

# **Student Conduct Policy**

1. This document will cover following Policy Documents:
  - a. Policy against use of violence
  - b. Policy against Sexual misconduct/ Harassment, eve teasing, stalking.
  - c. Alcohol and Drug abuse policy
  - d. Policy against ragging
  - e. Policy of non-discrimination
  - f. Campus use Policy

## **Policy against Violence inside/outside campus.**

### **2. Violence Definition:**

- The exercise of physical force by a person against any person in the campus or outside campus which could cause physical injury;
- an attempt to exercise physical force against any person
- A statement or behavior that it is reasonable for a person to interpret as a threat to exercise physical force against them.

### **3. Policy:**

Campus violence and harassment will not be tolerated at IIITD University. IIITD will take all reasonable steps to protect students from campus violence and harassment and will investigate and deal with all incidents and complaints in a fair and timely manner, respecting the privacy of all concerned as much as possible. Individuals who commit campus violence and harassment may be subject to disciplinary action, criminal penalties, or both. Retaliation or reprisals are prohibited against any person who, in good faith, has complained under this policy.

## **Policy against Sexual misconduct/ Harassment, eve teasing, stalking**

### **4. Policy:**

- a. The University has 'zero tolerance' policy for any acts of sexual harassment. A standing committee for prevention of sexual harassment has been constituted to look into any complaint in this regard.
- b. constitution of Committee on Sexual Harassment and Eve Teasing  
With regard to the Supreme Court Judgment and guidelines issued in 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places, IIITD has constituted a Committee on Sexual Harassment and Eve Teasing.
- c. Objective of the Committee are to:
  - i. prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees;

- ii. make recommendations to the University authorities for changes/elaborations in the Rules and Regulations for the students and the staff to make them gender just and to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment against women, by the students and the employees;
- iii. deal with the cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment;
- iv. Recommend appropriate punitive action against the guilty party to the university authorities.

d. Procedure:

The Committee shall deal with all the complaints of sexual harassment relating to students, staff and faculty studying/working at IIITD, The written complaint of discrimination or sexual harassment may be addressed by the victim or a third party to the Convener of the Committee on Sexual Harassment and Eve Teasing. If the complaint is made to the Head of the Department, Dean/Director of the Faculty, or any Committee Member or any other Officer of the University, the same shall be forwarded it to the Convener of the Committee.

e. According to the Hon'ble Supreme Court guidelines, any or a combination of the following acts shall be deemed as "unwelcome" sexually determined behavior (whether directly or by implication):

- i. Physical contact and advances.
- ii. Demand or request for sexual favors.
- iii. Sexually colored remarks.
- iv. Showing pornography
- v. Other unwelcome physical, verbal or nonverbal conduct of sexual nature.

f. **In addition, the following acts shall also amount to sexual harassment: \***

- i. Eve-teasing
- ii. Unsavory remarks.
- iii. Jokes causing or likely to cause awkwardness or embarrassment.
- iv. Innuendos and taunts.
- v. Gender-based insults or sexist remarks
- vi. Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like.
- vii. Touching or brushing against any part of the body and the like.

- viii. Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings.
- ix. Forcible physical touch or molestation.
- x. Physical confinement against one's will and any other act likely to violate one's privacy.
- xi. Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, text messages, written letters, gifts, or any other communications that are unwelcome.
- xii. Use of online, electronic or digital technologies in connection with such communication, including but not limited to:
  - ◇ Posting of pictures or text in chat rooms or on websites;
  - ◇ Sending unwanted/unsolicited email or talk requests;
  - ◇ Posting private or public messages on Internet sites, social networks, and/or school bulletin boards;
  - ◇ Installing spyware on a person's computer;
  - ◇ Using Global Positioning Systems (GPS) or similar technology to monitor a person.
- xiii. Pursuing, following, waiting for, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the person.
- xiv. Surveillance or other types of observation including staring or "voyeurism"
- xv. Trespassing
- xvi. Direct verbal or physical threats
- xvii. Gathering information about an individual from friends, family, or co-workers
- xviii. Accessing private information through unauthorized means
- xix. Threats to harm self or others
- xx. Defamation and/or lying to others about the person, or
- xxi. Using a third party or parties to accomplish any of the above

