

ACADEMIC CODE OF CONDUCT

ICAR-Indian Agricultural Research Institute, New Delhi (hereafter referred to as IARI) is the seat of green revolution in India and a community of value-based ethical learning in the field of agriculture and allied sciences. In recent years, the institute has garnered an esteemed reputation within academic and professional communities worldwide. A pivotal aspect of the institute's learning ethos is its commitment to academic integrity. This encompasses an unwavering dedication, even under challenging circumstances, to the core values of honesty, trust, fairness, respect, responsibility, and courage in authentically presenting one's knowledge and ideas. The maintenance of our stringent quality system is contingent upon students genuinely representing their knowledge and ideas, having faith in the impartial evaluation of their academic abilities, and trusting that they will not be disadvantaged by another's dishonest actions. IARI ardently holds the view that championing and safeguarding academic integrity is a paramount duty for every individual within the campus. This is because our core objectives of teaching, learning, and research can only flourish in an environment upheld by the highest ethical standards.

IARI's Academic Code of Conduct (hereinafter referred to as 'the Code') has been formulated to foster a conducive and supportive learning environment for students. It delineates the ethical expectations the institute holds for its students and simultaneously assures them of their rights and responsibilities within the learning community. The Code elucidates policies and procedures concerning academic behaviour. At IARI, students, faculty, and administrative staff collectively endorse this Code to sustain an environment of mutual trust and respect, promote ethical conduct, and nurture enduring professional behaviour. For students, the Code serves to cultivate a milieu of integrity and professionalism, ensuring that all are duly credited for their endeavours. For faculty members, it facilitates a just and precise appraisal of student achievements and aids in upholding a nurturing educational atmosphere. For the administrative personnel, the Code provides a framework for efficient and effective interactions with students.

Code drafting committee

A special committee including faculty of IARI was entrusted with the task of drafting the revised Code to meet the changing academic environment following the implementation of National Education Policy 2020 (NEP 2020). Committee has taken an equitable-and-inclusive-education-learning-for-all approach in drafting the Code.

Documents considered by the Committee

The Academic Code of Conduct of following universities was referred to and considered by the Committee during its deliberations: 1) Stanford University, 2) Boston University, 3) Cornell University, 4) Virginia Tech, 5) University of South Carolina, 6) Concordia University, 7) New Mexico state University and 8) Indian Institute of Sciences, Bangalore, India

1. Preamble

As a leading Higher Education Institution (HEI) specialising in advanced scientific and technological research and education in agriculture and allied science, IARI is dedicated to

cultivating an intellectual and ethical atmosphere grounded in the tenets of academic integrity. IARI holds that it is imperative to duly recognise the ideas and contributions of its academic community throughout all academic endeavours. Upholding academic integrity is pivotal for the Institute's success and for the realisation of its overarching mission.

1.1 Scope and Purpose

- (a) This policy on academic integrity, which comprises an integral part of the Code, applies to all students including research scholars and academicians at IARI including its regional academic collaborators of ICAR-the hubs. Everyone must comply with the aforementioned policy. The policy has been established primarily to elucidate the principles underlying academic integrity and to provide representative instances highlighting dishonest behaviour and breaches of academic integrity.
- (b) Failure to uphold these principles threatens both the reputation of the IARI and the worth and reverence of the degrees awarded to its students. Every member of the academic community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.
- (c) The principles of academic integrity outline the following prioritised expectations for a student. By adhering to these principles, students contribute to an environment of trust, responsibility, and respect.
 - i. All reports, data books, works, including answer books in an examination that are submitted as the student's own in a course or any other academic activity, should be produced without relying on impermissible materials, collaboration, or sources.
 - ii. A student must properly acknowledge and cite the use of ideas, results, and materials from others, including the source of such information.
 - iii. All contributors to a particular piece of work should be correctly acknowledged.
 - iv. All data or results should be obtained ethically and reported accurately, ensuring that no results inconsistent with the student's interpretation or conclusions are suppressed.
 - v. It is imperative to maintain the confidentiality of information that students are not authorised to disclose, regardless of the communication method, whether electronic, digital, mass and social media, written, printed, or encrypted.
 - vi. Students must uphold high standards in all academic endeavours, ensuring impartiality and avoiding bias.
 - vii. Ethical treatment of fellow students is paramount. This encompasses respecting their integrity, ensuring their right to pursue educational goals without hindrance, and abstaining from facilitating others' academic dishonesty or impeding their academic progress.
 - viii. Engaging in activities that go against the institution's interests is strictly prohibited.

1.2 Common violations

It is essential that students familiarize themselves with these guidelines to maintain a genuine and conducive academic environment. Common violations include,

(a) Plagiarism

- i. The unethical practice of using someone else's words, ideas, or intellectual property without proper attribution. This encompasses:
- ii. Direct copying of text, images, or data from sources such as books, reports, or the internet without explicit permission.
- iii. Reusing one's own previously published work without appropriate citation, often termed as self-plagiarism.
- iv. Incorporating various forms of non-textual material, from sources like the internet, into one's academic works without acknowledging the original creators.
- v. The act of paraphrasing where the original author's intent, style, or words are altered without appropriate credit.

Submitting pre-written, purchased, or downloaded content as one's own original work.

(b) Cheating

- i. Deliberate actions that compromise the authentic representation of one's knowledge, skills, and abilities. This includes:
- ii. The act of copying during examinations or replicating someone else's assignments.
- iii. Facilitating or aiding another student in committing acts of dishonesty.
- iv. Using any unauthorized materials or resources during examinations or collaborating without explicit permission.
- v. Intentionally fabricating or falsifying data or information to be used in academic submissions.
- vi. Citing sources falsely or creating fictitious sources for academic work.

(c) Data misrepresentation

Knowingly presenting data or information in a false or misleading manner. This can involve:

- i. Reporting data that was fabricated, simulated or taken from other sources, either published or unpublished, such as theses, survey reports, draft reports etc.
- ii. Citing authors that do not exist, referencing interviews that were never conducted, or claiming to have completed field work when it wasn't.
- iii. Falsifying attendance or participation at mandatory class events, and presenting the outcome such as falsified attendance.

(d) Examination malpractices

- i. Stealing or illicitly accessing examination content for personal gain or to give undue advantage to others.
- ii. Engaging in any unauthorized communication during an examination, which may be deemed as evidence of cheating.
- iii. Not adhering to regulations during exams, such as not sitting in an assigned place, and not complying to examiners' instructions.

(e) Complicity

Assisting or enabling other students in dishonest or deceptive practices. Such practices may include, but not limited to:

- i. Sharing or distributing one's own work, allowing it to be represented as someone else's.
- ii. Providing, even if it involves monetary transactions, academic materials like homework, exams, or project papers to third parties without authorization.

(f) Forgery and alteration

Tampering or modifying official academic records, graded assignments, or any documents without authority. This includes:

- i. Making unauthorized changes to graded examinations, quizzes, or altering official academic records like attendance, examination result reports, transcripts etc.
- ii. Forging documents like letters of recommendation, degree certificates, or other official submissions.

(g) Misrepresentation of identity

Assuming or imitating another person's identity within the IARI academic community, and in any academic activity such as proxying.

(h) Violation of academic property

Engaging in actions that infringe on the academic resources, tools, or properties of others. This includes:

- a. Theft, concealment, or intentional damage to academic materials or resources.
- b. Removing, without permission, materials from academic spaces like libraries or offices, thereby impeding others' academic performance.

(i) Multiple submissions

Presenting the same or substantially similar work in multiple courses without obtaining explicit consent from the respective instructors.

(j) Teamwork violations

Breaching the guidelines that govern collaborative work. Unless explicitly instructed otherwise:

- i. Team members should not hinder the learning experience of their peers.
- ii. No member should intentionally restrict another's access to collaborative activities.
- iii. All team members share responsibility for the content they submit collectively.

(k) Unauthorized use of course materials

Distributing, copying, or utilizing academic materials without permission. This involves:

- i. Downloading, sharing, or duplicating assignments, exams, slides, videos, or any related content without the instructor's express consent.

(l) Professional etiquette violations

Engaging in behaviours or actions that contravene the established professional standards of IARI.

(m) Public law violations

Engaging in activities that violate public laws, particularly those that might tarnish the reputation of the student, the institution, or the nation.

(n) Influence on grade award

Making unsolicited and inappropriate efforts to influence the awarding of grades, accessing confidential information, or trying to influence evaluators unduly. Also, includes attempts to seek confidential information such as details of external examiner, influencing the external evaluators through any means, and also influencing advisory committee to facilitate thesis submission, evaluation and reporting.

(o) Presenting false information

Intentionally misleading IARI authorities or anyone or public by providing incorrect or deceptive statements or data, either as documents, visuals, news clips, blogs, vlogs, social media handles, hashtags, short messaging service, emails, voice mails, fax, or any other form of communication etc.

(p) Falsification

Knowingly presenting fabricated excuses for absences, falsifying lab results, inventing bibliography entries, or misleading information about coursework submission dates.

(q) Copyright infringement

Not adhering to India's copyright laws during academic work. This includes the unauthorized copying of media or downloading copyrighted files beyond permissible norms.

(r) Damage to infrastructure

Committing acts that result in damage or misuse of academic spaces or resources.

(s) Unprofessional social behaviour

Demonstrating lack of respect or prejudice against any member of the IARI community based on race, gender, language, religion, or any other discriminatory criteria.

