



## Birla Institute of Technology & Science, Pilani

Student Welfare Division (Pilani/Dubai/Goa/Hyderabad)

### *Guidelines for dealing with Student Indiscipline and Misconduct Cases*

Senate, in its meeting held on 18th July 2013, had decided that the Dean, Student Welfare Division, BITS Pilani, Pilani Campus, along with his counterparts in other campuses, will deliberate and come out with standard guidelines to be used across campuses for students to eradicate and educate on ill effects of substance abuse and other misconducts on campus. However, the hostel administration felt that there was a need for a revision of the existing document. The team of SWD (Associate Deans, Chief Wardens, and Wardens of all the Indian campuses) discussed the indiscipline cases across the campuses. The existing guidelines are revised after several brainstorming sessions among the team members and with the leadership. From **I-semester 24-25**, the revised guidelines will be used across campuses to minimize and educate on the ill effects of substance abuse and other misconduct on campus. It may be mentioned that perfect standardization may not be feasible, especially in discipline-related matters, as the nature and context of the cases differ, the intensity of involvement may vary from student to student in the same or similar cases, and the gravity associated with the year in which student is studying. It takes a lot of effort on the Disciplinary Committee's part to identify each student's involvement in a given case of indiscipline. However, it is observed that wherever clear identification of a student's participation in a specific case of indiscipline gets established, an almost similar approach to rectification and/or punishment, as suggested below under illustrative classification of cases, can be adopted across campuses.

The guidelines address the opportunities for students to reform and seek guidance/mentorship. The concern for natural justice is addressed, including graded rectification/punishment commensurate with the indiscipline levels/intensity/seriousness. The relevant undertakings ensure that they are under oath and are well aware of the consequences of indiscipline.



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## Guidelines for dealing with Student Indiscipline and Misconduct Cases

Level	Category	Illustrative Cases	Actions
1	Violation of Hostel/Campus rules, misconduct	<ul style="list-style-type: none"> <li>Smoking inside the hostel/the campus</li> <li>Consuming/Carrying alcohol and/or found in a drunken state anywhere inside the Campus/ Hostel Room/ Hostel Premises</li> <li>Misbehavior/indecency in public places.</li> <li>Tampering or misuse of branding.</li> </ul>	<p><b>For the first time offenders:</b></p> <ul style="list-style-type: none"> <li>Warning in writing from SWD.</li> <li>Frequent interaction with the respective hostel warden</li> </ul> <p><b>For the second-time offenders:</b></p> <ul style="list-style-type: none"> <li>Warning.</li> <li>Fine up to Rs 10000/- (Second time).</li> <li>Students seek mandatory advice from wardens.</li> </ul> <p><b>For the third-time offenders:</b></p> <ul style="list-style-type: none"> <li>Warning.</li> <li>Fine up to Rs 25000/-</li> <li>Students seek mandatory advice from the Chief Warden.</li> </ul>
		<ul style="list-style-type: none"> <li>Possession and use of Appliances or any other item not permitted in the Hostel.</li> </ul>	<ul style="list-style-type: none"> <li>Warning in writing + Confiscate Appliances</li> <li>Actions as above for multiple offense</li> </ul>
		<ul style="list-style-type: none"> <li>Displaying/Putting up posters/ paper/ writing/ painting on the wall in any form in the Institute common space other than the designated areas/boards.</li> </ul>	<ul style="list-style-type: none"> <li>Warning in writing + cost of meeting damage, if any.</li> <li>Actions as above for multiple offense</li> </ul>
		<ul style="list-style-type: none"> <li>Not opening the door to the room as soon as demanded by Warden / Chief Warden / Security Competent authority as determined by institute</li> </ul>	<p><b>For the first-time offenders:</b></p> <ul style="list-style-type: none"> <li>Warning.</li> </ul> <p><b>For second-time offenders:</b></p> <ul style="list-style-type: none"> <li>Warning.</li> <li>Fine up to Rs 5000/-</li> </ul> <p><b>For third-time offenders:</b></p> <ul style="list-style-type: none"> <li>Warning.</li> <li>Fine up to Rs 10000/-</li> </ul>
2	Serious violation of Hostel/ Campus rules/ Serious Misconduct	<ul style="list-style-type: none"> <li>Thefts from hostel/institute</li> </ul>	<ul style="list-style-type: none"> <li>Warning + Fine up to Rs 25000/ + Amount equivalent to Replacement of Theft Item.</li> </ul>



