

Minutes of the emergent meeting (26th Meeting) of the Senate held on 18th July 2008 and adjourned meetings held on 21st, 22nd, 24th and 25th July 2008 in the Senate Hall of the Institute.

The following were present: -

1. Prof. S.C. Saxema, Director - Chairman
2. Prof. H.K. Verma, Dy, Director
3. Prof. R. Shankar (Architecture & Planning)
4. Prof. S.Y. Kulkarni (Architecture & Planning)
5. Prof. R.P. Singh (Biotechnology)
6. Prof. I.M. Mishra (Chemical Engineering)
7. Prof. Bikash Mohanty (Chemical Engineering)
8. Prof. Shri Chand (Chemical Engineering)
9. Prof. I.D. Mall (Chemical Engineering)
10. Prof. Vijay Kumar Agarwal (Chemical Engineering)
11. Prof. G. Bhattacharjee (Chemistry)
12. Prof. R.N. Goyal (Chemistry)
13. Prof. Ravi Bhushan (Chemistry)
14. Prof. Kamaluddin (Chemistry)
15. Prof. V.K. Gupta (Chemistry)
16. Prof. Anil Kumar (Chemistry)
17. Prof. (Mrs) Mala Nath (Chemistry)
18. Prof. A.K. Singh (Chemistry)
19. Prof. S.M. Sondhi (Chemistry)
20. Prof. U.P. Singh (Chemistry)
21. Prof. M.R. Maurya (Chemistry)
22. Prof. G.L. Asawa (Civil Engineering)
23. Prof. G. Ramasamy (Civil Engineering)
24. Prof. A.K. Jain (Civil Engineering)
25. Prof. N.M. Bhandari (Civil Engineering)
26. Prof. V.K. Gupta (Civil Engineering)
27. Prof. S. S. Jain (Civil Engineering)
28. Prof. Deepak Kashyap (Civil Engineering)
29. Prof. (Mrs.) Indu Mehrotra (Civil Engineering)
30. Prof. (Mrs) Renu Bhargava (Civil Engineering)
31. Prof. Pradeep Kumar (Civil Engineering)
32. Prof. U.C. Kothyari (Civil Engineering)
33. Prof. C.S.P. Ojha (Civil Engineering)
34. Prof. Pradeep Bhargava (Civil Engineering)
35. Prof. Satish Chandra (Civil Engineering)
36. Prof. S.K. Ghosh (Civil Engineering)
37. Prof. Mahendra Singh (Civil Engineering)
38. Prof. M. Parida (Civil Engineering)
39. Prof. Praveen Kumar (Civil Engineering)
40. Prof. N.K. Samadhiya (Civil Engineering)