(t) Classroom etiquette breaches

Activities of disruption and/or disturbance of the proceeding of the class, both from inside or outside. Disrupting academic sessions or misusing electronic devices amounting to unauthorised attempt to record a class by any means, electronic or otherwise and live transmitting any class activity without prior authorization.

(u) Conflict of interest

To ensure credibility and transparency, potential conflicts in any of the academic activity must be disclosed as well as to desist from indulging in activities that may arise any potential conflict within or outside the academic community.

(v) Financial misconduct

Financial misconduct includes any act, but not limited to, of making money by selling of any academic resources of IARI or providing service to anyone using the resources of IARI, money laundering, gambling, involvement in bribery or any activity involving unauthorised financial transactions.

1.3 Guidelines for safeguarding against oversight and deliberate deception in research

- a) Rigorously follow the laboratory safety protocols during experimentation.
- b) Adopt the recommended methodology for both experimental and computational tasks, ensuring data is described and compiled with precision.
- c) Document and safeguard all primary and secondary data, encompassing original photographs, instrument readouts, lab journals, and digital folders. Limit the digital adjustment of images and photographs, preserving the original copy for potential review. All modifications should be transparently documented.
- d) Guarantee the consistent reproducibility of results and execute a rigorous statistical analysis for all experiments and simulations. Maintain integrity by presenting authentic data, avoiding the selective omission of data points to enhance visual appeal—a practice colloquially termed “cherry-picking”.
- e) Keep laboratory records systematically in bound ledgers with pre-printed page numbers, facilitating reference during publication or patent processes. Ensure every page is dated.
- f) Articulate concepts in your unique voice, steering clear of simply copying and pasting content from online sources or other materials during the creation of class tasks, research papers, or theses.
- g) Recognize and cite previous research, methodologies, software applications, and similar contributions appropriately. Note that using content from your own prior publications without citation can be deemed self-plagiarism.
- h) Prior to undergoing the thesis *viva voce* evaluation, students are mandated to submit their laboratory records, unprocessed data, research-related materials, products, prototypes, and the like to their assigned mentors. Concurrently, an attested commitment, signed by the mentor and approved by the pertinent department head, should be uploaded. Failing to adhere to this procedure will be construed as an infringement of the Academic Conduct Code, potentially resulting in the withholding of the Provisional Degree Certificate (PDC) by the Graduate School.

1.4. Stakeholders’ roles and responsibilities

The degree of responsibility one holds often varies depending on the specific role or position one occupies within the academic environment.

a) Role of the student

- (i) Any student enrolled in IARI must get well acquainted with the Code and the extant amendments to it from time to time.
- (ii) Should a student witness or become cognisant of any breaches of the academic integrity policy within their educational setting, it is imperative that they promptly bring the matter to the attention of the relevant authority
- (iii) Student must undertake all academic activities with responsibility and belongingness and must bring to the notice of his/her advisory committee/ faculty advisor of any difficulty confronted by them.
- (iv) Before submitting a thesis (M.Tech., M.Sc., or PhD) to the department, the student is responsible for checking the thesis for plagiarism using software that is approved for the same.

b) Role of the faculty

- (i) Faculty members are required to make themselves acquainted with the Code.
- (ii) It is incumbent upon faculty members to acquaint students with the Institute's academic integrity guidelines specific to them. This not only helps mitigate instances of academic dishonesty but also obliges the faculty to address any breaches of academic integrity in a prompt and appropriate manner.
- (iii) Faculty members who are assigned with responsibility of teaching as course leader or associates shall ensure that all the course contents are delivered in time and to complete understanding of the students
- (iv) Faculty members should keep a register of attendance of all the students registered in the course he/she is offering
- (v) Ensure timely conduct of the examinations and release of results within the stipulated time
- (vi) Faculty members who are guiding the students should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference.
- (vii) In addition, they should review manuscripts and theses carefully.
- (viii) Any violation in the academic integrity observed by the faculty under his/her tutorship/ guidance may be dealt amicably to resolve the issue in the first hand, and in case it is not resolved the same may be brought immediately to the notice of the authority as provided in the Clause II.

c) Role of IARI

- (i) IARI aims to provide students with a copy of the Code during their initial registration. The Code will be available in the Green Book and can also be found on the Institute's official website at www.iari.res.in.

- (ii) Violations of academic integrity are grave transgressions, bearing enduring implications for both the individual involved and the institution at large. Such breaches can result in the imposition of diverse sanctions.
- (iii) IARI is committed to keep the academic environment all-inclusive and equitable and keeps a zero tolerance to breach of academic integrity
- (iv) Any breach brought in to the notice of the authority shall be dealt and resolved in timely manner upholding the principles of natural justice
- (v) IARI shall ensure high quality of education be provided to all the students
- (vi) IARI shall ensure that the students living environment be conducive to academic activities
- (vii) IARI shall ensure to keep the campus green, secure and healthy
- (viii) IARI shall ensure the campus ragging free and keeps a zero-tolerance to any such violation
- (ix) IARI shall not discriminate anyone based on caste, language, religion, sex, region, nationality, financial status and differential ability and shall ensure a zero-tolerance to the breach of this policy
- (x) IARI shall enforce the guidelines of the NEP2020, including directives of the University Grants Commission or its equivalent as well as the directives of the National Agricultural Research Education System (NARS) from time to time, on its academic programme.

2. PROCEDURE FOR DEALING WITH VIOLATIONS

A. Empowered bodies

There are empowered bodies to deal with the violation of academic integrity. These provisions apply only to students and not to any other staff/ fellows of the academic community, since they are bound by extant rules of the governing body of IARI, the Indian Council of Agricultural Research (ICAR).

a) Designated Academic Integrity Representative (DAIR)

In each discipline of IARI, there will be a **Designated Academic Integrity Representative (DAIR)** who will be assigned with responsibility for administering the procedures set forth in the Code. At IARI, New Delhi the Professors and the UG programme coordinators will serve as DAIR for PG and UG programmes respectively in their disciplines while Academic Coordinators in regional hubs would be undertaking this responsibility.

b) Academic Conduct Committee (ACC)

The Dean shall establish an Academic Conduct Committee (ACC), consisting of distinguished faculty and staff as members of IARI. ACC shall hold a pivotal role of diligently assessing and deliberating on any breaches or lapses in academic integrity that may arise. The committee's jurisdiction shall extend to cover any student enrolled not only at the New Delhi campus but also at its various associated hubs.

c) Disciplinary authority

The Dean and Jt. Director (Edu) shall be the disciplinary authority for any case related to the breach of discipline or academic misconduct. Before arriving at the decision on the recommendation of the ACC, the disciplinary authority may seek, at its discretion, an independent review of the recommendation of the ACC by the legal cell or any other similar body. If any such consultation is made their recommendation may also be recorded in the proceedings and along with the final decision.

d) **Appellate authority**

The vice-chancellor of IARI shall be the Appellate authority for all the disciplinary proceedings and the decision of the Appellate authority on any appeal shall be final and binding.

B. Instance of a Code violation

(a) **General Rules**

- i. Should any faculty or staff member suspect or receive information suggesting that a student has breached the Code, they are obligated to arrange a meeting in their office with the concerned student. In case of post graduate student, the chairman of student's advisory committee or in case of undergraduate student, Academic coordinator also shall attend the meeting.
- ii. A faculty or staff member, upon suspecting a violation, will duly inform the student(s) of the perceived infringement. This interaction will not be merely verbal; it will be properly documented, capturing the student's response in detail. It's worth highlighting that during these pivotal meetings, either the faculty member or the student has the discretion to request the presence of the DAIR to ensure transparency and proper protocol adherence. If the matter is resolved, the faculty member shall file a report towards this and file it with DAIR, and the student shall be advised not to repeat the breach in writing.
- iii. If a resolution is not reached between the faculty and student, in presence of his/her advisor and/or DAIR, the faculty is to report the suspected Code violations to the Dean & Joint Director (Edu) using the **Student's Academic Misconduct Instructor Report (SAMIR)** form. This report should include comments from the DAIR, even if the DAIR has not attended the meeting convened by the faculty, an account of the evidence supporting the claim, any relevant supporting documents, and a record of the student's response to the allegations.

(b) **Instances of academic misconduct by first-time offenders**

- i. The Dean and Jt. Director (Edu) will send the SAMIR to the Academic Conduct Committee (ACC) for examination of the misconduct.
- ii. ACC will conduct a local enquiry with the student, and if the student has admitted to the academic misconduct, he/she shall be asked to sign an Agreement of Resolution (AoR) with a commitment that he/she shall not indulge in any such activity thereafter. ACC can examine any witness of the violation if deemed necessary.
- iii. If the student refuses to sign the AoR and has been found guilty of an academic conduct violation beyond doubt, the ACC will recommend the Dean's authorization to sanction penalty on the student by the faculty member by means of award of a lower grade in the course and up to awarding a failing grade in the course.

Depending on the gravity of the misconduct, the faculty member will propose the grading penalty for the consideration of the Dean.

