

# **STANDING ORDERS FOR THE STUDENTS AND THE PROCEDURE FOR ENQUIRIES & PUNISHMENTS**



**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE**  
**Roorkee - 247 667, Uttarakhand, India**

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## SO 1: STANDING ORDERS FOR THE STUDENTS AND THE PROCEDURE FOR ENQUIRIES & PUNISHMENTS

### GENERAL

#### SO 1: STANDING ORDERS FOR THE STUDENTS (GENERAL SO 1-1.1)

In exercise of the powers vested in the Senate under Statute 25, the Senate lays down the following Standing Orders for the students (U.G. /PG/Ph.D.) residing in any of the Bhawans, Married Students' Accommodations and also for those living outside the Institute Campus.

SO 1-1.2 These standing orders have come into force from the Academic Session 2025-2026.

SO 1-1 .3 The students of the Institute must **study the Standing Orders** carefully and also make themselves familiar with the regulations, rules and other instructions issued from time to time about their academic, co-curricular and other activities. When in difficulty or requiring assistance, they should contact the Officer(s) concerned as indicated in these orders.

SO 1-1.4 Any amendments and additions to these Standing Orders made by the Senate, will be notified through Notices displayed on Notice Boards and circulated in the usual manner. The plea of ignorance will not be entertained for any breach of the orders in force from time to time.

SO 1-1.5 The schemes for all academic work and for the examinations are notified to the students in the usual manner after their enrolment. Apart from their academic work, they are also expected to take full part in N.C.C., N.S.O., N.S.S. and other extracurricular activities.

SO 1-1.6 Proficiency grades are awarded to the undergraduate students for N.C.C., N.S.O. and N.S.S. The assessment also covers their general behavior and discipline. Proficiency should, therefore, receive the same attention as the academic work.

SO 1-1.7 The welfare and discipline of the students are looked after in their respective fields by various Officers, viz. the Heads of Department/Academic and Service Centers, Dean of Students' Welfare (DOSW), ADOSW(B&M), ADOSW(SA), ADOSW(SW), Liaison Officer SC/ST Students, Chief Wardens, Wardens, Wellness Wardens, Faculty Advisors of various student activities, Assistant Registrar (SW) and any other Officer(s) or Body or Council setup from time to time for specific purposes. The duties and responsibilities of the Officers/Body/Council have been defined and notified separately and suitable powers have been given to them to carry out their responsibilities.

SO 1-1.8 The Head of Department/Academic Centre/ Service Centre is in charge of the academic work, including students' attendance and leave. Any complaint within the jurisdiction of the Academic Department/Centre will be dealt with by the Head of the concerned Department/Centre. The Head of the Department/Centre may nominate faculty members/scientists to assist him/her in the different spheres of academic work.

SO 1-1.9 Dean of Students' Welfare (DOSW) will deal with the welfare and discipline of the students (U.G./P.G./Ph.D.) and exercise jurisdiction over the rest of the campus of the Institute including, all the Bhawans/Married Student Accommodations and, to the extent if it is necessary, outside the campus also. He will also maintain liaison with the Faculty Advisors of the various student activities, who also have full authority concerning the welfare and maintenance of good conduct by the students in their respective spheres.

SO 1-1.10 The Dean of Students' Welfare will be assisted by Associate Deans of Students' Welfare ADOSW(B&M), ADOSW(SA), ADOSW(SW), Liaison Officer SC/ST Students', Chief Wardens, Wardens and Wellness Wardens of various Bhawans and Faculty Advisors of various activities.

SO 1-1 .11 The jurisdiction of the Associate Dean of Students' Welfare (B&M) will cover all places other than academic Departments/Centers. His primary duties pertain to rendering assistance and looking after the welfare and discipline of students within his jurisdiction. In all these functions, the ADOSW (B&M) will freely draw upon the assistance of the Disciplinary Committee of the Students' Affairs Council (SAC). The ADOSW (B&M) is delegated adequate powers to deal with disciplinary matters.

SO 1-1.12 The Chief Wardens are the executive heads in managing the Bhawan/Married Student Accommodations, its Mess and the concerned activity. They will work directly under the Dean of Students' Welfare and are responsible for the welfare and discipline of the Bhawan inmates' activities. Chief Wardens will be assisted in their work by the Warden, the Wellness Warden, the Bhawan Council, and the Mess Council.

## **ACADEMIC WORK**

SO 1-2.1 The student nominated/elected by the students of a class will be designated as Class Representative. He/she is responsible for reporting promptly to the Teacher or Officer concerned about any unusual occurrences or events connected with the class and, if necessary, bring it to the notice of the Head of the Department /ADOSW (B&M) and/or 'the Dean of Students' Welfare. He/she will be the class leader in all academic matters and exercise such liaison with his/ her classmates as necessary in good conduct and healthy academic life.



SO 1-2.2 All the students should remain present in all lectures, tutorials, practicals, Studio Classes and seminars, etc, in proper dress. They should likewise carry out other outdoor and extra-curricular duties assigned to them. Their attendance and leave from attending classes, sports activities, cultural activities, hobbies activities, etc., are governed by the appropriate regulations of a particular academic program and other such programs.

SO 1-2.3 Students must give their undivided attention to their academic work and respect their teachers, advisors, research/dissertation supervisors, teaching assistants, peers and senior students of UG/PG/Ph.D.

SO 1-2.4. Students must conduct themselves with due decorum in the classes, laboratories, workshops, fieldwork, etc., and move about in an orderly and disciplined manner within and outside the campus. They must conduct themselves in a manner worthy of the great traditions of this Institute. **Smoking is strictly prohibited** on the Campus.

SO 1-2.5. Students who fail to make sufficient progress in their studies are liable to be debarred from the course.

SO 1-2.6. Students are prohibited from writing and drawing on blackboards and walls and pasting unauthorized notices etc. thereon. Circulating unauthorized notice is improper and is strictly prohibited.