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		<ul style="list-style-type: none"><li>• Damage to Institute Property.</li><li>• Unauthorized entry into faculty chamber/academic building/campus premise/faculty and staff residential areas/ other restricted areas.</li></ul>	<ul style="list-style-type: none"><li>• Warning</li><li>• Fine up to Rs 50000/-</li><li>• Amount equivalent to Replacement cost for damaged property.</li></ul>
		<ul style="list-style-type: none"><li>• Physical/Mental harassment of peers, including faculty/staff (through social media, other means included)</li></ul>	<ul style="list-style-type: none"><li>• Warning</li><li>• Fine up to Rs 50000/-</li></ul>
3	Severe violation of hostel/campus rules	<ul style="list-style-type: none"><li>• Impersonation/ Identity Theft/ Misuse of ID/ ATM cards/ Financial fraud etc</li><li>• Entry into a hostel of a different gender.</li></ul>	<ul style="list-style-type: none"><li>• Fine up to Rs. 50,000/-</li><li>• Counseling and a Certificate from a professional doctor of related specialization/ rehabilitation center to the satisfaction of the institute.</li></ul> <p><b>and/or</b></p> <ul style="list-style-type: none"><li>• Cancellation of registration for ongoing semester or both.</li><li>• Cancellation of registration in case of multiple offense</li></ul>
		<ul style="list-style-type: none"><li>• Consuming/Possessing substance/ Substance abuse in Hostel Premises and/or Campus</li></ul>	<ul style="list-style-type: none"><li>• Fine up to Rs 50000/-.</li><li>• Counseling and a Certificate from a professional doctor of related specialization/ rehabilitation center to the satisfaction of the institute.</li></ul> <p><b>and/or</b></p> <ul style="list-style-type: none"><li>• Discontinuation of on-campus Hostel facilities for a duration as recommended by DC.</li><li>• Cancellation of registration for the ongoing semester.</li><li>• Debar from registration for next semester(s)</li><li>• NDPS Act, 1985 may be applicable</li></ul>



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## Guidelines for dealing with Student Indiscipline and Misconduct Cases

Level	Category	Illustrative Cases	Actions
		<ul style="list-style-type: none"><li>● Misuse of cyberspace for malicious activities such as hacking other's accounts and/or tampering with institutional computational services.</li><li>● Bullying (physical/cyber) to Peers/faculty/staff/community members.</li><li>● Tempering with the confidential documents of the Institute.</li></ul>	<p>for serious substance abuse cases</p> <ul style="list-style-type: none"><li>● Fine up to Rs 50000/-</li><li>● Counseling and a Certificate from a professional doctor of related specialization/ rehabilitation center to the satisfaction of the institute.</li></ul> <p>and/or</p> <ul style="list-style-type: none"><li>● Cancellation of registration for ongoing semester <b>and/or</b></li><li>● Debar from registration for next semester(s).</li></ul>
4	Repeated violation of Hostel/ Campus rules/ severe misconduct/ fraud/substance abuse cases	<ul style="list-style-type: none"><li>● Repetition and severe violation of the campus rules; intent of selling and selling/sharing of substance in Hostel Premises and Campus</li></ul>	<ul style="list-style-type: none"><li>● Expulsion from the institute</li><li>● NDPS Act, 1985 may be applicable for serious substance abuse cases</li></ul>

### Point to Note:

1. For Category-1 (first-time offenders), the warden will take all the decisions in consultation with the Chief Warden. These cases will only be a reporting item to the Disciplinary Committee, which can be reviewed further as deemed fit by the committee. If the violations in Category 1 are extreme, as deemed by the Chief Warden, the same can be taken up by the disciplinary committee for necessary action (community service etc).
2. Once a student is found in possession/consumption of substance s/he may be sent home immediately for the next 15 days.
3. For punishment in any category, **community service** and **counselling from authorized and vetted counselors** is mandatory. The nature of community service to be awarded to students will be decided by the Disciplinary Committee.
4. If required, the student's electronic gadgets (mobile phone, laptop, etc) will be confiscated by the competent authorities. The confiscated item will be sealed and reopened in front of the student while appearing in the disciplinary committee meeting. The student will be responsible for displaying the required content to the committee whenever required.