- iv. The Dean, at his/her discretion, and considering the nature of the infraction, may grant written permission to the faculty member to award for a grading penalty.
- v. If such permission is received, the faculty member will inform the student of the verdict of the Dean, and provide an option to appeal on the decision of the Dean to the Appellate authority, which shall be the Vice Chancellor of IARI. The decision of the Appellate authority shall be final and binding.
- vi. If the student chooses to accept the verdict, the agreement between the faculty member and student must be formalized by signing the IARI's AoR form. Before signing the AoR, the student must be advised of the commitment not to repeat the act of misconduct again. A copy of the AoR may be filed with student's records with DAIR and at the Graduate School. Students and/or faculty can request that a DAIR be present to advise and/or serve as a resource during the signing of AoR.
- vii. After the committal of the first misconduct, if the student repeats the same misconduct or any other breach of academic integrity as specified in the Code, he/she shall not be treated as the first time offender.

(c) Instances of repeat offenders and severe breaches

- i. If the misconduct amounts to violation of law of the country, or if the student is held, charged, tried and punished by the Civil authority, or if the student has commented an act of sedition, or the student has committed wilful damage to IARI property, such misconducts shall be treated as 'serious breach' of academic integrity even if such misconduct is committed for the first time.
- ii. If the offence is of 'serious breach', Dean may recommend 'Suspension pending enquiry' of the offending student to the Disciplinary Authority and will act in accordance with the decision of such Authority. At the same time, ACC will be asked to conduct the local enquiry on the student and collect as many evidences as possible to prove beyond doubt if the student has actually conducted the breach of academic integrity.
- iii. If the student is under trial from a Local authority, no local enquiry by the ACC is necessary, and under such circumstances the evidences accrued by the Local authority can be used for deciding award of the punishment.
- iv. In other cases, provisions of Clause II(C) shall apply first. Should the student contest the accusation of academic misconduct, or if the Dean refuses a grading penalty on the grounds that the student has previously been flagged for similar misconduct – as indicated by an existing signed AoR or any other documented instance of academic impropriety available within the division, campus, or hub – or due to the gravity of the current transgression, the Dean will then forward the allegations and relevant evidence to the ACC. The committee will subsequently convene a hearing on the matter.
- v. If the ACC finds that the repeating offender has committed the misconduct beyond doubt again, it may recommend to the Dean of the nature of punishment, which may include payment of a penal money along with recovery of losses to the institution, and/or rustication for a specified period for a final decision by the disciplinary

authority. In case of serious breach or repeated offence, maximum punishment can go up to expulsion from IARI.

- vi. At every time, a punishment is awarded to a student by the Graduate School he/she will have an option to appeal to the Appellate Authority and the decision of the Appellate Authority shall be final and binding.

(d) Cases of misconduct without evidence

- i. If a student is alleged to have committed a breach of academic integrity and if the faculty, DAIR, or ACC cannot establish an act of such misconduct beyond doubt, the student should not be subjected to any punishment. However, they can be orally advised about the provisions concerning violations of academic integrity. In this scenario, the student will not be considered a repeat offender even if they are found to have committed another breach subsequently.

(e) Violation of discipline by more than one individual or *en masse*

- i. If students resort to breaches of discipline involving multiple individuals, such as disrupting classes or examinations, non-attendance, boycotting, striking, non-cooperation, causing public nuisances, or activities that disrupt office functioning, these activities are to be considered wilful breaches of the Code.
- ii. Any student who takes part in such activity should not be considered a first-time offender, even if there are no previous cases against him/her.
- iii. If student(s) strike without prior intimation to the office, such actions are to be considered serious breaches of discipline, and they will be marked absent in their attendance, with their fellowships withdrawn for those days.
- iv. If the striking student(s) engage in activities such as stone pelting, setting fires, destroying public property, verbal abuse, gherao, arson, or violence within the campus, the police must be called immediately to restore law and order.
- v. If student(s) strike with prior intimation to the office in a peaceful manner without hindering office functioning or academic activity, they will be marked 'absent' from attendance in the Division for the duration of the absence.
- vi. If the strike is peaceful, students should be immediately called for negotiations, and the unrest should be addressed promptly in the most amicable manner.
- vii. If the talks fail and the students continue to strike, refusing to participate in dialogue or to resolve the problem, the fellowships of the striking students will be withdrawn for the duration of the strike, even if the strike remains peaceful.
- viii. If the strike continues for more than seven calendar days, the academic activities of the Graduate School will be suspended sine die, and students will be asked to vacate hostels within 24 hours.
- ix. Similarly, in the event of an extremely serious breach involving any violation of public law and order, the Graduate School will be closed immediately sine die, with hostels vacated within 12 hours.
- x. In the event of the closure of the Graduate School sine die, the matter should be communicated to the parents/guardians of the students.

- xi. In the case of closure, the resumption of the Graduate School will be determined by a high-level committee, which will enforce the collection of penal damages made to IARI and require the filing of AoR from all students before resumption.

(f) Report building and documentation

All evidence shall be carefully documented using the guidelines set forth below:

- i. If the violation of the Code is resolved within the Division during the meeting involving the faculty, student's advisor/academic coordinator, DAIR, and the student, the proceedings of the meeting, along with all evidence of misconduct and signatures of all who were present, shall be filed in the Division and with DAIR.
- ii. If the issue of the Code violation is not resolved internally within the Division, the faculty member levelling the charges against a student or students must present such charges in writing. This should be accompanied by all documentary or material evidence and submitted to the DAIR, together with the proceedings of the internal meeting and the SAMIR.
- iii. If the case is referred to the Dean, the Dean will forward all the documents to the ACC for a comprehensive examination and to initiate inquiry proceedings. The ACC may also invite any potential witnesses for hearings and evidence collection.
- iv. When invited, the student, their advisor/academic coordinator, and the DAIR are expected to attend ACC prehearing conferences, if deemed necessary, and should make every effort to be present or accessible during the student academic conduct hearing. However, the ACC Chair retains the authority to waive the attendance of the complainant and/or the DAIR, provided this does not disadvantage the student.
- v. Any witnesses to the alleged Code violation may be asked to submit a report detailing the incident and should be prepared to participate in both prehearing conferences and student academic conduct hearings
- vi. Should an irregularity emerge during an examination, the onus is on the examiner who first spots this discrepancy. It's essential for them to corroborate their observations with others present to ensure a shared understanding of the issue. Those compiling the report should precisely detail: the moment of detection, a thorough description of the irregularity, how often it was noted, the specific segments of the exam compromised by the issue, identities of all involved individuals, and an account of each person's role in the anomaly.
- vii. Conversely, when a paper or assignment suggests misconduct based purely on its content or presentation, and where the professor hasn't personally witnessed its creation, they should pinpoint the suspicious segments. The report should be supplemented with exact reproductions of these sections. When practicable, it's also advisable to attach copies of any potentially related materials, such as original sources which might have been unduly replicated or plagiarised.
- viii. Reports should be drafted adhering to the meticulous observation and precise documentation guidelines specified in Clause II(G).

C. Enquiry procedure, hearing and assessment

- (a) When the Dean refers the case to the ACC, the committee shall first examine the gravity of the misconduct. If the misconduct is of trivial nature, ACC will call the student for a preliminary hearing and shall attempt to resolve the matter through

advice to the student and if student accepts the misconduct, ACC shall obtain the AoR signed and recommend to the Dean for closing the case. The call for preliminary hearing shall be made at least seven (7) days in advance of the proposed date of hearing.

- (b) If student does not accept the charge even after presenting the evidence, or if the student does not cooperate with the hearing, the ACC may decide for the full hearing of the case. To facilitate this, the ACC will notify the student via email at least twelve (12) days before the scheduled hearing date. This email, with read receipt/delivery notification activated, will be dispatched to the student's official university email address and will include,
- (i) Details of the charges, accompanied by relevant documentation.
 - (ii) Specifications about the hearing: date, time, and venue.
 - (iii) The student's eligibility to seek a hearing rescheduling due to a genuine reason, subject to ACC's approval.
 - (iv) The student's entitlement to have an advisor present. The committee chair may permit this advisor to briefly speak for the student, though they shouldn't directly intervene in the hearing otherwise.
 - (v) The student's right to introduce witnesses for context on the alleged offence. The chair can regulate or discard any repetitive or irrelevant input from any witness.
 - (vi) The student's right to question the complainant and, under the chair's guidance, all other witnesses.
 - (vii) The student's provision to forward a self-prepared written statement or other documents for ACC's consideration, ensuring the advisor hasn't composed them.
 - (viii) Any documentation or statements for ACC's evaluation must reach the Dean's Office a minimum of seven (7) days before the hearing. Late submissions might not be entertained by the ACC.
 - (ix) The student's provision to request to expedite the hearing prior to 12 days' notice, subject to the discretion of the ACC chair to accept the request or not.