SO 1-2.7. If, in a particular class/period more than 60% of students are absent, it would be regarded as mass abstention from studies and an act of indiscipline. Disciplinary action will be taken on the students indulging in mass abstention in accordance with the following clauses SO 1-2.8 and SO 1-2.9.

SO 1-2.8. A fine of 5 marks per class of Undergraduate and Postgraduate students out of the discipline marks will be imposed by the Head of the Department/Centre on each student who absents himself/ herself in any class where there is mass abstention. The maximum fine for a day would be limited to 10 marks. For B. Tech/B. Arch I year students, such fine shall be imposed by the Coordinator of 1<sup>st</sup> year classes. All such fines shall be communicated to ADOSW (B&M)/DOSW for necessary notification and record.

SO 1-2.9. In case of undergraduate students, if the disciplinary marks are exhausted, an additional fine of marks would be converted into a monetary fine based on the clause SO 1-2.10.

SO 1-2.10. To calculate equivalent monetary fine from marks or vice-versa, one mark shall be treated as Rs. 500/- or the amount approved by the Director from time to time on the recommendation of a committee comprising of DOSW, ADOSW(B&M), ADOSW (SA) and ADOSW (SW).

SO 1-2.11. The Institute reserves the right to cancel the admission and withhold the results of an examination of a student at any time during his/her studies at this Institute if the Institute finds that any material fact or information had been suppressed while seeking admission at this Institute and/or it is in the interest of the Institute/ fellow students to do so.

SO 1-2.12. The students should not indulge in adopting any kind of unfair means during, before, or after the examination(s), tests, quizzes, etc. They should not list someone else's work(s) and insert it in their class work, homework, projects, seminar reports, dissertation, thesis, etc., without proper acknowledgment, credit and reference. They should not plagiarize any dissertation, thesis, project, class work submission, report, etc.

SO 1-2.13 The appropriate regulations dealing with cases of unfair means, plagiarism, etc., are given in the ordinances/regulations of the Undergraduate, Postgraduate, and Ph.D. (Doctoral) programs. Suitable disciplinary action shall be taken in such cases by the Institute as per the regulations in force from time to time. All such fines shall be communicated to ADOSW (B&M)/DOSW for necessary notification and record.

SO 1-2.14 Use of mobile phones in the classrooms/Laboratories/**Library** is strictly prohibited. Mobile phones must be in SILENT mode if carried by the person. Any violation of the clause will be treated as an act of indiscipline and will be reported to the DOSW Office for further investigation. Possession of a Mobile Phone in examination halls shall be considered the use of unfair means and shall be dealt with as per clause SO 1-2.13.

## **CONDUCT AND BEHAVIOUR**

SO 1-3.1. Students must always carry their Identity Cards, especially when moving out of their Bhawans / Married Student Accommodations.

SO 1-3.2. No student shall disobey any order issued by the Institute, Head of Department/Centre, DOSW, ADOSW(B&M), ADOSW(SA), ADOSW (SW), Prof. I/C Security, Liaison Officer SC/ST Students, Coordinator First Year B.Tech/B.Arch. Classes, Chief Wardens, Wardens, Faculty Advisors/Advisors of various activities and Faculty members. They must behave with due decorum towards their Teachers and fellow students. Girl students must be shown due regards in this respect.

SO 1-3.3

- (a) No student shall indulge in any form of ragging of the fresher students, causing mental or physical agony or inflicting monetary loss to them, harass them, or indulge in

any kind of obscenity, vulgarity, or violence with them. Students found involved in any form of ragging are liable to severe disciplinary action and shall be punishable as per the Bharatiya Nyaya Sanhita, 2023 provisions.

- (b) Students have no right to deny mess, club, and other facilities to other students. The use of any such facility can be withdrawn only by the authorities.
- (c) Students should not indulge in any type of unkind/indecent behavior towards fellow students in the Bhawans, the messes, the clubs or any other place. Students indulging in any unseemly behavior towards fellow students will render themselves liable to strict disciplinary action.

#### SO 1-3.4

- (a) Students are not allowed to become members of outside societies, join political discussions, or participate in any political activity without prior permission from the Institute.
- (b) Students must not take the law into their own hands but must report any grievance to the Faculty members, Head of Department/Centre, the Chief Wardens, the ADOSW(B&M), the Dean of Students' Welfare or other Officers as the case may be. Indulgence in violence by any student or group of students will render them liable to strict disciplinary action.

SO 1-3.5. Students are not permitted to consume or take alcoholic drinks and harmful drugs like L.S.D., Charas, etc., within the Institute campus, including their Bhawans/Married Student Accommodations or outside in any restaurant/bar in Roorkee or Saharanpur or on outside official visits such as training/tour/camp/ field work, etc. Any infringement of this order or visiting any place declared out of bounds to students will

result in disciplinary action against the students concerned as per clause SO 2.

SO 1-3.6. Students are warned against incurring debts or committing irregularities in financial matters. Disciplinary action will be taken in cases that tend to discredit the Institute. The Institute will in no way be responsible for such debts or irregularities.

SO 1-3.7

- (a) No meeting of the students, other than those organized under the aegis of the various recognized students' activities, shall be called and held without prior permission in writing from the DOSW.
- (b) No meeting/function within the Institute campus at Roorkee or Saharanpur to which any outsider is invited shall be organized, nor shall any outsider be allowed to address the students without prior written permission from the DOSW/Head of the Department/Centre.

SO 1-3.8. No theatrical performance, dance, or show of any kind shall be allowed either within or outside the Institute Campus/Bhawans/Married Student Accommodations in the name of any society of the students except with prior permission in writing from the Dean of Students' Welfare, who may prescribe the terms and conditions for such performance.

SO 1-3.9. No student shall

- (a) by words spoken or written or by sign or visible representation or through the internet or website or social media or SMS offend or insult a fellow student or any Faculty of the Institute or any employee or Officer of the Institute or anything which defames the Institute. Such act will be treated as an act of indiscipline.

