

Policy Version	Policy Distribution	Created Date	Effective Date	Created By	Approved By
2.0	IOI Students (All Batches)	September 17, 2024	September 24, 2024	Pankaj Kumar Jha	Gopal Sharma

## **CODE OF CONDUCT**

The students enrolled in the programs offered by the PW Institute of Innovation (**"Institute"**) and residing on the campus for said programs are strongly advised to adhere to the following guidelines as elaborated under this code of conduct (**"Code"**). It is at this moment reconfirmed and abundantly made clear that the Institute is offering only programs for skill development and job readiness and does not intend to offer any formal degree or diploma of any kind.

### **I. INSTITUTE'S RULES AND REGULATIONS**

- (1) As a student of the residential program of the Institute, you must comply with the rules and regulations, and you should behave honorably and endeavor to maintain and enhance the good name of the Institute at all times.
- (2) All students should carry their Identity Card and produce it to the security and Institute authorities as and when required.
- (3) No outsider is allowed on the campus by security without verification of identity and registering the purpose of the visit.
- (4) Smoking and using or keeping alcoholic drinks or drugs are strictly forbidden in the Institute and Hostel campus.
- (5) Every student shall attend classes regularly. Any absence should be informed in advance and pre-approved by the Institute to the extent possible and in case of leave due to medical reasons for more than four days, the Institute may require the student to submit the certificate from the registered medical practitioner.

(6) Students shall dress neatly and decently.

(7) Students shall always behave with dignity and courtesy.

(8) Students shall desist from damaging the Institute building, disfiguring the walls, furniture, etc. by writing or sticking bills. Such actions are offensive and are a positive disservice to succeeding generations of students. The cost of the damage, if any, will be recovered from the students.

(9) No student shall leave the classroom without the permission of the teacher or until the teacher has left the classroom. Students coming late shall enter the class only with the permission of the teacher.

(10) If somebody wishes to meet a student of a class that is in progress, she/he shall do so only after getting written permission from the respective teacher.

(11) No loitering is permitted during or beyond class hours.

(12) No meeting or entertainment shall be organized on the premises without the permission of the Institute authorities.

(13) Any article lost or found shall promptly be reported to the office.

(14) Irregular attendance, insubordination to teachers, habitual shirking of class work, and obscenity of any sort are sufficient grounds for the suspension or the dismissal of a student from the Institute and Hostel.

(15) Students are required to complete **70%** cumulative attendance every semester.

(16) Students are advised to follow the announcements on the notice boards.

(17) All fees must be paid on or before the due dates, and in case of any failure or delay beyond 15 days from any due date, the Institute may appropriate action as it deems fit, including but not limited to preventing the student from accessing the classes or removal from the Hostel.

(18) Students are forbidden from organizing or attending any meeting in the

Institute or to collect money for any purpose without the prior permission of the Institute authorities.

(19) In the event of misconduct, educational concessions awarded to any student are liable to forfeiture and the concessions already availed will be withdrawn and shall become recoverable from the student.

(20) No student shall indulge in any activity which may disrupt classes or disturbances in the Institute's campus. If any student violates the above regulation, he/she is liable to be dismissed from the Institute and/or the Hostel.

(21) Political activism is strictly banned on the premises. Students are forbidden from organizing or attending meetings other than as permitted by the Institute.

(22) Ragging, teasing, intimidating, harassing, using words of abuse etc. on junior students especially, female students within the campus or outside is a punishable crime and such matters will be immediately reported to the police. Students involved in such acts will be adequately punished.

(23) Students or outsiders are not allowed to be present on the Institute's campus after 7 P.M. without the permission of the Institute authorities.

(24) Students and outsiders shall park their respective vehicles at the allotted places only till 7 P.M.

(25) The Institute or any other duly constituted authority may frame and issue disciplinary rules of a permanent or temporary nature regulating the conduct of students including policy in relation to the prevention of sexual harassment of women, within the campus or hostel premise which shall be duly followed by the students.

