



CODE OF CONDUCT



**INTERNATIONAL INSTITUTE OF INFORMATION
TECHNOLOGY BANGALORE**

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STUDENT CODE OF CONDUCT

Institute Regulations

1. There should be complete silence on corridors near class rooms during class hours to maintain an academic atmosphere. Students must not loiter in the corridors during class hours.
2. No student is allowed to leave the lecture hall without faculty's permission or until the class is over.
3. Students are not permitted to smoke or use Tobacco/ alcohol on the Institute campus. They are liable to severe disciplinary action (even dismissal) if found violating the norms on the campus. Please bring any violation to the notice of the Wardens/ Registrar.
4. Ragging is forbidden by the laws of the country. Students found ragging will be handed over to the police. They will be rusticated from the Institute.
5. Strict Disciplinary action (even dismissal) will be taken against any student found in possession of, or under the influence of drugs or alcohol. Smoking in the campus is also strictly prohibited. Please be advised that possession or consumption of drugs is a criminal offence.
6. Habitual inattention, neglect of work, un-becoming language or conduct, obscenity in word or deed renders a student liable to disciplinary action which may involve suspension, fine or dismissal.
7. The campus must be kept clean at all times. Littering with sweet wrappers, waste paper, defacing the walls or desks, damaging Institute property etc. are offences and are liable for punitive action.
8. The classrooms should be kept neat and tidy. Food and drink (except bottled water) is prohibited in all class rooms.
9. Though the Institute is not responsible for the conduct of its students outside the premises, it will take note of any serious misconduct of students outside the campus.
10. Students must observe punctuality. At the discretion of the Instructor a student may be permitted to enter the classroom if he/she is not more than 10 minutes late. However, if a student is regularly late for classes, he / she may not be permitted to attend classes.
11. Every student is required to carry his / her identity card in the Institute and display it prominently. The card should be shown to any member of the staff or Institute officials when asked for. These ID cards are also used for recording the movement (Exit/ Entry) of students.
12. The institute expects every student to take active participation in non-academic functions and cultural programmes. However, such events shall be held only after class hours. Practice for all programmes should be held either prior to the classes or after classes.

13. The institute conducts various seminars, lectures, conferences, workshops etc. by eminent people from industry and academia for the benefit of the students. It is mandatory on the part of the post-graduate students to attend and participate in such events to enhance their academic and professional competencies.

Names of students as printed in the Class XII certificate will be used for all purposes in the institute. Mistakes (typographical), if any thereof, shall be corrected retrospectively by the individual student concerned who desires to have such changes in the names and submit the same latest by 30th August, of the year of joining, failing which no changes will be effected thereafter. In any case, change of name other than as appearing in the Class XII certificates shall not be entertained, unless it is supported by requisite legal documents.

Hostel Code of Conduct

This document details the rules and regulations pertaining to hostels in IIIT-B and applies to all residents of hostels including but, not limited to, students, project staff, research scholars, canteen and other support staff. The rules can be modified by the Wardens and any such modifications will be notified to the residents as and when they are done.

Accommodation

1. IIIT-B is a residential institute and hence all the students are required to reside in the hostels. Hostel fees, deposit and mess charges will be applicable to all students, details of which will be announced by the concerned department periodically.
2. Hostel accommodation is available to iMTech. students for a maximum length of five years only.
3. Hostel accommodation is available to first year iMTech. students only during the working semester. No first year iMTech student will have the right to occupy his/her room during the vacations. Dates for vacating hostel rooms are determined by the hostel Wardens every semester in accordance to the academic calendar. It may be expected that such dates shall not be later than two days after the end of the respective term and two days before beginning of the next term, respectively.
4. iMTech students from the second year onwards can retain their hostel rooms during vacation only if they are pursuing project work under the direct supervision of an institute faculty member. Students seeking to stay in the hostel during vacations need to obtain an offer letter from the respective faculty supervisor and seek approval from the Wardens for their stay. Permission for stay will be granted only for the duration of their project work.
5. iMTech students in the third, fourth year can retain their hostel rooms during vacation.
6. Dates for vacating hostel rooms for final year iMTech students are determined by the hostel Wardens at the end of the academic year. It may be expected that such dates shall be in the last week of the academic year. Final year iMTech students will be notified of this date about a month in advance.

