

STUDENTS' HANDBOOK ON CODE OF CONDUCT

School of Planning and Architecture Bhopal

Introduction

School of Planning and Architecture, Bhopal (Hereinafter referred to as SPAB) educates its students to be responsible and civic minded citizens. The Code and Conduct of Student outlines student conduct and disciplinary policies that pertain to students and student organizations at SPAB. It aims to provide information to students, faculty and staff regarding the ideals that underlie our academic motto, and the expectations that the Institute has regarding the conduct of students. The purpose of the policies outlined in the Code and Conduct of Student is to protect the rights of all members of the SPAB Community and to maintain an atmosphere in the community appropriate for an institute of National Importance.

All students must know that it is incumbent upon them to abide by this Code of Conduct (hereinafter referred to as the 'Code') and the responsibilities and restrictions flowing from it. The students are expected to abide by the code during their stay on Campus (including academic and non academic areas on Campus), in their respective hostels and responsible behavior off Campus.

All Students are instructed to be well conversant with this Code, which can be also referred from the official website of SPAB.

1 Scope of Code and Conduct of Student Discipline

SPAB faculty, staff and students value the Institute's relationship with the surrounding community and realize that it has tremendous social, cultural and economic impact on the community. The Campus aspires to be a vehicle free Campus, and thus students are not allowed to keep two wheelers or four wheelers but are encouraged to keep cycles and use them.

- 1.1.** Code setting and enforcement (discipline) are ways of educating students to become conscientious members of that community, and students are expected to conduct themselves in a responsible manner at all times, whether on or off Campus.
- 1.2.** This system is based on a philosophy of fairness for all parties affected by any situation involving a student's noncompliance with SPAB code or regulation. The student discipline system is designed for an educational system and does not function as a court of law. Therefore, procedural issues, including the introduction and consideration of evidence, are handled in a manner consistent with that educational focus. Where the allegations are more serious, and therefore the consequences more serious, the rules are structured appropriately. The student discipline system is not a substitute for the criminal and civil courts but, an additional option for complainants when the alleged violator is an enrolled SPAB student.
- 1.3.** If a student or a group of students are cited by staff, faculty, or other students for a possible violation of civil laws and/or the Code or any other relevant institute policies on Campus, they may be subject to either the disciplinary process/action of the institute and/or appropriate legal measures.
- 1.4.** If a student or a group of students is reported by community members for possible violations of the law off Campus, the Institute will cooperate with appropriate officials in taking necessary legal actions if required. Further, if a student or a group of students is reported to the Institute authorities for violations off Campus, the Institute may intervene on a formal or an informal basis. The 'informal' intervention will involve the individual student or the group of students being referred to the Dean of Students' Affairs or a competent authority for discussions on the incident.
- 1.5.** Institute may also exercise jurisdiction over conduct which occurs off-Campus violating the ideal student conduct and discipline as laid down in this code and other regulations, as if the conduct has occurred on Campus which shall include
 - 1.5.1.** Any violations of the Sexual Harassment policy of SPAB against other students/staff/faculty/Campus residents of the School.

- 1.5.2. Verbal abuse, threats of violence, physical assault or conduct that threatens the health or safety of any person including other Students/Faculty/Staff/Employee/Campus residents of SPAB;
- 1.5.3. Possession or use of weapons, explosives, or destructive devices off Campus.
- 1.5.4. Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- 1.5.5. Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-Campus community.

The Institute, while determining whether or not to exercise such off-Campus jurisdiction in situations enumerated herein above shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the Campus community and/or whether the off Campus conduct is part of a series of actions, which occurred both on and off-Campus.

2. Grounds of Disciplinary Proceedings

All students are responsible for conducting themselves in a manner that helps enhance the environment of learning, wherein the rights, dignity, worth and freedom of each member of the Campus are respected.

3. A student found responsible for the violation of any clause outlined in this section is subject to disciplinary sanctions. Dean/Associate Dean of Students' Affairs or designee may initiate disciplinary proceedings against student(s) suspected of violating the Code of Conduct of the Institute outlined herein and/or elsewhere within the jurisdiction of the Rules and Regulations of SPAB.