### **Alcohol and Drug abuse policy**

5. **Definition:** We expect all students to observe local and state governing the possession, use, and furnishing of alcoholic beverages and controlled substances, also referred to as illegal drugs. We are committed to a drug and alcohol free campus.
6. **Policy:** The institute policy concerning alcohol and drugs are clear, readily understood, and applied consistently and equally to all students. When alcohol violations or drug violation occur, students may face disciplinary action. Serious incidents that put the student or others at risk of harm, as well as repeated offenses, require a more vigorous response, including referral to counseling or a treatment facility, a leave of absence, and/or disciplinary outcomes as appropriate by the disciplinary action committee.
7. **Following Constitutes violation:**
  - a. **Alcohol**

- Underage drinking. Only persons of legal age (25 or older in India as defined by the laws) may possess or consume alcoholic beverages
- Purchasing, serving, or furnishing alcohol for or to a minor.
- Driving vehicle while under the influence of alcohol or other drugs. Driving on or off campus under the influence of drugs or alcohol is prohibited
- Bringing alcohol to Institute events.
- Possessing alcoholic beverages in unauthorized spaces including hostels.
- Engaging in drinking games and other behaviors designed for the purpose of becoming intoxicated through the abusive use of alcohol.

#### **b. Drugs**

- Using or possessing illegal drugs.
- Using, possessing, selling, distributing or manufacturing prescription medication without a properly issued prescription.
- Distributing, selling, or possessing with the intent to distribute illegal or controlled substances.
- Possession of drug paraphernalia that has been used.

#### **Helping students and friends and keeping the campus clean and healthy.**

We have been experiencing an alarming increase of drug abuse among the youngsters in recent years. The alarming rate of drug abuse especially among youngsters has had detrimental effects on our society.

The competitive environment and sheer pressure of studies on students might be one of the few reasons which could result in substance abuse among the youngsters. Therefore this may even affect students from our campus.

The students involved in drugs and substance abuse require our support and help. Harsh punishments may not be a step in the right direction. Please note without the support of family, friends, Councilors and doctors it would be really difficult to put an end to this and help the student who is addicted to drugs and substance.

It is therefore the responsibility of every student to report use of any drug, substance, alcohol and cigarette smoking inside the campus or hostel. Such cases can be reported by any student to SC or DOSA or Warden by mail. The SC can further report the matter by official mail account to DOSA/Warden. The identity of the student reporting will be kept confidential. Any drug abuse outside campus where IIITD students are involved can also be reported.

We are also placing Suggestion box in hostel where such cases can also be reported. Please note no anonymous report will be entertained.

In case the report is authentic, the reported student will be referred to Counseling Cell for the counseling sessions where his/her behavioral modification part will be taken care of. In case the same person is again reported, then the case will be referred to DAC for disciplinary action as per policy.

We once again reiterate that the aim of this exercise is not to punish any student but to guide them out of the network of abuse.

**8. Community Responsibility:**

- a. The Institute believes that alcohol and other drug-related problems affect our entire community and that each of us has a responsibility to help safeguard the community health by respecting Institute policy and intervening in situations of abuse. Any member of the institute community having knowledge of an individual on campus who is abusing alcohol or in possession of or using illegal drugs is urged to encourage the individual to seek counseling and/or medical assistance. All members of the community are also expected to help protect the community health by informing appropriate Institute staff members of instances of drug distribution and/or sales.
- b. Involvement with or dependency upon drugs or excessive or illegal use of alcohol will be viewed by the Institute as a health concern, as well as a disciplinary matter.

**9. Disciplinary Action** In case of violation of above rules following disciplinary action is proposed:

- i. Removal from hostel
- ii. Referring the case to disciplinary action committee.