7. Hostel accommodation is available to M.Tech. and M. Sc. (Digital Society) students for a maximum length of two years only. They can retain their rooms during the vacations.
8. Hostel accommodation is available to Master of Science (By research) students for a maximum period of three years, or for one month post their thesis submission date, whichever is earlier. Accommodation cannot be extended beyond this period. They can retain their rooms during vacations.
9. Hostel accommodation is available for Ph. D. students for a maximum period of six years, or for one month post their thesis submission date, whichever is earlier. Accommodation cannot be extended beyond this period. They can retain their rooms during vacations.
10. Students pursuing internships, as linked to their graduation requirement, in companies/universities out of Bangalore are exempt from staying in the hostel during the internship period. However, charges for room rent, mess fees, etc. will be applicable as per rules laid out by the concerned departments.
11. Students/project staff/research staff belonging to any category not specifically mentioned above will be given hostel accommodation only if rooms are available. The hostel management is the final authority in such matters. Charges for room rent, mess fees and deposit will be applicable as per rules laid out by the concerned departments.
12. Students who wish to seek exemption from staying in the hostel will have to apply to Dean (R & D and Academics) and the hostel Wardens with genuine reasons for seeking exemption. Permission will be granted based on the genuineness of the circumstances by Dean (R & D Academics) and the Wardens.

Conditions of allotment

1. The Institute will generally provide minimum furniture and fittings for each room consisting of one cot, table, chair, cupboard, ceiling fan with regulator and a tube light.
2. Rooms once allotted to the students for an academic year will not be changed except on special situations. Warden's approval is needed for changing rooms.
3. First and second year iMTech students will be provided with shared accommodation only.
4. The Institute, if, in case of non-availability of rooms, can allot more than one person per room.
5. If the status of any student changes during the period of stay in the hostel, he/she is required to inform the warden and administration immediately and should vacate the hostel, if the authorities find that he/she is not eligible for hostel accommodation.
6. The students are entitled for accommodation in the hostel as long as they are full time registered students. Accommodation will not be provided to any student whose registration is cancelled. Any resident who is not associated with the Institute in some or other capacity (such as Project Staff) will automatically cease to be a resident of the hostel.

Hostel General Code of Conduct

1. All residents are required to maintain standards of behavior expected by students of any good academic institution. They are expected to behave courteously and fairly with every one, both inside and outside the campus.
2. Curfew is operational in the campus 10 PM through 6 AM. The residents are to be strictly in the Institute campus during the curfew time, and any resident who must arrive on campus or exit off campus during curfew must receive prior approval from the one of the Hostel Wardens.
3. Excursions to destinations/holiday resorts in (the outskirts of) Bangalore will not be permitted if entry/exit is during the curfew. It is to be noted that safety of the student is their own responsibility during such excursions. It is advised that students refrain from going on such excursions throughout their stay in the institute.
4. Students are expected to display their identity cards and make an entry in the register kept at the main gate for every entry and exit. Entries have to be individually made with clear handwriting for every student entering and exiting the campus.
5. Rooms are allotted to each student on his/her personal responsibility. He/she should see to the upkeep of his/her room.
6. Students should bring to the notice of the Wardens, all routine maintenance works, if any, to be carried out in their rooms.
7. Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel Management requires the rooms for this purpose.
8. Students should not screen pirated/unauthorized/unlicensed movies and videos or play loud music in their laptops and common rooms. Any violation will be dealt with severely. Punishment for the same will be decided by the Wardens.
9. The resident of a room is responsible for any damage to the property in the room during his/her occupancy of that room and will be fined appropriately if any damage is observed.
10. The resident shall not move any furniture/fittings from its allotted place and also not damage it in any way. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand them over to the Warden, failing which he/she will be charged a penalty as decided by the Warden.
11. The residents shall not paste any posters/pictures etc., on the walls, doors, windows and shelves. A fine amount proportional to the damage shall be levied by the Wardens for the damage caused.
12. Ragging of students admitted to the Institute is totally banned. Any violation of this by the students will be dealt with very severely. The punishment will be severe/harsh (as per the latest law prevailing in the state), and can lead to expulsion from the hostel and the Institute.
13. Smoking and consumption of alcoholic drinks and/or narcotic drugs in the hostel premises is strictly prohibited. Student shall not enter the hostel premises in intoxicated state and should

not possess such materials. Severe action will be taken if any resident is found to violate this, resulting in expulsion from hostel and rustication from the Institute.

