Senate as a noting item. In these reports, the names of parties involved in the SSAC cases shall not be disclosed. [Minutes of the Senate meeting No. 472, 2014-15/7th meeting held on 18-03-2015]

The terminal report shall be submitted by the last week of September [Senate Manual, art. 18].

Names of students involved in SSAC cases for which corrective action amounting to ~~at least one semester drop of Level 2 or above was has been~~ awarded should be reported to the Senate as part of the terminal report submitted to the Senate. [Minutes of the Senate meeting No. 472, 2014-15/7th meeting held on 18-03-2015]

5 Code of conduct for the students

Ordinance No. 9, entitled 'Conduct of Discipline' is the code of conduct for IIT K students. In addition, articles 11.6, 11.9, 11.10, 11.11, and 11.12 of the Ordinance No. 11, entitled 'Halls of Residence' are to be considered the code of conduct pertaining to the hostel discipline. In brief, each student shall conduct himself, both within and outside the campus of the Institute, in a manner befitting a student of an Institute of National Importance. No student is expected to indulge in any activity which tends to bring down the prestige of the Institute. Each student shall show due respect and courtesy to the teachers, administrators, officers and employees of the Institute; and, good neighbourly behaviour to fellow students. They should also pay due attention and courtesy to the visitors and residents of the campus. [Ordinance 9.1] Lack of courtesy and decorum; unbecoming conduct (both within and outside the

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Institute); wilful damage or removal of Institute property or belongings of a fellow student, teachers, administrators, officers, employees of the Institute, visitors and residents of the campus; disturbing fellow students in their studies; disturbing others; adoption of unfair means during examinations (or elsewhere); breach of rules and regulations of the Institute; noisy and unseemly behaviour and similar other undesirable activities shall constitute violation of the Code of Conduct of students. [Ordinance 9.2]

6 Reporting a case to SSAC

Violation of the Code of Conduct of students, by a student or a group of students can be referred to this Committee by a student, a teacher, the Director or any other functionary of the Institute. [Ordinance 9.7]

The Ordinances 9.4 and 9.5, respectively, delegate powers to empower the Warden-in-Charge and the Instructor-in-Charge to take action against students who are found to have violated the code of conduct violate of the code of conduct are found guilty of disciplinary misconduct in the Halls of Residence and in the class course related activities, respectively. The relevant articles are reproduced below:

Ordinance 9.4: The Warden-in-Charge of the concerned Hall of Residence shall have power to reprimand or impose fine or take any other such suitable measure against any resident of the Hall, who violates either the rules and regulations or the Code of Conduct pertaining to the concerned Hall of Residence.

Ordinance 9.5: The Instructor-in-Charge of a course shall have the power to debar a student from the examination in which the student is detected to be using unfair means. The Instructor/Tutor shall have the power to take appropriate action against a student who attempts to misbehave in the class.

Report of the Committee for reviewing the processes of SSAC, Agenda Item 9 of Senate/2010-11/8th Minutes, 17.3.2011 recommends:

The concerned instructor-in-charge, in consultation with the tutors/other invigilators of the course, is expected to take necessary

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actions. In such matters the instructor-in-charge should inform the student/students about the punishment and records of such punishment must be preserved by the instructor as well as by the Academic Section. Only when the instructor-in-charge/tutor is convinced that the case has a wider ramification and is serious enough requiring consideration at the SSAC level, he/she may refer the case to the Chairman, SSAC with full details along with his/her recommendations.

7. Maintaining a Repository of Reported Cases

The SSAC will maintain an information system which stores information on every case reported to it, including the decisions made by the Committee in each case. The repository will, however, not make any reference to the names of persons involved in the cases recorded by it.

8. Punishment-Corrective action for violating code of conduct

~~Violation of the Code of Conduct of students by any student shall invite disciplinary action and may merit punishment, such as reprimand, disciplinary probation, fine, being debarred from examination, debarring the use of placement services, withholding of grades, withholding of degree, cancellation of registration and even dismissal from the Institute. [Ordinance 9.3]~~

Punishments have been assigned different levels and they are given in Appendix A to this document. Mapping of offence and corresponding range of possible punishment has been listed in Appendix B. These are to be used as guidelines while determining the quantum of punishment. Depending on the specific nature of the offence, the SSAC can recommend any other punishment having different severity than that in Appendices A and B.

Appendix A classifies disciplinary misconduct into a number of categories, provides exemplars for each, and recommends the minimum corrective action to be taken.

