



UNIVERSITY POLYTECHNIC

I. CODE OF CONDUCT FOR THE STUDENTS:

A. General Conduct and Discipline

1. Ragging is strictly prohibited. Any student found involved in ragging will face severe disciplinary action, which may include suspension, rustication, or permanent expulsion from the Institute.
2. Indecent behavior or misconduct within or outside the campus is unacceptable. Students are expected to maintain courtesy, discipline, and decorum at all times.
3. Acts of vandalism, theft, or willful damage to the Institute, hostel, or fellow students' property are punishable.
4. Possession, use, or distribution of alcohol or drugs is strictly banned. Violation will lead to severe disciplinary action, including expulsion.
5. Furnishing false information or submitting forged documents during admission, scholarship, or any official matter is a serious offense and will attract strict disciplinary measures.
6. Participation in group activities, meetings, or protests without prior permission from the Director, University Polytechnic, is not allowed.
7. Students must carry their Identity Cards at all times and produce them on demand to any authorized personnel.

B. Academic Integrity

8. Adopting unfair means in examinations is strictly prohibited and will lead to cancellation of results and further disciplinary action.
9. Mutilation, theft, or unauthorized possession of library books will invite penalties.
10. Misuse of internet or email facilities, including hacking or tampering with the Institute's servers or systems, will be dealt with sternly.
11. Plagiarism or academic dishonesty in assignments, projects, or reports will be penalized as per academic regulations.

C. Hostel Rules and Regulations

12. All students must reside in the Institute's hostels. In exceptional cases, temporary permission to stay outside may be granted by the Director.
13. Students must occupy only the room allotted to them. Room changes are not allowed without official permission.
14. Daily attendance in the hostel register is mandatory. Any absence must be informed to the hostel office in advance.
15. Inter-hostel movement for male students is permitted only until 9:00 PM.
16. In-time for all students to the institute campus is 6:00 PM. Late entry into the campus (after 7:00 PM) is not allowed unless prior permission is obtained. Identity cards must be shown at the gate.
17. No power-driven vehicles (scooters, bikes, cars) are allowed for students either inside or outside the campus. Violation will lead to strict action and seizure of the vehicle.

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18. Decent formal attire is compulsory in classrooms, laboratories, workshops, and hostel dining halls.
19. Room service of food is not allowed. Students must take meals in the hostel dining hall. In case of illness, food will be provided in the Institute's hospital.
20. Guests are not permitted to dine in the hostel mess without the prior approval of the Warden.
21. Bringing outside food (canteen/Dhaba) into hostel premises is strictly prohibited.
22. Use of electric heaters or unauthorized electrical devices is banned in hostel rooms.
23. Lights, fans, and electrical appliances must be switched off when not in use.
24. Students must safeguard hostel property. Any damage will result in fines higher than the cost of repair, imposed either on individuals or collectively.
25. Rooms must be made available whenever required for maintenance or inspection.
26. Valuables should not be kept in hostel rooms. Students must lock their rooms properly when leaving.
27. No married accommodation is provided for students.
28. Common room and TV room facilities are available till 10:00 PM. Proper decorum must be maintained in these areas.
29. In girls' hostels, male visitors are not allowed. Only the father may meet his daughter in the designated visitors' area.
30. No male students are allowed to stay in girls' hostels, and no female students are allowed to stay in boys' hostels.

D. Safety, Health, and Community Responsibility

31. Students must maintain hygiene and cleanliness in their rooms and hostel premises.
32. Fire safety rules must be followed. Use of candles, incense sticks, or any flammable materials is not permitted.
33. Sexual harassment, bullying, or discrimination of any form will not be tolerated and will lead to immediate disciplinary action as per the provisions of the law.
34. Students must respect diversity and foster an inclusive and supportive community on campus.
35. Possession and consumption of alcohol, tobacco products and any contraband substances are strictly prohibited in the Institute and hostel premises.
36. Medical conditions or illnesses should be reported to the hostel warden or the Institute hospital without delay.

NOTE: Violation of the Code of Conduct may lead to disciplinary action, including fines, suspension, expulsion, or legal proceedings, depending on the severity of the offense. All students are expected to uphold the values, ethics, and rules of the Institute and contribute to a safe, respectful, and academically enriching environment.

sfm *Ramesh* *Sandhya* *PR/ak* *26/06/25*

**II. GUIDING FRAMEWORK FOR STUDENT DISCIPLINE AND POSITIVE CONDUCT**

As mentors, teachers, and caretakers, we believe that discipline is not about punishment—it's about helping our students grow into responsible, ethical, and self-aware individuals. Every rule we set and every corrective measure we apply is rooted in care, concern, and the collective goal of building a healthy academic environment for all.

