



## **PROCTORIAL BOARD** **RULES**

**Aim: To maintain healthy and peaceful environment in the campus.**

### **Objectives:**

- MANIT Bhopal insists on the sole motto of the Institute to provide high academic standards, Intellectual rigor and a high quality education; with intellectual freedom, professional ethics and social responsibility covering the global, national and local level competency.
- The Institute is towards the promotion of basic engineering, architectural, planning and management studies principles, technical skills with excellent professional conduct to lead and adapt themselves with changing environment with the highest ethical values.
- The working and efforts of proctor team empowers expectation of MANIT Bhopal in view of academic matters and personal life of students, with higher standards of moral values, integrity, interpersonal relations and respect for human rights among its students.
- MANIT Bhopal recognizes and values the diversity of student experiences and expectations, and is committed to treat students, both academically and personally, in a fair and transparent manner.
- All students, in return are required to comply with the SOP set down by the Proctorial team so that your conduct will be supportive to the Institute aim and objectives with cherished values.

### **Responsibilities of the Students:**

1. To become familiar with and adhere to the requirements set down by the Proctorial team and any amendment brought to it.
2. To behave and conduct themselves in the Institute campus, hostels and premises in a dignified and considerate manner and show due respect to the authorities, employees and elders.
3. Students shall maintain decorum, social dignity with highest standard of discipline.
4. To follow decent and formal dressing during classes, Viva Voce and presentation, widely acceptable and suitable for professional career.
5. All students are always required to carry their valid identity cards issued to them by the Institute. However the identity cards are supposed to be displayed on their outfits during academic hours in the Institute.
6. Students should behave politely, with due respect with staff, security & other service providers like house-keeping, canteen etc. in the campus.
7. To respect the laws of the country, human rights and national integrity to conduct in a responsible and dignified manners at all times.
8. To promote and maintain a vibrant academic, intellectual, cultural and professional atmosphere which is consistent with the objectives of the Institute.
9. Students are expected to spend their free time in the library, Reading Room, Playground and Laboratory. They shall not loiter along the verandahs or crowd in front of the offices or the Campus roads. Students should refrain from sitting on places such as parapets, stairs, footpaths etc.
10. All students need to provide postal address, mobile number(s), email and postal addresses of their parents/guardians to the HODs of the concerned department during registration on every semester. Any changes in the contact details should be intimated to the HOD of the concerned department and to the warden of concerned hostel immediately.
11. To access all educational opportunities and benefits available at the Institute and make good use of them to prosper academically and develop scientific temper.

12. Resources like electricity, water should be conserved and not be wasted unnecessarily. It is responsibility of every inmate to save the resources like water, electricity etc. Misuse of the RO Water is viewed seriously.
13. Transport facility, dispensary and ambulance services are for the benefit of the students and should be used for genuine cases only. Misuse of these facilities will be viewed seriously.
14. The class rooms, common areas and surroundings should be kept clean and hygienic. Unauthorized notices/ stickers shall not be pasted on walls.
15. Students shall only use the waste bins for dispensing waste materials within the campus including classrooms, hostels, offices, canteen and messes. Students are required to dispose the waste in segregated from (Bio-degradable/Non Bio degradable) wherever the provision is given,
16. Institute supports participation of students in extracurricular activities like NCC/NSS/Sports and other cultural and literary events within the Institute/ across India with prior permission. Participation without intimating the concerned HOD/Wardens/Dean Students welfare is noted seriously. Such cases will not be treated as representing the Institute.