- (b) inappropriate/make a false claim for financial assistance of any kind (indulge in financial irregularity of any kind), mutilate, disfigure, or otherwise destroy or damage any property of the Institute, including furniture, books, equipment, apparatus, building, etc.
- (c) use unfair means before, during, or after any of the examinations and/or tests, quizzes, etc. or attempt to threaten the staff to get an undue advantage or lift someone else's work(s) and insert it in his class work submissions, projects, dissertations, reports, etc. without proper acknowledgment, credit, and reference.
- (d) indulge in plagiarism of any kind in the Project, Dissertation, Class Work submission, reports, etc.
- (e) Keep/drive a motor-driven vehicle (car, motorcycle, scooter, etc.) to commute inside the IITR campus during his/her stay at IIT Roorkee. However, married students and Assistant Wardens may be allowed to keep and use a motor driven vehicle with the specific approval of DOSW.

## **INSTITUTE DUES AND PROPERTY**

SO 1-4.1. Students must pay all Institute, Mess, Club, Bhawan/Married Student Accommodations, and other dues on or before the stipulated dates. If they do not, they render themselves liable to various penalties mentioned in the relevant instructions.

SO 1-4.2. Students must take care of and protect all Institute property. Any damage to Institute property due to improper use or negligence will have to be made good by the students concerned. Students must use the Institute furniture and fittings with due care and must not deface buildings, roads, furniture, fittings, etc., in any manner. Not only will the cost of the damaged

Institute property be recovered from the student(s) concerned, but disciplinary action shall also be taken.

SO 1-4.3. Students must handle with great care the laboratory equipment and any instrument and machinery that they have to use in the course of their work. Any damage or breakage of such equipment, etc., due to improper use or negligent handling will have to be made good by the students concerned as per clause SO 2-8.

### **BHAWANS**

SO 1-5.1. There are several student hostels called Bhawans/Married Student Accommodations. Each Bhawan has a Bhawan Council of its elected inmates. The Council looks after the Bhawan activities. A new student, on arrival, will report to the Dean of Students' Welfare, who will permit him to take a room/seat in one of the Bhawans after the student has paid his dues and got himself/herself registered. He/she must then report to the Chief Warden of the Bhawan for allotment of the room.

All students must vacate their rooms as and when required by the Institute or before they proceed on summer vacation to ensure safe belongings during summer break.

SO 1-5.2. When occupying a room, a student should check the room, fixtures, fittings, electrical fittings, furniture, and any other articles issued to him. He/she will be required to sign a receipt for these and be responsible for their proper upkeep during his/her stay. He/she will be required to compensate for the shortage found when he/she hands over the charge for the room. He/she will also be charged for any damage caused to the fittings and the articles issued to him/her.

SO 1-5.3. The Bhawan Secretary and other Councilors assist the Chief Warden of the Bhawan in the day-to-day working of the Bhawan. The Bhawan inmates will refer their difficulties of a minor nature to the Bhawan Secretary or other Councilor, who will take necessary action. They will bring to the notice of the Assistant Warden, Wellness Warden, Warden, or Chief Warden matters requiring their attention and invariably report all offences connected with discipline to them. Minor offences will be dealt with by the Chief Warden himself. Offences of a major nature will be referred by him/her to the ADOSW (B&M), and the Dean of Students' Welfare, who will take suitable action in the matter as per clause SO 2.

SO 1-5.4. Furniture should not be removed from the rooms and used elsewhere, either inside or outside the Bhawan, without the permission of the Chief Warden.

SO 1-5.5. Except for computers and Laptops, any other electrical appliance like heaters, T.V., Refrigerators, etc., are not to be used in Bhawan rooms. However, their use may be permissible in the common room with the written permission of the Chief Warden. Interference with the electric connections and fittings and unauthorized use of electrical appliances will be severely dealt with.

SO 1-5.6. Electricity meters have been installed for each wing of rooms in the Bhawans. The charges for the consumption of electricity will be equally divided amongst the occupants in each wing.

SO 1-5.7. Lights, fans, etc., should be switched on only when needed and must be switched off when not required or when going out of the room. Similarly, water taps must be closed promptly after use.



SO 1-5.8. No student is allowed to engage a private servant. Also, no pets, such as dogs/cats/monkeys, etc., are permitted in the Bhawans.

SO 1-5.9. Students are cautioned to be very careful about the safety of their belongings. They should close their rooms securely when they leave, even for short periods or when sleeping. Any theft, either of a student's personal or the Institute property, should be reported promptly to the Chief Warden. They should not share their passwords for emails, phones, etc., with anyone.

SO 1-5.10. Students should not keep large sums of money or valuable articles with them or in their rooms. They are advised to open a Savings Bank Account in a Bank/Post Office.

SO 1-5.11. Cycles must be kept in cycle stands or at other places earmarked for the same. They must be properly locked. Students are not allowed to use powered vehicles on the institute campus.

SO 1-5.12. Students should not indulge in acts that may disturb others while studying or working in the Bhawans, like loud playing of musical instruments or radios or loud singing or dancing, etc. Students are not permitted to keep firearms or any lethal weapon with them even if they possess a license for it. Students are advised to keep their mobile phones very carefully and safely. The Institute shall not entertain any complaint of loss/theft of mobile phones.

SO 1-5.13. Hostels Timings:

- a) All Bhawan inmates can enter or leave Bhawan at any time during the day or night on campus.
- b) The students will be required to make an entry in the Bhawan Register if they exit the Bhawan to go outstation (out of Roorkee).

- c) In case of visiting the market/Local City, all students must return to campus before 11:30 p.m.
- d) No student is allowed to leave campus after 11:30 p.m. without possessing a valid travel ticket or reason.

