

## **Guidelines Anti-ragging and Anti-Harassment**

1. It is notified that **Ragging is a Criminal Offence**. In case you become a victim or notice any such incident, report the matter to your Hall of Residence Warden, Caretaker or Chief Security Officer/Security Help Desk. Your identity will be kept strictly confidential.
2. If it comes to the notice of the Institute authorities that anybody is involved in ragging activity either directly or indirectly, he/she will be liable to disciplinary action as per the institute norms, without prejudice to any other criminal action that may be taken against such individual under any penal law or any law for the time being in force.
3. Various Types of Ragging:
  - (a) Ragging has several aspects, multidimensional ramifications including psychological, physical, social, political, economic, cultural, and academic.
  - (b) Any act that prevents, disrupts, or disturbs the regular academic activity of a student will be considered as ragging. Similarly, exploiting the services of a junior student for completing the academic tasks assigned to an individual or a group of seniors will be considered as ragging.
  - (c) Any act of financial extortion or forceful expenditure burden put on a junior student by senior students will be considered as ragging of economic dimensions.
  - (d) Any act of physical abuse including all variants of it; sexual abuse, homosexual assaults, stripping, obscene and lewd acts, gestures, causing bodily harm or any other danger to health or the person, will be put in the category of ragging with criminal dimensions.
  - (e) Any act of abuse, either verbally or by emails, snail-mails, or blogs, will be considered within the psychological aspects of ragging. This aspect will also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to others.
  - (f) The action of 'preparing freshers' in the run up to their admission to higher education & life in hall of residence will also be ascribed as a psychological aspect of ragging. Any act that affects the mental health and self-confidence of students will be described in terms of the psychological aspects of ragging. In this regard, parents are advised to educate the students/children to learn communication skills while interacting with the strangers or seniors in the Institute.
4. Actions to be taken against students for indulging and abetting in Ragging at IIT Indore are as follows:
  - (a) Punishment to be meted out to persons who indulge in any act of ragging as mentioned above will be exemplary and severe so that the same act as a deterrent against recurrence of such incidents. Students found indulging in ragging, in any form, may be debarred from taking admission in any technical institution in India.

(b) Depending upon the nature and gravity of the offence as established by the Anti-Ragging and Anti-Harassment Committee of the Institute, the possible punishments for those found guilty of ragging at the institute shall be any one or any combination of the following:

- (i) Cancellation of admission.
- (ii) Suspension from attending classes.
- (iii) Withholding/withdrawing scholarship/fellowship and other benefits.
- (iv) Debarring from appearing in any test/examination, placement activities or other evaluation processes.
- (v) Withholding results.
- (vi) Debarring from representing the institution in any regional, national, or international meet, tournament, youth festival, etc.
- (vii) Suspension/expulsion from the Hall of Residence.
- (viii) Rustication from the Institute for period ranging from 1 to 4 semesters.
- (ix) Expulsion from the Institute and consequent debarring from admission to any other institution.
- (x) Fine of ₹25,000/-
- (xi) Collective punishment - when the persons committing or abetting the crime of ragging are not identified, the Institute will resort to collective punishment as a deterrent to ensure community pressure on the potential offenders.

5. The Disciplinary Committee or the Anti-ragging Committee reserves the right to take any kind of action against the individual found guilty of ragging, as deemed fit by it and under the prescribed law, if any.