(26) The residential program takes a very serious view of any breach of its examination regulations. Any student found to have breached any of these regulations will be subjected to disciplinary action, which may result in his/her expulsion from the residential program.

(27) Students are allowed to take leave with prior permission from the

concerned person otherwise leave will not be acceptable. Mass leave permission will not be granted in any situation.

(28) Students are responsible for their valuable belongings like gold, cash, etc. The Institute in any manner will not be responsible for any loss/theft/damage.

(29) Any discourteous or disrespectful behavior towards teachers, administrative staff, and/or guests of /visitors to the Institute; verbal abuse and use of obscene language or language known to be offensive to others (such as gender/caste/regional/linguistic epithets); being inappropriately dressed or attired in public/community areas; indecent public behavior is strictly prohibited and shall be adequately punished.

### **Corrective Action**

The corrective action that may be recommended in case on non-compliance of part (I),(III) by the Institute includes, but is not limited to:

- (a) Fine and restitution.
- (b) Public apology.
- (c) Suspension or expulsion from the Institute and/or the Hostel.
- (d) Disqualification from representing the Institute in any activity for a specified period.
- (e) Suspension from classes and access to the Institute and/ or Hostel premises for a specified period; and
- (f) Permanent rustication.

### **NOTE: -**

The Institute reserves the right to inform the parent or guardian of a student against whom disciplinary proceedings are initiated.

## **II. ANTI-RAGGING POLICY**

Ragging in any form is strictly prohibited within the premises of the Institute as it is a criminal offense. The Institute is firm on ensuring that this policy on prohibition, prevention, and elimination of ragging is strictly followed within or outside campus, including the Hostel.

Any instance of ragging would attract severe punishment of cancellation of

admission, suspension, rustication, or expulsion from the Institute /Hostel.

Apart from the Institute level punishment, there will be strong police and legal action. Ragging is a cognizable offense under the law of the land, and the Supreme Court of India has ruled that the punishment to be meted out has to be exemplary and harsh to act as a deterrent. According to relevant sections of the Bhartiya Nyay Sahita (BNS), those found guilty of a ragging-related offense can be punished with imprisonment, fine or both. The quantum of punishment varies with the gravity of the crime.

### **What is ragging?**

Anything that may cause a junior student, physical or mental discomfort due to an act of a senior. More specifically,

- Physical abuse, for example, forcing to eat, drink, or smoke, forcing to dress or undress.
- Verbal abuse, for example, swear words and phrases, direct or indirect derogatory references to the person's appearance, attire, religion, caste, family, or chosen field of study.
- Forced activity, for example:
  - Chores for seniors, e.g., copying notes, cleaning rooms, etc.
  - Attending extra-curricular events to cheer for hostel teams.
  - Missing classes; not allowed to study.
  - Staying awake late or getting up at unreasonable times.
  - Singing or dancing or performing in any other way.
  - Using foul language or shouting or cheering loudly.
  - Misbehaving with strangers, particularly women.
  - Reading or browsing pornographic/objectionable material
- Lifestyle restrictions, for example
  - Not allowing certain kinds of clothing or accessories, e.g. jeans, belts, etc.
  - Enforcing rules regarding shaving or oiling hair; forcing certain kinds of dresses.
- Restricting access to parts of the hostel, e.g., common room.
- Requiring certain modes of address, e.g., seniors should be called Sir or Ma'am.
- Requiring a particular waking time.
- Conversational mind-games: Particular forms of interaction in which a senior or set of seniors manipulates the conversation to humiliate the junior student or make him/her feel stupid or insecure or generally threatened.

Any interaction between juniors and seniors where the seniors are friendly, welcoming and non-aggressive is encouraged. Seniors are requested to maintain self-imposed discipline and restraint. In particular, they should be careful about:

- Any “interaction” outside public areas.
- Visiting junior’s rooms or inviting juniors to their rooms.
- Forcing juniors to sing, dance, or perform in any way under the guise of “talent search” or “interaction”.