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9. Conduct of SSAC meetings

The Chairperson, SSAC will call a meeting of the SSAC at the earliest possible opportunity after receiving a complaint, but taking into consideration examination, vacation, and other Institute activities.

Chairperson, SSAC will present the case to the committee. If the committee decides to take up the case, the concerned student will be asked to respond to the complaint by appearing in front of the committee. A copy of the complaint will be given to the concerned student or the contents of the complaint will be shared with the concerned student. The student will be allowed to submit a signed written response. If required, a summary of the noting of the verbal response will be provided to the student and a signed copy of the same will be maintained.

The committee may seek inputs from other members of the community, if required. The committee may authorise one of the members of SSAC to obtain the information or may invite the concerned person to give inputs. Furthermore, If another investigating committee or cell has submitted a report on the misconduct, the chairperson of such a committee/cell or his/her nominee may be invited for further inputs.

The committee will submit its recommendations to the Chairman, Senate.

The case of a defaulting student recommended for dismissal from the Institute shall ordinarily be referred to the Senate for its final decision [Ordinance 9.9]

10. Disciplinary Probation (DP)

A student found to have been involved in disciplinary misconduct will be placed on DP, the duration of which will be in units of semesters. A student who is prescribed a corrective action will be on DP at least during the semester in which the action is prescribed, if the student has not been asked to drop the ongoing semester. In case the corrective action is of dropping k semesters, then the student will be on DP on k semesters after the student rejoins the Institute, or till his program ends, whichever is earlier.

A student, while on DP, is debarred from representing the Institute in any activity, will not be given a character certificate, will be ineligible to receive any scholarship (other than ones due to means), any award, and will be debarred from taking part in any placement related activity. Further, the corrective action that will be prescribed for a disciplinary misconduct committed by a student on DP will be substantially higher than the minimum recommended in Appendix A.

11. Appeal against the punishment

A defaulting student who feels aggrieved with the punishment awarded may prefer an appeal to the Chairman, Senate stating clearly the reasons why the punishment should not be awarded. The Senate shall prescribe the procedure to process such an appeal. [Ordinance 9.10]

Appendix A: Levels of Punishment

Level	Punishment
0	Advised to be careful
1	Advised to be careful along with writing a letter of apology Letter of reprimand/Warning (private, see the notes)
2	Letter of reprimand/Warning (limited circulation, see the notes) Movement of student or access to facility restricted for a specified duration
3	Letter of reprimand/Warning along with writing a letter of apology (limited circulation but including complainants or affected persons, instructors, etc.)
4	Community service for 20-50 hours Barred from specific activities, or from attending specific events.
5	Monetary fine of at least Rs. 1,000/- Not allowed to attend convocation De-registration in one course
6	Monetary fine of at least Rs. 5,000/-

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	Change of hostel Barred from any student elections, or holding any executive post in hall or gymkhana, or representing IIT in any event Not considered for any convocation awards Not allowed to register for full credits in the following semester Summer registration not allowed Dropping of the next semester
7	Not allowed to register for placement services Barred from any scholarship/award; stop existing scholarships except those which are given on the basis of caste or means Dropping of the current semester Degree deferred by one semester (not even provisional certificate to be issued)
8	Suspension for one year
9	Suspension for two years
10	Termination of academic programme or offer of admission cancelled

NOTES:

1. The Office of the Chairman of SSAC (i.e. DOSSA office) shall maintain the master database/list of all the punishments given to each student given through SSAC or by instructors or given at the hostel level.
2. All punishments at level 1 or higher to be reported to DOAA for inclusion in student file.
3. All punishments at level 2 or higher to be reported to DOAA, Parents, Counselling Service, Hostel Wardens, Head of the Department, DUGG/DPGG Convenor, Faculty Adviser, etc.
4. There could be other punishments which will be related to specific violation, for example:
 - a. Could be asked to withdraw a paper (in case of plagiarism).
 - b. Could be asked to compensate for any financial loss that s/he has caused to others or to the Institute.

5. Disciplinary Probation (DP)

~~Disciplinary Probation (DP) puts a student under watch and gives him/her a chance to improve his/her conduct. DP can be given to a student by SSAC (only) along with a punishment or alone as a measure of major caution for a specified period (minimum 1 semester). DP indicates that reporting of any misconduct will result in higher level of punishment than usually given for that misconduct.~~

- a. Students will be on DP for 12 months, if the level of violation is 7.
- b. Student will be on DP till graduation, if the level of violation is 8/9.