(c) Hearings

- (i) Should any conflict of interest arise, such as familial ties or teacher-student relationships, committee members may be allowed to withdraw from the proceedings.
- (ii) In cases where regular faculty members cannot attend or have been granted leave, the Dean holds the discretion to appoint interim members in their stead.
- (iii) All the proceedings of the hearing shall be recorded in electronic form, as video or audio or in writing
- (vi) Proper record of attendance of the participants in the hearing may be kept

- (i) Hearing may be concluded preferably in a single sitting, however, if circumstances compel to have an additional hearing, ACC may do so at its discretion
- (ii) Except for the initial briefing, if allowed by the ACC, the advisor of the student shall not participate in the hearing
- (iii) A hearing may continue in the absence of the accused student, provided that either the student has voluntarily relinquished their right to attend, or the ACC is convinced that appropriate notice of the hearing was communicated to the student and no valid reason for the absence exists.
- (iv) Under the guidance of the ACC Chair, who ensures fairness in the proceedings, the hearing will proceed as follows: Firstly, the committee chair will delineate the charges. This will be followed by both the committee and the accused student(s) presenting and scrutinising material evidence and witnesses, deliberately excluding any material pertinent to potential sanctions. In certain situations, to safeguard a witness, the chair may employ measures like sequestering, concealing the witness's identity, or obtaining testimony before the actual hearing.
- (v) The Chair is responsible for establishing the Terms of Reference (ToR) for the inquiry. The decision to accept or decline additional documents from witnesses, particularly those introduced during the hearing, rests solely with the Chair's discretion.
- (vi) Although the hearing does not operate as a legal proceeding, the committee is not constrained by formal legal rules of evidence. Nevertheless, there will be a committed endeavour to ensure the hearing unfolds with utmost fairness and efficiency.
- (vii) Confidentiality is paramount during the hearing. This provision doesn't negate the disclosure of the committee's findings and recommendations to authorised personnel. While this clause aims to protect the accused students, they are not prohibited from sharing information specific to their case. However, in proceedings involving multiple students, no student should divulge information about another accused student to external parties.
- (viii) Upon the accused student's request, the ACC Chair, using their discretion, may permit the attendance of parents or legal guardians. They, however, shall remain observers unless called upon as witnesses.
- (ix) Maintaining an appropriate decorum is essential throughout the hearing. The Chair may adjourn the hearing if further evidence or witnesses are deemed necessary.

(d) Decision of misconduct

- i. A quorum for hearings requires the presence of five voting members, inclusive of at least three faculty members. The departure of any member post the commencement of the hearing doesn't invalidate the quorum. Should members leave prior to deliberations, any final verdict is temporarily halted until the departing members have reviewed the hearing's recordings and provided their

input. Under no circumstances should a decision be postponed beyond seven (7) days post-hearing.

- ii. Post-hearing, the ACC's conclusions are derived through a voting system. Each voting member's decision should be unbiased and rooted in their interpretations from the hearing.
- iii. The Chair possesses a vote, which will be exercised exclusively in the event of a tie.

D. An accused student can only be deemed guilty upon receiving a majority vote from the present voting members, provided the quorum is met. Subsequent to the voting, the committee will collaboratively draft the judgment and determine the apt penalty to be recommended to the Dean.

E. Recommendation

Within a week (7 days) following the hearing, the ACC will forward its verdict and proposed penalty to the Dean. The Dean will then evaluate the evidence underpinning the committee's conclusions. If deemed necessary, the Dean can redirect the case back to the committee for additional assessment or detail, or might request a transcript or recording of the hearing, including copies of any supporting evidence. Nonetheless, the committee's original decision cannot be superseded with a more severe judgment against the student, unless fresh evidence emerges and is evaluated in a subsequent hearing.

Within a fortnight (14 days) from the committee's concluding recommendation, the Dean will communicate via email, ensuring read receipt/delivery notification, to the student's official university address, apprising them of the final decision and any sanctions imposed.

3. PENALTIES

Should the student contest the accusation of academic misconduct, or if the Dean refuses a grading penalty on the grounds that the student has previously been flagged for similar misconduct – as indicated by an existing signed AoR or any other documented instance of academic impropriety available within the division, campus, or hub – or due to the gravity of the current transgression, the Dean will then forward the allegations and relevant evidence to the ACC. The committee will subsequently convene a hearing on the matter. The range of penalties may include any or combination of the following, based on the gravity of the breach committed.

A. Warning

Formal written caution for minor infractions that don't necessitate punitive measures.

B. Reprimand

For transgressions that are either minor in nature or lessened due to exceptional circumstances, a reprimand may be issued. A record of this reprimand will be retained in the student's internal file; however, it won't be reflected on the student's official transcript. It is worth noting that while current reprimands won't restrict a student's involvement in academic or extracurricular activities; they may be taken into account if assessing penalties for any subsequent infractions.

C. Disciplinary probation

When infractions are deemed of such significance that they require a reduction in the student's rights and privileges, disciplinary probation may be invoked. This corrective measure is set for a specified duration. During the probation period, certain restrictions are

imposed on the student, and breaching these can result in severe disciplinary consequences. While the student can continue with regular academic activities throughout this period, they are prohibited from taking on leadership positions within recognised student organisations and are also disallowed from participating in both intra and inter-university events and activities.

D. Suspension

Suspension is enacted for infractions so significant that they call for a temporary separation of the student from the university environment, yet aren't severe enough to warrant permanent expulsion. This period of separation typically lasts between one to three semesters. Such an action is reflected on the student's academic record, denoted as "withdrawn." During this suspension, the student is prohibited from staying, working in IARI, or receiving hostel accommodation. To reintegrate into the university, the student must submit an appeal to the Vice Chancellor, detailing activities undertaken and any self-improvement efforts during the suspension. Throughout this interval, the student is barred from enrolling in any academic courses eligible for IARI credit and cannot receive any IARI degree.

E. Expulsion

Expulsion represents the most severe disciplinary action a university can impose, and is reserved solely for instances of profoundly egregious academic misconduct. This stern measure not only stands as a testament to the gravity of the student's misdeeds but also serves as a deterrent for others, underlining the university's unyielding commitment to maintaining academic integrity. When a student is expelled, this decision is indelibly recorded on their academic transcript, serving as a permanent marker of their breach of trust within the academic community. Unlike other disciplinary actions which might allow for future reconsideration or a path to redemption, expulsion is irrevocable. Once enacted, it signifies an unalterable termination of the student's association with the institution, precluding any potential re-entry or association in the future.

F. Other sanctions

(a) Workshop attendance for integrity

In the case of first-time offenders, who commits serious misconducts, apart from the penalties awarded, attendance and successful completion of an academic integrity workshop organised by the Graduate School is mandatory. A record of this achievement will be retained, primarily to document instances of a first-time offense. At the discretion of the Graduate School, minor offenders also can be sending for this programme.

(b) Professional program disqualification

For grave infringements, especially those relating to professional conduct, and repeat misconducts, a student may be removed from a Professional Program. This could pertain to transgressions within professional field assignments or within the broader university context. However, it's crucial to note that being ejected from a professional program doesn't inherently prevent the student from eventually graduating from the university.

(c) Degree revocation for severe misconduct

In the event of especially grave misconduct, the university reserves the right to revoke a degree previously conferred. Such situations might encompass

transgressions identified after graduation but that occurred during the student's enrolment. Additionally, post-graduation actions, like fraudulent use of university transcripts or misrepresentation of degree certifications, also fall under this purview.

4. DISSEMINATION OF VERDICT

- (a) All the verdicts on the student's misconduct shall be communicated to the student in writing, as well as a mail to his academic mail ID. The verdict shall be communicated to student's research advisor/ academic councillor and DAIR for placing in the divisional records.
- (b) The parent or guardian of a student will receive formal notification if the student is placed under disciplinary probation, suspension or expulsion.
- (c) Actions leading to a student's separation from the University—such as suspension, expulsion, or the annulment of admission or degree—will be documented on the student's academic transcript.

5. APPEALS

- (a) A student who is appealing is entitled to receive a copy of all materials considered by the committee.
- (b) Appeals shall be filed to the appellate authority, which shall be the Vice-Chancellor of IARI. In case the misconduct is set for a settlement at the Divisional level/ ACC level, student can appeal to the Dean, if he/she feels aggrieved of the settlement.
- (c) **Standard on Appeal:** The decision of the Dean should be upheld unless it appears on appeal that the decision was unreasonable and unfair. The Dean will notify the student of the decision. The letter shall also inform the student of the procedure for appeal to the Vice Chancellor, IARI.
- (d) Within fourteen (14) days of the receipt of the Dean's final response to appeals, a student may appeal the judgment or the penalty to the Vice Chancellor, IARI. Appeals are to be in writing, setting forth the basis of the appeal and whether the student is appealing the judgment, the penalty, or both.
- (e) The Vice Chancellor shall review the documentation, and when deemed necessary, may refer the appeal back to the Dean for clarification and comments.
- (f) A rehearing will be ordered only if new evidence is presented or a procedural error is identified. The procedure at a rehearing is the same.
- (g) The decision of the Appellate authority on any appeal shall be final and binding on the student.

6. RECORD RETENTION

- (a) IARI will hold records pertaining to academic integrity for a period of seven years following a student's graduation or their departure from the institute.
- (b) Documentation concerning suspension, expulsion, or the rescindment of a degree will be preserved indefinitely by the institute.

CODE OF CONDUCT IN HOSTELS, ON AND OFF CAMPUS

The Code of Conduct embodied herein is indicative but not limited to the mentioned provisions and reformative penalties. Further in the interest of the Institutes, academic ecosystem, the Code of Conduct is subject to amendment with due approval of Competent authorities from time to time.

The general management of hostels is vested in the office of the Master of Halls of Residences, under the overall supervision and guidance of the Joint Director (Education) and Dean of The Graduate School. The Master of Halls of Residences (MOHR) is assisted by Wardens. The rules for residence in the hostels are given in the succeeding paragraphs. 'Hostel' would mean any residential accommodation provided by the IARI to a student on rolls. There are twelve hostels for the residence of the students of the Graduate School, ICAR- Indian Agricultural Research Institute, New Delhi.