## HOSTEL RULES AND REGULATIONS

1. Students are to follow the **Hostel Rules and Regulations**.
2. It is notified that **ragging is a criminal offence**. In case you become a victim or notice any such incident, report the matter to your Hostel Warden, Caretaker, Security or Anti-Ragging and Anti-harassment Committee. Your identity will be kept strictly confidential. Please go through the Anti- Ragging Rules.
3. If it comes to the notice of the management that anybody is involved in Ragging activity either directly or indirectly, he/she will be liable to strict disciplinary action as mentioned under the guidelines of Anti-Ragging and Anti-Harassment Committee of IIT Indore.
4. Consumption of any banned substances e.g., tobacco charas, ganja etc. or alcohol is prohibited within the institute premises. Any violation will be viewed very seriously, and appropriate disciplinary action can be taken.
5. Smoking is strictly prohibited in the Institute premises.
6. Students are **not** permitted to keep/use Car, Motorcycle, or Scooter at the hostel or institute premises, as well as in the city. In case of any type of accidents/mishaps resulting from such unauthorized use of vehicle, the Institute will not be held responsible.
7. Students are not allowed to go out of campus between 2200 hrs. to 0600 hrs. All students should return to their rooms latest by 2300 hrs. at the campus.
8. Students are not allowed to enter the under-construction building sites for any reason.
9. Students are not allowed to enter the forest area.
10. Students are advised not to go for a walk in the dark areas of the campus.
11. Entry to any terrace is prohibited for students.
12. Students are responsible for their belongings. All valuable items such as cash, camera, gold items and electronic items such as laptop, iPod etc. are to be kept locked in the cupboard.
13. Always **Lock** your rooms on your way out.
14. On many occasions, students have been helpful for security by nabbing miscreants. We also expect you to be an effective member in this regard and be vigilant and assist us as and when required. Security is everybody's concern, please cooperate.
15. In case you are unfamiliar with Indore city, do acquaint yourself from your hall of residence inmates about the rules/regulations and any risks involved before moving out.
16. Always carry your Identity Card while moving in or out of IIT-Indore Campus which may be asked to produce at any time by relevant authority.
17. In case of an emergency where external agencies such as police, fire-brigade etc. need to be called, student should immediately contact the Security, Attender or Hostel Office, who will contact the emergency services on behalf of the institute.

18. Residents are expected to display an acceptable form of behavior, maintain discipline and decorum in the Hostel. Students should not indulge in intimidating fellow resident(s), shouting at other resident(s), Hostel(s), dining, and security staff and manhandling others.
19. Vandalism (or the willful destruction or defacement of Hostel and Institute property) is a very serious offence. This includes acts such as pasting posters, graffiti, slogans, etc. Any damage to the Hostel property must be reported immediately to the Hostel administration. Intentional or reckless destruction of any Hostel property on any pretext will be dealt severely and will result in fine.
20. The Hostel authorities reserve the right to inspect the Hostel premises, individual units and rooms without prior intimation and students are expected to cooperate.
21. Students should sign Incident Report (IRs) when approached by caretaker/security personnel's for violating Hostel rules.
22. Residents are not encouraged to swap their allotted rooms without written permission from the Hostel administration.
23. Congregation of students must be avoided in a unit, stairs, and corridors. Common areas should be utilized for any meeting related to students' activities.
24. Playing loud music, watching TV with loud sound, and using music room are not permitted between 11.00 p.m. and 6.00 a.m. to ensure the comfort of residents.
25. In Hostel 11.00 p.m. to 6.00 a.m. is considered as silent hours. Please ensure appropriate behavior during silent hours.
26. Residents should use garbage bins for disposal of paper, plastics, etc. There should be no littering anywhere in the Hostel premises.
27. Sports gear and musical instruments issued to the students are Institute property and should therefore be used for intended purpose in the common areas. These articles should not be carried to the individual rooms/units.
28. Switch off light, fans, and other electrical appliances and turn off taps when not in use, if any of these items are found running in your absence then a penalty will be imposed on the whole unit.
29. Use of room heater/cooler/air conditioner/personal refrigerator is not allowed.
30. No one except the residents shall be allowed to stay in the allotted rooms/units.
31. Students are not allowed to keep pets in the Hostel premises.
32. Students residing in Hostel are not permitted to keep power vehicles. If found appropriate actions would be taken by Hostel administration (like monetary fine and lock).

33. Students are advised to approach Hostel office and not to use social media/press as platform to address their grievance.
34. The Hostel Office will issue a room key to each room of the allotted unit. Please ensure that the room assigned is locked while leaving for classes or during long absence. In case of loss of keys, a penalty of Rs 1500 will be imposed.
35. The allotment of the Hostel Room is only for running academic session. Any student interested to stay during semester break will be accommodated on payment basis with the suitable recommendations through concerned HoD/DUGC/DPGC, Faculty Advisor/PI, Warden, and final approval from Chief Warden.