The Supreme Court of India has observed that enrolment in academic pursuits or a campus life should not immunize any adult citizen from the penal provisions of the laws of the land. According to the directions of the Supreme Court, if any instance of ragging is brought to the notice of the administration or the faculty, it is legally binding on us to report the matter to the local police.

Please contact members of the Anti-ragging committee to report any instance of ragging.

**Anti-ragging Committee:**

<b>Name</b>	<b>Designation Email</b>	<b>Contact</b>
<b>Mr.</b> <b>Chetan Aggarwal</b>	<b>chetan.aggarwal@pw.live</b>	<b>9811984653</b>
<b>Mr. Manish Gupta</b>	<b>manish.gupta@pw.live</b>	<b>9568333351</b>
<b>Mr. Anukul</b>	<b>anukul.narkhede@pw.live</b>	<b>8180045606</b>

Depending upon the nature and gravity of the offense as determined by the Anti-Ragging Committee of the Institution, the possible punishments for those found guilty of ragging at the institutional level shall be any one or any combination of the following.

- (i) Cancellation of admission.
- (ii) Suspension from attending classes.
- (iii) Withholding/withdrawing scholarship/fellowship and other benefits.
- (iv) Debarring from appearing in any test/examination or other evaluation process.
- (v) Withholding results.
- (vi) Debarring from representing the institution in any regional, national or

international meet, tournament, etc.

(vii) Suspension/expulsion from the hostel.

(viii) Rustication from the institution for a period as determined by the Anti-Ragging Committee.

(ix) Expulsion from the institution and consequent debarring from admission to any other institution; (x) Fine of INR 25,000 (Indian Rupees Twenty-Five Thousand only).

(xi) notification to the parents, police and other law enforcement agencies, and/or

(xii) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the Institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

### **III. HOSTEL POLICY FOR RESIDENTS**

(1) **Student status requirement:** Hostels may require proof of student status, such as a valid student ID card or acceptance letter issued by the Institute.

(2) **Study Hours:** Hostel may have designated 'quiet hours' to ensure a conducive study environment for students. All lights must be switched off after 11 pm in the rooms. Only study lamps are permitted.

(3) **No visitor's policy:** To maintain security and privacy, after 7:30 pm, non-resident visitors are restricted from entering the premises.

(4) **No alcohol or drug use policy:** In the Institute, we have strict policies against the use of alcohol and drugs. Consumption or possession of alcohol in the Institute or Hostel premises, consumption of drugs, narcotics/psychotropic or similar substances; entering the premises after consuming and while under the influence of alcohol, drugs, narcotics/psychotropic or similar substances; bringing, or being party to any effort or scheme to bring, alcohol or any of the aforementioned substances into the premises; supplying drugs or narcotics/psychotropic substances including to a member of the Institute regardless of where the supply occurs; being under the influence of alcohol or any of the aforementioned substances within the premises; smoking in premises outside any areas designated by the Institute as smoking areas, is strictly prohibited. Strict action will be taken against offenders.

(5) **Curfew:** Hostels curfew is 10 pm to 6 am to ensure the safety and well-being of their student residents.

(6) **Dining Area:** Students are to have their food in the designated dining area, only with the warden's permission food from dining area is allowed inside hostel room but after having their food student should ensure that the plate and cutlery are returned to dining area on the same day

(7) **Hostel Assets:** Students are not allowed to carry dining area cutlery (plate/tumbler/spoon) from the dining area to their hostel room.

(8) **Respect for others:** Treat your fellow residents with respect and kindness. Be considerate of their privacy, personal space, and belongings.

(9) **Noise level:** Keep noise levels to a minimum, especially during bedtime hours. Be aware that others may be studying, working, or trying to sleep. Strict silence shall be observed in the Hostel from 11.00 pm to 5.30 am. Care should be taken at all times to ensure that music \loud talking, is NOT audible outside the room.

(10) **Cleanliness:** Keep your living space clean and tidy. Dispose trash properly and clean up after yourself in common areas. Report any damage or maintenance issues to the Hostel staff.