Each hostel is managed by a Warden. They are officers of the rank of Principal Scientist/Senior Scientist and shall be residents of the Campus or living within a radius of 1 km of the campus boundary. The warden is responsible for the hostel upkeep, student discipline, implementation of rules and regulations stated in the Graduate School Calendar, and any other directive/s issued from time to time by the MOHR/Dean/Director IARI's office. Warden's tenure will be 3 years from the date of nomination and this will be applicable for all the hostels including all sister institute and regional hubs. However, Competent Authority can reduce or increase the tenure of the Warden based on performance.

Each hostel will have an assigned Assistant Warden who shall directly report to his/her respective warden and will be responsible for the day-to-day caretaking of the hostel.

The assistant warden shall be recruited @ YP 1 scale consolidated on a temporary basis. Everyday caretaking, the Assistant Warden shall attend to liaison with the maintenance agency, student attendance, and emergency requirements (hospital support). A bachelor (single) accommodation room for the stay shall be provided to the Assistant Warden in the hostel of duty for meeting any emergency after duty hours. The warden shall regularly review the performance of Assistant Wardens. Their service tenure will be extendable only if they are rated @ 7 or more on a scale of 10 by the respective warden. The cost of their employment shall be borne by the maintenance head of the hostels.

There shall be one administrative office, of the MOHR, which shall support all the wardens as well as the assistant wardens. This office shall be responsible for all record keeping of hostel allocation, vacation, notices, complaints, fines, services, official communications etc. related to the resident student. The office shall comprise of two clerks (LDC/UDC), and one assistant-level officer (Staff) who shall report to the office AO or AAO. AO /AAO shall be responsible for the working of the office staff and will report to the MOHR.

The students residing in the hostels shall be required to abide by the current hostel rules and other instructions issued by the hostel authorities from time to time. Each hostel will have a cabin for Wardens for effective student interaction and hostel management. Any breach of hostel rules and of such instructions will render a student liable to fine/cancellation of hostel accommodation or disciplinary action or both. Students who receive the offer of hostel accommodation shall deposit hostel caution money and hostel fees in the account of the Graduate School Office before filing a request for hostel allotment. The allotment of rooms shall be made by the Master of Halls of Residences on receipt of the memorandum of admission from the Dean's Office and proof of deposition of the hostel caution money and hostel fees. No change of rooms shall be allowed without prior permission of the Master of Halls of Residences. Students who leave hostels without taking, a "No Due certificate", shall not be refunded the hostel caution money. The hostel caution money shall also serve as Mess/Food caution money.

The Institute Hall of Residence Affairs Committee (HRAC) will be empowered to review discipline, penalty matrix, hostel charges, hostel caution money charges, hostel allotment policy and modify/revise or/and propose/issue/ new rules/guidelines from time to time as

and when required. These new rules/guidelines/modifications/amendments etc. shall come into effect only after their due approval by the office of the Dean and Director, IARI.

1. Hostel Rules and Allotment Policy of the ICAR-IARI Graduate School, New Delhi

- Hostel accommodation to students is not guaranteed and shall be provided on request of the student, subject to availability of beds/rooms.
- Allotment of the available hostel accommodation shall be merit-based and as per the allotment policy of the Institute.
- The hostel charges shall be revised annually @10%.
- Students not residing in the hostel will not be required to pay hostel charges.
- Student residents of Delhi/NOIDA/Gurgaon/Faridabad/NCR townships shall be provided accommodation in the students' hostel after students coming from outside the above-mentioned places have been provided accommodation, further subject to availability of accommodation.
- Hostel accommodation shall be provided for a maximum period of 8 semesters for undergraduate students, 4 semesters for Master's degree students, and 7 semesters for Ph.D. students. Allotment of hostel for one extra semester can be availed by the student subject to availability of hostel, provided he/she justifies that the delay in completion of academic/research work has happened because of valid reasons beyond his/her control duly verified by his/her chairperson duly verified and the reasons/explanation provided by the student are acceptable to the administration. Delay in vacating the room shall constitute unauthorized living and shall invite a fine as per the Penalty matrix.
- Apartment/family accommodation shall be provided to students for a maximum of 3 semesters only after two years from the date of admission subject to availability. Delay in vacating family or apartment accommodation shall be deemed as unauthorized living and shall invite a fine as per the penalty matrix beyond the allotted period.
- International students shall be given priority for family accommodation and the two-year condition waiver could also be given on a case-to-case basis by the MOHR office.
- Hostel rooms equivalent to the quota of self-financing students shall be kept reserved for them and their charges shall be separate from the students admitted through merit.
- Divyang/Physically challenged students shall be given priority for hostel accommodation.
- Students shall apply for hostel accommodation online in the Graduate School hostel management portal and upload all the relevant documents.
- The hostel allocation shall be done as per the rules of the Graduate School, IARI and in the following order of merit of the student as per the order of preference provided below:

Preference Order	Year and Degree		Preference Order	Year and Degree
1 st	UG 1st Year		6 th	PG 2 nd year
2 nd	UG 2nd Year		7 th	Ph.D. 1 st Year
3 rd	UG 3rd Year		8 th	Ph.D. 2 nd year
4 th	PG 1st Year		9 th	Ph.D. 3 rd Year
5 th	UG 4 th Year		10 th	Ph.D. 4 th Year

Hostel rooms shall be allocated randomly as available in the inventory.

- On arrival at IARI, the student will report to the authorized personnel of the MOHR office and after completion of the verification process, shall be allotted hostel accommodation.
- Students shall be required to check the furniture, fixtures, etc. provided in the rooms allotted to them. Acknowledgment of receipt of the same articles by signing in a prescribed hostel will be mandatory. Students shall be responsible for the safe custody

of all articles. No item of furniture or any part thereof shall be moved from one room to another room or one part of the hostel to the other without the written permission of the Master of Halls of Residences.

- The In-service candidates will be eligible for hostel accommodation provided they have not been allotted any government/Institute accommodation in Delhi or at place of their work/posting, or do not have any residential property of their own or in the name of their spouse in Delhi. However, this category of applicants shall only be considered for hostel accommodation after allocation to students of all other categories has been completed and the hostel accommodation is still available. These applicants shall pay the hostel charges as applicable from time to time but shall not be eligible to claim any HRA as part of their salary.
- Students are not allowed to deface (paste or nail) the walls of hostel rooms and hostel premises. Defacing hostel rooms or premises will invite a fine as per the penalty matrix.
- Hostel allotment shall be provided for only one semester at a time. At the end of each semester, a student shall vacate his/her room and hand over the charge of the room including all items of the inventory to the caretaker or other official of the hostel assigned for the purpose, authorized by the Warden. The student may keep their holdings in the cloakroom of hostels in proper bags which are lockable, water, termite, and rodent-proof. Hostel management shall not be responsible for any damage or loss of items.
- Any student desirous of retaining his room during the semester break must seek prior permission from the MOHR.
- The Hostel dues shall be paid as per the directives issued by the Senior Registrar/Registrar, Graduate School, IARI.
- Any act of intimidation or violence will invite disciplinary action as per the penalty matrix.
- Wilful damage to hostel/institute property or drunken and riotous behaviour constitutes an offense and shall invite a fine as per the penalty matrix.
- Use of audio equipment in hostels is acceptable provided its volume is kept low and is not objected to by other residents. Violation will invite warning/fine as per the penalty matrix.
- Students shall maintain their rooms and hostel premises neat and clean. Nothing shall be kept in the corridor or its sills. Any item kept in the corridor shall be collected by the hostel maintenance staff and disposed. No request or claims of any kind shall be entertained.
- Guests are not allowed to stay in student's hostel rooms. If any unauthorized guest is found in the student's room, a fine as mentioned in the penalty matrix shall be levied on the resident. Guest can visit a student in his or her room between 9 AM to 8 PM for a maximum of 2 hours only after making proper entry in the guest register kept at the hostel entrance. Any guest found in a student room without entry into the guest register shall be considered unauthorized and a fine as mentioned in the penalty matrix shall be charged to the resident of that room/apartment.
- Students are allowed to visit the common areas (common halls, hostel reading room) of their respective hostels between 6 AM to 12.00 A.M. (midnight) only.
- A student's parents may visit the student in the room with written permission from the warden but only within the visiting hours of 9 AM to 6 PM, for two hours.
- Hostel guest rooms shall be provided to only the student's parents and siblings (brother and sister), subject to availability and on a chargeable basis. Student needs to declare the names of parents and siblings at the time of hostel allocation for availing of this facility. Guest rooms shall be allocated @ 200/- per person for a maximum of 4 days. If the student extends the guest room beyond 4 days, the charges shall be levied @ Rs. 400/- per person from the first day of guest room allotment. If the stay is for more than 10 days, the charges shall be levied @ Rs. 1000/- per person from the first

day of guestroom allotment. Students should apply for guest rooms at least three days in advance. MOHR may allow the guest to stay for a longer period @Rs. 200 per person per day in medical cases of guests that require continuous treatment and are life-threatening (documentary proof to be provided).