41. Prof. G.I. Prajapati (Earthquake Engineering)
42. Prof. Ashwini Kumar (Earthquake Engineering)
43. Prof. H.R. Wason (Earthquake Engineering)
44. Prof. H. Sinvhal (Earth Sciences)
45. Prof. R.P. Gupta (Earth Sciences)
46. Prof. V.N. Singh (Earth Sciences)
47. Prof. A.K. Pachauri (Earth Sciences)
48. Prof. D.K. Mukhopadhyay (Earth Sciences)
49. Prof. A.K. Saraf (Earth Sciences)
50. Prof. R. Anbalagan (Earth Sciences)
51. Prof. R.G. S. Sastry (Earth Sciences)
52. Prof. Mohd. Israil (Earth Sciences)
53. Prof. Sunil Bajpai (Earth Sciences)
54. Prof. G.J. Chakrapani (Earth Sciences)
55. Prof. H.O. Gupta (Electrical Engineering)
56. Prof. S.P. Gupta (Electrical Engineering)
57. Prof. Vinod Kumar (Electrical Engineering)
58. Prof. Pramod Agarwal (Electrical Engineering)
59. Prof. S. P. Singh (Electrical Engineering)
60. Prof. S.P. Srivastava (Electrical Engineering)
61. Prof. R.P. Maheshwari (Electrical Engineering)
62. Prof. R.P. Agarwal (Electronics & Computer Engg.)
63. Prof. R. Mitra (Electronics & Computer Engg.)
64. Prof. D.K. Mehra (Electronics & Computer Engg.)
65. Prof. R.C. Joshi (Electronics & Computer Engg.)
66. Prof. A.K. Sarje (Electronics & Computer Engg.)
67. Prof. Kuldeep Singh (Electronics & Computer Engg.)
68. Prof. S.N. Sinha (Electronics & Computer Engg.)
69. Prof. Manoj Mishra (Electronics & Computer Engg.)
70. Prof. Ranvir Singh (Hydrology)
71. Prof. Himanshu Joshi (Hydrology)
72. Prof. Pashupati Jha (Humanities & Social Sciences)
73. Prof. S.P. Singh (Humanities & Social Sciences)
74. Prof. M.C. Bansal (Paper Technology)
75. Prof. A.K. Ray (Paper Technology)
76. Prof. J.S. Upadhyay (Paper Technology)
77. Prof. Satish Kumar (Paper Technology)
78. Prof. V.K. Nangia (Management Studies)
79. Prof. G.S. Srivastava (Mathematics)
80. Prof. (Mrs.) R.R. Bhargava (Mathematics)
81. Prof. S.P. Sharma (Mathematics)
82. Prof. T.R. Gulati (Mathematics)
83. Prof. (Mrs.) Rama Bhargava (Mathematics)
84. Prof. R.C. Mittal (Mathematics)
85. Prof. P.N. Agarwal (Mathematics)
86. Prof. Roshan Lal (Mathematics)

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| 87. | Prof. Y.K. Gupta | (Mathematics) |
| 88. | Prof. Sunita Gakkhar | (Mathematics) |
| 89. | Prof. M.L. Mittal | (Mathematics) |
| 90. | Prof. S.C. Jain | (Mechanical & Industrial Engg.) |
| 91. | Prof. Pradeep Kumar | (Mechanical & Industrial Engg.) |
| 92. | Prof. S.C. Sharma | (Mechanical & Industrial Engg.) |
| 93. | Prof. P.K. Jain | (Mechanical & Industrial Engg.) |
| 94. | Prof. Dinesh Kumar | (Mechanical & Industrial Engg.) |
| 95. | Prof. Akhilesh Gupta | (Mechanical & Industrial Engg.) |
| 96. | Prof. B.K. Gandhi | (Mechanical & Industrial Engg.) |
| 97. | Prof. B.K. Mishra | (Mechanical & Industrial Engg.) |
| 98. | Prof. Satya Prakash | (Metallurgical & Materials Engg.) |
| 99. | Prof. S. Ray | (Metallurgical & Materials Engg.) |
| 100. | Prof. P.K. Ghosh | (Metallurgical & Materials Engg.) |
| 101. | Prof. S.K. Nath | (Metallurgical & Materials Engg.) |
| 102. | Prof. Jagdish Rai | (Physics) |
| 103. | Prof. B.D. Indu | (Physics) |
| 104. | Prof. Ravindra Nath | (Physics) |
| 105. | Prof. Rajesh Srivastava | (Physics) |
| 106. | Prof. Vir Singh | (Physics) |
| 107. | Prof. D. Das | (Water Resource Dev. & Management) |
| 108. | Prof. U.C. Chaube | (Water Resource Dev. & Management) |
| 109. | Prof. R.P. Singh | (Water Resource Dev. & Management) |
| 110. | Prof. M.L. Kansal | (Water Resource Dev. & Management) |
| 111. | Prof. Deepak Khare | (Water Resource Dev. & Management) |
| 112. | Prof. Karmeshu, JNU, Delhi | |
| 113. | Mr. Arun Kumar, Head, AHEC | |
| 114. | Mr. R.K. Jain, Associate Dean (Discipline) | |
| 115. | Mr. Yogendra Singh, Librarian, Central Library | |
| 116. | Dr. Ankush Mittal, Associate Professor, Electronics & Computer Engg. | |
| 117. | Mr. S. Chakravorty, Assistant Professor, Electronics & Computer Engg. | |
| 118. | Dr. Sandeep Singh, Associate Professor, Earth Sciences | |
| 119. | Dr. A.K. Sen, Associate Professor, Earth Sciences | |
| 120. | Lt.Col. (Retd.) A.K. Srivastava, Registrar | - Secretary |

