

# **MBITS- STUDENT’S CONDUCT AND DISCIPLINARY CODE**

## **Objectives of the Code**

Mar Baselios Institute of Technology and Science (MBITS) affirm that the sole purpose of this Institute is to nurture a positive campus culture and equip the younger generation to take our nation forward upholding the motto “Wisdom Crowns Knowledge”. The establishment and maintenance of the Institute is to provide technical education in the conventional branches as well as in newly emerging fields and to help the youth of rural agricultural background to change with times and to join the mainstream of industrial growth and information technology. It is the place where both the staff and the students are invariably dependent for the cause of maintaining order and discipline in the Campus. Rules and regulations are therefore meant to mark the contours of this needed order and discipline. It is necessary that the Institute should cultivate **excellence** in developing core values which includes **honesty and integrity, community development and participation, global vision, accountability and transparency** among its students. In order to achieve this, the Student community should necessarily practice these values and see that the rules envisaged in this code are strictly followed so that their conduct will be in conformity with and supportive of and conducive to the Institute’s very objective and cherished values.

## **Applicability of the Code**

The Code shall be applicable to all the students admitted to the Institute and including any academic programme, activity or event conducted by the Institute. It is the responsibility and duty of each and every student to become acquainted with all the provisions of the Code. It is presumed that every student from the date of his/her admission to the Institute to any academic programme/activity/event has knowledge of this Code. All Students coming within the above categories are required to strictly adhere to this Code as a condition of their admission to the Institute and this Code would be binding on and enforceable against them or any among them.

## **Responsibilities of the Students**

It shall be the responsibility of the students

- (i) To read, become familiar with and adhere to this Code and any amendment brought to this Code.
- (ii) To behave and conduct themselves in the Institute Campus, hostels and premises in a dignified and courteous manner and show due respect to the authorities, faculty, employees and elders.
- (iii) To foster and maintain a vibrant academic, intellectual, cultural and social atmosphere which is consistent with the objectives of the Institute.
- (iv) To access all educational opportunities and benefits available at the Institute and make good use of them to prosper academically and develop scientific temper.
- (v) To respect the laws of the country, human rights and to conduct in a responsible and dignified manner at all times.
- (vi) To respect the cultural and social values nurtured and followed by people of this Country.
- (vii) To report any violation of this Code to the functionaries under this Code.

## **Behaviour of the Students**

- 1) Students should wear prescribed uniforms inside the college campus along with ID card displayed. Boys should wear the uniform with tucked in shirt and black belt. Uniform is not insisted on Wednesdays and Saturdays. But the student has to follow decent and formal dressing manners.
- 2) All students should be in their respective class rooms before 8.50 am. Those who are late should produce a permission note from Head of the respective department before entering the class.
- 3) Attendance is marked for each course. While 75% attendance is mandatory for writing the end semester examination in each course, students are expected to have 100% attendance. Students who

need to take leave have to submit a leave letter to the staff advisor. The leave is to be sanctioned by the HOD.

4) Students are expected to spend their free time in the Library/Reading Room. They shall not loiter along the verandas or crowd in front of the offices or the Campus roads. Students should refrain from sitting on places such as parapets, stairs, footpaths etc. Silence shall be maintained in the premises of the Institute.

5) Students are not permitted to use mobile phones in the class room, library, computer centre, examination halls, etc. They may use such gadgets judiciously.

6) Students shall not indulge in any undesirable activity and shall maintain highest standard of discipline.

7) MBITS is a ragging free Campus. Students shall refrain from all activities considered as ragging which is a criminal and non-bail able offence. Each student of the institute along with his/her parent is required to give an undertaking in this regard and the same is to be submitted at the time of registration. An anti-ragging committee is functioning in the college to monitor these activities.

8) Possession or consumption of narcotic drugs, tobacco, alcohol and other intoxicating substances are strictly prohibited in the Campus and hostels.

9) Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the campus and hostels.

10) Politically based students' and other organizations or outfits are not allowed in the campus. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by politically based organizations.

11) Students shall not deface, disfigure, damage or destroy or cause any loss in any manner to public, private or Institute properties.

12) Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the Institute or hostels.

13) No one shall bring, distribute or circulate unauthorized notices, pamphlets, leaflets etc within the Campus or hostels.

14) No one shall exhibit any type of banners, flags, boards etc. inside the campus, gates, buildings or on the compound walls.

15) No student shall collect money either by request or by coercion from others within the campus or hostels.

16) The Institute being a temple of learning and an exclusive academic zone, nobody shall respond to any call for any form of strike, procession or agitation including slogan shouting, *dharna*, *gherao*, burning effigy or indulge in anything which may harm the peaceful atmosphere of the Institution.

17) Possession or usage of weapons, explosives or anything that causes injury/damage to the life and limb or body of any human being or property is prohibited.