**SO 1-5.14. FOR VISITORS (Students of IIT Roorkee):**

- a) Boy Students can visit the boys' hostel, and the Girl Students can visit the Girls' hostels at any time. Visit of Boys to Girls' Hostel and of Girls' to Boys Hostel will be allowed only during 6:00 am to 12:00 midnight. The students have to make an inlet/outlet entry.
- b) Entry of Boys to the Girls' Hostels and of Girls to the Boys' Hostels will be restricted to the common places in Bhawans (such as the visitor's area, the Bhawan Canteen, and the Mess). The students are **STRICTLY NOT ALLOWED** to enter the residential blocks/areas.
- c) The host must accompany the Visitor during her/his visit to the Bhawan.
- d) Entry into the Bhawan in the host's absence is strictly prohibited.

**SO 1-5.15. FOR VISITORS (Other than students of IITR):**

- a) The entry into the Bhawans is allowed only in the Visitor's area and Canteen.
- b) Parents can visit the students and may visit the inmates' rooms (with proper photo ID Card to be deposited) but cannot stay overnight. However, they may book a guest room in the Bhawan or Institute Guest House before visiting the IIT Roorkee campus.

- c) Siblings/brothers/Sisters are NOT ALLOWED in the rooms of the Bhawan (Brothers in Girls' Hostel and Sisters in Boys' Hostel).
- d) Any other visitor may visit the student with prior permission of the Warden/Chief Warden (limited to visitor area only).
- e) The visitors (other than parents) are allowed to visit the hostel/canteen till 12:00 midnight only, accompanied by the host.

SO 1-5.16. REQUIREMENTS:

- i) The visitor's identity card has to be deposited at the entrance and collected back at the time of exit.
- ii) The Visitor has to enter all details (name, Bhawan, entry time) into the register before entering the Bhawan.
- iii) All visitors (including IIT students) will have to compulsorily make an entry in the Bhawan register before entering the Bhawan.

SO 1-5.17. For the proper management of Bhawan life, a Bhawan Council will be constituted for various Bhawans, with the Chief Warden as the Chairperson and members to assist him. The main activities of the Bhawan Council will be to look after Bhawan upkeep, welfare of inmates, and to organize recreational, cultural and disciplinary activities.

SO 1-5.18. All purchases by the students from the Cafeterias/ Canteens should be strictly on a cash payment/coupon basis. The

Institute will not accept any responsibility for the debt incurred by the students with the Cafeteria/Canteen Contractor.

SO 1-5.19. Unless specially permitted, students will be allowed to occupy the rooms allotted to them in their Bhawan only 03 days before the commencement of their academic session. Likewise, they must vacate their rooms within 05 days of the closure of their academic session. They will render themselves liable to disciplinary action and payments at enhanced rates for any unauthorized occupation beyond the stipulated period mentioned above.

SO 1-5.20. Before proceeding on summer vacation, students must hand over the charge for their rooms, furniture, fittings, etc., to the Bhawan Supervisor/Caretaker and get a receipt from him. If any student fails to do so, the Chief Warden/Warden is authorized to break/open a locked room and make an inventory of the articles found therein. The student concerned will be fully responsible for any shortage in the Institute property handed over to him. The Institute will accept no responsibility for the private belongings of students in such rooms.

SO 1-5.21. Students are prohibited from screening / keeping / sharing obscene literature/video films in their possession. Any violation in this regard will result in disciplinary action.

### **STUDENTS' MESSES**

SO 1-6.1. There are several messes in the Institute. Each mess is run by a Mess Working Committee with the Warden as its Chairman and it consists of the Mess Secretary, Bhawan Secretary, and other Councilors as members. Students must follow the mess rules and observe the highest traditions of dignity, decency, and cleanliness in the mess. The Warden is authorized to deal with any act of indiscipline by the students in

the mess. Attendance in the mess will be necessary for hostel inmates.

SO 1-6.2. A Coordinating Committee of Bhawans (CCB) under the chairmanship of ADOSW(B&M) is the apex body for the management of all Bhawans and messes.

SO 1-6.3. Membership of the mess connected to each Bhawan is compulsory for the students residing in the Bhawans unless exempted to the extent permitted by the instructions in force. Prior permission must be obtained for any exemption by applying to the Dean of Students' Welfare.

SO 1-6.4. Any student exempted from dining in the mess, if found there dining without permission, will be liable to pay the mess charges for the entire month and be liable to disciplinary action.

SO 1-6.5. The students are required to pay the Institute dues and the subsidiary dues including mess advance immediately upon opening of the Institute after summer/ winter break on the day of registration to be fixed by the Institute. Any balance of Mess dues shall have to be paid along with the next semester Mess advance.

SO 1-6.6. The mess establishment is regulated and controlled by the Chief Warden. In case of any complaint arising from the behavior of mess staff, a student should not deal with the matter himself/herself but report it to the Warden, who will initiate necessary action.

## **STUDENT ACTIVITY CLUBS**

SO 1-7.1. ADOSW(SA) will be the overall coordinator of the student activities/Clubs. He/she will be assisted by Faculty Advisors/Club Advisors. Each Student Club is an organization

of the students mainly run by them under the guidance of the concerned Faculty Advisor. Membership of the club is compulsory.

SO 1-7.2. The Club Council manages club activities.

SO 1-7.3. Students must be well-dressed and conduct themselves with decency and decorum in the club. They must follow the Standing Orders and other instructions/orders and maintain disciplined conduct in the club. The Faculty Advisor will deal with lapses on their part

SO 1-7.4. Members must use the club property with great care. Any damage should be promptly reported. The member concerned shall have to pay for the damage as assessed by the Club Council.

SO 1-7.5. The club establishment will be regulated and controlled by the Secretary of the respective Club under the guidance of the Faculty Advisor and through the decisions of the Club Council. In case of any complaint about a particular student's behavior, other Students should not deal with the matter themselves but report it to the Faculty Advisor, who will take necessary action.

## **INSTITUTE LIBRARY**

SO 1-8.1. Students must strictly follow the library rules for borrowing books. They must show their Identity Cards when asked for. The book must be returned on or before the date stamped on the date slip of the book.