The Chairman (Director) welcomed the members to the 26th Meeting of the Senate. He stated that the emergent meeting was convened to discuss the new structure and syllabi of B.Tech./IDD programmes from II year onwards.

The Senate recorded the communications received from the following members for not attending the meeting:

1. Prof. P.K. Garg, Department of Civil Engineering
2. Prof. N.K. Sharma, IIT Kanpur
3. Prof. Manoj. K. Arora, Department of Civil Engineering

The Agenda was then taken up:

Item No. 26.1: To consider the new structure and syllabi of B.Tech./ IDD programmes from II year onwards.

As considered and recommended by the Board, UGS and after protracted discussion, the Senate decided that the new structure and syllabi of B.Tech./ IDD programmes from II year onwards in respect of the under-mentioned departments be approved, as given in the separate bound volume (**Appendix 'A'**).

- (a) Department of Architecture & Planning;
- (b) Department of Biotechnology;
- (c) Department of Chemistry;
- (d) Department of Chemical Engineering;
- (e) Department of Civil Engineering;
- (f) Department of Earth Sciences
- (g) Department of Electrical Engineering
- (h) Department of Electronics & Computer Engineering;
- (i) Department of Mathematics
- (j) Department of Mechanical & Industrial Engineering;
- (k) Department of Metallurgical & Material Engineering;
- (l) Department of Paper Technology;

NOTE: Appendix 'A' will be circulated after the schemes of teaching are received from the various departments after correction.

Item No. 26.2: To consider the report of the fact finding committee constituted to investigate into conduct of End Term Examination of CE-601C (Principles of GIS).

After protracted discussion, the Senate decided as under:

1. The course CE-601C (Principle of GIS) be treated as a Credit course for all the students except the one who was caught using unfair-means during the examination.
2. The Senate expressed its displeasure over the manner in which the examination for CE-601(C) was conducted by the concerned faculty

member, and opined that the matter be investigated through an enquiry committee.

Item No. 26.3: To consider the report of the Committee constituted to review the Standing Orders for Students.

After discussion, the Senate decided that the 'Standing Orders for the Students' and 'Procedure for Enquiries and Punishments' as given at **Appendix 'B'** be approved .

Item No. 26.4: Guidelines for nominating an expert by the Senate on the Selection Committee.

The Senate decided that the under-mentioned guidelines for nominating an expert by the Senate on the Selection Committee be approved:

“Senior Professor /Professors having at least 05 years experience as Professor or Scientists ‘G’/ Directors of a CSIR, DRDO and other National level labs or eminent personalities from the relevant field be nominated by the Senate as experts on the Selection Committees”.

The Senate further decided that the resumes of the experts will also be submitted by the respective departments for the consideration of the Senate. The same criteria will apply for the nominees of the Board.

The meeting ended with a vote of thanks to the Chair.

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./P.G./Ph.D.) residing in any one 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 with effect from the Academic Session 2008-2009.

SO1-1.3 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 pertaining to 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 amendment 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 Games, N.C.C., N.S.O., N.S.S. and other extra curricular activities.

SO1-1.6 Proficiency grades are awarded to the undergraduate students for games and to the PG students for extra curricular activities. The assessment also covers their general behaviour and discipline. Proficiency should, therefore, receive the same attention as the academic work.

SO 1-1.7 The welfare and discipline of the students is looked after in their respective fields by various Officers, viz. the Heads of Department/Academic and Service Centres, Dean of Students' Welfare (DOSW) and Associate Dean of Students' Welfare (Mess)ADOSW(M), Associate Dean of Students' Welfare (Discipline)ADOSW(D), Associate Dean of Students' Welfare (Foreign Students), Faculty Advisor SC/ST Students', Chief Wardens, Wardens, Chief Advisors of various student activities 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 for carrying out their responsibilities.