(11) **Shared facilities:** Be mindful of others when using shared facilities such as bathrooms, kitchens, and common areas. Clean up after yourself and do not monopolize the space. Students must turn off all the electrical equipment & lights before leaving their rooms. You have to be mindful about the other guests using the common areas and be respectful towards everyone in the Hostel premises.

(12) **Personal belongings:** Do not touch or use other people's belongings without their permission. Respect their personal space and privacy.

(13) **Co-operation:** Work together with your fellow residents to maintain a harmonious and enjoyable living environment. Be open to compromise and communicate any concerns or issues in a respectful manner.

(14) **Safety:** Follow all safety guidelines and regulations provided by the Hostel management from time to time. Report any safety hazards or concerns to the appropriate authorities. Visitors are allowed only on weekends. Visitors are not allowed beyond the visiting area. No outside guests \students will be allowed



inside the Hostel. Students should not enter the rooms of other students without permission. The Institute or the Hostel authorities shall not be responsible or liable in any manner for any loss of any personal belongings or injury to any student or his/ her visitors.

(15) **Compliance with rules:** Adhere to all rules and regulations set by the Hostel management from time to time. Failure to comply may result in disciplinary action or eviction.

(16) **Cultural sensitivity:** Be respectful of different cultures, religions and beliefs. Avoid engaging in discriminatory or offensive behavior towards others.

(17) **Communication:** Foster open and respectful communication with your fellow residents. Address any conflicts or issues directly and strive for a peaceful resolution.

(18) **Loitering:** Loitering in the Hostel campus during the class hours will not be appreciated. Failure to comply may result in disciplinary action.

(19) **Safety and security measures:** Hostels may implement security measures such as CCTV cameras, secure entry systems and staff presence to ensure the safety and security of their student residents. Students are not allowed to use electric stoves, heaters etc. in rooms, except in designated places as approved by the Institute.

(20) **Tipping:** Tipping of wardens, security guards, cleaning staff etc., is not permitted.

(21) **Complaint Book:** Any complaints regarding electric equipment, plumbing etc., are required to be entered in the 'Complaints Book'.

(22) **Vandalization of the Property:** Vandalization or destruction of any Hostel or Institute's property on purpose will have serious consequences. Monetary fines might be imposed followed by suspension of the involved students. Remember, a Hostel is a shared living space, and it is important to be considerate and respectful of others. By following these guidelines, you can help create a positive and enjoyable environment for everyone. Students during their stay in the Hostel will be governed by the management rules.

(23) **Room checking:** Warden/Operations team will conduct random checking of rooms twice or thrice in a month to ensure hygiene and cleanliness is maintained by the student.

## **Dress Code for Hostel and Campus**

Here are some common considerations for dress code in Hostels:

- (1) **Modest attire:** It is often encouraged for residents to dress modestly to respect the comfort and privacy of others. This can mean avoiding overly revealing clothing. Strict adherence to the prescribed dress code is required. Decency in dressing & demeanor is a must.
- (2) **Pajamas or nightwear:** Hostels may have specific rules about what is acceptable to wear in common areas, such as lounges or kitchens. It is usually expected that residents wear appropriate clothing and refrain from wearing only pajamas or nightwear outside of their rooms.
- (3) **Respect cultural norms:** In some Hostels, there may be residents from diverse cultural backgrounds. It's important to be aware of and respect cultural norms related to clothing and dress.
- (4) **Use of communal facilities:** Hostels typically provide communal bathrooms and showers. It's important to dress appropriately when using these facilities to maintain privacy and respect for others.
- (5) **Special events or activities:** For certain events or activities organized by the Hostel, there may be specific dress requirements. This could include formal attire for parties or events, or specific clothing for outdoor activities.
- (6) **Campus Dress Code:**

- **Business Casual Attire**

- **Smart Casual**

- **Formal Wear (for special events)**

- **Prohibited Attire:**

- Clothing with offensive language/images.
- Ripped/distressed clothing.
- Shorts, flip-flops, beachwear (except on designated occasions).
- Caps/hats/hoods indoors during classes or formal events.