~~While on DP a student will generally not be restricted from participating in any activity or representing the Institute. However, if SSAC decides to enforce any restriction, it should be explicitly mentioned in its recommendations.~~

Appendix B A: Recommended Punishments, Corrective Actions

~~This list is neither exhaustive nor binding. These are to be used as guidelines while determining the quantum of punishment. Depending on the specific nature of the offence, the SSAC can recommend any other punishment having different severity than recommended here.~~

This list is not exhaustive and is to be used as a set of guidelines in determining the severity of corrective action to be taken. Depending on the nature of the offence, the SSAC can recommend corrective actions at variance with the bare minimum specified here. In cases where action is taken by authorities other than the SSAC (e.g., wardens, Instructors etc.), the incident is to be reported to the Chairperson SSAC, along with the action taken, for record-keeping.

Sl	Offence		Punishment Action	
	Category	Variants Exemplars	Recommendations	

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<p>1. Related to Quizzes, Examinations, Assignments, Term paper, Course projects etc Academic misconduct</p>	<p>(a) Unfair practices in examinations/quizzes including copying from neighbours, using cheat sheets/ cell phones, exchanging answer books, assisting neighbours, etc. (b) Tampering with answer books (c) Copying assignments/ term paper/ course projects (d) Manipulating data in laboratory report (e) Outsourcing the assignments project work</p>	<p>i. Report of the Committee for Reviewing the processes of S SAC, Agenda Item 9 of Senate/2010-11/8th Minutes, 17.3.2011 recommends:</p> <p>i. The concerned instructor-in-charge is empowered by Ordinance 9.7 to take necessary action and/or refer the case to the Chairperson, SSAC.</p> <p>ii. Since Academic Ethics Cell (AEC) is mandated to enquire into such cases, SSAC will decide the quantum of punishment after AEC submits its report.</p> <p>iii. If a case is referred to SSAC, the minimum action will be DP for a year. In case SSAC decides on deregistration from a course during the course or after it is over, de-registration will be recorded in the transcript. In addition, depending on the nature of the offence, the committee may also recommend dropping of the semester.</p> <p>iv. A repeat offence may lead to termination from the programme.</p>
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			Note: Since the grade in a course is awarded by the instructor in charge, in accordance with the Ordinances 7.8 and 7.10, SSAC should not recommend a change of grade as a punishment
2.	Plagiarism of papers, reports, theses, etc.	Plagiarism can be classified into three levels and the corresponding punishment is specified here. As defined by the Academic Ethics Committee.	Since Academic Ethics Cell (AEC) is constituted to enquire into such cases, SSAC may refer plagiarism cases to AEC and decide the quantum of punishment after AEC submits its report.
		(a) Copy of individual elements (paragraphs, sentences, figures etc.) of a paper without giving any credit to the original author(s)	i. Letter of reprimand, with a warning that future acts of copying may result in higher punishment. [Level 2] ii. Student will be asked to retract the submission, and allowed to resubmit after removing the plagiarized portions. iii. For repeat offence: At least one semester drop [Level 6] and placed on disciplinary probation with a condition that the programme may be terminated [Level 10] if found in the act of plagiarism in future.
	Thesis	(a) Before submission (e.g. periodic progress reports, thesis drafts etc.)	Semester Drop for a semester.

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		(b) After submission	<p>i. Thesis under evaluation: Recall of the thesis and resubmission after a gap of at least six months from the date of recall.</p> <p>ii. Thesis accepted and not yet defended: Recall, resubmission, and re-evaluation after a gap of at least one year from the date of recall.</p> <p>iii. Degree (Provisional/Regular) awarded: Revocation of the degree and resubmission after a gap of at least one year from the date of revocation.</p>
		(b) Copy of a large portion of a paper without giving any credit to the original author(s), where the intention is to present someone else's work as his/her own.	At least one semester drop [Level 6] and placed on disciplinary probation with a condition that the programme may be terminated [Level 10] if found in the act of plagiarism in future.
	In publications		<p>i. Retraction from the archived records, and the information to be transmitted to the current employer, in case of a person in employment, the current supervisor etc.</p> <p>ii. In case the publication is a constituent of a thesis, the procedure outlined for Thesis will be followed.</p>
3.	(a) Misuse of Academic Resources	(a) Stealing of books, journals, etc. (a) Library:	Monetary fine to cover the cost of the book plus Rs. 5,000/- [Level 6]