SO 1-1.8 The Head of Department/Academic Centre/Service Centre is in charge of the academic work, including attendance and leave of students. 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 teachers/scientists as required for assisting him/her in the different spheres of academic work.

SO 1-1.9 The 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 it is necessary, outside the campus also. He will also maintain liaison with the Chief Advisors of the various student activities who also have full authority concerning the welfare of 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 Dean of Students' Welfare ADOSW(Mess), Associate Dean of Students' Welfare(Discipline) ADOSW(D), Associate Dean of Students' Welfare (Foreign Students), Faculty Advisor SC/ST Students', Chief Wardens and Wardens of various Bhawans and Chief Advisors of various activities.

SO 1-1.11 The jurisdiction of Associate Dean of Students' Welfare (Discipline) will cover all places other than academic Departments/Centres. His main duties pertain to rendering assistance and looking after the welfare and discipline of students within his jurisdiction. In all these functions, the ADOSW(D) will freely draw upon the assistance of the Disciplinary Committee of the Students' Affairs Council (SAC). The ADOSW(D) is delegated adequate powers to deal with disciplinary matters.

SO 1-1.12 The Chief Wardens/Chief Advisors are the executive heads in all matters concerning the management of the Bhawan/Married Student Accommodations and 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 Bhawan Council and the Mess Council. Chief Advisors will be assisted by Advisors and councils of respective activities.

ACADEMIC WORK

SO 1-2.1 The student standing first in order of merit will be designated as the class senior of his class. 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 /Centre/ ADOSW (D) and/or the Dean of Students' Welfare. He/She will be the leader of the class in all academic matters and should exercise such liaison with his/her class fellows as is necessary in the interest of good conduct and healthy academic life.

SO 1-2.2 All the students should remain present in all lectures, tutorials, practicals, drawing classes or seminars etc. They should like wise carry out other outdoor and extra-curricular duties assigned to them. Their attendance and

leave from attending classes, sports activities, cultural activities and hobbies activities etc., are governed by the appropriate regulations of a particular academic and other such programmes.

SO 1-2.3 Students must give their undivided attention to their academic work and must be respectful to their teachers, advisors and research/dissertation supervisors.

SO 1-2.4. Students must conduct themselves with due decorum in the classes, laboratories, workshop, field work 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** in public places and wherever instructions are imparted.

SO 1-2.5. Students who fail to make sufficient progress in their studies and do not maintain the required attendance in the classes, are liable to be debarred from appearing in the semester examination in accordance with the regulations.

So 1-2.6. Students are prohibited from writing and drawing on black boards and walls and pasting unauthorized notices etc. there on. Circulating unauthorized notice is improper and is strictly prohibited.

So 1-2.7. If in a particular class/period more than 60% 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 students and equivalent monetary fine in case of postgraduate students, out of the discipline group 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 15 marks or, in case of postgraduate students, its monetary equivalent.

For B.Tech/B. Arch I year students such fine shall

be imposed by the Coordinator of I year classes. All such fines shall be communicated to ADOSW(D)/ DOSW for necessary notification and record.

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

SO 1-2.10. For the purpose of calculating equivalent monetary fine from marks or vice-versa, one mark shall be treated as RS.100/- or the amount approved by the Director from time to time on the recommendation of a committee comprising of DOSW, ADOSW(M), ADOSW (D) and ADOSW(FS).

SO 1-2.11. The Institute reserves the right to cancel the admission and withhold the results of 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 some one else's work (s) and insert it in their class work, home work, projects, seminar reports, dissertation, thesis etc. without proper acknowledgement, credit and reference. They should not plagiarize any dissertation, thesis, project, class work submission, report etc.