- Student shall vacate the hostel accommodation within ten days of his/her thesis submission. If a student stays beyond 10 days, unauthorized stay charges of Rs. 2000/- per day shall be chargeable. No Dues Certificate and no objection for PDC shall only be issued to the student by the MOHR office only after vacation of the hostel and payment of pending fines/dues if any.
- Director/Dean/MOHR/ Wardens or their authorized personnel have the right to inspect the hostel rooms of any resident at any time of the day/night without any notice and implement disciplinary action/fine as deemed fit if required.
- The Wardens/caretakers shall ensure that hostel rooms, common rooms, reading rooms, verandas, and surroundings are kept neat and tidy. No student shall leave any book, laptop or any other item in the reading hall. Unclaimed items shall be confiscated and dumped if not claimed within 24 hours. Fine of Rs. 500/- shall be charged for re-claiming such articles presenting proper proof of ownership.
- Hostel authorities are not responsible for any loss or theft of any student property from hostel premises. Students are required to care for all their belongings all the time.
- Gambling in the hostel is strictly prohibited and shall lead to action as per the penalty matrix.
- Smoking, chewing Paan Masala and or spitting it or use of any tobacco product, e-cigarettes etc. is prohibited. Violation shall be dealt with as per the penalty matrix.
- Consumption/ possession or recovery of alcoholic beverages from the hostel room will invite action as per the penalty matrix.
- Consumption or possession or recovery from the student's hostel room of narcotic drugs, psychotropic substances, and lethal weapons will invite action as per the penalty matrix.
- It shall be the duty of the students to cooperate with the Wardens and MOHR office Staff, in discharging their responsibilities.
- Students who need redressal of their problems related to academics or hostel accommodation shall follow proper protocol. For academic issues, the student will need to approach his chairperson and then the Professor, Associate Dean, and Dean of Graduate School. For hostel issues, the student shall approach the Assistant Warden and thereafter Warden, MOHR, and Dean. Issues pertaining to the majority of students shall be taken up by the PGSSU as per the above protocol. If any issue still remains unresolved at the Dean level, only then student/PGSSU need to approach the Director, IARI for a solution of the problem.
- Defaming Institute or offices of the Institute or spreading false information on social media platforms (Facebook, Twitter, Instagram, Whatsapp etc.) about Institute or any of its employees or fellow students is prohibited and shall lead to cancellation of the admission and legal action as deemed fit as per competent authority's decision.
- No student is allowed to get IARI or ICAR logo printed on any article (stationary, fabric/dress, etc.) without taking written permission from JD (Admn.)/Registrar office. The act shall invite action as per the penalty matrix.
- No student shall be allowed to keep or drive any motor cycle/scooter /car etc. in the campus. Students are not allowed to bring in or to keep any power-driven two wheeler/four wheeler vehicles in the hostel/ university/institute premises. Only cycles or e-bicycle shall be permitted. Paid e-charge points for e-bicycle shall be provided in or near hostel complex.
- Pets are not allowed in the hostels. Any student found feeding pet (dogs/cat/birds etc.) in hostels shall face action as per the penalty matrix.

- Students in hostels are themselves responsible for the security of their cash and valuables. They are advised not to keep jewellery, expensive items and excessive cash in their rooms and are advised to properly secure their belongings.
- Hostellers are not permitted to change rooms or sleep in room of any other student. All students are required to return to their respective rooms by 10.30 PM every day. Student sleeping in someone else's room shall invite action as per the penalty matrix.
- Any student who finds his/her roommate or his/her neighbor experiencing depression or facing mental health issue or found ill must report it to the warden immediately. This will enable the authorities to immediately suggest/provide care and to avoid any untoward incident. Cooperation by the students will be very much appreciated.
- Students admitted in an earlier year shall be treated as senior to those admitted in a later year. Any student desirous of a change of room/hostel can apply for it to the MOHR office. Such applications shall be collated and rooms shall be allocated by draw of lots (to be done by MOHR or his nominee). Senior student shall be given preference for change; One change of room/hostel shall be free of cost. Any further change of room/hostel shall invite a charge of Rs. 1000/- to the student.
- The MOHR may allot hostel accommodation on his/her discretion to any student in relaxation of the hostel allotment rules, however the number of such rooms cannot exceed 1% of the total hostel beds/rooms at any given time.

Attendance

The gates of the Hostels shall be closed at 10.30 PM and will be opened at 6.00 AM. All students need to report back to their respective hostel by 10:30 pm each day. In case any resident has to stay out for some work after 10.30 p.m., it is advised to do so after taking due permission from the warden and making proper entries in the entry/exit register with details like name, purpose, name of the laboratory/computer centre to be visited, time of leaving the hostel and expected time of return to the hostel. On return, they may update the same register with actual time of return. Student shall need to submit a written request for working late hours in the laboratory duly signed by the Chairperson and Professor to the warden. Students reporting late without permission shall face action as per the penalty matrix.

- Students shall mark biometric attendance every morning between 6 AM to 8AM and every night between 9:00 PM to 10:30 PM. Wardens shall review the attendance vigilantly and move for action in case of students violating the instructions.
- For leave of absence from hostels, students shall apply for permission of the Warden through email with cc to parents. Upon acknowledgment from parent, student will be admitted.
- Students remaining absent beyond permitted period without intimation shall be doing so at their own risk and the Institute authorities shall have no responsibility for such absence.
- Unauthorized absence of more than 10 days shall lead to cancellation of the hostel allotment and forfeiture of the hostel caution/security money. If the student requests for re-allotment of the room within two weeks of cancellation of the room, then he/she has to freshly deposit the hostel caution money.
- Abandonment of hostel accommodation by the student shall invite disciplinary proceedings. Senior registrar, Graduate School shall be requested to initiate proceedings of recovery of fellowship from such students. Caution money of such students shall not be refunded.
- While finally vacating the hostel each student must hand over the charge of the room and all hostel properties issued to him/her to the Caretaker/Assistant Warden and obtain a no dues certificate to the effect from the Master of Halls of Residences. PDC will be issued by the Graduate school only after the submission of no due certificate issued by MOHR.

2. Code of Conduct for Students

- a) Students must observe the timings indicated for taking meals (Breakfast – 7:00 to 8:45 am; Lunch 1:00 to 2:30 pm; Dinner 8:00 to 10:00 pm) and return to their respective hostels by 10:30 pm.
- b) Students will enter or exit the hostel by swiping their Student ID Card/ and or Bio-metric system as the case may be.
- c) All students must wear their student ID Cards and show them to the security guard for the purpose of entry and exit from the hostel/Campus.
- d) If an undergraduate student wants to leave the Campus, the Warden can approve the student's request to leave the Campus, only with parental consent.
- e) Students who have left the Campus to visit their family or friends or for other purposes must return to the Campus before 10:30 pm. No student will be allowed to leave the Campus after 10:30 pm and before 6:00 am except with the prior permission of the Warden in any emergency.
- f) "Quiet Hours" in students' hostels are from 10:30 pm to 6:00 am on all days when boisterous behavior, games and sports activities or other types of activities which result in creating noise are prohibited except when prior permission of the Warden has been obtained for a specific activity for a specific time.
- g) Students should keep their rooms neat and tidy and ensure proper hygiene.
- h) Students should ensure proper hygiene in using the dining halls, the common areas and the toilets.
- i) Students must take care to use electricity, water and other facilities in an environment- friendly manner and avoid any wastage.
- j) Students are not allowed to enter areas designated exclusively for the opposite sex (wash rooms/hostel room). If any student is found indulging in such act action shall be taken as mentioned in the penalty matrix.
- k) Students should be appropriately dressed at all times. Sportswear and hawai chappals are not allowed in the classroom or Institute offices.
- l) Students must keep their valuables in lock and key in their own rooms. The University is not responsible for the safety or loss of any personal property of the students.
- m) Students should maintain a high standard of decorum and propriety in the Campus. They should not indulge in displaying pornographic materials, or in gambling, ragging or sexual harassment. In addition, they shall not practice discrimination based on race, religion and place of origin etc. In particular, foreign students must be shown due courtesy and treated in a dignified manner. Student should not remove/ dismantle furniture in the room allocated. Any such action shall attract disciplinary action and fine.
- n) Students should not post anywhere or circulate in any manner on the Campus any objectionable or obscene material in the form of notices, pictures, posters, leaflets, SMS, emails etc.
- o) Students should not use in their rooms (except for hostels where permitted) any high voltage electrical equipment, such as heating coils, induction plate etc. If any such item is found, a fine of Rs. 5000/- shall be made on the resident and the items will be seized/disposed and not returned
- p) Students should not use any audio-visual equipment in a manner that may cause disturbance to others. They must use such equipment only with headphones.
- q) Students must refrain from any behavior which may cause any environmental pollution including noise pollution.
- r) Students must report to the Warden any illegal activity or unacceptable behavior that they might have witnessed on the Campus.

- s) Students must deal with their room-mates, classmates, and the employees of the University and other service providers with courtesy and respect.
- t) Students must apprise themselves of the University's anti-ragging regulations and the consequences and penalties for ragging.