To this end, the following framework has been created not merely to regulate behavior but to encourage students to **reflect on their actions, take responsibility, and work toward positive change.**

A. Guidance-Oriented Responses to Student Misconduct

BEHAVIOR NEEDING CORRECTION	REFLECTIVE CONSEQUENCE
<ul style="list-style-type: none"> • Going outside the campus without prior permission • Crossing the campus boundary without consent • Smoking or substance misuse • Use of abusive or hurtful language • Eating food in rooms instead of the dining hall • Use of high-power appliances in hostel rooms • Repeated disregard of the hostel in time 	<p>One-on-one counseling session + written reflection on the importance of accountability</p> <p>Discussion with the warden and parent notification + community responsibility work</p> <p>Counseling with Medical Officer + reform project + support for quitting</p> <p>Apology letter to the affected person + participation in a communication workshop</p> <p>Group discussion on hygiene, cleanliness, and community living</p> <p>Awareness session on electrical safety + fine only if damage is caused</p> <p>Daily check-ins with mentor + reflective journal writing</p>

B. Progressive Reflection System (The 'Black Dot' Approach)

We follow a **progressive correction model** (symbolized by black dots) not as a label of shame, but as a way to track behavior and offer **timely support** to students before issues escalate.

Dots Earned	Implications
1 Dot	Strict warning
2 Dots	Strict warning and debarred from cultural and sports events
3 Dots	Strict warning and debarred from Training and Placement opportunities
4 Dots	Suspension for one/ two semesters
5 Dots	Condemnation and expulsion from the institute

Note 1: All black dots are cumulative.

Note 2: Warnings, black dots, suspension, severe monetary fine, even expulsion from the institute may be awarded based on the recommendations of the Disciplinary Committee.

Note 3: The jurisdiction of BIT Mesra is confined to the campus. If our students create law and order problems outside the campus, they are answerable to the police/district administration.

Note 4: Each student will be assigned a mentor to guide them through the process and help them return to the right path. Do not overstep your limits. Help us to help you.

[Handwritten signatures and initials: Sandeep, PR, K 20/06/15]



C. Reflective and Reformatory Engagement

Instead of disciplinary isolation, students will be given opportunities to **redeem and reconnect** through purposeful work:

Reform-Oriented Tasks:

- Participating in academic or skill-building projects relevant to their field
- Volunteering in student welfare initiatives
- Conducting awareness campaigns for juniors on campus discipline

These tasks will be supervised by faculty members and will be counted as a sign of self-improvement and responsibility.

D. Community Service with Purpose

We encourage students to contribute meaningfully to the community as part of their personal growth journey:

- Helping in library organization or hostel maintenance
- Supporting mess operations during peak times
- Participating in cleanliness drives and green campus initiatives

This work helps students build empathy, humility, and respect for shared spaces.

E. Support, Not Shame

- Every incident will be treated as a **learning opportunity**, not a label.
- Students will always be heard, guided, and given a chance to explain their side.
- Parents will be engaged not to punish the student, but to partner with the Institute in guiding their ward.
- Faculty mentors, counselors, and wardens will serve as **empathetic facilitators**, not enforcers.

FINAL MESSAGE TO STUDENTS

Mistakes are a part of learning. What matters is your **willingness to accept, reflect, and grow**. We, your teachers and mentors, are here to support you in becoming not only excellent professionals but also good human beings.

Discipline with understanding is not control—

It is compassion with structure.

Let us walk this journey together.



III. GUIDELINES FOR NEWLY ADMITTED STUDENTS

Welcome to BIT University Polytechnic. To help you settle into campus life smoothly and responsibly, please carefully review the following structured guidelines regarding uniform, hostel requirements, anti-ragging procedures, health services, and other key campus norms.