SO 1-8.2. Library books should be used with great care. Tearing and folding or cutting of pages of library books or making any mark on them is not permitted. Any defect noticed at the time of borrowing of the books must be brought to the notice of the

library staff immediately. Otherwise, the borrower may be required to replace the book with a new copy or pay double the cost of the book.

SO 1-8.3. In open-access libraries like ours, replacement or misplacement of books on the shelves by the readers is not desirable. The reader should leave the book on the table after use.

SO 1-8.4. Library cards are non-transferable and should be kept securely; otherwise, the borrower shall be held responsible for the books issued against his/her card.

SO 1-8.5. Before leaving the library, a student should get the library books issued adequately at the counter against his/her card. Also, he/she should not forget to show his/her belongings to the Janitor while leaving the library.

SO 1-8.6. Personal property or books other than those belonging to the library must be deposited at the entrance gate with the Janitor and should not be taken inside the library.

SO 1-8.7. The loss of library books or borrower's card must be immediately brought to the notice of the Librarian in writing.

SO 1-8.8. Polite and courteous behavior inside the library is expected from all the users, and silence must be observed inside the reading rooms.

NOTE: Detailed library rules are given to library users in the publication "Know your Library" guide. This will be available for consultation in the library.

### **N.C.C., N.S.S. & N.S.O. (STUDENT ACTIVITY)**

SO 1-9.1. Enrolment to one of the three activity groups, i.e., NSS/NSO/NCC, is compulsory for all UG 1<sup>st</sup> year students.

However, some students may be exempted from N.C.C./N.S.S./N.S.O. on medical grounds. Appropriate regulations and instructions in force from time to time should be carefully studied and acted upon.

SO 1-9.2. A student must maintain more than 75% attendance (physical presence on parades) of the total required attendance in the N.C.C./N.S.S./N.S.O. classes. Any shortfall of attendance below this limit will lead to the student's removal from N.C.C./N.S.S./N.S.O. and imposition of a heavy fine of marks from the units of the respective non-credit elements. No extra parades/classes will be held to make up for the shortage of attendance.

SO 1-9.3. While on parade or at any other time when in uniform, NCC cadets are governed by the NCC Act. They must be appropriately dressed, pay due respect to all Officers, and behave in a manner worthy of their status, as required by the Act.

SO 1-9.4. All cadets must attend the prescribed number of N.C.C. Camps. They must follow the rules and regulations of the camp as laid down by the O.C.N.C.C., 3UP, CTR.

SO 1-9.5. Those students who pass the 'B' Certificate examination at any time during their first- or second-year course of study, will be given extra units under non-credit elements of N.C.C.

SO 1-9.6. Units under non-credit elements of N.C.C. are allotted to the students concerned based on their attendance, performance in parades, etc., and the camp attended by them.

SO 1-9.7. The main objective of the N.S.S. is to train the students in community service through (a) participation in community projects, (b) lectures, discussions and seminars, and (c) organized weekend camps as well as annual camps.



## **RECREATIONAL ACTIVITIES (STUDENT ACTIVITY)**

SO 1-10.1. Elaborate facilities for games, sports and other recreational activities under the Cultural Council, Institute Sports Council (ISC) and Students' Technical Committee (STC) exist for all the students. Students are expected to actively participate in these activities. They must abide by the instructions framed for their participation in these activities.

SO 1-10.2. Using a swimming pool at hours outside the prescribed time is dangerous and forbidden. Likewise, swimming in the Ganga Canal, passing through the Roorkee town, and visiting the Solani aqueduct are strictly prohibited.

SO 1-10.3. Instructions issued by the Faculty Advisors of the ISC, STC Cultural Council, N.C.C., and N.S.S. must be strictly followed.

SO 1-10.4. The Faculty Advisor is authorized to deal with any complaints by or against any ISC, STC, Cultural Council student member, N.C.C., and N.S.S.

## **WELLNESS ACTIVITIES**

SO 1-11.1. ADOSW(SW) will be the overall coordinator of all well-being related activities. He/She will be assisted by Wellness Wardens.

SO 1-11.2 Each Bhawan will have a Wellness Secretary, an elected position. The Bhawan Wellness Secretary will form the Wellness Council of the Bhawan.

SO 1-11.3. The Wellness Secretary of each Bhawan, along with his/her Wellness Council, will interact with inmates of the

respective Bhawan and identify any student who might need help from a Counselor. They will also organize regular sensitization and awareness programs on mental health and well-being.

SO 1-11.4. One Counselor from the Wellness Centre will be associated with each Bhawan.

SO 1-11.5. All students must report and consult a Counselor at the Wellness Centre if they or their colleagues face any difficulty related to mental health.

## **HEALTH**

SO 1-12.1. Cases of illness must be immediately reported to the Chief Medical Officer/Medical Officer of the Institute Hospital, whose advice must be followed. If so advised, the student who is ill, must move to the hospital or the segregation ward.

SO 1-12.2. All students requiring medical attention must attend the Institute Hospital during the prescribed hours. Emergency cases will be attended to in the hospital at all hours.

SO 1-12.3. If a student is too ill to attend the Hospital, he/she should notify his/her illness to the Chief Warden/Warden or in an emergency, to the Chief Medical Officer of the Institute. Arrangements will be made by the Chief Warden for shifting him/her to the hospital or for medical attendance in his/her Bhawan.

SO 1-12.4. No private doctor should be consulted by a student on his/her own initiative. If there is a genuine need for consulting an outside doctor, the matter should be reported to the Warden / Chief Warden who will take further action in consultation with the Chief Medical Officer of the Institute and the Dean of Students' Welfare.

SO 1-12.5. Students are entitled to medical facilities to the extent available in the Institute Hospital. The Institute will make no reimbursement of the medical expenses to the students for any treatment taken outside the Institute Hospital without the recommendation of the Institute Medical Officer (IMO).

SO 1-12.6. The institute has a medical insurance policy for all registered students. All students must pay the premium for this policy. Students can avail of the policy in case of hospital admission as per the terms and conditions of the policy provided.