3. Off Campus Conduct

1. IARI shall have the jurisdiction over the conduct of the students on its role and will take cognizance of all acts of misconduct including incidents of ragging or otherwise which may take place on the university campus or in connection with the University related activities and functions.
2. IARI may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in institute Policy and other regulations, as if the conduct has occurred on campus which shall include:
 - a) Any violations of the Sexual Harassment and Anti-ragging Policies of the University against other students of the University.
 - b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the University;
 - c) Possession or use of weapons, explosives, destructive devices, drugs, narcotics or other prohibited substances off- campus;
 - d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.;
 - e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community;
 - f) Arrest and charge sheet by law enforcement agencies in connection with any of the above acts.
3. The IARI, while determining whether or not to exercise such off-campus jurisdiction in Situations enumerated above, shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off-campus conduct is part of a series of actions, which occurred both on, and off-campus.
4. The punishment for the above off-campus violations will be determined by the University disciplinary authorities

Penalty Matrix for Reformative Initiatives/ for Breach of the regulations framed for the Students Model Code of Conduct

Where a student is found guilty of violating the Code of Conduct for Students or any other rules and regulations of the Institute, the Master of Halls and Residences ("**MOHR**": **Equivalent to Chief Warden/Chief Proctor/Director Students Welfare in the Universities**) or the Institute Disciplinary Committee ("**IDC**": **Equivalent to University Disciplinary Committee/College Disciplinary Committee in the University**) may recommend any of the following reformative initiatives / penalties or any combination thereof:

Reformative Initiatives

- Warning and/or reprimand.
- Mandatory sensitization sessions, which may also include conducting online courses on anger management, community service (which may include assisting the institute staff and participating in the Campus cleanliness drive) and writing article.
- Under the violation by the student in his/her academics, the Board of Studies (BOS) prescribes prohibiting assessment or, where the work has been assessed, the annulment of the results in the assessed work. The IDC shall either permit the student to submit, within a specified period, a substitute piece of work for assessment; or deem the disallowance to be a failure on the part of the student in the examination or work.

Penalties

- Withdrawal of any academic or other Institute privilege, benefit, right or facility, other than the right to follow courses of instruction and present himself for examinations;
- Imposing financial penalty;
- Imposing conduct probation
- Suspension/expulsion from the hostel;
- Suspension from the Institute for a specified period;
- Payment of compensation to repair any damage or defacement to the Institute property or assets caused by the student; and
- Expulsion from the Institute

Penalties for Acts of Indiscipline and Violation of IARI Graduate School Rules and Regulations

S No	Acts of Indiscipline	Final Recommendation
1	Cooking food in hostel rooms, use of hot plates, electric cooker, electrical gadgets (except laptop) etc. in hostels where it is not allowed	First Instance: Confiscation of equipment which shall not be returned back and a fine of INR 5000/-. Second Instance: Confiscation of equipment which shall not be returned back and a fine of INR 10000/-. Third Instance: Fine of INR 10000/- and the student would face a suspension from the hostel permanently.
2	Keeping pet/s (dog/cat/bird etc.) or stray animal(s), inside hostel or feeding them inside the hostel	First Instance: Undertaking by the student and parents, as the case may be, to the MOHR with a fine of INR 2000/- Second Instance: Imposing conduct probation for current semester, undertaking by the student and parents, as the case may be, to the MOHR with a fine of INR 5,000/- Third Instance: Fine of INR 10000/- and cancellation of hostel allotment.
3	Damaging / stealing Institute property	First Instance (Stealing): Fine amounting to five times the cost of damaged/stolen property and the conduct proceeding shall be recorded in the mark sheet, if the student is found guilty. Subsequent Instance (Stealing): Fine amounting to ten times the cost of damaged/stolen property and cancellation of the hostel and admission from the Graduate School.
4	Deface (paste or nail) the walls, doors or windows of the hostel rooms and premises	First Instance: Undertaking by the student to the Hostel Warden with a fine of INR 5000/- and imposing conduct probation for current semester. Second Instance: Undertaking by the student and parents, as the case may be, to the MOHR with a fine of INR 10,000/-. Third Instance: A fine of INR 10,000/- and permanent cancellation of hostel facility.
5	Refusal to show Identity Card or showing resistance to checking of bags, wallet, luggage, eatables etc. at the campus or hostel entry by the Security/ Warden/Official(s) deputed by MOHR	Refusing entry in the Campus or Hostel. Students need to wear ID card and show/display it to Security personnel. Student not carrying ID card shall be fined INR 200/-

6	Returning late to the Hostel, overnight absence from the hostel without permission, or staying in areas within the Campus beyond the stipulated time	First Instance: Undertaking by the student as the case may be, to the Warden. Second Instance: Fine of INR 500/- and undertaking by the student and parent to the Warden recordable. Third Instance: Fine of INR 1000/- and calling parents for a meeting with the MOHR Fourth Instance: Fine of INR 2000/- and suspension from the hostel permanently.
7	Non-cooperation with the Institute staff / security staff OR Obstructing the institute staff / security staff to do their duty by blocking roads/entrances etc., OR Misbehaviour with the institute employees including the faculty members	Action will depend on the degree of Non-cooperation or misbehavior. First Instance: Imposing conduct probation for current semester and written recordable warning on the marksheet, cancellation of the hostel allotment and calling parents for a meeting with the MOHR Second Instance: cancellation of the admission from the Graduate School.
8	Use of audio/video equipment or making loud sound	No student is allowed to play any music or make loud sound in the silent hours Use of audio equipment in hostels is acceptable provided it's volume is kept low and is not objected by the other residents. First complaint shall lead to a written warning, second to a fine of INR 5000/- and third shall lead to cancellation of the hostel.
9	Unauthorized use / change of room	First Instance: Undertaking by the student and parents, as the case may be to the MOHR, and written warning, and fine up to INR 5,000/-. Second Instance: A fine of INR 10000/- and the student would face suspension from the hostel permanently.
10	Unauthorized departure from the Campus without prior permission of the concerned authorities	First Instance: Undertaking by the student and parents, as the case may be, to the MOHR and written warning. Second Instance: Fine of INR 1000/- and undertaking by the student and parent to the Warden recordable. Third Instance: Fine of INR 5000/- and calling parents for a meeting with the MOHR Note: If the student remains absent from hostel without permission for more than seven days his/her room will be double locked and after ten days of continuous absence, hostel allotment shall stand cancelled and hostel security deposited shall be forfeited by the Graduate School.
11	Unauthorized absence/departure from the event (sports/cultural meet etc.) organized by the Institute or other university/ organization outside of Institute Campus	Imposing conduct probation for current semester and recorded it on the marksheet + fine of INR 5000/- and suspension from the hostel permanently.
12	Providing shelter in the allotted room to outsiders/ unauthorised guests etc. in the hostel	First Instance: Undertaking by the student to the Warden and fine of INR 2000/- per day multiplied by the number of days of the stay of guest. Second Instance: Undertaking by the student and parents,

		as the case may be to the MOHR, and a fine of INR 5000/- per day of guest stay. Third Instance: As in second Instance + The student Would face a suspension from hostel for the entire degreeduration.
13	Dismantling / shifting the furniture- placed in the hostel	First Instance: Undertaking by the “student” and verbal warning by the “hostel warden” Second Instance: The student would be mandated to attend community service for a period stipulated by the MOHR and a fine of INR 2000/- Third Instance: Undertaking by the student and parents, as the case may be, to the MOHR with a fine of INR 5000/-. Fourth Instance: The student would face a suspension from the hostel.
14	Any other Instance that does not fall under any of the abovementioned categories	If the student commits any violation of a different nature not covered in this matrix, the punishment in such cases will be decided by the IDC.
15	No student shall leave any book, laptop or any other item in reading hall	Unclaimed items shall be confiscated and dumped if not claimed in 48 hours.Fine of INR 1000/- shall be charged for re-claiming such articles after presenting proper proofs of ownership.
16	Students reporting late to hostel after closing hour without permission of warden	First Instance: Undertaking by the student and verbal warning by the hostel warden. Second Instance: Fine of INR 500/- per on second Instance, and after that INR 1000/- for every such Instance.

Statutory Instances/Violation of the Law of the Land

S. No.	Acts of Indiscipline	Final Recommendation
1	Possession, use or distribution of cigarettes / tobacco product(s) (Paan and paan spitting included) / ‘accessory’ substance(s) on the Campus <i>Note:</i> ‘Accessory’ substance would include, but would not belimited to, OCB paper, rolling paper, lighter, weighing machine and other substances used as an aid to consume / distribute tobacco and/or prohibitedsubstance(s).	First Instance: Undertaking by the student to the hostel warden with a fine of INR 2000/- Second Instance: Undertaking by the student and parents, as the case may be, to the MOHR with a fine of INR 5,000/- Third Instance: As in second Instance + The student would face a suspension from the hostel.
2	Possession, use, or distribution of liquor/other intoxicants in the Campus	First Instance: Undertaking by the

	<p style="text-align: center;">OR</p> <p>A student found in an inebriated condition anywhere in the Campus or outside due to consumption of alcohol/other intoxicants.</p>	<p>student to the Hostel Warden with a fine of INR 5000/-, and imposing conduct probation for a period of minimum one semester which may be recorded on marksheet.</p> <p>Second Instance: Undertaking by the student and parents, as the case may be, to the MOHR with a fine of INR 10,000/- & continuation of conduct probation for entire degree period and non-issue of conduct certificate from the Graduate School.</p> <p>Third Instance: As in second Instance + The student would face a suspension from the hostel.</p> <p>*Note: Above-stated matrix is only indicative in nature and shall not have binding to the IDC discretion to impose a higher penalty on a case-by-case basis. Fine to be collected at the Hostel level</p>
3.	<p>Possession, use or distribution of ‘prohibited’ substance(s) [or ‘psychotropic and psychedelic’ substance(s)] or weapon on the Campus*</p> <p><i>Note:</i> ‘Prohibited’ substance (or ‘psychotropic and psychedelic substances’) would include, but would not be limited to weed, cannabis and its variations, sulpaand any other substance precluded from possession, use and distribution under the Narcotic Drugs and Psychotropic Substances Act, 1985.</p>	<p>First Instance: Undertaking by the student and parents, as the case may be, to the MOHR & imposing conduct probation for minimum two semesters with a fine of INR 25000/-. Such guilty students will not get conduct certificate from the Graduate School.</p> <p>Second Instance: Undertaking by the student and parents, as the case may be, to the MOHR with a fine of INR 25000/-, imposing conduct probation for entire degree period and expulsion from the hostel.</p> <p>Third Instance: Expulsion from the</p>

Institute, and information to police station to initiate proceedings under IPC.