A. Uniform and Essential Items (Mandatory for Class Attendance)

Students will not be allowed to attend classes, laboratories, or workshops without the prescribed uniforms and items listed below:

1. Regular Class Uniform

- Shirt: Biscuit color, full sleeves, with printed BIT logo
- Trousers: Formal-fit, Military/Deep Olive color with black leather belt
- Footwear: Formal black shoes

2. Workshop Uniform

- Shirt: Khaki color, full sleeves, with printed BIT logo
- Trousers: Formal-fit, Khaki color
- Footwear: Formal black shoes

3. Chemistry Laboratory Coat

- White color, half sleeves, front-buttoned

4. Sports Gear

- T-Shirt: White, half sleeves, with BIT logo
- Trousers: Navy blue track pants
- Footwear: White canvas shoes

5. Winter Wear

- Regular class uniform
- Deep navy-blue blazer (formal-fit) with BIT monogram

6. Other Academic Items (For Diploma Engineering Students Only)

- Drafter
- Engineering Instrument Box
- High-quality pencils

B. Essential Articles Required for Hostel Accommodation

Students must bring the following articles at the time of hostel admission:

1. Two passport-size photographs of the student
2. Passport-size photograph and contact details of parents (for hostel entry form)
3. Passport-size photograph and contact details of local guardian
4. Bedding (mattress, bed sheet, pillow, blanket, etc.)
5. Mosquito net
6. Lockable steel box
7. Bucket and mug
8. Personal lock and key
9. Filled Anti-Ragging Affidavit form (online registration number to be submitted to Nodal Officer)
10. Medical fitness certificate; if under medication, attach doctor's prescription and list of medicines
11. Online mess advance payment receipt (mandatory for room allocation)
12. Correct and complete communication address of parents and local guardian in the following format:
 - Name:
 - Relation:
 - Full Address:
 - Mobile Number:
 - Email ID:

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C. Procedure for Submission of Anti-Ragging Affidavit

Step 1:

- Visit: <https://www.antiragging.in>
- Fill in your and your parent/guardian's details, confirming awareness and compliance with AICTE anti-ragging regulations

Step 2:

- You will receive a confirmation email with a registration number and link
- Forward this registration reference to the Institute Nodal Officer
- Note: No PDF/printed affidavit is needed anymore

D. Hostel Accommodation Guidelines

1. Hostels are within 500 meters of the Institute building
2. Power-driven vehicles (scooters, motorcycles, cars) are strictly prohibited for students
3. Contact hostel staff (including the caretaker for the Girls' Hostel) for immediate assistance
4. After admission, deposit caution money and mess advance in the Semester Office
5. Hostel room allotment is done through the Coordinating Warden's Office
6. Rooms are shared (usually double occupancy)
7. Students must bring their own bedding
8. Hostel stay is mandatory unless exempted temporarily by the Director under special circumstances
9. Any case of ragging must be immediately reported to the Warden or Anti-Ragging Committee (contacts displayed in hostels)
10. Each hostel has a mess run by the Students Mess Committee; bills are based on actual usage and expenditure
11. Hostel caution money is refundable post-completion of course
12. Mess bills are prepared by hostel clerks and adjusted from the mess advance

E. Semester Registration

1. Report to the designated Semester Registration Office as per the notification
2. Fee payments and semester registrations (including late fines, if any) are processed here
3. Classes begin as per the academic schedule
4. The Director will welcome new students during the Induction Program
5. All students must complete their ERP registration and submit accurate mobile numbers and email IDs of the student, parents, and local guardian.

F. Mandatory Requirements at Registration and Examination Time

1. A mess advance payment is compulsory each semester
2. Mess dues must be cleared by the 15th of every month; displayed on hostel notice boards
3. No-dues certificates from the Semester Office and Hostel Accounts Office are required before appearing in the end-semester exams

G. Healthcare and Emergency Medical Services

On-Campus Dispensary (24x7)

- Staffed with qualified medical professionals
- Emergency ambulance service to the Main BIT Dispensary
- Ambulance call logs are maintained in each hostel

Main Campus BIT Dispensary

- 20-bed hospital with 2 isolation wards
- Available services include:
 - Specialist visits (Skin, Eye, Psychiatry, Physiotherapy, Dental)
 - Diagnostic (X-ray, ECG, pathology lab)
 - Minor surgeries, oxygen/nebulization, physiotherapy
 - Dental care (including root canals)
 - Homeopathic treatment
 - Free consultations & medicines for OPD cases
 - Mediclaim policy for hostel boarders

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H. Parental Awareness and Undertaking

1. All newly admitted students and their parents are strongly advised to go through the Institute's rules and regulations, including the detailed disciplinary measures.
2. Students and parents must submit a signed undertaking confirming that:
 - They have read and understood all rules, guidelines, and disciplinary policies
 - They agree to adhere to these norms strictly throughout the student's academic tenure at BIT

This step ensures mutual responsibility and helps foster a disciplined and supportive educational environment.

NOTE: All students are expected to follow these guidelines sincerely to foster a responsible, safe, and productive academic environment. For any support, please reach out to your hostel warden, department coordinator, or administrative offices.

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