The entire campus is a smoke-free zone.

14. Abnormal activities of any nature, causing disturbance to the neighbours should not be carried out in the room.

15. Visitors are not allowed in the hostel at all times. Parents/guardians and other visitors to a students shall report to the security and meet the student in the reception area or in the lawns. Visitors are to leave the campus before the curfew i.e., 10 PM and no visitors are allowed during the curfew.

16. Boys shall not enter girls hostel and girls shall not enter boys hostel at all times. Any violation will be dealt with severely.

17. The use of electrical appliance such as immersion heaters, electric stove / heaters / electric iron are forbidden in any of the rooms allotted for residence. Private cooking in the hostel / student's room is strictly forbidden. Such appliances, if found, will be confiscated and a fine will also be imposed.

18. When the students go out of their room they should switch off all the electrical / electronic appliances, and keep it locked (at all times). Violation will attracts suitable penalty and punishment as decided by the authorities.

19. 24 x 7 internet is to be provided to the students in the hostel. However, if a student is found to indulge in any act of indiscipline, his/her access will be monitored and will be revoked for a specified period of time based on the offense. In addition, other disciplinary actions can be taken against the student.

Hostel General Responsibilities

1. Residents shall be personally responsible for the safety of their belongings.

2. Residents are required to be conscious of the environment and good housekeeping habits in the hostel by keeping their rooms and the common areas clean and healthy. In particular, students should not throw litter indiscriminately and follow are garbage segregation rules laid out by the Institute.

3. Residents are duty bound to report to the Wardens in case they notice any unwanted incidents or undesirable activity going on in the hostel or in the campus.

Library Code of Conduct

1. To sign in the register kept at the entrance before entering the library.
2. Strict maintenance of SILENCE.
3. Using Mobile phone is STRICTLY NOT ALLOWED.
4. Eatables are NOT ALLOWED.
5. Instruction to handle library materials WITH CARE.
6. ID card is a must for issuing books.

7. Personal belongings other than notebook, pencil and laptop are to be deposited in the property counter at the entrance.
8. Maintain cleanliness of the library at all times.
9. Books once picked out from the rack should be left on the reading tables, if not borrowed.
10. Strictly NO markings on the Library resources.
11. Borrowed resource details are to be entered in the issue register kept at entrance when leaving the library.
12. To show up the documents which are being taken out of the library, to the staff at the check point on Demand.

Rules of The Library

1. The library will be open from 9.00 am to 6.00 pm, on all working days and vacations of the year. On Saturdays it will be opened from 9.00 am to 1.00 pm.
2. A student who fails to return the books within 10 days will be fined 2 Rupees for each day beyond the due date excluding Sundays and holidays.
3. Extension of period may be obtained if another has not applied for the same book.
4. The student must pay for books lost, damaged or defaced. Loss of pages, mutilation and any other damage discovered on return of books will be charged.
5. Strict silence should be observed in and near the reading room.
6. Loss of a borrowed book from the library must be intimated to the Librarian in good time and due charges for the same shall be deposited as per the directions of the Librarian.
7. Books are issued for the exclusive personal use of the applicant. Anyone found applying for books for another would be denied the facility of the library.

Institute Dress Code

The objective of the dress code is to maintain an atmosphere conducive to learning at IIIT Bangalore. Appropriate dress is neat and clean, and should be suitable for an educational setting. Clothes that strain the bounds of modesty are inappropriate in the institute settings.

Clothing should also not be lewd or otherwise objectionable. Foot ware is to be worn at all times. Students are to refrain from wearing Bermudas, bathroom slippers/flippers to classroom, academic block (Ramanujan building) and administrative block (Aryabhata building).

Students are expected to conform to these regulations at all times while on IIIT-B campus as well as on any IIIT-B outings, industrial visits etc.

Interpretation of the preceding language in disciplinary matters regarding appropriate dress will be entrusted to the faculty, and Director of the Institute. In cases of dispute, the Director of the institute will have the final authority.