- 3.1. Any violation of any sort pertinent to the Indian Penal Code.
- 3.2. Students are required to familiarize with all SPAB policies (the Code, hostel manuals and other relevant policies) that refer to appropriate behaviour on Campus. The student is required to sign an undertaking stating that he is aware of all SPAB published policies, rules and regulations. The undertaking needs to be countersigned by the parent/guardian.
- 3.3. Conducts that interfere with the operations of the Institute are discouraged. Such conducts include but are not limited to disruptions or obstructions of teaching, research, administration, or other SPAB activities.
- 3.4. Ragging (as per Supreme Court Guidelines) in any form is prohibited in either the premises of SPAB Campus or off Campus.
- 3.5. Failing to comply with orders or directives of SPAB officials/ Deans SPAB, Institute hearing bodies, Institute Security Personnel, or any other law

enforcement officers (Wardens, Assistant Wardens, Security Officer, Hostel Assistants, Office Assistants, Caretakers and Guards) acting in the performance of their duties.

- 3.6.** Furnishing false or misleading information to a member of the faculty, staff, student, or law enforcement official acting in an official capacity.
 - 3.7.** Failure to comply with written or oral communications from an authorized SPAB official to appear for a meeting or hearing as part of the Code.
 - 3.8.** Violation of SPAB policies causing threat to academic integrity.
 - 3.9.** Forgery, alteration, destruction, misuse, or possession of SPAB documents, including but not limited to Institute identification cards or records without authorization. Violations include, but are not limited to, forgery of applications for financial aid, admission, course changes or course credit, copying, misuse or alteration of hostel entry/exit permits, alteration or misuse of transcripts, and student identification cards etc.
 - 3.10.** Abuse of the Institute disciplinary system, including but not limited to
 - a) Knowing falsification or misrepresentation of information presented to any judicial authority.
 - b) Interference with a judicial process through coercion, intimidation, threats, or bribery.
 - c) Failure to promptly obey any mandate of any SPAB disciplinary authority.
 - d) Initiation of a complaint with prior knowledge that the information submitted is false.
 - e) Influencing or attempting to influence another person to commit an abuse of the Code.
 - 3.11.** Damage, defacement, or destruction of any private or Institute property.
 - 3.12.** Attempted or actual theft or possession of private or Institute property.
 - 3.13.** Unauthorized use of private or institute facilities including, but not limited to telephone, internet, computing equipments and other accessories.
 - 3.14.** Possession, duplication, or use of keys to any SPAB premises without authorization; entry or use of Institute premises without permission.
 - 3.15.** Violation and/or sabotage of safety systems, including but not limited to, the below listed behaviours as well as any other behaviour prohibited by the Institute authority.
 - a) Unauthorized use, abuse, or interference with fire protection equipment or other safety equipment's which could result in death, injury, or substantial property damage.
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- b) Intentional setting off of false fire alarms.
 - c) Bomb/Fire Cracker threats or similar threats involving dangerous devices or substances.
 - d) Behaviour which constitutes a significant fire hazard.
- 3.16.** Unauthorized possession/ Conducts that endanger the health or safety of members of the SPAB community or other persons.
- 3.17.** Disorderly conduct involving two, three and four wheelers that jeopardizes traffic and safe movement within the Campus.
- 3.18.** Disorderly conducts with students/staff/faculty including, but not limited to, verbal abuses or inappropriate behaviours or any other activities or behaviour prohibited by SPAB.
- 3.19.** Organization or participation in activities which are in violation of SPAB policies related to demonstrations and/or assemblies.
- 3.20.** Discriminations against any member of the SPAB community, or a visitor, through biased or prejudicial behaviors related to the person's race, color, nationality, sex, religion, disability, age or sexual orientation.
- 3.21.** Failing to discourage/confront illegal activity and/or violation of the Code by active/passive participation/presence during the activity
- 3.22.** Hazing, defined as, but not limited to, any act imposed on current or potential members of a group or organization that endangers the mental or physical health or safety of a person, that defaces or destroys public or private property, that is likely to result in humiliation or ridicule, or that is likely to result in interference with academic efforts regardless of the consent of the participants, or any actions or activities prohibited by SPAB.
- 3.23.** Physical abuse, including, but not limited to, inflicting or threatening bodily harm upon any person, or acting in a manner which creates a risk of bodily harm to any person.
- 3.24.** Harassment, abuse, coercion, or threats by means other than the use or threatened use of physical force. These include, but are not limited to, any behaviour prohibited by the law.
- 3.25.** Sexual Harassment/misconduct: Offensive or derogatory comments or conducts reflecting gender-bias which create intimidating work, or living environments and which represent substantial violations of the rights or opportunities of the victim(s). Such conducts include but are not limited to:

- a) Conducts that violate the institute's policies prohibiting sexual harassment, such as unwelcome sexual advances, requests for sexual favours, and other unwelcome verbal or written communications of a sexual nature.
 - b) The use of phone, email or any other method designed to transmit messages or materials of an explicit sexual nature that are unwanted by the recipient.
- 3.26. 3.1.26.** Harbours or bringing a pet on SPAB Hostel premises in violation of Institute Code.
- 3.27.** Gambling for money or other items of value on SPAB premises; including but not limited to, playing cards or other games of chance or skill for money or other items of value.
- 3.28.** Visiting classrooms, library, laboratories, faculty rooms, academic Departments/Centres and administrative Sections, in unacceptably casual attire.
- 3.29.** Use or possession of a controlled substance, narcotic or drug paraphernalia, including but not limited to, any actions or activities deemed prohibited by the Institute authority /Government of India.
- 3.30.** Sale, manufacture, or intent to manufacture a controlled substance, narcotic or drug paraphernalia, including but not limited to, any actions or activities prohibited by the Institute authority/ Government of India.
- 3.31.** Possession or use of any dangerous or prohibited chemicals.
- 3.32.** Possession or use of any explosive device or material, including but not limited to, firecrackers, cherry bombs, bottle rockets, and dynamite.
- 3.33.** Possession of firearms or any weapons.
- 3.34.** Any disruptive activity in a class room or in Institute Events/Endorsed/Sponsored Events both on and off Campus.
- 3.35.** Unable/refusal to produce the identity card issued by the Institute on demand by Campus security guards/SPAB officials.
- 3.36.** Organizing meetings and processions without permission from the Institute.
- 3.37.** Accepting membership of religious, political or terrorist groups banned by the Institute/Government of India
- 3.38.** Not disclosing a pre-existing health condition, either physical or psychological, to SPAB which may be detrimental to the campus environment.
- 3.39.** Misbehaviour at the time of student body elections
- 3.40.** Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.

- 3.41.** Students are expected not to interact, on behalf of SPAB, with media representatives or invite media persons on to the Campus without the permission of the SPAB authorities.
- 3.42.** Students are not permitted to either audio or video record lectures or take photographs in class rooms or actions of other students, faculty, or staff without prior permission.
- 3.43.** Students are not permitted to provide audio and video clippings of any activity on the Campus to media without prior permission.
- 3.44.** Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals/ groups/committees of SPAB on the social media (print/ virtual) or indulging in any such related activities having grave ramifications on the reputation of the Institute.
- 3.45.** Making/editing a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
- 3.46.** Drinking Alcohol and smoking and use of Drug are strictly prohibited on Campus. Drunkenness will not be tolerated and students found in a drunken state will face strict disciplinary action.

4. Disciplinary Proceedings

Disciplinary proceedings could be conducted based on the nature of violation.