**Policy against ragging**

10. IIT Delhi has zero-tolerance policy on ragging, which is a punishable offence. The institute has formed an anti-ragging committee and squads. Besides, each student of the institute and his/her parents and/or guardian are required to submit a combined undertaking against ragging at the time of registration, which is a mandatory process. All concerned officials of the institute, students, parents and guardians of the students, members of anti-ragging committee and squads need to adhere to the stipulations on the matter and effectively monitor and comply with the provisions made against ragging. The institute has following measures in place:-

- a. Institute level Anti-ragging Committee: It consists of,
  - Dean of Student Affairs    Chairman
  - Chairman, UGC                Member
  - Chairman, PGC                Member
  - SG, Faculty Coordinator    Member
  - Chief Warden                 Member
  - Student Relationship officers Member
  
- b. Hostel-Level Anti-ragging Committee: It consists of,
  - Hostel Warden
  - Student Senate Secretary
  - Student Council Secretary
  - Sports Secretary
  - Mess secretary
  - Hostel committee secretary
  
- c. Message/Complaint Boxes near to the academic area.
  
- d. Undertaking from the Students and Parents.

11. **Disciplinary Action** In case of violation of above rules following disciplinary action is proposed:

- a. Removal from hostel
  
- b. Referring the case to disciplinary action committee.

**Policy of non discrimination**

- c. The institute complies with applicable provisions of state law which prohibit discrimination in employment, or in admission or access to its educational or extracurricular programs, activities, or facilities, on the basis of race, creed, color, place of birth, ancestry, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, marital status, service in the armed forces, positive HIV-related blood test results, genetic information, or against qualified

individuals with disabilities on the basis of disability and/or any other status or characteristic as defined and to the extent protected by applicable law.

## **Campus use Policy and Information**

### **12. Damage to the Campus property:**

- a. Damaged caused to any room, area in and around the hostels and student Centre unless due to natural wear and tear will be charged from the individuals causing the damage or collectively from the residents.
- b. Any intentional damage caused to property is considered a serious offence and will attract severe punishment which may include academic and administrative penalties.

### **13. Smoking Policy:** In order to promote a healthful environment, smoking is prohibited in all campus buildings **including hostel**. This includes porches, balconies, decks or any part of the building structure. E-cigarette smoking is also prohibited in campus buildings. Failure to observe this policy will be treated as a fire discipline **matter** and **will** attract severe punishment which may include academic and administrative

### **14. On Campus Parking:**

- a. The vehicles entering the IIITD Campus shall do so from Gate No 1.
- b. Resident Students are not allowed to park or use their personal vehicles inside the campus.
- c. Overnight parking is not allowed inside the campus.
- d. The vehicles entering the IIITD Campus shall keep themselves to the left of the road. The campus is a **No Horn Zone** and a **maximum speed of 20 km/hr.** is permissible.
- e. All students using their vehicles will display the sticker of IIITD. All visitors' vehicles shall do the necessary registration at the main gate at entry.
- f. **Parking Zone:** Please ensure that the vehicles are parked at only designated places as follows:-
  - i. Students- Designated parking is near the hostel.
  - ii. Two Wheeler Parking for students- Near the Hostel area.
- g. **Penalty for Violation:** Any vehicle reported by Faculty/Officers/SC/Security for violation of the above guidelines will be fined Rs 200/- first time, second violation will result in withdrawal of car sticker for one month and an entry into the personal record of the individual. The case will be referred to the disciplinary committee for any subsequent violations.

### **15. Visitor Management:**

- a. Visitor entry to the campus is allowed **from 8 am to 10 pm**
- b. Any visitor coming to the building complex can gain entry through **Gate No 1** only after confirmation from the student whom the visitor intends to meet
- c. All visitors entering campus are under CCTV surveillance and the number plate is recorded by the camera.
- d. **No visitor is allowed to stay on campus or in hostel overnight.**
- e. **Gate No 3:** The Gate remains open from 6 am to 11pm. The entry through this gate is restricted to following employees
  - i. Faculty and staff
  - ii. Students using pathway

iii. No visitors are allowed through gate No 3

f. **Hostel visitation.**

i. Common Room in the Boys' Hostel will be open for visitors to meet the residents for all throughout the day.