SO 1-2.13 The appropriate regulation dealing with cases of unfair means, plagiarism, etc. are given in the ordinances/ regulations of the Undergraduate, Postgraduate and Ph.D.(Doctoral) programmes. Suitable disciplinary action shall be taken in such cases by the Institute in accordance with the regulations in force from time to time.

SO 1-2.14 Use of mobile phones in the class rooms/Laboratories/Library is strictly prohibited. Mobile phone, if carried on person must be in SWITCH OFF mode. Any student violating the clause will be punished for five marks in the first instance and fifteen marks in every subsequent occurrence of the violation. Possession of Mobile Phone in examination hall shall be considered as 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 with them especially when they move 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(M), ADOSW (D), ADOSW(FS), Faculty Advisor SC/ST students, Coordinator First Year B.Tech/B.Arch.classes, Chief Wardens, Wardens, Chief Advisors/Advisors of various activities and Teachers. They must behave with due decorum towards their Teachers and fellow students. Girl students must be shown due courtesy 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 inflict 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 under the provisions of the Indian Penal Code 1860.

(b) Students have no right to **deny mess, club and other facilities** to their fellow students. The use of any such facility can be withdrawn only by the proper authorities.

(c) Students should not indulge in any type of **unkind, indecent behaviour towards new entrants** in the bhawans, the messes, the clubs or any other place. Students indulging in any unseemly behaviour towards new entrants will render themselves liable to strict disciplinary action as per clause SO 1-3.3 (a).

SO 1-3.4 (a) Students should **not indulge in violence** of any kind with fellow students, employees including teaching staff of the Institute, and outsiders within or outside the Institute.

(b) Students must not take the law in their own hands but must report any grievance to the teacher, Head of Department/ Centre, the Chief Wardens, the ADOSW (D), 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 allowed to become members of outside societies or allowed to join discussions of a political nature or to take part in any political activity without prior permission of the Institute.

SO 1-3.6. 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 student concerned.

SO 1-3.7. Students are warned against incurring debts or committing irregularities in financial matters. In all such cases, which tend to bring discredit to the Institute, disciplinary action will be taken. The Institute, however, will in no way be responsible for such debts or irregularities.

SO 1-3.8 (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 the prior permission in writing from the DOSW.

(b) No meeting/function with in 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 the prior permission in writing from the DOSW/Head of the Department/Centre.

SO 1-3.9. 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 the prior permission in writing from the Dean of Students' Welfare, who may prescribe the terms and conditions for such performance.

SO 1-3.10. No student shall

(a) by words spoken or written or by sign or visible representation or through internet or website or SMS offend or insult a fellow student or any Teacher of the Institute or any employee or Officer of the Institute.(Any form of ragging will also constitute an act of insult or offence on the person who is ragged).

(b) misappropriate, prefer 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 undue advantage or lift some one else's work(s) and insert it in his class work submissions, projects, dissertations, reports, etc without proper acknowledgement, credit and reference.

(d) indulge in plagiarism of any kind in the Project, Dissertation, Class Work submission, reports etc.

(e) keep/drive motor driven vehicle (car, motor cycle, scooter etc) for commuting inside the IITR campus during his/her stay at IIT Roorkee. However married students 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 do so, 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 the cost of the damaged Institute property will 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.

BHAWANS

SO 1-5.1. There are a number of students' 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 will be required to vacate their rooms as and when required by the Institute or before they proceed on summer vacation.

SO 1-5.2. When occupying a room a student should check the room, fixtures, fittings, electrical fittings, the furniture and any other article issued to him. He/She will be required to sign a receipt for these and will be responsible for their proper upkeep during his/her stay. He/She will be required to compensate the shortage found when he/she hands over the charge of 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 Chief Warden of a Bhawan is assisted by the Bhawan Secretary and other Councillors in day-to-day working of the Bhawan. The Bhawan inmates will refer their difficulties of a minor nature to the Bhawan Secretary or other Councillor who will take necessary action. They will bring to the notice of the Assistant Warden, Warden or Chief Warden the 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(D), and the Dean of Students' Welfare, who will take suitable action in the matter.