### **DO's and DON'Ts**

1. Do carry your ID card all time. Do show to security or other authorities whenever asked.
2. Do enter your details in the logbook whenever you are going out of Hostel in silent hours as decided by authorities.
3. Do enter your details in the logbook whenever you are going out of campus.
4. Do report any defects/inconvenience related to light, fan, power points, fire alarm and lift/elevator to Hostel office.
5. Do Park your bicycles/other vehicles in the designated areas. If not, fine will be imposed accordingly.
6. Do inform to Hostel office if any violation happened in the Hostel premises.
7. Do get proper approval to use any electric/electronic equipment in the Hostel unit.
8. Do inform to Hostel office if you are growing any plants inside Hostel units.
9. Do not play football, cricket, etc. in the Hostel corridors.
10. Do not skate, and cycle in the corridors and premises of the Hostel.
11. Do not operate any electrical equipment that are related to services and installed in the service floor (Terrace).
12. Do not open any electrical shaft door/Sub-Distribution Board (SDB) /chambers/ boxes.
13. Do not enter the electrical panel room.
14. Do not use defective electrical equipment.
15. Do not leave rooms without switching off light & fans.
16. Do not misuse appliances/furniture and other items provided by the Institute.
17. Do not use any high voltage electrical appliances like induction heater, cooler, personal refrigerator, microwave etc. in Hostel rooms.
18. Do not use water kettle in unit without prior approval from Hostel office.
19. Do not cook in the Hostel premises. If found guilty, heavy fine would be imposed to all residents of the unit.
20. Entry of female students to male student hostel is limited up to reception /designated common area in ground floor only from 7.00 am to 10.00 pm, during other time entry is fully restricted.
21. Entry of male students/guests to female Hostel premises is fully restricted.

22. Do not misuse appliances/furniture and other items provided by the Institute. It is the unit's responsibility to maintain them appropriately, failing which, the Hostel administration may withdraw the facility.
23. Do not go outside the campus in late hours 11.00 PM - 6.00 am, without prior approval.
24. Do not watch TV with loud sound/play music/common gathering/making loud noise/ use Hostel badminton court during silent hours to maintain the comfort of Hostel residents.
25. Do not go to undesignated areas including forest areas in campus during late hours. Limit your movements within Hostel area and academic areas during late hours.
26. Do not involve in any activities that disturb the safety, privacy, and comfort of other co-residents.

### **VIOLATION OF RULES**

1. Any resident found violating rules would be solely responsible for his or her actions and the Hostel administration will not be responsible for his or her safety and security.
2. Fines for any violation of rules and damage to Hostel property will be determined by the committee formulated by Hostel Administration.
3. In instances of damage to Hostel property, non-switching of electricity points, etc. all the residents of a unit will be held responsible.
4. The committee will decide the nature of violation and damage to Hostel property (minor, extensive but reparable and irreparable).
5. Minimum fine for minor, extensive but reparable and irreparable damage to Hostel property is Rs. 3000, 5000 and 10000 respectively. Committee can also increase the fine depending on the nature & extent of violation and/or damage.
6. Minimum fine (Rs 3000) is for first time violation of rules including cooking in hostel premises, violating hostel timings, creating trouble to co residence, miss behaving with staffs, violating parking rules etc., if repeated disciplinary action will be taken in addition to monetary fine as per institute norms.
7. Residents who fail to pay assessed charges may have their records flagged, which will reflect during the payment of the fees during the following semester.
8. Repeated violation may lead to severe punishment including withdrawal of Hostel residence facility.

## **DINING RULES AND REGULATIONS**

1. Any act of manhandling, group fighting, intimidation or violence, willful damage to property or drunken behavior will be considered a serious offence. Strict punitive action will be taken against person(s) involved in such activities.
2. Students shall not indulge in any immoral act or misbehavior with any staff/service provider, dining hall staff, dining committee members, hospitality manager, hall of residence manager, caretaker, etc. Your conduct and language should reflect the reputation of the Institute.
3. All hostellers must dine in the central dining facility with one of the caterers. Cooking is strictly prohibited in hostels.
4. Meals will be served strictly during indicated timings of operation only.
5. In case of illness, sick diet will be provided to the students upon receipt of a written advice from the Institute Medical Officer. Hall residents are advised to inform the caterer in advance about the requirement of any special meal.
6. Hall residents should not take the utensils/food outside the dining hall. (Exemption would be provided only under circumstances mentioned in Rule no. 5.)
7. No hall resident is allowed to enter the kitchen area except for the student dining committee who are involved in inspection of kitchen and store area.
8. No meals should be shared with other students under any circumstances. Each student is required to carry his/her own plate.
9. Only those suggestions/complaints which are submitted through the Hall of Residence Portal and/or through the Student Gymkhana body will be considered. Language used for such purpose should be strictly official and the complaint should be objective, rather than emotive.
10. Students are advised to approach appropriate authority and are strictly prohibited to use social media/press/mass emailing of IITI community members as a platform to address their grievances.
11. The Institute strictly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students in campus and it reserves the right to take strict action, expulsion from Hall of Residence to expulsion from the Institute.
12. Smoking is prohibited in the central dining facility building and the Institute may impose fine/or may be subjected to disciplinary action.
13. The decision regarding fines and penalties imposed is non-negotiable; hence no discussion/ argument will be entertained.

## **POLICY FOR INTERNET ACCESS AND E-MAIL**

### **General Do's**

1. Respect the rule "that which is not expressively permitted is prohibited".
2. Keep your internet usage to a minimum.
3. Check that any information you access on the Internet is accurate and complete.
4. Check the validity of the information.
5. Respect the legal protections to data and software provided by copyright and licenses.
6. Inform the Computer Committee about unusual occurrences, if any.
7. Contact the "System Manager" for internet related issues.
8. Contact the "Computer Committee", in case if you find any ambiguity in understanding the rules.
9. Register the Mac address of all the computers (desktop/laptop) when needed for accessing IITI networks in hostels.
10. Use the internet only for work/professional related matters.
11. Clean the browser history and cache, periodically, to prevent speed bottleneck.
12. Remove any junk files (accidentally installed) immediately to prevent speed bottleneck.
13. Contact IT Cell in case of any major dispute about internet problems.
14. Use your rational judgment in the positive interest of the Institute when accessing/downloading web contents.

### **General Don'ts**

1. Do not download the file(s)/images/videos/songs that bulk in size, or which contain material of a pornographic, racist, or extreme political nature, or which incites violence, hatred, or any illegal activity.
2. Do not download content(s) from internet sites unless it is related to your work.
3. Do not download free, unlicensed software from the internet and install it on the Institute's computer.
4. Do not use the Institute's computers to make unauthorized entry into any other computer or network.
5. Do not disrupt or interfere with other computers or network users, services, or equipment. Intentional disruption of the operation of computer systems and networks is a crime. Do not reset or power-off any machine.
6. Do not represent yourself as another person.
7. Do not share your password.
8. Do not leave your screen unattended. Log out if necessary.
9. Do not use internet to transmit confidential, political, obscene, threatening, or harassing materials or contents protected with intellectual rights.
10. Do not attach and transmit files (or programs) through email which contains illegal/unauthorized materials.
11. Do not contact anyone else besides the contact person mentioned in # 7, 8 & 13 of General Do's for any concerns.

NOTE: Do not send emails to any of all the communities unless specifically authorized.



## **Privacy and Security Policies**

1. Do not intrude on privacy of anyone.
2. Do not try to access computers (hacking), accounts, files, or information belonging to others without their knowledge and explicit consent.
3. Do not take any steps that endanger the security of the IIT Indore network. Do not attempt to bypass firewalls and access rules in place. This includes not setting up servers of any kind (examples: web, mail, proxy) that are visible to the world outside the IIT Indore campus.
4. Do not attempt to deceive others about his/her identity in electronic communications or network traffic.
5. Do not use IT resources to threaten, intimidate, or harass others.
6. Maintain the provided computers on this network with current virus detection software and current updates of the operating system and shall attempt to keep the computer free from viruses, worms, Trojan horse, and other such applications/malwares.
7. Do not involve in any illegal file sharing through internet/email.
8. Provided email ID should be used for official communication only.
9. Email ID will be deactivated after the award of the degree.

### **Note:**

1. All activity on the Internet is monitored and logged.
2. All material viewed is scanned for viruses.
3. All the content viewed is scanned for offensive material.