4.1 Composition of Disciplinary Committee

4.1.1 SPAB Disciplinary Committee (SDC)

- i. Director's Nominee - Member
- ii. Registrar – Member
- iii. Dean/ Associate Dean Student Affairs, - Chairman
- iv. HoD's of all programs - Member
- v. Dy. Registrar/Asst. Registrar (Academic) - Member
- vi. Two Faculty members - Member
- vii. Warden of any one hostel - Member Secretary

viii. Warden and Assistant Warden of all hostels - Member

ix. Two Student Representatives/Members of student council - Member

The said quorum of the committee would consist of minimum 7 members from the above mentioned composition but mandatorily has to consist of chairman ,member secretary and student representatives .

In addition, the Chairman of the respective committee may invite any other persons to be associated with the proceedings of a particular case, if their participation is considered necessary in disposing of the matter.

4.1.2 Modalities of Investigation

When the Chairman of the respective committee receives information regarding alleged violation of any rule or regulation of the Code and Conduct of Student Discipline by the students,

The respective Chairman shall investigate the same.

- a) The Chairman may summon the student(s) either orally or in writing to appear at a specified date, time, and place in connection with an alleged violation.
- b) The Chairman may dispose of a violation as being unfounded and may impose disciplinary sanctions without a hearing.
- c) The students who fail without a good cause, to comply with such summons or letter of notice issued by the Chairman may be charged with a violation of the Code and may be recommended to the Director of SPAB for placing on disciplinary probation, temporary suspension, expulsion or barring against readmission.

5. Disciplinary Sanctions

If there is a case against a student for a possible breach of the Code, then the disciplinary committee will recommend a suitable disciplinary action after inquiring into the alleged violation and suggest action to be taken against the said student in accordance with the Code.

- a) The purpose of imposing sanctions is to promote educational and social development of the student and the SPAB community, to provide appropriate penalties, and to deter other acts of misconduct which thwarts the aims, purposes, and policies of SPAB.

b) No refund or credit of tuition fees, or other costs associated with attendance of the institute, will be made to students when disciplinary sanctions are imposed which result in the student's being deprived of privileges and/or access to services.

c) In the case of serious violations, a notation of the discipline matter will be placed on a student's transcript/character certificate.

d) Discipline records are confidential and are for restricted use only in accordance with policies of the institute. The contents of the student discipline record may not be released to anyone not associated with SPAB Disciplinary Committee except upon written approval of the concerned student and SPAB competent authority.

The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.(Annexure 1)

5.1 WARNING- Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

5.2 PROBATION: written notification that further violations of any sub-section of this Code will result in more severe disciplinary action. Warning probation may be imposed for a period of not more than one calendar year. Show cause notice would be issued to the student and subsequent explanation and its record would also be kept in the personal file.

5.3 RESTRICTIONS -Reprimanding and restricting access to various facilities on the Campus for a specified period of time. It prohibits participation in or attendance at certain events, activities, or class/lab; restricts specific Campus student privileges.

5.3.1 Hostel Privileges

5.3.2 Inter-Hostel Privileges

5.3.3 Use of Lab Facilities

5.3.4 Use of Sports Facilities

5.3.5 Membership in Clubs and Other Bodies

5.3.6 Holding Office

5.3.7 Placement Activity

5.3.8 No sanction of recommendation letters for jobs and higher studies

5.3.9 Description of indiscipline in the student's permanent discipline record/character certificate

5.4 COMMUNITY SERVICE - This sanction allows students the opportunity to reflect on their situations while giving back to the community in a positive way. Students will be responsible for completing the assigned hours by the due date given. However, any future

misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion. Students will be given a specific location and type of service as decided by the disciplinary committee in consultation with the student council to complete their hours.

5.5 MONETARY PENALTY- May also include suspension or forfeiture of scholarship/fellowship for a specific time period. Adequate compensation to fit the damage done to institute property. If the compensation is not made, it remains on the student's record as indebtedness to the institute, which then renders the student ineligible to register for subsequent semesters.

5.6 SUSPENSION- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Course drop, semester drop, rustication for a specified period may be given as punishment, depending on the severity of the offences.

5.7 EXPULSION - Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student related activities or Campus residences etc.

6. Appeal Procedures

A student can appeal to the Appellate Authority (Appointed by the Director, SPAB for a period of one year) against any disciplinary action imposed upon him/ her. He/she should appeal within two weeks' time with proper justification of the appeal.