		<p><i>Misplacing, damaging, misusing and/or stealing books, journals, and DVDs</i></p> <p>(b) Tearing pages from books, journals, etc.</p> <p>(b) Laboratories: Misuse of resources</p> <p>(b) Damage to the Institute property</p> <p><i>Wilful damage or removal of Institute property</i></p>	<p><i>Replacement of the item, a fine of at least Rs 10,000, and in case of stealing at least a semester drop</i></p> <p><i>Monetary fine to cover the cost of the book plus Rs. 5,000/- [Level 6]</i></p> <p><i>Partial recovery of the damaged item and a fine of at least Rs. 10,000.</i></p> <p><i>Fine amounting to the cost of the property or Rs. 10,000, whichever is lower.</i></p>
	<p>Language and conduct <i>(This is merged with Category 13 on Civility Violation)</i></p>	<p>(a) Use of obscene, offensive or abusive language in any form of communication including electronic medium</p> <p>(b) Indecent/inappropriate behaviour and conduct</p>	<p>i. Warning letter [Level 2] (minimum); punishment may be increased depending on the severity of the language used.</p> <p>ii. For repeat offence: Disciplinary probation along with higher level of punishment than that was given earlier.</p>
4.	Cyber offences	<p>(a) Password sharing, email sharing, etc.</p> <p>Unauthorized sharing of computing resources, resorting to denial of service, spamming, Identity theft, etc.</p> <p>(b) Misuse of facility for commercial gain</p>	<p>Selective blocking of the use of compute resource (e.g. email, web access, computing resources, etc.) for a specified period [Level 2]. Semester Drop for one to two semesters, depending on the severity of the offence.</p> <p>Selective blocking of the access to the computer facility for a specified period [Level 2]. Monetary fine commensurate with the quantum of financial gain [Level 5 or 6].</p>

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		(e) Password hacking/tracking	i. Depending on the motive the punishment could be a warning [Level 2] or higher. ii. Such an offence may also lead to the termination of the programme [Level 10], especially for hacking, if (i) the identity of the person, and (ii) the motive to harm the system or gain undue advantage is established beyond doubt
5.	Impersonation	(a) Proxy attendance in courses (b) Examinations and laboratory sessions	i. The instructor to decide on (a). Minimum punishment: semester drop [Level 6 or 7] ii. Semester Drop for one to two semesters for both impersonator and the person impersonated for (b).
		(c) Sports and cultural events	i. To be barred from representing IITK or Hostel in any event until graduation [Level 4] ii. Disciplinary Probation until graduation iii. Not eligible for any awards [Level 6]
		(d) Placement related activities	i. To be barred from all placement activities [Level 7] ii. Disciplinary Probation until graduation iii. To be deemed ineligible for any Institute awards [Level 6]
		(e) Library and in other institute facilities	i. Letter of reprimand [Level 2] ii. To be barred from the use of the facility for at least six months [Level 2]
		(f) Proxy attendance for	The Convenor, DPGC will report

		<i>financial Assistantship</i>	<i>the case to the SSAC. Minimum punishment is denial of Financial Assistantship for a period of one month.</i>
		<i>(B) Proxy-registration</i>	<i>Semester drop [Level 6 or 7]</i>
6.	<i>Falsification Furnishing false information</i>	<i>Documents such as income certificate, caste/category certificate, placement application and resume etc.</i>	<i>Punishment depends on the content and intent One Semester Drop.</i>
	<i>Gases reported by an outside agency</i>	<i>(Moved to 13.)</i>	
7.	<i>Unauthorised absence from the Institute</i>		<i>Follow the Guidelines given in the UG and PG manuals to be followed.</i>
8.	<i>(a) Violation of code conduct related hostels</i>	<p><i>(a) Harboiring elements from outside IITK in the hostels</i></p> <p><i>(b) Having unauthorized guests in hostel rooms</i></p> <p><i>(c) Unacceptable behaviour in hostel mess, canteen, reading room, and other facilities</i></p> <p><i>(d) Code of conduct violations during hall or student body elections</i></p> <p><i>(e) Unauthorized and undesirable financial transactions</i></p> <p><i>(f) Wilful damage or removal of hostel property</i></p>	<p>i. The Warden-in-Charge of the concerned Hall of Residence shall have power to reprimand or impose fine or take any other such suitable measure against any resident of the Hall, who violates either the rules and regulations or the Code of Conduct pertaining to the concerned Hall of Residence. Warden-in-charge can take necessary action. (Ordinance 9.4)</p> <p>ii. The case may be reported to SSAC if it has wider ramifications, or students from more than one hostel is involved.</p> <p>Punishment depends on the content and intent</p> <p>The Warden-in-Charge of the concerned Hall of Residence shall have has the power to</p>

