



INSTITUTE OF TECHNOLOGY AND MANAGEMENT, GWALIOR

CODE OF CONDUCT FOR STUDENTS





Vision

To develop the institute into a centre of excellence in education, research, training and consultancy to the extent that it becomes a significant player in the technical and overall development of the country.

Mission

- To meet the global need of competent and dedicated professionals.
- To undertake R&D, Consultancy & extension activities which are of relevance to the needs of the mankind.
- To serve the community by interaction on technical and other aspects of development.

Values

- Humanity and ethics blended with sincerity, integrity and accountability.
- Productive delivery supported by healthy competition.
- Efficiency and dynamism coupled with sensitivity.
- To nurture innovation and ability to think differently with rational creativity.
- Appreciation of sustainable socio-cultural values and to feel proud to be a good professional contributing to the betterment of mankind and mother earth.



CODE OF CONDUCT STUDENTS

The reputation of an institute is reflected in the performance and conduct of its students. While infrastructure and resources are essential, the true measure of an institute's success lies in the behavior and achievements of its students. To ensure the Institute takes pride in its students, the following code of conduct is established:

OBJECTIVES OF THE CODE

The Institute is dedicated to cultivating skilled professionals with strong technical abilities, innovative research capabilities, and exemplary conduct. Students are expected to adapt to evolving technological environments with high ethical standards. This code aims to instill values of honesty, integrity, responsibility, and mutual respect. Students must adhere to these values and comply with the code to support the Institute's core objectives and values.

APPLICABILITY OF THE CODE:

This Code applies to all students enrolled at the Institute, including participation in any academic program, activity, or event organized by the Institute. It is the responsibility of each student to understand and follow this Code from the moment of admission. Adherence to this Code is mandatory and enforceable for all students.

RESPONSIBILITIES OF STUDENTS:

Students are expected to:

1. Familiarize them with and adhere to this Code and any amendments.
2. Conduct themselves with dignity and respect towards authorities, staff, and peers on campus, in hostels, and at other locations.



3. Follow appropriate and formal dress codes.
4. Contribute to a vibrant academic, intellectual, cultural, and social environment consistent with the Institute's goals.
5. Utilize educational opportunities effectively to excel academically and develop a scientific mindset.
6. Cultivate positive work habits and attitudes.
7. Abide by national laws and respect human rights.
8. Honor the cultural and social values of the country.
9. Report any breaches of this Code to relevant authorities.
10. Inform parents or guardians about the Code and encourage their support in upholding it.

BEHAVIOR AND CONDUCT OF THE STUDENT:

A. GENERAL:

1. Students must wear their identity cards and prescribed uniforms while on campus.
2. Cheating and plagiarism are strictly prohibited.
3. Maintain honesty in all academic and interpersonal interactions.
4. Avoid using profane language or offensive gestures.
5. Engage in positive group activities and avoid bullying or harassment.
6. Refrain from teasing or ridiculing others.
7. Avoid clothing with inappropriate messages (e.g., offensive language, drug references).
8. Respect others' personal property.
9. Follow directions from all college staff.
10. Do not bring or use weapons, real or imitation, on campus or in hostels.
11. Avoid gossip and rumor-spreading.
12. Pay fees for higher semesters promptly to avoid penalties.