Note: The above penalty matrix does not provide any protection from proceedings under IPC or any other action at any stage depending on nature of offense.

***NOTE: WHEN THE SUBSTANCES RECOVERED WEIGH 10 GRAMS OR MORE:**

- a) The student would be liable to receive an increased penalty regardless of their clean disciplinary record in the past. It should also be noted that though the matrix to decide the same has been captured below, the quantum of punishment would largely depend on the quantity of substances recovered from the student.
- b) The above-stated matrix is only indicative in nature and shall not govern the IDC discretion to impose a higher penalty on a case-by-case basis. Consequently, the IDC is authorized to disregard the above matrix in cases where the quantity of the recovered substances is relatively higher.
- c) If the student commits any violation of a different nature, then those violations would be adjudged by the IDC, which would be separate from the matrix provided above.

		d) If the student has been penalized in any of the past semesters for violations of a different nature, then the same would not be considered for deciding the penalty for the first violation of this nature.
	Inducing workers to supply prohibited materials (tobacco/ alcohol/narcotic drugs, etc.)	<p>First Instance: Undertaking by the student and parents, as the case may be, to the MOHR with a fine of INR 10000/- & imposing conduct probation for one semester.</p> <p>Second Instance: A fine of INR 10000/-, imposing conduct probation for two semesters and suspension of the student from the hostel and expulsion of the worker/staff.</p> <p>*Note: Above-stated matrix is only indicative in nature and shall not govern the IDC discretion to impose a higher penalty on a case-by-case basis.</p>
	<p>Indulging in any form of gambling / betting</p> <p style="text-align: center;">OR</p> <p>Using the University infrastructure to provide any assistance / support to any form of gambling / betting</p>	<p>First Instance: Undertaking by the student to the Hostel Warden with a fine of INR 5000/-.</p> <p>Second Instance: Undertaking by the student and parents, as the case may be, to the MOHR with a fine of INR 10,000/-</p> <p>Third Instance: The student would face a suspension from the hostel + fine of INR 10000/-</p>
	Indecent exposure, obscene / lecherous conduct, either in a physical space or online/in communications	<p>First Instance: Undertaking by the student to the Hostel Warden with a fine of INR 5000/-.</p> <p>Second Instance: Undertaking by the</p>

		<p>student and parents, as the case may be, to the MOHR with a fine of INR 10,000/-.</p> <p>Third Instance: The student would face suspension for one semester from the Institute on the recommendation of IDC.</p> <p>Fourth Instance: The student would face expulsion from the Institute on the recommendation of IDC.</p>
	<p>Using abusive language, or abusive/offensive e-mails with other students, the Institute employees, including the faculty members</p> <p>OR</p> <p>Using social media platforms to post abusive/offensive instigating content against students and/or the Institute employees, including the faculty members</p> <p>OR</p> <p>Hacking of e-mail accounts belonging to other students, or the Institute employees, or tampering with the Institute IT system</p>	<p>First Instance: Undertaking by the student to the Hostel Warden with a fine of INR 5000/-.</p> <p>Second Instance: Undertaking by the student and parents, as the case may be, to the MOHR with a fine of INR 10000/-.</p> <p>Third Instance: Suspension from the hostel + fine of INR 10000/-.</p> <p>Fourth Instance: Expulsion from the Institute.</p> <p>Note: The above penalty matrix does not provide any protection against cyber-crime from proceedings under IPC or any other action by IDC.</p>
	<p>Engaging in physical altercation / violence</p> <p>OR</p> <p>Causing bodily harm / injury to other students, the Institute employees, including the faculty members/ employees</p>	<p>First Instance: Undertaking by the student and parent to the Hostel Warden with a fine of INR 10000/- and/or suspension from hostel, if it is a minor physical altercation/ violence as decided by IDC.</p> <p>Second Instance: Expulsion from the Institute with a fine of INR 10000/-.</p> <p>Note: The above penalty matrix does not provide any protection from proceedings under</p>

		IPC or any other action by IDC.
	Entering out of bound areas exclusively reserved for the opposite sex, including washrooms and areas of student hostel(s)	<p>First Instance: Undertaking by the student to the Hostel Warden with a fine of INR 5000/-.</p> <p>Second Instance: Undertaking by the student and parents, as the case may be, to the MOHR with a fine of INR 10000/-.</p> <p>Third Instance: Suspension from the hostel for one semester.</p> <p>Fourth Instance: Suspension from the hostel for entire degree programme.</p>
	Ragging in any form whatsoever	Individual cases will be taken as per UGC Guidelines and Institute Anti-Ragging Rules and Regulations.
	Sexual harassment	Cases of Sexual Harassment will be handled as per Institute Rules and Regulations about the gender discrimination and sexual harassment.
	Engaging in discrimination of any sort against other students, the University employees, including the faculty members, or employees of outsourced contractors working in the Campus, based on race, religion, gender, ethnicity, language, etc.	<p>First Instance: Undertaking by the student and parents, as the case may be, to the MOHR; and written warning.</p> <p>Second Instance: Calling parents for a meeting with the Warden/MOHR, suspension from the hostel and imposing the conduct probation for one semester.</p> <p>Third Instance: Expulsion from the Institute on the recommendation of IDC.</p>
	Defaming Institute or offices of the Institute or spreading false information on social media platforms (Facebook, Twitter, Instagram,	The activity of this kind are not permitted and the student/person/faculty

	<p>WhatsApp etc.) about Institute or any of its employees or fellow students</p>	<p>indulging in such activity may face fine or cancellation of admission or cancellation of accommodation (hostel or institute housing) or legal consequences as deemed fit by the IDC or any other competent committee or authority.</p>
	<p>Printing IARI or ICAR logo on any article (stationary, fabric/dress, etc.) without written permission from JD (Admn.)/Registrar office.</p>	<p>Such acts shall invite a fine of INR 50,000/- and cancellation of hostel accommodation or disciplinary or legal proceedings against the defaulting student.</p>
	<p>Forgery: Anything which gets defined as below:</p> <ul style="list-style-type: none"> • Falsifying or faking or altering a document for a deceitful or fraudulent purpose • Creating counterfeit document • simulated signing of another person's name to any such writing whether or not it is also the forger's name. • the false making or altering of any document, or any tape or disc on which information is stored, intending that people shall accept it as genuine and so act to their or another's prejudice <ul style="list-style-type: none"> • the production of a spurious work that is claimed to be genuine 	<p>Forgery is a serious instance and may lead to a minimum fine of INR 25000/- or expulsion of student from the university or as decided by the IDC.</p>

Guiding principles to deal with violation of Code of Conduct for Students or any other Rules and Regulations of the Institute

The complaints for violations of the Model Code of Conduct for Students under the reformative initiatives and quantum of penalties would be dealt with and disposed off by following official arrangements:

- i. If the student commits any violation of a different nature not covered in the above matrix, the punishment in such cases will be decided separately by IDC.
- ii. If the student has been penalized in any of the past semesters for violations of a different nature, then the same would not be considered for deciding the penalty for the first violation of this nature.
- iii. The student(s), who are the original occupants of the room, are present and found indulged in the violations of the Model Code of Conduct, would be suspended immediately pending enquiry. The student(s) who are not the original occupant(s) of the room but found present in the room and found indulged in the violations, would be suspended immediately pending enquiry. The student may or may not be present but found present at the time of offense, would be given an opportunity to demonstrate non-involvement, failing which, they would also be suspended.
- iv. The above-stated matrix is only indicative in nature and shall not govern the IDC's discretion to impose a higher penalty, including expulsion from the Institute, on a case-by-case basis. Consequently, the IDC is authorized to

disregard the matrix in cases where the violation is of a severe nature.

- v. The initial warnings and/or financial penalties under the reformative initiative matrix will be initially dealt with hostel wardens and disposed off at the level of MOHR, case-by- case basis.
- vi. The warnings and/or financial penalties in the second instance under the reformative initiative matrix will be initially dealt with MOHR and disposed off at the level of IDC.
- vii. The cases pertaining to suspension from the Hostel/Institute for a stipulated period of time will be initiated at the level of MOHR, sent to IDC for enquiry and recommendations, and disposed off at the level of Dean's office with information to Director's Office, case-by- case basis.

The cases pertaining to statutory offenses/violation of the law of land will be sent to IDC for enquiry and recommendations to Dean's Office, and disposed off at the level of Director's Office, case-by-case basis.