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### ***Guidelines for dealing with Student Indiscipline and Misconduct Cases***

#### **General Guidelines:**

1. A suitable undertaking from parents will be taken for all students against whom Disciplinary action is taken.
2. All the students who receive punishment from DC must do some form of community service as the committee decides.
3. In the case of Dubai, the conversion ratio for the fine stipulated above would be Rs 5:1 AED (UAE Dirham).
4. Any student against whom action is taken under the Disciplinary Committee (other than Category 1) will not be eligible to apply for any institute scholarship for that semester.
5. **The Standing Committee for Students' Discipline is authorized to take appropriate action or impose any suitable penalty other than the above-mentioned illustrative cases as deemed fit.**
6. The student must appeal to the Deputy Registrar/Joint Registrar of respective campuses within 15 working days from receipt of the DC punishment letter (postal/email) with appropriate justification. Ignorance of the level of indiscipline and/or the rectification/ punishment or citing prodding by friends/senior is no ground for appeal.
7. **Appeals** would be handled by the respective Committee as per the senate approval 212.12 dated 23rd Dec 2023.
8. Ragging/POSH cases will be dealt with strictly by the respective committee of respective campuses as per undertaking taken from each student as per Government Guidelines.



### UNDERTAKING FORM

#### FORM TO BE SIGNED BY THE STUDENT AND THE PARENT/GUARDIAN AT THE TIME OF ADMISSION TO THE INSTITUTE

(to be signed by the Guardian only in the event of both parents not being alive)

I.....(name) & ID number  
/daughter/son/ward of Ms/Mrs./Mr.....(name),  
admitted to.....(program and year) in.....(campus) during the  
year....., hereby agree to the following terms:

1. I have read and understood all the guidelines and regulations (available on the Institute website) related to:
  - a. Anti-ragging
  - b. Student Indiscipline and Misconduct
  - c. Sexual harassment
  - d. Gender equality
  - e. Hostel rules and regulations
  - f. Examination unfair means
2. I also understand that the possession/consumption/sale/distribution of **any** substance of abuse and/or alcohol/smoking is not permitted on the Institute premises.
3. I will not support or promote the possession/consumption/sale/distribution of **any** substance of abuse and/or alcohol on the Institute premises.
4. I shall cooperate with the relevant authorities of the institution and outside in the investigation of any substance abuse and /or alcohol-related incident of which I may have information and shall actively cooperate in preventing the possession, use, sale, and distribution of any substances of abuse in or around my institution.
5. If I am found or reported to the institute medical center or admitted to the hospital in inebriated conditions, I give my consent to perform all the necessary medical tests for diagnosis, including detection and identification of substances of abuse for further treatment.
6. I declare that if I am riding or driving a vehicle outside the campus, the institute is not responsible in case of any unforeseen eventualities. I also declare that I shall not drive any motorized vehicle inside the campus.
7. I pledge not to damage /tamper with the Institute's property.
8. **I also declare that I have provided the correct contact information for myself and my parents/guardians.**

I am aware that, in case I violate any of the above-mentioned terms while I am a student of BITS Pilani, I shall be liable for appropriate action against me, which may include expulsion from the institute.



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Name of the Student	Ms/Mr
ID Number	
Signature	
Name of the Parent/Guardian	
Signature of the Parent/Guardian	
Email ID of the Parent/Guardian	
Parent/Guardian' mobile number	



## Birla Institute of Technology & Science, Pilani

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### **Guidelines for dealing with Student Indiscipline and Misconduct Cases**

#### **Annexure - 2**

To  
Chief Warden  
BITS Pilani (Pilani/Dubai/Goa/Hyderabad)

Date: \_\_\_\_\_

#### **SUB: Act of Indiscipline against Institute rules**

With due regard, I would like to confess that I was caught in one or more of the following activities:

- Involvement in an act of indiscipline on the hostel premises as per the institute guidelines.
- Smoking cigarettes in the hostel/campus premises.
- Carrying prohibited items (such as alcohol, cigarettes, e-cigarettes/vapes, etc).
- Under the influence of alcohol in the hostel or campus premises with a reading of \_\_\_\_\_
- Possession / consumption/sale/distribution of substance in the hostel or campus premises.
- Any other, \_\_\_\_\_

I understand that my action is not as per the campus rules, and I apologize for my behavior.

Name:

ID:

Hostel:

Room:

(Signature of the student)

(Signature of hostel superintendent)

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#### **Report of the hostel warden:**

I have interacted with the student and his/her parents. I have counseled them about the consequences of the event. The student admitted that s/he would never be involved in such activities.

(Signature of the student)

(Signature of hostel warden)