B. ON CAMPUS:



1. Use free time constructively in the library or reading room; avoid loitering or crowding in inappropriate areas.
2. Maintain a low noise level on campus and in corridors.
3. Wear the college ID card at all times on campus and during external events organized by the college.
4. Possession or use of chewing gum, drugs, tobacco, alcohol, or other intoxicants is banned. ITM is a “Smoking-Free Campus.”
5. Avoid anti-institutional, anti-national, antisocial, or political activities on campus.
6. Engaging in trade activities on campus is prohibited.
7. Political activities are not allowed.
8. Respect college property; any damage will result in disciplinary action and possible expulsion.
9. Unauthorized distribution of notices or fundraising is prohibited.
10. Participation in strikes, protests, or any disruptive activities is banned.
11. Illegal confinement of college officials and similar activities are prohibited.
12. Dispose of waste properly using designated dustbins.
13. Educational tours or industrial visits require prior approval and must be accompanied by faculty.
14. Bringing vehicles onto campus is prohibited. Unauthorized vehicles will be locked or seized.
15. Unauthorized outsiders are not allowed on campus or in hostels.
16. Avoid carrying valuable items or large sums of money to prevent loss or theft.
17. Criminal activities on campus will be reported to the police and may result in suspension or expulsion.
18. Participation in any criminal offense will lead to suspension or expulsion.
19. Students under criminal charges or suspension must not enter the campus without permission.
20. Birthday celebrations and color festivals are prohibited without prior approval.



21. Burning firecrackers on campus is forbidden.
22. Maintain a quiet environment, particularly in corridors and academic areas.

C. IN ACADEMIC AREAS:

1. Attendance and active participation in classes are mandatory.
2. Ensure a safe and uninterrupted learning environment; disruptive behavior is not tolerated.
3. Maintain high standards of discipline.
4. Silence is required in academic premises.
5. Arrive on time for all classes. Latecomers may not receive attendance.
6. Come prepared with necessary materials and completed assignments.
7. Do not enter or leave the classroom without permission during sessions.
8. Show respect to all staff and follow their instructions. Non-compliance may result in disciplinary action.
9. Keep classrooms tidy; switch off lights and fans when not in use.
10. Malpractice in labs or exams will be dealt with severely, including possible disqualification.
11. Use of mobile phones in academic areas is prohibited; confiscation will occur for violations.
12. Internet use should be limited to academic purposes.
13. Be responsible for any borrowed textbooks or equipment; damages will incur charges.
14. Tampering with office records is a serious offense leading to suspension or expulsion.

D. DRESS CODE:

1. Adhere to the prescribed dress code.
2. Avoid collarless and sleeveless T-shirts.
3. Wear clothing free from inappropriate messages or references.
4. Dressing in a manner that undermines dignity or decorum is not allowed.



DISCIPLINARY SANCTIONS:

In maintaining a safe and respectful learning environment, it is crucial to have a clear policy for addressing student misconduct. This policy, developed by a committee comprising:

- **Dr. S.S. Chauhan (Dean Academics)**
- **Dr. Rishi Soni (HOD, CSE/IT)**
- **Dr. Megha Lahne (Coordinator, WEL)**
- **Mr. Nitin Dixit (ADSW)**

Outlines procedures for handling and resolving cases of indiscipline.

CATEGORIES OF OFFENSES AND CORRESPONDING PENALTIES:

A. Harassment or Misbehavior with Female Students

Any derogatory verbal or physical actions towards female students, including eve-teasing or other forms of misconduct, are strictly prohibited.

- **First Offense:**
 - ❖ Suspension for six months
 - ❖ Written undertaking from the student's parents
 - ❖ Fine of Rs. 5,000/-
- **Second Offense:**
 - ❖ Suspension for one year
 - ❖ Written undertaking on Rs. 100/- stamp paper
 - ❖ Fine of Rs. 10,000/-
- **Third Offense:**
 - ❖ Expulsion from the institute
 - ❖ Possible filing of an FIR



B. Clashes or Physical Altercations

Incidents of physical altercations, including fighting, bullying, or assault, will be addressed with appropriate sanctions based on the severity of the incident.