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Appellate Authority.

The Appellate Authority may decide on one of the following:

6.1 Accept the recommendation of the Disciplinary Committee and impose the disciplinary action as suggested by the Committee or modify and impose any of the disciplinary actions as stipulated in the Code which is commensurate with the gravity of the proved misconduct,

6.2 Refer the case back to the Disciplinary Committee for reconsideration.

6.3 Refer the case to the Director, SPAB in cases of expulsion and modification of Disciplinary Action.

In any case the Appellate Authority's decision is final and binding in all the cases where there is a possible misconduct by a student.

7 Anti-Ragging

SPAB has a coherent and an effective anti-ragging code in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']'.

The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institute and the students are requested kindly to

7.1 Ragging constitutes one or more of the following acts:

- a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- f) any act of financial extortion or forceful expenditure burden put on a student by other students;
- g) any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

h) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;

i) any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

7.2 Anti-Ragging committee:

The Anti-Ragging Committee, as constituted by the Director, SPAB and headed by Dean, Student Affairs shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by Dean, Student Affairs, and can have as its members other Faculty Members and Medical Officials/ counselors.

7.3 Anti-Ragging squad

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the Campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the Institute. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

7.4 A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- a) Suspension from attending classes and academic privileges.
- b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c) Debarring from appearing in any test/ examination or other evaluation process.
- d) Withholding results.
- e) Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.

- f) Suspension/ expulsion from the hostels and mess.
- g) Cancellation of admission.
- h) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- i) In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.
- j) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities. The Anti-Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

7.5 An Appeal against the any of the orders of punishment enumerated hereinabove shall lie to:

- i) In case of an order of an institution, affiliated to or constituent part, of the Institute, to the Director of the Institute.

The students are an integral part of SPAB. Therefore, all students who are a part of SPAB and who are going to be enrolled in the Institute are advised to uphold the Code and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

UNDERTAKING

I hereby have read the Code of conduct handbook including the annexure and would abide by it.

Name of the Student:

Name of Parent/Guardian:

Signature of the Student:

Signature of the Parent/Guardian:

Mobile No. of Student:

Mobile No. of Parent/ Guardian:

Name and Scholar Number

Signature of the Student

Signature of the Parent/Guardian

Annexure 1

Type of Disciplinary Sanctions against various grounds of disciplinary proceedings of students

S.No.	Grounds of Disciplinary Proceeding	Disciplinary Sanctions (Either or combination of Specified sanctions can be imposed)	Decision making Committee	Appellate Authority
1.	Off Campus issues as laid down in 1.3,1.4 and 1.5	Probation, Suspension , Expulsion and Legal processes if required	SPAB Disciplinary Committee	Committee appointed by Director SPAB
2.	On Campus issues as laid down in 3.1.1 , 3.1.3, 3.1.4, 3.1.25,3.1.29,3.1.31,3.1.32,3.1.33, 3.1.34,3.1.37,3.1.40,3.1.44,3.1.46	Suspension, Expulsion and Legal processes if required	SPAB Disciplinary Committee	Committee appointed by Director SPAB
3.	On Campus issues as laid down in 3.1.5 , 3.1.8, 3.1.9, 3.1.10,3.1.11,3.1.12,3.1.18,3.1.21, 3.1.22,3.1.23,3.1.24,3.1.34,3.1.41, 3.1.43,3.1.45	Probation, Community service, Monetary Penalty,Suspension	SPAB Disciplinary Committee	Committee appointed by Director SPAB
4.	All other Campus issues as laid down in section 3	Warning, Probation, Community service, Monetary Penalty and Suspension	SPAB Disciplinary Committee	Committee appointed by Director SPAB

Note : Students whose personal record files indicate more than three offences as stated in the Code of conduct would be liable for a semester suspension and students' whose personal record indicate more than four offences as stated in the Code of conduct would be liable for expulsion from SPAB.