## **Travel Policy for Institute**

The Institute of Innovation travel policy states that all students must adhere to the following guidelines when traveling between the Hostel and the Institute:

Certainly! Here are some general rules and regulations for students using

transportation provided by an institute:

- 1). **Punctuality:** Students should arrive at designated pickup and drop-off points on time. The vehicle will not wait for late arrivals.
- 2). **Behavior:** Students must behave respectfully towards the driver and fellow passengers. Disruptive or aggressive behavior will not be tolerated.
- 3). **Safety:** Students should remain seated and keep noise levels down to avoid distractions.
- 4). **Prohibited Items:** Dangerous items (firearms, knives etc), large sports equipment, and food are prohibited on the bus.
- 5). **Cleanliness:** Students should keep the vehicle clean and dispose of any trash in designated bins.
- 6). **Emergency Procedures:** Students must follow instructions in case of an emergency and remain calm.
- 7). **Respect for Property:** Damaging or vandalizing the vehicle will result in disciplinary action and possible financial responsibility for repairs.
- 8). **Unauthorized Stops:** Students are not permitted to request or make unscheduled stops during the bus route between the hostel and the institute without prior authorization. Any such requests must be approved by the institute's transportation authority or administration. Failure to comply with this rule may result in disciplinary action and possible suspension of transportation privileges.

This travel policy is in place to ensure the safety and well-being of all students traveling between the Hostel and the Institute. It is important for students to follow these guidelines to minimize risks and maintain a safe environment.

### **Social Media Code of Conduct**

- (1) **Be Respectful:** Avoid offensive, discriminatory, or harmful content.
- (2) **Protect Privacy:** Don't share confidential or sensitive information.
- (3) **Uphold Reputation:** Represent yourself and PWIOI positively.
- (4) **Maintain Integrity:** Don't share exam content or plagiarize.

- (5) **Engage Constructively:** Avoid trolling or cyberbullying.
- (6) **Stay Professional:** Appropriate attire, background settings, and respectful communication in classrooms.
- (7) **Consequences:** Violations may lead to disciplinary action.
- (8) **Report Issues:** Inform administration of any misconduct.

Note: Students are expected to adhere to the Institute's data protection policies, ensuring that sensitive personal and institutional data are not shared without consent. Any breach of this policy may lead to disciplinary action, including expulsion.

#### **IV. ACADEMIC REGULATION**

##### **Consequences of Academic Dishonesty (Offline and Online Examinations)**

- First Offense:
  - Opportunity to retake the quiz/exam with a 30% penalty.
- Second Offense:
  - Zero marks awarded for the respective quiz/exam.
  - Mandatory completion of an additional assignment for the subject after class hours.
- Third Offense:
  - Zero marks awarded for the respective quiz/exam.
  - Ineligibility for placement activities.
  - Approval required from all relevant Subject Matter Experts (SMEs) to participate in future quizzes/exams.

##### **Late Assignment Submission Policy**

- Less than 12 hours late:
  - 5% penalty of the total marks.
- 12-24 hours late:
  - 10% penalty of the total marks.

- 24–48 hours late:
  - 30% penalty of the total marks.
- More than 48 hours late:
  - 50% penalty of the total marks.
- One week or more past the deadline:
  - 80% penalty of the total marks.
- Failure to Submit an Assignment
  - Zero marks for the respective assignment.
  - 30% penalty on the next assignment.

Example: For an assignment worth 100 marks submitted between 24–48 hours late, the maximum attainable score would be reduced to 70 marks. The evaluation will be based on this reduced maximum.

### **Plagiarism Policy**

- Peer-to-Peer Plagiarism:
  - 50% penalty for the student whose work was copied.
  - Zero marks for the student who plagiarized.
  - 30% penalty on the next assignment for both students involved.
- External Source Plagiarism (e.g., Google, ChatGPT, Online resources):
  - 50% penalty of the total marks.
  - 30% penalty on the next assignment.