### **CHARACTER CERTIFICATE**

SO 1-13.1. The Dean of Students' Welfare shall issue a character certificate to a student. A student may be issued the same as per the guidelines approved by the Board of Governors (BOG) from time to time.

SO 1-13.2. The guidelines for the award of discipline marks and the issue of character certificates are as follows:

- (i) All students will be credited 100 marks at the beginning of the course.
- (ii) Based upon the penalties levied by the Disciplinary Committee, disciplinary marks will be deducted from the originally given 100 marks. For this purpose, disciplinary committee meetings will be held from time to time.
- (iii) Those fined disciplinary marks/cash fine or any other punishment will not be allowed to contest election for any post or be nominated to any post.

- (iv) Character Certificate with the entry 'GOOD' shall be given to all students who have not been fined a total of more than 50 marks or an equivalent monetary fine during their entire period of stay for a particular course of study in the Institute.
- (v) Students who have been fined between 51 and 100 marks or equivalent monetary fine or have been put on conduct probation during their period of stay for a particular course of study shall be given a certificate with the entry 'SATISFACTORY'.
- (vi) A student who has been fined 51 marks or more or equivalent monetary fine or who has been put on conduct probation during the period of his stay for a particular course of study in the Institute may, in exceptional circumstances, be awarded a certificate with entry 'GOOD' based on the recommendations of a committee consisting of the DOSW and the ADOSW (B&M). The committee will examine the student's offence, which led to the punishment, the year in which the offence was committed and the general impression of the Head of the Department/Centre, Chief Warden, Chief Advisors, etc., about the student.
- (vii) A student fined more than 100 marks or an equivalent monetary fine during his stay in the Institute will be given an 'UNSATISFACTORY' character certificate. However, his appeal requesting a certificate with the entry "SATISFACTORY" may be considered by the same committee as given in sub-clause (vi) above and on similar grounds.

- (viii) A student who has been rusticated during his stay in the Institute or expelled from the Institute may be issued a character certificate with an entry “UNSATISFACTORY along with details of the period of rustication’ expulsion, etc.
- (ix) Disciplinary marks for pre-final & final-year students will be shared with Placement Cell for necessary action.
- (x) Discipline grades will be awarded as per the following:

Grade	Percentage	
A+	91-100	Outstanding
A	81-90	Very Good
B+	71-80	Good
B	61-70	Satisfactory
C+	51-60	Average
C	40-50	Poor
D	Less than 40	Unsatisfactory

## **S02: PROCEDURE FOR ENQUIRIES AND PUNISHMENTS**

Constitution of Discipline Committee, as per rule no. 3.3.2.9 of the senate manual:

- |     |   |          |
|-----|---|----------|
| 1.  | ADOSW (B&M), ex-officio                                 | Chairman |
| 2.  | ADOSW (SW), ex-officio                                  | Member   |
| 3.  | Faculty Advisor, Cultural Council, ex-officio           | Member   |
| 4.  | Faculty Advisor, Sports, ex-officio                     | Member   |
| 5.  | Chief Warden, Boys Hostel*, ex-officio                  | Member   |
| 6.  | Chief Warden, Girls Hostel*, ex-officio                 | Member   |
| 7.  | Assistant Registrar, Students' Welfare, ex-officio      | Member   |
| 8.  | General Secretary, Hostel Affairs, ex-officio           | Member   |
| 9.  | Dy. Gen. Secretary (Girls), PG, ex-officio              | Member   |
| 10. | Convener, (Student Affairs Council), ex-officio         | Member   |
| 11. | Gen. Secretary, Campus Affairs (SRE Campus), ex-officio | Member   |

**\*To be nominated by the DOSW**

Constitution of Executive Committee of SAC (Students' Affairs Council), as per the senate manual:

- |     |  |          |
|-----|--|----------|
| 1.  | Dean of Students' Welfare, ex-officio              | Chairman |
| 2.  | ADOSW (B&M), ex-officio                            | Member   |
| 3.  | ADOSW (SA), ex-officio                             | Member   |
| 4.  | ADOSW (SW), ex-officio                             | Member   |
| 5.  | Chief Warden, Boys Hostel*, ex-officio             | Member   |
| 6.  | Chief Warden, Girls Hostel*, ex-officio            | Member   |
| 7.  | Faculty Advisor, NCC/NSS, ex-officio               | Member   |
| 8.  | Faculty Advisor, HEC, ex-officio                   | Member   |
| 9.  | Assistant Registrar, Students' Welfare, ex-officio | Member   |
| 10. | General Secretary, Sports, ex-officio              | Member   |
| 11. | Dy. General Secretary, (UG-Boys), ex-officio       | Member   |
| 12. | Dy. General Secretary, Girls, ex-officio           | Member   |
| 13. | Convener, SAC, ex-officio                          | Member   |

**\*To be nominated by the DOSW**

General orders for the conduct of students are contained in the Standing Orders, SO-1, a copy of which is given to each student at the time of admission. Students must also follow all other

regulations, instructions, and guidelines issued from time to time and/or prescribed for their studies, conduct, and other activities.

SO 2-1. A student shall be guilty of misconduct and breach of discipline if he/she violates any of the provisions of Section SO: 1 or is guilty of indecorous and/or immoral behavior or has been involved in any offence under the Bharatiya Nyaya Samhita 2023 in respect of which an F.I.R or a complaint is filed allegedly committed either in the Institute Campus or outside.

SO 2-2.

- (a) The Dean of Students' Welfare may suspend a student for a maximum period of 15 days from the institute for any act of indiscipline, which is detrimental to the maintenance of healthy atmosphere and law and order in the campus. For further action, the case may be referred to the Director, IITR.
- (b) The Director may suspend a student if, in the judgment of the Director, the student has committed a breach of discipline or if in the opinion of the Director, a prima facie case exists against the student, and institutes an inquiry by such committee or inquiry officer as the Director may deem fit.

Normally, a suspended student will have to vacate the Bhawan within forty-eight (48) hours, and the campus will be placed out of bounds for him/her.

So 2-3. For a breach of discipline committed by a student or a group of students, the Director or the Discipline Committee may award the following punishments to the student(s) subject to the provisions of the clauses SO 2-4 & SO 2-7 or regulations for the academic programs in force from time to time.

- a) Warning or imposition of suspended fine and warning. (A suspended fine becomes operative if the concerned student is found guilty of another act of indiscipline during the remaining period of that academic session) i.e. July to next June.
- b) Imposition of a monetary fine.
- c) Deduction of marks from the head of discipline.
- d) Imposition of a monetary or/and marks fine and putting on conduct probation for the rest of the stay in the Institute. The punishment shall be awarded as per the details given at SO- 2.8)
- e) Expulsion from the hostel.
- f) Rustication from the Institute for a specified period.
- g) Expulsion from the Institute.

SO 2-4. The competent authorities to award the various punishments specified in SO 2-3 (a to g) are as follows:

<b>Punishments Under SO 2-3</b>	<b>Competent Authority</b>
a), b), c), d), & e)	Discipline Committee and Executive Committee of the Students' Affairs Council (SAC)
f) & g)	The Director

The Director may delegate any of the powers with regard to the imposition of any punishment specified in clause SO 2-3 to any competent person in service with the Institute.

When the punishment is awarded to a student under clause SO 2-3(f) or (g), the matter shall be reported to the Executive



Committee of the Senate/the Senate and the Board of Governors (BOG) of the Institute at its meeting immediately following the award of punishment.

SO 2-5. A student who has been expelled from the Institute under regulation SO 2-3 but desires to continue his studies in some other college/Institute may appeal to the Director for necessary permission, who may allow the student to continue his studies in any other college/Institute.

SO 2-6.

- a) If a student commits a breach of discipline under regulation SO2-1 at any time after he has appeared in the Institute Examination, the matter shall be reported to the Director and/or the Standing Committee of the Senate for unfair means and plagiarism as prescribed in the regulations for suitable action. The Director may thereupon award any suitable punishment subject to provisions of SO 2-7 and /or any other regulation dealing with such cases. He may further order the cancellation of his/her examination.
- b) If an ex-student commits a breach of discipline as defined in SO 2-1 within the Institute campus, the matter shall be reported to the Director for necessary action. The Director may, after due investigation either on his own or by a committee, report the matter to the BOG for suitable action including withdrawal of the degree awarded to the student.

SO 2-7.

- a) Before awarding the punishment under clauses SO 2-3. (a), (b), (c), (d), and (e), the student will be called by the Discipline Committee and given an opportunity to explain his/her conduct.

- b) Before awarding a punishment under clause SO 2-3. (f) or (g), the concerned Dean shall issue a memorandum containing the substance of the charge and imputation of misconduct against the student(s) concerned, requiring the student(s) to submit his/her/their statement of defense within a specified period. On receipt of the reply, the Discipline Committee will enquire into the Charges that are not admitted by the Student(s). The Convener of the Discipline Committee will issue a notice to the concerned student(s) specifying the date on which the students will have to appear before the Discipline Committee in person to answer the charges.

The committee will, after examining the charged student(s) and such other person(s) whose testimony will have a bearing on the incident, submit its report fixing responsibility in the event of the charges being established, to the Director.

The Director or the competent authority or such officer/ person to whom the powers have been delegated shall consider the report and the proposed punishment, if any, by the Committee and issue a show cause notice to the student(s) concerned as to why the proposed punishment be not awarded to the student(s). The student(s) concerned will be required to give the reply within a specified period. The Director, after considering the reply, shall pass such order of punishment as he deems fit.

SO 2-8.

**Chief Warden/Warden – Bhawan level offences:**

Recommended by CW/W, approved by ADOSW(B&M) with information to DOSW and Discipline Committee

Sl. No.	Details of the offences	Offence-1 <sup>st</sup>	Offence-2 <sup>nd</sup>	Offence-3 <sup>rd</sup>
1.	Damage to Institute Property	Recover the cost of damage by 2.5 times the cost and warning	Recover the cost of damage by 5 times the cost, warning with the information to the parents	Report to the Disciplinary Committee
2.	Unauthorized use of electrical power appliances in Bhawan Room	Confiscate the appliance, Warning to the student	A monetary fine up to Rs. 5,000/- in addition to the first penalty, warning with the information to the parents	--do--
3.	Keeping pets in the room/taking pets inside hostel premise/feeding animals at public places	A fine of 10 marks, and information to the parents	A fine of 20 marks, warning, information to parents, HOD, Supervisor, Hostel expulsion for a semester	--do--

4.	Not keeping the cycle in designated cycle stands	Written warning to the student and seizing the cycle for 10 days	A fine of 5 marks in addition to the first penalty, a warning with the information to the parents, seizing the cycle for one month	--do--
5.	Playing loud music or disturbing others	Confiscate the appliance for three months and warning	A fine of 5 marks in addition to the first penalty, confiscate the appliance permanently, a warning with the information to the parents	--do--
6.	Possession of Lethal Arms	Report to the Disciplinary Committee	Report to the Disciplinary Committee	--do--
7.	Overnight stay of guests without permission or giving shelter to any other	Five (5) times guest room rent charges	Report to Discipline Committee with the recommendat	--d0--

	student/outsider/alumni in his/her room	with a warning	ion of hostel suspension.	
8.	Not vacating rooms as per norms (Summer)	A fine of Rs. 15,000/- per month on a pro-rata basis	A fine of Rs. 30,000/- per month on a pro-rata basis, warning with the information to the parents	--do--
9.	Possessing/screening obscene video/literature	Confiscate the items, a fine of 20 marks, a warning, and information to the parents	Report to the Disciplinary Committee	--do--
10.	Dining without permission in another hostel	Minimum charges of 10 days meals' fine	One month's meal fine, warning with the information to the parents	--do--
11.	Leaving the station without making entry in the hostel register/informing Chief Warden/hostel authorities	A warning will be issued with information to the parents	Fine up to 10 marks with the information to parents	--do-- Report to Discipline Committee, recommending for hostel suspension