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			<p>reprimand or and impose fine (a minimum of Rs. 10,000) and/or take such suitable action as he/she deems appropriate. However, harbouring undesirable/debarred persons in hostel rooms is to be strongly discouraged and the minimum action in such cases is the fine as specified above.</p> <p>iii. against any resident of the Hall, who violates either the rules and regulations or the Code of Conduct pertaining to the concerned Hall of Residence. Warden in charge can take necessary action. (Ordinance 9.4) (a) should, however, be strongly discouraged, recommended minimum punishment is suspension for a semester.</p> <p>iv. In addition the case may be referred to SSAC. The case may be reported to SSAC if it has wider ramification, or students from more than one hostel is involved.</p> <p>v. Punishment depends on the content and intent. For (i), a fine and cost recovery.</p>
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11	(b) Violation of code of conduct related to student body activities	(a) Irregularities during festivals and events organized by student bodies (b) Gymkhana related activities (c) Gymkhana facilities (d) Sports facilities	Punishment depends on the content and intent. Minimum fine of Rs. 10,000/- and/or expulsion from the hostel for one semester.
12	(c) Financial malpractices	Irregularities during student festivals and other activities	Fine amounting to the estimated financial gains plus a minimum of Rs. 10,000.
13 9.	Physical scuffle (a) Civility violations	(a) Minor altercations/scuffle Abusive behaviour, scuffle etc.	i. First Offence(unplanned): Warning [Level 2] ii. First Offence(pre-meditated): Suspend for one Semester [Level 6 or 7] iii. Second and future offence: Suspended for one or more semesters [Level 6 to 9]. iv. To be referred to the SSAC for appropriate action depending on the severity of the offence.
	(b) Substance abuse	(b) Consuming alcohol and fighting (a) Tobacco or alcohol consumption (b) Drug abuse	i. First offence: Inform parents, Letter of reprimand [Level 2], and Disciplinary probation ii. Second and future offences: Suspension for one or more semesters [Level 6—9] i. SSAC to take appropriate action depending on the severity

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			<p>of the offence.</p> <p>ii. Cases of (b) to be strongly discouraged, the minimum suggested action is Semester Drop for one to two semesters.</p>
10	<p>Ragging and Harassment not amounting to Ragging</p> <p>Harassment of a junior by a senior is considered raggin</p> <p>g</p>	<p>(a) Harassment of students</p> <p>Coercive behaviour of any kind such as forced involvement in Hall/Institute events</p>	<p>i. First Offence: Community service of two hours per week for a minimum of 10 weeks over a period of one semester. in Health Centre, Library, Swimming Pool, Outside the hall, Teaching in organizations such as Prayas, etc. but not in their own hostel [Level 4]</p> <p>Recommended that community service be in public places.</p> <p>* More than 2 hours per week may affect the academic performance. Hence it is recommended that community service should not be more than 2 hours per week. However, depending on the nature of the offence, the duration can be increased to more than one semester.</p> <p>ii. Second offence: Suspension for one semester [Level 6 or 7], barred from getting any awards [Level 6], and placed on disciplinary probation until graduation.1</p> <p>Termination of the programme if proven beyond doubt [Level 10].</p>

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	Damage to Institute property (Moved to 3b)	Wilful damage or removal of Institute property	Monetary fine that will include cover at least partial cost of the property [Level 5 or 6]
11	<i>Ragging (as defined by the Supreme Court)</i>		<p>SSAC in consultation with the Anti Ragging Committee (ARC) will establish (a) whether ragging has taken place, and (b) severity of the event.</p> <p>Minimum one Semester Drop.</p> <p>Concerned Hostel Warden to award appropriate punishment to ensure zero tolerance to ragging, cases of ragging also must be reported to SSAC which will in the minimum put the offender on DP for....</p> <p>For cases occurring outside of Hostel jurisdiction....</p>
12	<i>Sexual Harassment (as defined in the Act)</i>		<p>All cases to be referred to and disposed of by Internal Complaints Committee (ICC).</p> <p>The procedure to be followed is under the consideration of the Senate Rules Committee.</p>
13	<i>Cases reported by an outside agency</i>		To be investigated and categorised as per the present document and to be dealt with accordingly.
14	<i>Any other offence not covered above.</i>		To be dealt with on a case-to-case basis.