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 Computer, electrical appliances like heaters, T.V., V.C.P. and V.C.R. 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. Tinkering 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 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 allowed 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 the room even for short periods or when they are sleeping. Any theft either of a student's personal property or the Institute property should be reported promptly to the Chief Warden.

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 this purpose. They must be properly locked. **Powered vehicles are not allowed to be used by the students** within the institute campus.

SO 1-5.12. Students should not indulge in such acts which may disturb others at study or work in the Bhawans like loud playing of musical instruments or radios or loud singing or dancing etc. Students are not permitted to keep fire-arms 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. Institute shall not entertain any complaint of loss / theft of mobile phones.

SO 1-5.13. Guests are not permitted to **stay over night in the rooms of the students**. Students should apply to the Chief Warden for the permission to accommodate them in the guest rooms earmarked in each Bhawan for the purpose. However, female members in the boy's hostel and male members in the Girls' hostel are not allowed to stay over night in their guest room, respectively.

SO 1-5.14. Parents, guardians, near-relatives and friends may occasionally visit the students in their Bhawans. The only ladies permitted in a Boys' Bhawan are the mother and real sisters of the student concerned.

SO 1-5.15. In the Girls' hostels, the only male members permitted to visit a student's room is her father. They may be permitted to visit the room of the student during specified hours only with the prior permission of the Chief Warden. In exceptional emergent cases permission may be given to visit the room at other hours also.

Fellow students and other guests will be permitted to meet the inmates in the Girls' hostel at the discretion of the Chief Warden during specified hours and in the visitors' room only.

SO 1-5.16. Students are prohibited **from giving shelter to any other student/outsider** in their rooms. In case of any unauthorized shelter, the student will be liable to disciplinary action.

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

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

SO 1-5.19. Students, unless specially permitted, will be allowed to occupy the rooms allotted to them in their Bhawan

only 03 days prior to 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.

SO1-5.20. Before proceeding on summer vacation students must handover the charge of their rooms, the furniture and the 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 found in the Institute property handed over to him. No responsibility will be accepted by the Institute for the private belongings of the students found in such rooms.

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

STUDENTS' MESSSES

SO 1-6.1. There are a number of Students' messes in the Institute. Each mess is run by a Mess Working Committee with Warden as its Chairman and consisting of Mess Secretary, Bhawan Secretary and other Councillors 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.

SO 1-6.2. A Coordinating Committee of Bhawans (CCB) under the chairmanship of DOSW/ADOSW (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. If any student who is exempted from dining in the mess, is found dining there with out permission, he will be liable to pay the mess charges for the full month and will also 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 on the 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 alongwith the next semester Mess advance.

SO 1-6.6. The mess establishment is regulated and controlled by the Chief Warden. Incase of any complaint arising out of the behaviour of mess staff, a student should not deal with the matter himself but report it to the Warden who will initiate necessary action in the matter.

SO 1-6.7. Parties on behalf of an individual member or a group may be arranged to a limited extent only, with the prior permission of the Chief Warden. The cost of such parties including service charges will be paid in advance by the member arranging the party.

CLUBS

S61-7.1. Each of the students' club is an organization of the students mainly run by them under the guidance of the Chief Club Advisor. Membership of the club is compulsory.

SO 1-7.2. Club activities are managed by the Club Council.

SO 1-7.3. Students must be well dressed and must conduct them selves with decency and decorum in the club. They must follow the Standing Orders and other instructions/orders and

maintain a disciplined conduct in the club. Lapses on their part will be dealt with by the Chief Club Advisor.

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, Club Council under the guidance of the Chief Club Advisor and through the decisions of the Club Council. In case of any complaint about the behaviour of a particular student, other Students' should not deal with the matter themselves, but report it to Chief Advisor of the Club Council who will take necessary action in this matter.

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 by 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 they should be kept securely every Student shall be held responsible for the books issued against his/her card.