12.	Entering Campus after 11:30 p.m.	Warning, information to the parents	Fine up to 10 discipline marks with the information to parents	--do--
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### **Major Disciplinary Offences:**

Recommended by Discipline Committee, approved by DOSW with information to Director/Dy. Director

Sl. No.	Details of the offences	Offence-1 <sup>st</sup>	Offence-2 <sup>nd</sup>	Offence-3 <sup>rd</sup>
1	Indulging in fights with locals/ fellow mates outside/inside the campus	Deduction of upto 20 disciplinary marks and information to the parents	Expulsion from the hostel for one semester.	Permanent debarment from the hostel
2.	Possession of Alcohol or Cigarette and consumption of Cigarette	Deduction of 10 disciplinary marks and information to the parents	Deduction of 20 disciplinary marks, to visit the Wellness Centre and information to the parents	Permanent debarment from the hostel
3	Consumption of Alcohol	Deduction of 25 disciplinary marks, Visit to Wellness Centre, and information	Debarred from the hostel for up to one semester	Permanent debarment from the hostel

		to the parents.		
4.	Possession of Drugs or inappropriate substances	Deduction of 15 disciplinary marks, debarred from the hostel for one semester, and information to the parents	Deduction of 30 disciplinary marks, one- semester rustication, and mandatory rehabilitation before re- admission with information to the parents.	Termination from the Institute
5.	Consumption of Drugs or inappropriate substances	Deduction of 25 disciplinary marks, one-semester rustication, and mandatory rehabilitation before re- admission, Information to the parents	Rustication for two semesters, parents to be called to the Institute and the student be handed over to the parents.	Termination from the Institute

SO 2-9. In all cases where punishment has been imposed on a student, a letter shall be sent to the parents/guardian of the student concerned informing them about the same.

SO 2-10. If a student is found to be a drug addict, and if the Institute feels that he cannot be corrected of this menace while at the Institute campus(es), the guardian/parents of the student will be directed to withdraw the student from the Institute and get him treated for the drug addiction at some reputed Hospital/Centre. The student will be re-admitted only after a certificate from the Hospital/Centre is produced stating that the student has been cured of drug addiction. In case the guardian/parents of the student, having been directed as above, do not withdraw the student from the Institute, then the student will be rusticated and his enrolment will be suspended for a specific period, as the Institute deems necessary, and will be re-admitted only after the certificate as stated above is submitted.

SO 2-11. The cases of Academic misconduct, unfair means and plagiarism shall be governed by the appropriate regulations of the Academic Affairs Office. General instructions for penal action for use of unfair means and plagiarism shall be notified to the students and the faculty by the concerned Dean, viz---Dean of Academic Affairs.

#### SO 2.12 Termination of Enrolment

The termination of a student's enrolment due to absence from classes and/or on academic grounds shall be done as per the regulations in force from time to time for a particular academic program.

#### SO 2.13 Summary Cancellation of Registration (Enrolment).

The Director may summarily cancel the registration or refuse permission of registration (enrolment) of any student or group/batch/class of students who indulge(s) in acts of indiscipline, misconduct, violation of the rules and regulations of the Institute, physical assault on any teacher or officer, or an employee or a student or a group of students of the Institute,



illegal strike, absenting from class(es) without assigning any reason, or in case the Director is satisfied that their continuance in the Institute would be detrimental to the interest of the Institute or the Nation.

SO 2-14. In all matters not expressly provided for herein, the Director may take such action as he thinks fit, and his decision shall be final. However, all such action(s) shall be reported to the Senate and the BOG at the next meeting immediately following such action(s).

## IMPORTANT CONTACTS: :

S.No.	Name of the Authority	Contact	E-mail id
1.	Dean of Students' Welfare	5246	dosw@iitr.ac.in
2.	ADoSW (Bhawan & Mess)	5094	adosw-bhawan@iitr.ac.in
3.	ADoSW (Students' Activity)	5091	adoswsa@iitr.ac.in
4.	ADoSW (Students' Wellness)	5097	adossw@iitr.ac.in
5.	Assistant Registrar (Students' Welfare)	5550	arsw@iitr.ac.in
6.	General Enquiry (DoSW Office)	4274	doswoffice@iitr.ac.in
7.	Bachelor Hostel Accommodation (DoSW Office)	4239	dsw1@iitr.ac.in
8.	Married Hostel Accommodation (DoSW Office)	4239	dsw3@iitr.ac.in
9.	Bonafide, Mediclaim (DoSW Office)	4239	dsw4@iitr.ac.in
10.	CCB office, Mess Dues	4398	ccboffice@iitr.ac.in
11.	Wellness Centre	4028	wellness@iitr.ac.in
12.	Dean Academic Affairs	5255	daa@iitr.ac.in
13.	Academic Affairs Office	5200	aao@iitr.ac.in
14.	Academic Section, Ph.D.	4505	aao-phd@iitr.ac.in
15.	Academic Section, PG	4292	aao-pg@iitr.ac.in
16.	Academic Section, UG	4289	aao-ug@iitr.ac.in
17.	Fee Section	4222	feesection@iitr.ac.in
18.	Chairman, Institute Sports Council	5832	chairman.isc@iitr.ac.in
19.	Sports Officer	5618	sports.officer@iitr.ac.in
20.	Professor-in-charge, Security	5828	pic@security.iitr.ac.in
21.	Security Officer	5257	security@iitr.ac.in
22.	Security Office	4525	security.office@iitr.ac.in
23.	CMO, Hospital, IIT Roorkee	5802	cmo@iitr.ac.in
24.	Hospital Emergency	4260, 01332-281260	hospital@iitr.ac.in
25.	Fire & Safety	4026, 01332- 281026	safetyofficer@iitr.ac.in