Level-1: Normal fight, Bullying, Slapping	<p>1st Time Immediate suspension, undertaking from parents and students, warning letter, 5000/- fine and 5% deduction of attendance.</p> <p>2nd Time Immediate suspension undertaking on a stamp paper of Its 100/-, Fine of Rs. 10,000 and 10% deduction of attendance.</p> <p>3rd Time A Fine of Rs. 15,000/- and suspension for one semester</p>
Level-2: Sign of injury/ Physical assault	<p>1st Time Immediate suspension and undertaking from parents and student, Fine of Rs. 5000/- and 10% deduction of attendance</p> <p>2nd Time Immediate suspension and undertaking on a Rs. 100/- stamp paper, Fine of Rs. 10,000/- and 20% deduction of attendance.</p>
Level-3: Involvement of Outsiders in the campus using Stick/ Rod/ Arms/etc.	<p>1st Time Immediate suspension and undertaking from students and Parents, Fine of Rs 10000/-</p> <p>2nd Time Immediate Suspension and Rustication for a period of one year, Fine of Rs. 10000 Undertaking on a Rs. 100/- stamp paper</p> <p>3rd Time Expulsion from the institute. Depending upon situation on FIR may also be lodged.</p>

**Possible legal action depending on the nature of the altercation*



C. Financial Fraud (e.g., Fake Receipts, Forgery)

Any form of financial fraud, including forgery or issuing fake receipts, will be treated as a serious offense.

First Offense:

- Warning letter
- Fine ranging from Rs. 5,000/- to Rs. 10,000/-
- Written undertaking from student and parents

Repetition of Offense:

- Fine double the amount of the financial irregularity
- 10% deduction in attendance

Continued Violation:

- Expulsion from the institute
- FIR may be lodged

D. Misbehavior or Threats to Teaching or Non-Teaching Staff

Any disrespectful behavior or threats toward staff members will be met with strict disciplinary actions.

First Offense:

- Immediate suspension
- Written undertaking from student and parents
- 10% deduction in attendance

Second Offense:

- Suspension for 15 days
- Fine of Rs. 5,000/-
- Disqualification from mid-term exams
- 20% deduction in attendance



E. Academic Misconduct (e.g., Cheating, Plagiarism):

First Offense:

- i. Zero on the affected assignment or exam.
- ii. Written warning and mandatory academic integrity training.

Second Offense:

- i. Zero on the affected course.
- ii. Probationary period and additional academic integrity training.

Third Offense:

- i. Expulsion from the institute.
- ii. Notification to other academic institutions, if necessary.

F. Damage to Institute Property:

First Offense:

- i. Compensation for damages
- ii. Warning and possible suspension for a short period
- iii. Written undertaking from students and parents

Second Offense:

- i. Higher compensation for damages
- ii. Suspension with an undertaking on Rs. 100/- stamp paper for up to six months
- iii. Fine of Rs. 5000/-
- iv. 10% deduction in attendance

G. Religious or Communal Intolerance

Acts that incite religious or communal disharmony or create ill will among students on the basis of religion will not be tolerated.



First Offense:

- Warning and written undertaking from student and parents

Second Offense:

- Immediate suspension
- Fine of Rs. 10,000/-
- Additional actions as recommended by the Discipline Committee

PROCEDURE FOR HANDLING INDISCIPLINE

- **Departmental Investigation:** All cases of misconduct will initially be investigated by the Departmental Discipline Committee. The findings will be submitted to the Dean Student Welfare (DSW) with recommendations for action.
- **Cross-Department Cases:** If students from multiple departments are involved, the case will be handled directly by the Dean Student Welfare (DSW).
- **Examination Misconduct:** Misconduct during exams will be managed by the Superintendent of Examinations.
- **Hostel/Mess Incidents:** Cases related to hostels or mess will be investigated by the Hostel Committee, with recommendations submitted to Dean Student Welfare (DSW).
- **Student Appeals:** Students may appeal disciplinary actions to the Head of Department (HOD) or the Dean Student Welfare (DSW).
- **Harassment Cases:** Female students should report harassment directly to the Women Empowerment Cell, which will handle investigations with assistance from the Dean Student Welfare (DSW) if needed.
- **Final Decision:** The Dean Student Welfare's findings will be submitted to the Director for final approval. Once approved, disciplinary actions will be enforced by the DSW.