Mobile Usage Policy

Usage of mobile phones, tablets or other handheld devices (voice/sms or data) is not permitted in the class rooms, or laboratories. Students may carry their mobile but must switch off while in class or laboratories. Carrying mobile/ smart phone/ portable computing devices during the examinations to the examination venue is not permitted and breach of this is liable for penalty.

Malpractice:

All students' malpractices in the examination hall and internal assessment will be referred to the Malpractice Committee set up for the purpose. They would provide a fair chance to the students involved in malpractice to be heard and finally submit their findings to the Director. The following are considered as some of the malpractices:

A. Cheating

Attempting to use or using unauthorized material or information as study aids in any academic exercise. Visually or verbally receiving or giving information during tests, quizzes and examinations when not specifically allowed by the lecturer, is a form of unauthorized assistance and is defined as cheating.

B. Plagiarism

- Includes work turned in, as one's own that was created, researched, or produced by someone else. Turning in a report of another's research, submitting a paper researched or written by someone else, having someone else take a test, and submitting joint projects as solely one's own, are all forms of counterfeit work and are unacceptable.
- Includes presenting as one's work-of someone else without properly acknowledging the source. Plagiarism is theft – using words and ideas of another person as if they were one's own. Exact copying should be enclosed in quotation marks and be appropriately documented in footnotes or endnotes that indicate the source of the quotation. Paraphrasing, when the basic sentence structure, phraseology and unique language remain the same, is also plagiarism. When in doubt about these matters, it is the student's responsibility to seek guidance from the lecturer of the course.

C. Falsification of Academic Records

Knowingly and improperly changing grades on transcripts, grade sheets, electronic data sheets, related documents, academic reports, tests and projects is an act of academic dishonesty.

D. Falsification of Data or Creation of False Data

Is considered an act of academic dishonesty in research or experimental procedures.

E. Unauthorized Reuse of Work

Turning in the same work to more than one class without consent of the lecturers involved constitutes academic dishonesty.

G. Mobiles:

Use or possession of mobiles/ Electronic devices in the examination hall is considered a serious offence, unless specific permission is granted by the faculty on record.

Laboratory Regulations

1. All breakages in the laboratory should be paid for.
2. Record books/ Assignments/ Project reports should be submitted in time. A student will not be allowed to appear for the Examination if the record book is incomplete.
3. Institute encourages students to utilize the lab facilities even during the vacations and holidays with the prior permission of the Instructor.

Examination Code of Conduct - Code of Conduct of Students during Examination

1. Please show your IIITB identity card when demanded.
2. Maintain pin-drop silence in the examination hall. No discussion is allowed in the examination hall.
3. You are not permitted to leave examination hall during the initial 30 minutes and last 10 minutes of the examination.
4. Exchange of answer books, supplements and drawing instruments etc. is strictly prohibited.
5. Please enter your name and number on the Question paper, answer books, supplements and rough paper issued to you, prior to using the same. Also attach all these together when you submit.

6. Late arrival for the examination is not permitted. Come to the exam hall and be seated in your designated place at least at 9:15 am in the morning and for afternoon exam at 1:45pm of the examination.
7. You are prohibited from taking away the answer book(s)/part of Answer Book, Question Paper or any enclosure(s) issued to him out of examination hall. Violation shall attract punitive action under the extant rules.
8. Possession of any mobile phones or any communication device etc. in the examination hall is strictly prohibited.
9. You are prohibited from keeping in their possession in the examination hall any blank paper, notes, scribbles, chits, books, mobile phone, pager, programmable calculator, electronic communication device etc. The violation of this instruction shall attract suitable punitive action.
10. Doubts regarding the question paper are to be cleared within the first half-an-hour.
11. No additional sheets will be given to you in the last ten minutes of the examination.
12. Please strike off the blank page(s) of Answer Book left after attempting the whole paper, by putting a big cross (X).
13. Please place the Coats, backpacks, bags, etc. the entrance of the examination hall or in place designated for the purpose. Mobile phones, mp3 players, smart watches and other electronic devices must be turned off and put away, and cannot be stored in coats or pockets.
14. If support material, other than that which is specifically permitted, is found at or by the desk, it may be treated as an attempt to cheat and relevant procedures for cheating will be followed.
15. Bio-breaks will be restricted to only once and for only one student at a time. Students will not be permitted to carry their mobile phones to wash rooms during such breaks.
16. A substantial number of exams are going to be conducted digitally using a special digital exam pad / tab device. Kindly handle such devices with due care.
17. Do not tamper / remove any stickers stuck to the chairs/tables. Do not move any chairs Please be informed that if a student is found indulging in malpractice during any exam, following will be the penalty:-
 - (a) The student will be awarded Zero in the exam
 - (b) No Grade improvement examination/opportunity will be allowed for the concerned course.
 - (c) Repeated misdemeanor will be construed as aggravated offense and will invite more severe action.