### **Prohibited actions of the Students:**

1. MANIT, being an Institute of National Importance, promotes and protect national integrity. Therefore, groupism/gangs of any kind that would distort the harmony of the institute are strictly prohibited.
2. Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal and immoral activities within the campus.
3. Students shall not deface, disfigure, damage or destroy or cause any loss in any manner to public, private or Institute properties.
4. Any sort of conduct which leads to lowering of the esteem of the Institute is prohibited.
5. Students shall refrain from all activities considered as ragging which is a criminal offence.
6. No students shall exert undue influence/harass/abuse on fellow students. Such incidence are noticed very seriously.
7. Use of powered vehicles by students inside the campus has been banned. Students residents violating this rule are liable for punishment. Powered vehicles brought to the campus beyond the specific parking zone without prior permission from the security committee will be confiscated and huge penalty be levied. Confiscated vehicles will be released only at the end of the semester.
8. MANIT Campus is **“Free of Smoking, Alcohol and Narcotics”**. Possession or consumption of narcotic drugs, tobacco, alcohol and other intoxicating substances are strictly prohibited in the campus and hostels. If found guilty, student will have to face severe disciplinary action including dismissal.
9. Student involved in possession of narcotic materials will be handed over to the local police authority and has to face the legal consequences.
10. Possession or usage of weapons, explosives or anything that cause injury/damage to the life or body of human being or property is prohibited.
11. Institute does not tolerate any sort of discrimination based on religion/race/caste/gender or geographical/linguistic region. If someone found involved in such action, it will be viewed seriously.
12. Social media/E-mail and other modern communication gadgets are to be used for constructive purpose. If the utilization is identified as cyber-crime, the student has to face legal consequences.
13. If the student is involved in violation of law and order situation inside or outside the campus, they are answerable to the competent authorities.
14. Students charged with the criminal offence or under suspension shall not enter the Institute campus without the prior permission of the competent authority.
15. The Institute is being a place 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 of effigy or indulge in anything which may harm the peaceful atmosphere of the Institution and shall not involve in violence in the campus and outside.
16. Politically biased students’ organizations or outfits are not allowed inside the campus. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by political organization inside the campus.
17. No one shall bring, distribute or circulate unauthorized notices, pamphlets, leaflets etc. within the campus. The possession, distribution or exhibition of any such item is prohibited within the campus or on any property owned/ managed by the Institute.
18. Entry of strangers/ unauthorized guests into the campus is strictly prohibited. Students shall not bring such guests to the Institute without prior permission from the competent authority.

19. Unauthorized parties in the classrooms, common areas, disturbing the professional ambiance will be noticed seriously.
20. No Student shall collect money either by request or by coercion from other within the campus or hostels without due permission from the competent authorities. Gambling of any kind is strictly prohibited.
21. MANIT Bhopal thrives to keep 'plastic free' campus. Therefore, bringing and littering the campus with plastic and other non-biodegradable material is prohibited. If found, the student need to face disciplinary action.
22. No student shall enter or leave the classroom when the session is on without the permission of the faculty. Photography/Videography of the classes without permission of the concerned faculty are prohibited. On such cases, electronic gadgets used will be seized.
23. Students are not permitted to use mobile phones inside the class room, Library, computer center & laboratories and strictly prohibited to bring them inside examination hall.
24. Absconding from the Institute/hostel without prior intimation to the competent authority are viewed seriously and will be reported to the parent/guardian for necessary action.
25. MANIT Bhopal campus is near to several water bodies, as Bhopal is also known as City of Lakes. Student are advised not to venture in to the water/lakes/dams etc. for bathing or any adventures. During calamities/ epidemic/ pandemic like that of COVID-19, they need to strictly follow up the warning given by the competent authority.
26. Every student should follow the academic rules of concerned academic program, Indulging in malpractices in examinations or academic assessment is viewed seriously. Student/Students indulge in such unethical activities shall face severe disciplinary actions.
27. To remain vigilant and report any violation of this this by any students to the functionaries is the obligation of each and every student, In this regard, confidentially will be maintained to safe guard the student who report the same.
28. In an academic semester, a student can avail official from over and above compulsory 75% attendance for activities i.e. sport/ cultural/ extracurricular/ co-curricular activities with prior permission of the HOD concerned.

S. No.	Nature of the Issue	All punishment/Penalty depending upon severity. Punishment mentioned here will be executed in partially/full	Imposing Authority
1.	Indulged in Groupism/gangs/strikes etc.	<ul style="list-style-type: none"> <li>• Tendering apology.</li> <li>• Warning with a penalty of Rs.2000/-</li> <li>• Suspension for 15 days.</li> </ul>	HOD/Dean/ Ch. C.O.W.
2.	Anti-social/ Anti national.	<ul style="list-style-type: none"> <li>• Tendering apology.</li> <li>• Warning with a penalty of Rs.10,000/-</li> <li>• Suspended for a semester.</li> <li>• Debarred from placement activities.</li> </ul>	HOD/Dean/Director.
3.	Damaging the Institute properties.	<ul style="list-style-type: none"> <li>• If feasible, reinstalling the damaged property as before.</li> <li>• Paying double the cost of the damaged property.</li> <li>• Sharing double the cost of the damaged property among all involved.</li> <li>• Community services.</li> </ul>	HOD/Deans/ Ch. C.O.W.
4.	Statements/ media coverage that lowers the dignity of the Institute.	<ul style="list-style-type: none"> <li>• Apologizing in media with a penalty of Rs.10,000/-</li> <li>• Suspension.</li> <li>• Debarred from placement activities.</li> </ul>	Deans/ Director.
5.	Unauthorized displays of any	<ul style="list-style-type: none"> <li>• Tendering apology.</li> </ul>	HOD/Dean/ Ch. C.O.W.

	kind.	<ul style="list-style-type: none"> <li>Warning and cleaning up the area/bearing the expenses.</li> <li>Community services.</li> </ul>	
6.	Involvement in ragging/supporting/not informing ragging issue.	<ul style="list-style-type: none"> <li>Depending on the severity of offense</li> <li>Tendering apology.</li> <li>Warning with a penalty of Rs.10,000/-</li> <li>Suspended for a semester.</li> <li>Debarred from placement activities.</li> <li>Immediate expulsion from the Institute, Hostel.</li> <li>Handing over to the police.</li> </ul>	Anti-ragging committee.
7.	Abusing the fellow student or harassing based on caste/race/gender/religion etc.	<ul style="list-style-type: none"> <li>Tendering apology to concerned fellow student in front of Institute authorities/disciplinary committee.</li> <li>Debarred for a period of one semester.</li> <li>Debarred from placement activities, Punishment as suggested by Women cell/relevant committee.</li> <li>Community services.</li> </ul>	Security committee/ Dean SW/ Ch. C.O.W./Women cell/ Chairman of concerned committee.
8.	Usage of power vehicle.	<ul style="list-style-type: none"> <li>Seizure of the vehicle and release at the end of the semester.</li> <li>Penalty of Rs.10,000/-</li> <li>Community services.</li> </ul>	Security Committee/Dean SW.
9.	Smoking/Consumption of alcohol/Tobacco.	<ul style="list-style-type: none"> <li>Tendering apology with warning and paying Rs.5000/- as penalty.</li> <li>Expulsion from the hostel for a semester.</li> <li>Debarred for a period of one semester.</li> </ul>	Security committee/Dean SW/ HOD/ Ch. C.O.W.
10.	Consumption or involvement in narcotics.	<ul style="list-style-type: none"> <li>Debarred for a of one semester with a penalty of Rs.10,000/-</li> <li>Debarring the student from hostel for one year.</li> </ul>	Security committee/Dean SW/ Ch. C.O.W./HOD.
11.	Usage of weapons, explosives.	<ul style="list-style-type: none"> <li>Immediate Expulsion from the Institute.</li> <li>Handling over to police.</li> </ul>	Security committee/ Dean SW/ Ch. C.O.W./HOD.
12.	Involved in Law order situation outside the campus/criminal offence.	<ul style="list-style-type: none"> <li>Debarring from the Institute until he is acquitted.</li> </ul>	Dean SW/ Ch. C.O.W.
13.	Supporting any Unauthorized activity/destroying the witness.	<ul style="list-style-type: none"> <li>Tendering apology.</li> <li>Warning with a penalty of Rs.5000/-</li> <li>Community services.</li> </ul>	Dean (SW/Academics)/HOD/ Ch. C.O.W.
14.	Entertaining unauthorized guests in the Institute.	<ul style="list-style-type: none"> <li>Tendering apology.</li> <li>Warning with a penalty of Rs.10,000/-</li> <li>Community services.</li> </ul>	HOD/Deans.

15.	Unauthorized collection of funds/unauthorized parties/gambling.	<ul style="list-style-type: none"> <li>• Returning the money and tendering apology.</li> <li>• Warning with a penalty of Rs.10,000/-</li> <li>• Community services.</li> </ul>	HOD/Deans/ Ch. C.O.W.
16.	Littering in the campus.	<ul style="list-style-type: none"> <li>• Tendering apology and penalty of Rs.1000/-</li> <li>• Cleaning up littering area, or bearing the expense to clean up.</li> <li>• Community services.</li> </ul>	HOD/Deans.
17.	Misbehaving with faculty/staff/service providers of Institute or guests.	<ul style="list-style-type: none"> <li>• Tendering apology to competent authority if the Institute/Disciplinary committee.</li> <li>• Warning with penalty of Rs.5000/-</li> <li>• Debarred from placement activities.</li> <li>• Community services.</li> </ul>	Security committee/Dean SW/HOD.
18.	Hiding identity or contact.	<ul style="list-style-type: none"> <li>• Tendering apology</li> <li>• Community services.</li> <li>• Warning</li> <li>• Penalty</li> </ul>	HOD/Dean SW/HOD/ Ch. C.O.W.
19.	Usage of mobile phones in classrooms/Library without prior permission.	<ul style="list-style-type: none"> <li>• Immediate seizure of the mobile phone.</li> <li>• Warning.</li> <li>• Penalty.</li> </ul>	HOD/Dean SW/HOD of the concerned department/.
20.	Use of unfair means/Unethical practices during examinations.	<ul style="list-style-type: none"> <li>• If it is during continuous assessment (First year/First time) – His/her internal assessment score will be cancelled. I.e. his/her end semester performance only considered while awarding the grade.</li> <li>• If it is during end semester assessment,- he/she has to re-do the course as per academic rules.- He/ She will be debarred from writing subsequent examinations of the ongoing assessment.</li> <li>• If it is during make-up assessment,-His/ Her grades will be set to 'F. He/ She will be suspended for one semester.</li> <li>• If the student is malpractices repeatedly,-He/ She will be expelled from the Institute.</li> <li>• If the student is He/ She is supporting copying/ malpractice,- His/ Her grades in that paper will be set to ;F.</li> </ul>	HOD/ Dean Academics/ Disciplinary committee.

## **DISCIPLINARY MEASURES**

- ❖ **Any student who is found to be indulging in undesirable activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, non-compliance of any of the conduct rules, or violation of any other rule defined in this manual will be liable to the following punishments:**
  1. Expulsion from the hostel.
  2. A record of his / her misconduct will be made in his personal file.
  3. The cost of damage will be fully recovered from him/her together with penalty.
  4. He/she will also be fined commensurate with the offence committed.
  5. The privilege of appearing for campus interviews will be denied, when he/she reaches the final year.
  6. No recommendations will be given to him/her for studies abroad.
  7. Rustication from the Institute.
- ❖ Any student found hosting/ harboring an offender will also be liable to the punishments mentioned in rule 1.
- ❖ Availing room service or taking food or mess utensils to the room will attract a fine and disciplinary action by hostel administration, if repeated.
- ❖ Any breach of the conduct rules or any act of indiscipline will invite an enquiry that will be conducted by the Hostel Administration. If the student is found guilty, then the Hostel Administration will take disciplinary action that it deems fit. Depending on the case, the administration reserves the right to take direct disciplinary action amounting to even expulsion at short notice from the hostel.

### **Minor Indiscipline Acts**

1. Disturbing, by making undue noise or otherwise, any class, any Institute event, in the hostels, the academic block or the library; leaving the classroom or moving about in the classroom during class without the permission of the teacher; reading material not concerned with the class, Institute event; behaving in a class or any other Institute event or function in a manner that is inconsistent with the behavior and conduct reasonably expected on the occasion.
2. Intimidating and threatening any member of SLIET family.
3. Defacing the building by writing slogans and pasting bills.
4. Any type of markings on hostels/Institute inventory/walls etc.
5. Not recording the entry in the movement register of the respective hostel while moving outside the institute.
6. Not following the Mess/Hostel rules.
7. Not following the hostel timings.
8. Misuse of Internet facility.
9. Unnecessary roaming and sitting –in-pairs in and around institute campus.
10. Moving in the residential area of faculty/staff without any genuine reason.

11. Keeping any other person in the hostel room without permission of the competent authority.
12. Failure to observe Institute Regulations including being outside the campus without required permission/information of designated authorities, returning to the campus without prior permission after the designated hour by which students' resident on campus should have returned and staying overnight outside the campus (without prior permission/information).
13. Any other acts of indiscipline decided by the competent authority not befitting to the student.
14. Misbehave with guest, caretaker, attendant, mess workers live be hostel as an act of miscorous and disciplinary action notice are taker with fine.

**Director or indirect involvement in any of minor indiscipline stated above will invite:**

- Monetary fine imposed by Warden/Chief Warden/Ch. CoW/Dean (SW)/ Institute discipline committee (IDC) and Director.
- Rustication from Hostel premises for a specified period imposed by Chief Warden/Ch. CoW/Dean (SW)/ Institute discipline committee (IDC) and Director as the case may be.
- Any other action deemed fit by the Competent Authority/IDC and Director, Hostel Rule Book Page 24 for involvement in minor indiscipline acts, the Institute reserves the right to issue the Character Certificate with **"Satisfactory"** remarks.

### **Major Indiscipline Acts**

- Cases of alleged Sexual Harassment;
- Use of any auto mobile (2-wheeler/4- wheeler) inside the institute premises. Only for genuine medical reasons the student are allowed to use automobile after the approval of Dean (SW).
- Non-deposition of any fine by the student, imposed by the institute authority, within the stipulated time;
- Impersonation;
- Conduct that cause serious physical or emotional harm to any person. Whether or not a member of the Institute community, or could reasonably be considered as likely to cause such harm, including ragging, violent behavior of any kind such as assault, fighting, injuring other, manhandling and other such undignified forms of behavior; outraging or attempting to outrage the modesty of any person; possession of weapons or any other gadget which can be used/treated as weapons, explosives or any other similar materials that are inimical to the safety of any member of the Institute community; threatening the lives or peace of other on the campus or ill its precincts;
- Dishonesty including lying, theft or fraud; dishonesty in any academic work or any other aspect of Institute functioning; cheating in exam, plagiarism; malpractice in examination/abetting the use of malpractice in examination;
- Disturbing the classes' session, assaulting teachers and students etc.
- Taking out processions and holding demonstration inside the Institute campus;

- Wilful disobedience of instruction of the Institute (Including from teachers, officers, of the Institute, warden or any other person associated with teaching or administrative work of the institute)'
- Disrupting peace and order in the Institute including riotous or disorderly behavior;
- Wilfully damaging Institute property; wilfully causing loss to the Institute;
- Maliciously, bringing down or maligning the status or reputation of the Institute; immoral activity.
- Conduct hazardous to human health, sorely and well-being including consumption or possession of alcohol in the Institute premises, consumption of drugs, narcotics/psychotropic or similar substances; entering the Institute 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 Hostel Rule Book Page 25 any of the aforementioned substances into the institute campus; supplying drugs or narcotics/psychotropic substances including to a member of the Institute community regardless of where the supply occurs; being under the influence of alcohol or any of the aforementioned substance within the Institute precincts.
- Keeping any other person/students in the hostel room who has been expelled from the hostel/Institute.
- Repeated misuse of Internet facility.
- Any kind of commercial activity in the hostel in the hostel premises (rooms) is strictly prohibited and shall be treated as major-in-disciplinary activity.
- Any kind of money collection for any purpose by the student in the hostel premises (rooms) is strictly prohibited and shall be treated as major misconduct.
- Direct or Indirect involvement in the fighting case leading to physical injury to any person.
- Repeatedly committing minor misconduct on more than three occasions during the student's career in SLIET' shall fall under the category of Major Misconduct.
- Direct or Indirect involvement in any other acts of indiscipline decided by the competent authority not benefitting to the student.
- ❖ **In cases of alleged sexual harassment, the inquiry shall be held by a committee decided by the Director/Dean (SW) in consultation with the Chairperson, Woman Grievance (ICC) cell and give its recommendation to IDC .**
  - A. Cancellation of the registration of the current academic year as decided by Dean (SW)/Chairman IDC and Director.
  - B. Suspension from classes and from access to the Institute premises for a specified period as decided by Dean (SW)/ Chairman IDC and Director.
  - C. During this period of suspension the Scholar will not get any stipend/teaching assistantship.
- ❖ **Direct or Indirect involvement in any act of major indiscipline inside or outside the Institute premises states above will invite following actions as deemed fit:**
  - A. Using of automobile (2-wheeler/4-wheeler) inside the Institute premise by the student may invite impounding of the vehicle for the minimum period of 3 month and minimum fine Rs.5000/- (five thousand only) on each student riding the automobile after approval from Dean (SW)/ Chairman IDC and Director.
  - B. Minimum fine of Rs.5000/- (five thousand only) each as imposed by Warden/chief Warden/Dean (SW) as the case.



- C. Any other action OR Monetary fine as decided by IDC and Director.
- D. Student can be **put “ON-BOND”** and the following disciplinary action may be taken by the Chief Warden/ Chairman COW/Dean (SW)/IDC and Director as the case may be:
- A bond of Rs.50, 000/- (Fifty thousand) to be deposited in office of Chairman COW/ Chief Warden/ by the parents of involved students.
  - An undertaking under self-declaration from the parents of the student(s) regarding the good behavior of their ward.
  - Debarred to organize or participate in any Institute event and cannot represent Institute in any outside event.
  - General Proficiency Marks will be deducted accordingly.

**Dean (Student Welfare)**

**Proctor**