SO 1-8.5. Before leaving the library, a student should make sure of getting the library books properly issued at the counter against his card. Also, he should not forget to show his 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 behaviour inside the library is expected from all the users and silence must be observed inside the reading rooms.

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

N.C.C. , N.S.S. & N.S.O.

SO 1-9.1. Enrolment to National Cadet Corps (N.C.C.) is compulsory for the B.Tech.IB.Arch. I Year students. However, girls and some good sports persons may be given National Service Scheme (N.S.S.)/National Sports Organization (NSO) in lieu of N.C.C. Girls and Foreign students and any other student exempted from N.C.C./N.S.S./N.S.O. on medical grounds will be required to join Ranging, Hindi or any other prescribed proficiency, respectively. 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 75% attendance (physical presence on parades) of the total required attendance in the N.C.C. /N.S.S./N.S.O. classes. Any short fall of attendance below this limit will lead to the removal of the student from N.C.C./ N.S.S./N.S.O. and imposition of a heavy fine of marks from the discipline group. No extra parades/classes will be held to make

up for the shortage of attendance.

SO 1-9.3. NCC cadets, while on parade or at any other time when in uniform, are governed by the NCC Act. They must be properly dressed and must pay due respect to all Officers and should 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., 3UK, CTR.

SO 1-9.5. Those students, who pass the 'B' Certificate examination any time during their first or second year course of study, will be given special credit in proficiency marks.

SO 1-9.6. Proficiency marks in N.C.C. are allotted to the students concerned on the basis of their attendance, performance in parades etc. and the camp attended by them. The marks form part of total marks for the session and have the same importance as the marks scored by them for their academic performance.

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, seminars and (c) organized weekend camps as well as annual camps.

RECREATIONAL ACTIVITIES

SO 1-10:1. Elaborate facilities for games, sports and other recreational activities under the Cultural Society, Sports Association and Hobbies Club 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. Use of swimming pool at hours outside the

prescribed time is dangerous and is forbidden. Likewise **swimming in Ganga Canal** passing through the Roorkee town and visiting **Solani aqueduct** is also **strictly prohibited**.

SO 1-10.3. Students desiring to enroll with the Hobbies Club must apply on the prescribed form available in the office of the Hobbies Club. A student may opt for only one activity of the Hobbies Club.

SO 1-10.4. Instructions issued by the Chief Advisors of the Sports Association, Hobbies Club and Cultural Society must be strictly followed.

SO 1-10.5. The Chief Advisor is authorized to deal with any complaints by or against any student member of the Sport Association, Hobbies Club and Cultural Society.

HEALTH

SO 1-11.1. 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 1-11.2. All students requiring medical attention are expected to attend the Institute Hospital during the prescribed hours. Emergency cases will be attended to in the hospital at all hours.

SO 1-11.3. If a student is too ill to attend the Hospital, he should notify his 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 1-11.4. 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 1-11.5. 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.

SO 1-11.6. Students should enroll themselves for a Mediclaim policy as per arrangements made by the Institute, with the Insurance Company as notified by the DOSW from time to time.

CHARACTER CERTIFICATE

SO 1-12.1. Only the Dean of Students' Welfare shall issue a character certificate to a student. A student may be issued the same in accordance with the guidelines approved by the Board of Governors (BOG) from time to time.

SO 1-12.2. The guidelines for the award of discipline marks and issue of character certificate are as under:-

(i) An Undergraduate student in a session will get 100% of the discipline marks if he/she has not been fined any marks from the discipline group by any of the officer/authorities competent to do so.

(ii) The award of discipline marks in a session will be based on the records of the discipline of the students during that particular session only. Records of punishments etc. of previous sessions will not count for the award of discipline marks during the session under consideration.

For this purpose a session will be counted from the day next to the end of the spring semester examination to the last day of the spring semester examination of the next year.

