

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY (RGIPT)

Students Misconduct and Disciplinary Policy

1. Purpose and Scope

This policy outlines the standards of student conduct at RGIPT and details the procedures and penalties applicable to acts of misconduct. It applies to all students, regardless of whether the misconduct occurs on-campus, off-campus, or via online platforms, including social media and other modes of communication.

2. Definition of Student Misconduct

A. MINOR MISCONDUCT / INDISCIPLINE

1. Disruption of normal academic or administrative activities without causing serious harm or threat.
2. Use of rude, abusive, inappropriate, or indecent language towards fellow students or staff, not amounting to grave intimidation or harassment.
3. Violation of hostel rules of a routine nature, including late reporting, unauthorized entry/exit.
4. Unauthorized movement within campus or restricted areas without malicious intent.
5. Non-cooperation during routine checking, inspection, or verification by authorized staff/security/wardens. Arguing with faculty members and Wardens.
6. Minor acts of indiscipline (unnecessary shouting, bullying, misconduct towards faculty, wardens, passing comments that may hurt someone's sentiment etc) in classrooms, hostels, library, labs, sports facilities, mess, or common areas.
7. First-time acts of disobedience of Institute instructions, circulars, or administrative orders.
8. Unauthorized but non-malicious recording or sharing of photographs/videos within members of any RGIPT family that do not seriously affect privacy, dignity, or Institute reputation.
9. Minor online/social media misconduct such as inappropriate comments/posts that are not defamatory, obscene, threatening, or reputationally damaging in a serious manner.
10. Any other act which, though improper and undesirable, does not involve violence, serious harassment, illegal activity, moral turpitude, or threat to safety/security.
11. Possession of tobacco in hostel rooms, classrooms and in institute premises.
12. Sending emails or written communications containing inappropriate language, misleading statements, unverified allegations, defamatory remarks, or incorrect facts to Institute authorities. Non-adherence to the prescribed official communication hierarchy/protocol while addressing grievances, complaints, or administrative matters to Institute authorities. (Communication Hierarchy/Protocol: Warden → Head Warden → DUGC/DPGC Convener → Head of Department (HoD) → Mentors, Refer Notification No:RGIPT/Jais/Admin/513/2026)
13. Negligence in maintaining laboratory notebooks, research records, experimental logs, or academic documentation.



14. Failure to follow routine laboratory protocols, safety instructions, or departmental research procedures not resulting in serious damage or safety concerns.
15. Unauthorized but non-malicious use of minor research resources, software, datasets, or laboratory materials without prior permission.
16. Any other academic/research-related act which, though improper, does not involve deliberate fraud, theft, fabrication, plagiarism at serious level, or reputational damage to the Institute.

B. MAJOR MISCONDUCT / INDISCIPLINE

1. Any form of physical assault and fighting, to any student, faculty, staff, or visitor.
2. Harassment in any form including physical, verbal, psychological, sexual, or gender-based harassment.
3. Any act insulting the modesty or dignity of women, voyeurism, stalking, or sexually coloured remarks/behaviour.
4. Ragging in any form, directly or indirectly.
5. Possession, carrying, display, or use of weapons, hazardous substances, or dangerous items.
6. Consumption, possession, sale, supply, or distribution of alcohol, narcotics, intoxicants, or any type of prohibited substances (as per law) inside campus/hostels.
7. Participation in strikes, agitations, protests, gheraos, or processions that disrupt Institute functioning, safety, or discipline.
8. Acts or omissions that seriously damage the Institute's reputation, functioning, or public image.
9. Theft, fraud, cheating, bribery, extortion, deliberate damage to Institute or personal property, or unauthorized use/misuse of Institute resources.
10. Serious cyber misconduct, including defamatory, misleading, obscene, threatening, or malicious online/social media posts targeting students, staff, faculty, Institute authorities, or RGIPT as an institution.
11. Unauthorized disclosure of confidential Institute information, documents, proceedings, or records on public platforms.
12. Unauthorized recording, circulation, or publication of Photos/videos/audios of faculty, staff, students, disciplinary proceedings, meetings, or confidential interactions causing privacy breach, reputational damage, or institutional disturbance.
13. Impersonation of the Institute, any department, official, faculty member, staff member, or student representative.
14. Breach of security protocols affecting campus safety, including obstruction of security operations or serious non-cooperation during disciplinary/security inquiry.
15. Provoking or promoting communal, caste-based, regional, religious, or group disharmony, hatred, or violence, misconduct with faculty members and wardens.
16. Any act constituting an offence under law, including but not limited to sexual offences, criminal intimidation, violence, substance abuse, or destruction of property.
17. Repeated minor misconduct (twice or more) will be counted as major misconduct.
18. Entry into unauthorized washrooms.

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19. Fabrication, falsification, manipulation, suppression, or intentional alteration of experimental data, research findings, laboratory observations, simulations, analytical results, or records.
20. Theft, unauthorized access, copying, transfer, or misuse of research data, confidential documents, intellectual property, unpublished work, software, prototypes, patents, or laboratory records belonging to the Institute, supervisor, collaborator, or fellow researcher.
21. Forgery or submission of fake academic documents, fabricated certificates, or misleading academic credentials.
22. Deliberate misuse, tampering, destruction, contamination, or unauthorized removal of laboratory equipment, chemicals, samples, instruments, biological materials, or research facilities.
23. Unauthorized disclosure of confidential research information, violation of ethical clearance conditions, breach of research confidentiality agreements, or misuse of sensitive data.
24. Intentional obstruction, sabotage, or disruption of another student's or researcher's academic/research work.
25. Any research or academic misconduct resulting in serious reputational damage to the Institute, violation of law, withdrawal of publications, cancellation of projects, or legal consequences.
26. Repeated minor academic/research misconduct (twice or more) shall be treated as major misconduct.
27. Any act deemed grave enough by the Director / Competent Authority to warrant major disciplinary proceedings.
28. Any form of defamation of the institute.