Repeated offenses could involve stricter penalties, such as removal from the program.

### **Attendance and Punctuality**

Late Arrival to Class:

- Students with prior notice to the SME will be allowed to attend.
- Students without prior notice may attend but will not receive attendance credit under any circumstances.
- Late arrivals due to unforeseen circumstances or transportation issues may be excused if the class in-charge or SME is informed before class commencement.

- Other cases will be evaluated individually.

#### **Skipping Classes:**

- Students with an "Academic Concession Pass" may skip classes as per guidelines.

### **Classroom Behavior Guidelines**

#### **General Conduct:**

- Maintain discipline before, during, and after lectures.
- Foster a friendly and respectful environment among classmates.
- Discrimination based on caste, race, gender, religion, sexual orientation, or disability is strictly prohibited and may result in immediate expulsion from the course.
- Students must remain in class until dismissed by the SME, even if the scheduled time has ended.
- Food consumption in class is prohibited.

Violations may result in exclusion from upcoming guest lectures or workshops.

- Do not touch or manipulate in-class recording equipment (e.g., computers, microphones,

cameras, projectors, or smart boards).

- Students are prohibited from using any digital devices during lectures or examinations unless explicitly allowed by the teacher/management.
- Students are expected to follow sustainable practices by minimizing waste, conserving energy, and supporting the Institute's environmental initiatives. Violations of this policy, such as littering or excessive energy consumption, may result in penalties.

### **Professional Conduct with Faculty and Staff**

#### **Communication:**

- Maintain respectful and professional communication with all IOI members.
- Use of vulgar language towards teaching or non-teaching staff may lead to immediate academic suspension.
- Contact SMEs through official group chats only, not personal messaging platforms.
- Follow the established escalation procedure for addressing academic or non-academic issues.
- Do not approach the HOD or Campus Head without a referral or invitation.
- Maintain professionalism and respect in all digital communications, including G-Chat and WhatsApp groups.

#### Prohibited Behavior:

- Comments about religion, caste, or appearance directed at teaching or non-teaching staff may result in termination of your academic journey with IOI.

These guidelines are designed to ensure a productive and respectful learning environment for all students, faculty, and staff at IOI. Adherence to these rules is mandatory for all students throughout their academic tenure.

### **Guest Lecture Guidelines**

#### Photography and Social Media:

- Students are prohibited from taking photographs with guest faculty.
- Content shared during the lecture must not be disseminated on any social media platform.
- Photos related to the session may not be shared on social media.

#### Conduct and Respect:

- Demonstrate utmost respect towards guest lecturers.
- If necessary, assist guests in navigating the campus.

#### Professional Boundaries:

- Exchange of contact information between students and guest lecturers is strictly prohibited.
- Students must refrain from initiating any requests for personal contact with guest lecturers.

#### Focus on Learning:

- Students are not permitted to inquire about internship or job opportunities from guest lecturers.

#### Compliance:

- Failure to adhere to any of the above guidelines may result in disciplinary action against the student.

These guidelines are designed to maintain a professional learning environment and ensure that guest lectures remain focused on educational content. By following these rules, students contribute to a respectful atmosphere that benefits all participants and upholds the

institution's reputation.

## **STUDENT CONSENT TO ENROL**

I,

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----- (full name of student with admission  
/registration /enrolment number), s/o / d/o Mr. /Mrs. /Ms.

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hereby provide my unconditional consent to enroll in the PW Institute of  
Innovation.

I have been full informed that the program offered by the PW Institute of  
Innovation is only intended to assist me in upskilling my skills through a skill  
focused program and to provide exposure to its job-ready programs and after  
the successful completion of the same, I shall not be awarded any degree or  
diploma by the Institute.

Further, I have read and understood the Code and hereby undertake to adhere  
to all the rules, regulations, guidelines including the Code, as may be framed  
and amended from time to time by the PW Institute of Innovation.

Signed:

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Name:

Date: