

Code of Conduct, Procedure for Addressing Misconduct and Indiscipline at Indubhai Parekh School of Architecture, Rajkot

1. Preamble

Every member of the Indubhai Parekh School of Architecture community is responsible for upholding the ideals of academic excellence, personal growth, and community welfare. In line with the institution's vision, the School fosters an environment that encourages curiosity, innovation, and inclusivity while maintaining discipline and ethical values. This Code of Conduct outlines the standards of behavior expected from students and the procedures for addressing any violations.

2. Scope

Maintaining student discipline is essential for the success of any academic institution. This Code of Conduct outlines just, fair, and reasonable procedures to investigate and address violations of the Code by students. The Code defines acceptable conduct boundaries and outlines the procedures for addressing misconduct.

3. Applicability

This Code of Conduct is applicable to all students enrolled in programs at IPSA, encompassing both on-campus and off-campus activities. Off-campus activities encompass internships, training, Related study programs, study visits, tours, field visits, international exchange programs, sports representation, and co-curricular or extra-curricular activities as prescribed by IPSA.

4. Jurisdiction

This Code of Conduct extends to the following domains:

- a. Academic requirements, credit-bearing experiences, and educational pursuits, including internships and study abroad programs.
- b. Activities contributing to academic accomplishments or designations.
- c. Activities endorsed, conducted, or authorized by IPSA.

5. Definitions

In the context of this Code:

- a. "Misconduct" includes any activity that damages university property, harms the well-being of the university community, or violates its rules and regulations.
 - i. Any action causing damage to School property, members of the School community, or jeopardizing the health and safety of individuals within the School community.
 - ii. Any action resulting in a police report, summons, indictment, or arrest.
 - iii. Any activity wherein a student represents or participates on behalf of the School, potentially tarnishing the university's reputation.
 - iv. Any act conducted via electronic means, including email, social media, print media, or other mediums, negatively impacting the School's reputation or its officials.
 - v. Refusal to cooperate in prescribed processes or corrective measures constitutes 'Major Misconduct' under the Code.
- b. "School" refers to the Indubhai Parekh School of Architecture, Rajkot.

- c. "Aggrieved" denotes a complainant who has suffered harm or injury due to a student's actions.
- d. "Major Misconduct" includes serious violations that may lead to significant consequences for the student.
- e. "Student" refers to individuals officially enrolled in programs at the IPSA.
- f. "Trust" refers to VVP Trust, Rajkot

6. Code of Conduct

All students are required to thoroughly acquaint themselves with this Code. During the admission process, each student must acknowledge and sign this Code, committing to:

- a. Attend regularly, meet minimum attendance requirements, and adhere to all rules and regulations of the School.
- b. Adhere to the Code of Conduct, respecting ethical and moral standards within the IPSA community. Students are expected to maintain decorum, treat fellow students and faculty members with respect, and uphold the values of IPSA.
- c. Abstain from engaging in any action that disrupts academic activities, whether on campus or during sponsored events by the School/Trust.
- d. Refrain from discriminatory acts, including gender, caste, race, religion, sexual orientation, disability, or any form of harassment.
- e. Respect and preserve School/Trust property and the property of fellow students and faculty members.
- f. Cooperate with the designated school officials and security personnel and produce identification when requested.
- g. Provide accurate and truthful information to university offices, refraining from forging or altering official records.
- h. Abide by School guidelines related to possession of weapons, substances, and prohibited items.
- i. Uphold ethical conduct in all electronic communications, respecting the School and Trust reputation and the rights of others.
- j. Adhere to designated parking regulations and other campus-specific guidelines.
- k. Abide by rules against plagiarism and academic misconduct, as defined by IPSA's academic regulations.
- l. Refrain from engaging in any form of ragging or hazing, as per the regulations defined by the University Grants Commission (UGC).
- m. Exhibit responsible behavior when using electronic devices and other resources on campus.
- n. Comply with IPSA's policies on alcohol and tobacco usage, both on and off campus.

7. Classification of Misconduct

Misconduct within IPSA falls into two categories:

- a. Minor Misconduct: Acts that, while violating the Code of Conduct, are of lesser severity and do not cause significant harm to the community or institution.
- b. Major Misconduct: Acts that pose a more substantial threat to the IPSA community, its values, reputation, and safety. Acts that cause significant harm or disruption, including violence, theft, drug-related incidents, and sexual harassment

8. Penalties

a. Major Penalties:

- i. Suspension for a semester or more.
- ii. Rustication from IPSA for a period of one year or more.
- iii. Permanent expulsion from IPSA.
- iv. Imposition of fines, up to INR 10,000.
- v. Any other major penalty deemed suitable by the Principal.

b. Minor Penalties:

- i. Formal warning.
- ii. Assignment of special tasks or projects.
- iii. Monetary penalties, up to INR 5,000 (which may include suspension of scholarships/fellowships).
- iv. Conduct probation for a designated period.
- v. Temporary suspension from classes for a maximum of one week.
- vi. Community service for a specified duration.
- vii. Any other minor penalty deemed appropriate by the Principal.

9. Procedure for Imposing Penalties

Reporting: Any breach of the Code should be reported promptly to the Principal.

Preliminary Enquiry: Upon receiving a report of misconduct, the Principal may appoint a committee to conduct a preliminary inquiry within seven working days. The committee will observe principles of natural justice, offering the alleged student(s) an opportunity to present their statements.

Minor Offences: If the misconduct is of minor nature, the matter will be resolved by the Principal. Appropriate penalties will be imposed as per the Regulation of **Penalties**.

Major Offences: For major offenses, a committee will be formed, in accordance with Regulation, to conduct a comprehensive inquiry. The committee may suspend the student(s) from participating in any activities until the inquiry is completed.

Inquiry Committee: The committee will summon the alleged student(s), offer them an opportunity to present their statements, and gather relevant evidence, completing its proceedings within ten working days. The committee will then submit a report to the Principal, who will decide on appropriate penalties as per Regulation.

Show Cause Notice: A show cause notice will be issued to the student(s) concerned, allowing them five days to respond as to why the proposed penalty should not be imposed.

Penalty Imposition: The Principal, after considering the student's response, will communicate the final decision on penalties. If no response is received, the Principal may proceed with imposing the penalty.

Communication: The decision and penalty will be communicated to the student(s), their parents, and appropriate university records.

10. Review

In cases where students are dissatisfied with the imposed penalties, they may submit a review application to the Principal for reconsideration.