Note: Ragging in any form is a criminal offense and strictly prohibited, as per the directives of the Hon'ble Supreme Court of India.

3. Composition of Committees:

- **Hostel Level Disciplinary Committee (HDC)** – Constituted by Director for initial screening of any indiscipline at hostel premises/indiscipline by hostel resident.
- **Student Disciplinary Committee (SDC)** – Constituted by the Director for routine and investigative functions.
- **Apex Disciplinary Committee (ADC)** – Constituted by the Director for major policy decisions.
- **Students Grievance & Redressal Committee (SGRC)** – As notified by the Institute.

4. Definitions:

Terms not defined in this policy but defined in other RGIPT rules or applicable laws shall



carry the meaning as provided therein. In the absence of such definitions, standard legal definitions under Indian law shall apply.

5. Disciplinary Actions

Disciplinary measures shall vary based on the severity of the misconduct:

A. Minor Misconduct

- **Oral Reprimand** – Verbal warning.
- **Written Reprimand** – Formal written notice, show cause notice & memorandum
- **Written Warning** – Notification of future consequences,
- **Disciplinary Probation** – Conditional continuation of academic privileges, removal from student council or hostel council (if applicable)
- **Intimation to Parents:** Concerned authority (Wardens, Mentors, Head Warden & respective concerned Faculty in-charge) to inform parents on immediate basis with proofs (if applicable) and if required parents may be called also.
- **Undertaking:** Students may be required to submit an undertaking/declaration form, if deemed appropriate by the concerned authority (Head Warden in matters related to hostel discipline and Dean/Assistant Dean, Students' Affairs in general disciplinary cases)
- **Restricted Entry in and out of campus**
- **Fine** – ₹1,000 to ₹10,000.

B. Major Misconduct

- **Suspension of Privileges:**
 - Removal from hostel.
 - Disqualification from positions of responsibility (if applicable).
 - Restricted access to labs, sports, and library.
- **Academic Penalties:**
 - Exclusion from classes, placements, and other academic activities.
 - Withdrawal of scholarships/fellowships.
 - Deduction of Grades
- **Major Fine:** ₹11,000 to ₹25,000 (may increase with repeated violations)
- **Debarment:** Temporary exclusion from exams.
- **Suspension:** Temporary removal from academic and campus activities.
- **Expulsion:**
 - Permanent removal from the Institute.

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- Forfeiture of fees and pending degrees.
- Restricted campus access without approval from competent authority.
- **Withholding/Withdrawal of Degree:** Based on severity of misconduct.
- **Referral to External Authorities:** Institute may refer cases to police or legal bodies without prejudice to internal disciplinary actions. However, multiple penalties may be imposed simultaneously based on the gravity of the misconduct.

6. Authorities Empowered to Impose Disciplinary Actions

Type of Misconduct	Forwarding Authority	Approving Authority	Appellate Authority
Minor	Hostel Level Disciplinary Committee/ Student Disciplinary Committee/Internal Security Committee/ Security Officer/Chairman Internal Security/Head Warden	Dean, Student Affairs	Director
Major	Standing Disciplinary Committee	Apex Disciplinary Committee	Director

7. Procedure for Imposition of Disciplinary Action

1. **Reporting:** Any report of misconduct shall be referred by the Dean, Students' Affairs to the Standing Disciplinary Committee or the Apex Disciplinary Committee, as deemed appropriate based on the nature and gravity of the matter, at the discretion of the Dean (SA).
2. **Inquiry:** The Committee shall conduct an inquiry, ensuring adherence to principles of natural justice. Both complainant and respondents will be given an opportunity to be heard and present evidence.
3. **Ex-Parte Proceedings:** If any party delays or misuses the inquiry process, the Committee may proceed ex-parte after recording reasons.
4. **Timeline:** Inquiry should conclude within 15 days; maximum 20 days. In exceptional cases, a 30-day extension may be granted by the Director. Inquiries not concluded within 60 days shall be dropped and the student exonerated.

Signature

Signature

5. **Reporting:** Within 15 days of conclusion, the Committee shall submit its findings and recommendations to the Approving Authority (Dean, Student Affairs for Minor Misconduct and Apex Disciplinary Committee for Major Misconduct).
6. **Final Order:** Approving Authority shall issue a reasoned order based on the Committee's report. If an Approving Authority does not accept the recommendation, full justification must be recorded.
7. **Notification:** The Registrar shall notify the final order to both parties. Registrar office will be responsible for issuance of memorandum to the students concerned.

8. Appeals and Redressal Mechanism

- Both the student and the complainant are entitled to one appeal to the Director, whose decision shall be final and binding.

Appeal Process:

1. Submit a written appeal with grounds to the SGRC.
2. SGRC shall review and interact with relevant parties within 10 days.
3. If deemed appropriate, the SGRC shall submit the recommendation to the Apex Disciplinary Committee (ADC) comprising:
 - i. Dean (SA)
 - ii. Dean (AA)
 - iii. Dean (R&D)
 - iv. SGRC Chairperson
 - v. Respective HoD(s)
4. The Dean (SA)/Assistant Dean, (SA) convenes the ADC meeting.
5. ADC and SDC recommendations shall be submitted to the Director for approval.
6. The final decision will be notified by the Registrar.

9. Interpretation

- a. Any dispute regarding the interpretation of this policy shall be referred to the Director, whose decision shall be final and binding.

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