(iii) Those fined 50 marks or more or equivalent cash fine or those awarded more severe punishments than this will not be allowed to contest election for any post or be

nominated to any post. The equivalence of cash fine will be calculated as per clause SO 1-2.10

(iv) Character Certificate with entry 'GOOD' shall be given to all students who have not been fined a total of more than 50 marks or 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(D). The committee will examine the offence of the student, 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 who has been fined a total of more than 100 marks or equivalent monetary fine during his stay in the Institute will be given an 'UNSATISFACTORY' character certificate. However, his appeal requesting for a certificate with 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 entry "UNSATISFACTORY" along with details of the period of rustication/ expulsion etc.

SO 2: PROCEDURE FOR ENQUIRIES AND PUNISHMENTS

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 behaviour or has been involved in any offence under the Indian Penal Code 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 if the student in the presence of DOSW / ADOSW(M) / ADOSW(D) commits an act of indiscipline, which is detrimental to the maintenance of healthy atmosphere and law and order in the campus.

(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 institute an enquiry by such committee or enquiry officer as the Director may deem fit.

Normally a suspended student will have to vacate the Bhawan, and the campus will be placed out of bounds for him/her. However, the discretion in this regard will rest with the competent authority or the Officer or the competent person in the event of powers being delegated under

Clauses SO 2-3 and SO 2-4.

SO 2-3. For a breach of discipline committed by a student or a group of students, the Director or the Head of Department or the Dean/Associate Deans of Students' Welfare (Mess) or (Discipline) or (Foreign Students) or Chief Warden or the Chief Advisors of various recognized students activities 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 programmes 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 June next

(b) Imposition of 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 remaining period of stay in the Institute. (refer further to clause SO 2-8 for the implication of conduct probation.)

(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/officers to award the various punishments specified in SO 2-3 (a to g) are as follows:

Punishments
Under SO 2-3

Competent Authority

(a), (b), (c), (d) and (e)

Head of Department or the Dean of Students' Welfare (DOSW) or the Associate Dean of Students' Welfare (Mess) or the ADOSW(D) or the ADOSW (FS) or the Chief Advisors of various recognized student activities, or the Chief Wardens, as the case may be. However, the powers of Associate Dean of Students' Welfare (Mess), ADOSW(D), ADOSW(FS), Chief Advisors of various recognized students activities and Chief Wardens shall be limited to warning and/or imposing a marks fine up to 50 marks or its monetary equivalent (as per SO 1-2.10) with the approval of DOSW.

(f) & (g)

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 apply to the Director for necessary permission who may allow the student to continue his studies in any other college/Institute.

SO2-6. (a) If a student commits a breach of discipline under regulation SO 2-1 at any time after he has appeared in 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 there upon 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 with in 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.

SO2-7. (a) Before awarding the punishment under clauses SO2- 3 (a), (b), (c), (d) and (e), the student may be called by the concerned officer/officers/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/their statement of defense within a specified period. On receipt of the reply, an Enquiry Officer/Committee shall be appointed by the Director to enquire into the Charges that are not admitted by the Student(s). The Enquiry Officer/Convenor of the Enquiry will issue a notice to the concerned student(s) specifying the date on which the students will have to appear before the Enquiry Officer/Committee in person, to answer to the charges.

The committee/enquiry officer 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/Enquiry Officer 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. A student, who has been awarded the punishment under clause SO 2-3 (d), and is found guilty of another act of indiscipline during the remaining period of his/her stay in the Institute, shall be liable to be punished under clause SO 2-3 (f) or SO2-3(g) depending on the seriousness of the misconduct /act of indiscipline as decided by the Director.

SO 2-9. In all cases where a 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 can not 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 readmitted 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 unfair means and plagiarism shall be governed by the appropriate regulations of a particular academic programme. General instructions for penal action for use of unfair means and plagiarism shall be notified to the students and the faculty by the concerned Deans, viz. Dean of Academic Studies and Dean of Academic Research.

S02.12 Termination of Enrolment

The termination of enrolment of a student 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 programme.

So 2.13 Summary Cancellation of Registration (Enrolment).

The Director may summarily cancel the registration or refuse permission for 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, absence from class(es) without permission 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).