18) Rash or negligent driving of vehicles in the Institute premises is prohibited. Riding of three persons on two wheelers or riding without helmet is a traffic offence. College will initiate action against such students and they will not be allowed to bring vehicles inside the campus.

19) No student shall enter or leave the classroom when the session is on without the permission of the teacher.

20) Students charged with criminal offence or under suspension shall not enter the Institute Campus without the permission of the competent authority.

21) Any case of criminal activity or violation of law and order in the Institute Campus will be reported to the police.

22) Students shall only use the waste bins for dispensing waste materials within the Campus including classrooms, hostels and offices.

23) Any student who is persistently insubordinate, who is repeatedly or wilfully mischievous, who is guilty of fraud or mal-practice in connection with examinations or who, in the opinion of the competent authority, is likely to have an unwholesome influence on his/ her fellow students, will be removed from the rolls.

24) Any conduct which leads to lowering of the esteem of the Institute is prohibited.

**Disciplinary Actions**

Any student exhibiting prohibited behaviour mentioned in this Code shall depending upon the gravity of the misconduct or depending on its recurrence be subjected to any of the following disciplinary actions.

**I. Minor Actions****i) Tendering Apology**

The student engaged in any prohibited behaviour may be asked to tender an apology for his/her act, undertaking that he/she shall not indulge in such or any of the prohibited behaviour in future.

**ii) Warning**

The student engaged in any prohibited behaviour will be issued a warning letter.

**II. Major Actions****i) Debarring from Examinations**

A student/group of students may be debarred from writing all/any/some of the examinations, which forms part of the academic programme for which he/she/they has/have joined, based on the recommendations of Disciplinary Action Committee (DAC) of the college as per the guidelines given by the Controller of Examinations or as suitably may be decided. The student may appeal to the Grievance and Appeals Committee for a review on the matter.

**ii) Suspension**

A student may be suspended from the Institute for violation of any of the provisions of this Code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student. The student shall lose his/her attendance for the suspended period.

**iii) Restitution**

Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/disfiguration to property of the Institute or any property kept in the premises of the Institute in any manner. The student/group of students may be asked to compensate for the loss that has been caused to any person or property of the Institute or any property kept in the premises of the Institute due to the act of vandalism perpetrated by the students.

**iv) Forfeiture**

Caution deposit of any student engaged in any prohibited behaviour shall be forfeited.

**v) Expulsion**

Expulsion is the permanent dismissal of a student from the Institute. Such a student will not be eligible for readmission to any of the courses of this Institute.

**Functionaries under the Code****i) Heads of the Departments/ Faculty Advisors/Chief Warden/ Wardens of Hostels.**

As the persons in charge of the Departments/Hostels/other functional units, the respective functionaries of college, all departments and hostels shall have the power and duty to take immediate action to curb any prohibitory behaviour as envisaged under this code. As these functionaries cannot single handedly manage the entire issues, they can assign part of the work to the teachers and the teachers of all the departments/wardens have the responsibility to inform any incident of prohibited behaviour to the Heads of the Departments/ Chief Warden so that any serious issue can be settled before the same goes out of control. The Head of the Departments/ Chief Warden shall have the power to impose minor actions. They can also recommend imposition of major actions to the

Principal. The Head of the Departments/ Faculty Advisors/Chief Warden/ Wardens of Hostels while taking any action shall do so in an impartial manner and see to it that the action imposed/proposed is commensurate with the gravity of the prohibited behaviour. Any lapse on the part of a teacher /Warden to report any instance of violence and misconduct on the part of the students shall be reported to the Principal by the respective Head of the Departments/Chief Warden. The Wardens of Hostels shall be responsible for maintaining strict discipline and decorum in the hostel.

**ii) Principal**

The Principal shall be the ultimate authority in imposing actions against the students for acts of prohibited behaviour. The Principal can also entertain any appeal from any student/students aggrieved by the action of any authority of the Institute under or subordinate to the Principal and decide the case on merit.

**Right to Appeal**

The student/students aggrieved by the action of any authority of the Institute under or subordinate to the Principal can appeal to the Principal and any student aggrieved by the action of the Principal can appeal to the Grievance Redressal Committee and college council. The decision of the College council shall be final and binding on the students.

**Assistance from Law Enforcement Agencies**

The Principal shall have the 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 a genuine apprehension that any incident of rioting, vandalism or any other act prohibited by law is likely to take place.

**Internal Complaints Committee**

This committee will examine all matters relating to women in the workplace and will make suggestions and proposals to the institute administration regarding the same. The committee will admit complaints from female students on harassment and discrimination in the classroom in relation to academic activities.

**Ultimate Authority**

For all disciplinary matters related to students, the Principal shall be the ultimate authority as provided herein.

**Amendments to the Code**

The College Council 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 teachers of the Institute through notice put on the notice boards of the Institute