This will also be applicable to any form of assessment like practical exams, quizzes, assignments etc.

FACULTY AND STAFF CODE OF CONDUCT

Responsibilities

- (a) Foster cooperation and communication among each other
- (b) Treat each other in a fair manner, with dignity and respect
- (c) Promote harmony and teamwork in all relationships
- (d) Strive for mutual understanding of standards for performance expectations, and communicate routinely to reinforce that understanding
- (e) Encourage and consider opinions of other employees or members, and invite their participation in decisions that affect their work and their careers
- (f) Encourage growth and development of employees by helping them achieve their personal goals at the organization and beyond
- (g) Seek to avoid workplace conflict, and if it occurs, respond fairly and quickly to provide the means to resolve it
- (h) Administer all policies equitably and fairly, recognizing that jobs are different but each is important; that individual performance should be recognized and measured against predetermined standards; and that each employee has the right to fair treatment.
- (i) Recognize that employees in their personal lives may experience difficulties and show compassion and understanding
- (j) Exhibit a positive attitude and be accommodative to issues and queries of students and Faculty of IIITB
- (k) Create conditions for a learner friendly environment by way of proactively addressing possible administrative bottlenecks / impediments.
- (l) Adhere to all the acts, rules and regulations in force in India that governs the behaviour of employees of any organisation in India and in particular The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
- (m) Other rules and regulations as per HR Manual

Examination Code of Conduct - Code of Conduct for Invigilators

1. Students are expected to be present at the examination center 10 minutes before the commencement of examination.
2. A substantial number of exams are going to be conducted digitally using a special digital exam pad / tab device. Kindly handle such devices with due care and adhere to the special instructions for the same that would be given to you during examinations.
3. No student shall be admitted to the examination hall after 30 minutes of commencement of the examination.
4. Students shall have their IITB identity card for producing when demanded, without which he/she shall not be eligible to appear for the examination.
5. Examinees/students are not permitted to leave examination hall during the initial 30 minutes and last 10 minutes of the examination.
6. Exchange of answer books, supplements and drawing instruments etc. among the examinees /students is strictly prohibited.
7. Possession of any mobile phones or any communication device etc. in the examination hall is strictly prohibited.
8. Students are prohibited from keeping in their possession in the examination hall any blank paper, notes, scribbles, chits, books, mobile phone, pager, programmable calculator, electronic communication device etc. The violation of this instruction shall attract suitable punitive action.
9. The students found guilty of misbehavior or using or attempting to use unfair means shall be liable for suitable punitive action.
10. The student is prohibited from taking away the answer book(s)/part of Answer Book or any enclosure(s) issued to him out of examination hall. Violation shall attract punitive action under the extant rules.
11. Students shall cross the blank page(s) of Answer Book left after attempting the whole paper.
12. Coats, backpacks, bags, etc. must be placed as directed near the entrance of the examination hall or in place designated for the purpose. Mobile phones, mp3 players, smart watches and other electronic devices must be turned off and put away, and cannot be stored in coats or pockets.
13. If support material, other than that which is specifically permitted, is found at or by the desk, it may be treated as an attempt to cheat and relevant procedures for cheating will be followed.
14. Bio-breaks will be restricted to only once and for only one student at a time. Students will not be permitted to carry their mobile phones to wash rooms during such breaks.
15. Please arrange all the answer scripts in order and hand over the same.

16. Ensure that you will take signature from both students and faculty members in the attendance sheet.

17. While distributing the additional sheets please sign in all the sheets.