



Student Ethical Misconduct Policy

1. Purpose

This policy aims to uphold academic integrity, ethical conduct, and responsible use of technical and digital skills among students, while ensuring corrective, proportional, transparent, and humane disciplinary measures. The policy seeks to promote a culture of accountability, professionalism, and respect for institutional values.

2. Scope

This policy is applicable to all students of the institution, including undergraduate, postgraduate, and research students. The policy governs student conduct and applies to misconduct occurring under the following circumstances:

2.1 On Campus or During College Activities

This policy applies to misconduct that occurs within the physical premises of the institution, including classrooms, laboratories, libraries, hostels, canteens, playgrounds, and administrative offices. It also applies during any academic, co-curricular, extracurricular, cultural, sports, industrial visits, study tours, internships, outreach activities, or events where the student represents the institution, whether within or outside the campus.

2.2 Digital or Online Spaces Involving College Stakeholders

This policy extends to misconduct occurring in digital, virtual, or online environments such as social media platforms, websites, blogs, messaging applications, email communications, online classrooms, learning management systems, and academic portals. Any digital conduct involving faculty members, staff, students, alumni, or institutional stakeholders that leads to harassment, forgery, impersonation, data theft, defamation, privacy violation, or unauthorized access shall be treated as serious misconduct.

2.3 Use of College Name, Resources, or Identity

This policy applies to unauthorized use or misuse of the institution's name, logo, letterhead, seal, website, official email IDs, IT infrastructure, networks, databases, records, or confidential information. Any act that damages the reputation, credibility, legal standing, or trust associated with the institution shall fall within the scope of this policy, irrespective of where or when the act occurred.

3. Definition of Ethical Misconduct

Ethical misconduct includes, but is not limited to, the following categories:

a) Academic & Procedural Misconduct:

- Forgery of notices, signatures, receipts, attendance records, marks, or official documents
- Misrepresentation of authority or institutional communication

b) Digital & Cyber Ethical Misconduct:

- Creation or dissemination of websites, applications, or tools that expose, misuse, or exploit personal or institutional data
- Unauthorized access, data scraping, hacking, impersonation, or privacy violation
- Misuse of technical skills causing reputational, psychological, academic, or legal risk

c) Repeated or Aggravated Misconduct:

- Repetition of offences despite warnings or corrective action
- Acts involving malicious intent or serious institutional impact



4. Guiding Principles

All disciplinary actions under this policy shall be governed by the following principles:

Proportionality: Disciplinary action shall be proportionate to the nature, intent, severity, and impact of the misconduct. Minor or first-time violations shall attract mild corrective measures, while serious or repeated violations shall invite stricter penalties.

Corrective Approach: The institution adopts a reformatory and educational approach, aiming to help students understand ethical boundaries and learn from mistakes through counselling, training, and reflective measures wherever possible.

Due Process: No student shall be penalized without being informed of the allegations and given an opportunity to explain or defend themselves. All proceedings shall be fair, unbiased, evidence-based, and time-bound.

Student Wellbeing: The institution shall ensure respect for student dignity, privacy, and mental wellbeing while handling disciplinary matters, avoiding unnecessary humiliation or distress.

5. Disciplinary Process

The disciplinary process shall generally include the following steps:

1. Issue of Show Cause Notice
2. Submission of written explanation by the student
3. Review by the Student Ethical Misconduct Committee
4. Interaction with student and parent/guardian where necessary
5. Decision and communication of corrective or disciplinary action

6. Penalties and Corrective Measures

Depending on the severity of misconduct, the institution may impose one or more of the following measures:

- Reformatory Approach by undergoing counselling
- Written warning or reprimand
- Suspension from specific privileges or activities
- Mandatory ethical training, counselling, or mentoring
- Deferred eligibility for End Semester Examination (ESE)
- Special or deferred examination subject to conditions
- Financial penalty where applicable
- Temporary suspension or other action deemed appropriate by the institution

7. Confidentiality

All disciplinary proceedings shall be treated as confidential. Information shall be shared strictly on a need-to-know basis to protect student privacy and institutional integrity.

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