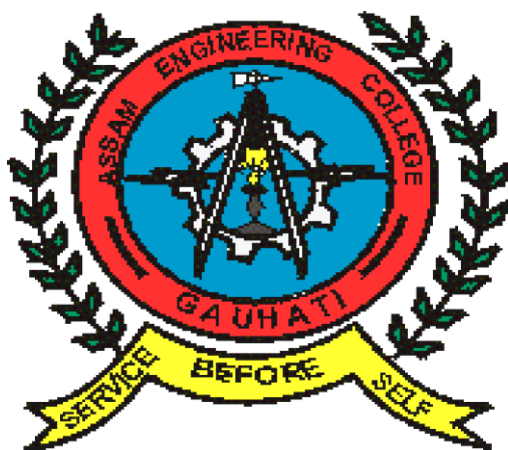


ASSAM ENGINEERING COLLEGE



Campus Code of Conduct and Student Discipline

w.e.f.: 01 August 2026

Campus Code of Conduct and Student Discipline

Assam Engineering College (AEC), Guwahati

Established: 1955 | Motto: "Service before Self"

Preamble:

Assam Engineering College (AEC), the pioneer engineering institution of Northeast India, is dedicated to nurturing technical manpower imbued with academic excellence, professional ethics, and social responsibility. To maintain an environment conducive to holistic learning, personal growth, and intellectual development, all registered students of AEC are expected to uphold the highest standards of integrity, discipline, and community respect.

This Campus Code of Conduct serves as the official framework governing responsibilities, ethical standards, and campus decorum of all undergraduate (B.Tech), postgraduate (M.Tech/MCA), and research scholars to ensure the highest levels of academic and personal integrity. It applies across all college premises, residential hostels, and during off-campus institutional events, representation, or activities.

Section 1: Objectives of the Code

The primary objectives of this Code of Conduct are to:

- **Foster an Ethical Learning Environment:** Cultivate a secure, inclusive, and academically rigorous ecosystem that supports high-quality technical education, innovation, and research.
- **Instill Professional Integrity:** Prepare students for global engineering and leadership careers by embedding core values of honesty, accountability, and mutual respect.
- **Ensure Safety and Holistic Well-being:** Maintain a peaceful, inclusive campus atmosphere free from harassment, discrimination, safety hazards, and disruptive behavior.
- **Protect the Institutional Legacy:** Safeguard the rich reputation, physical infrastructure, and academic resources of AEC, ensuring they are preserved and respected for future generations of engineers.

Section 2: Scope and Applicability

This Code of Conduct is universally applicable and binding across the following domains:

- **Target Group:** Applies to every student officially enrolled at Assam Engineering College, encompassing undergraduate (B.Tech), postgraduate (M.Tech/MCA), and doctoral research scholars (Ph.D.), whether full-time or part-time.
- **On-Campus Jurisdiction:** Covers all actions occurring within the geographical boundaries of the AEC campus, including academic blocks, departments, laboratories, workshops, the central library, administrative offices, playgrounds, auditoriums, and all common campus spaces.
- **Residential Jurisdiction:** Explicitly governs student behavior, rights, and responsibilities inside all official AEC hostels, dining halls, and residential quarters.
- **Off-Campus Jurisdiction:** Extends to conduct outside the campus premises where a student represents AEC in an official capacity. This includes, but is not limited to, industrial visits, internships, external technical/cultural festivals, sports tournaments, conferences, and community outreach programs.
- **Digital Footprint:** Applies to student behavior, communication, and representation on digital platforms. This includes institutional email domains, the Samarth Portal, the ASTU ERP system, online classes, and official or cohort-specific social media groups associated with the college.

Section 3: Academic Integrity & Attendance Requirements

As an institution affiliated with the Assam Science and Technology University (ASTU), AEC demands absolute honesty, professional dedication, and rigor in all academic pursuits.

3.1 Academic Honesty & Research Integrity

Academic Honesty: Plagiarism, cheating, data fabrication, copying assignments, or utilizing unfair means during Continuous Evaluations (CE) and End-Semester Examinations (ESE) are strictly prohibited. Violations will lead to disciplinary action as mandated by the College Disciplinary Committee in accordance with ASTU regulations.

Research Integrity & IP Protection: Postgraduate and doctoral scholars must rigidly respect intellectual property rights. The unauthorized extraction, falsification, or publication of laboratory or institutional research data without the explicit written consent

of the supervising faculty guide is strictly prohibited and will invite immediate academic suspension.

3.2 Attendance Mandate:

In alignment with university regulations, students are expected to aim for 100% attendance. Student attendance is monitored and recorded via the **Automated Attendance Management System (AAMS) with direct, real-time database logging**. The operational regulations governing semester examination eligibility are categorized as follows:

Average Attendance Range	Academic Standing Status	Action Required/ Outcome
≥ 75 %	Collegiate	Eligible to appear for End-Semester Exams. (Absence due to medical issues are included in the 25 % relaxation)
65 % to 74 %	Non-Collegiate(NC)	Eligible only after paying a specified university fine.
< 65 %	Dis-Collegiate(DC)	Strictly debarred from appearing in exams; must repeat the semester.

Section 4: Zero-Tolerance Policies (Critical Violations)

AEC maintains an absolute zero-tolerance policy toward actions that threaten the safety, dignity, and holistic well-being of its campus community. Violations under this section carry the most severe disciplinary consequences.

4.1 Anti-Ragging Policy

Ragging is a cognizable criminal offense under the law and by the mandates of the Hon'ble Supreme Court of India.

- **Prohibited Conduct:** Any disorderly conduct—whether verbal, written, digital, or physical—that teases, treats with rudeness, or causes psychological or physical harm, humiliation, or shame to a fresher or any other student is strictly prohibited.
- **Mandatory Compliance:** All students and their parents/guardians must sign and submit an statutory Anti-Ragging Affidavit at the time of admission/registration.

- **Penalties:** Substantiated incidents of ragging will result in immediate suspension or expulsion from the college and hostels, permanent debarment from university examinations, and the mandatory filing of a First Information Report (FIR) with local law enforcement authorities.

4.2 Substance Abuse and Contraband

- **Prohibition:** The possession, consumption, distribution, or sale of alcoholic beverages, tobacco products, e-cigarettes, and psychotropic or banned narcotic substances anywhere within the AEC premises (including residential hostels and open areas) is strictly prohibited.
- **Enforcement:** To ensure a safe campus, random checks may be conducted by the Anti-Ragging Squad, Hostel Wardens, and campus security personnel.
- **Penalties:** Violators found in possession or under the influence of illicit substances will face immediate hostel eviction, academic rustication, and mandatory referral to the appropriate regulatory and legal agencies.

Institutional Support, Mentorship & Counseling

While the institution enforces zero tolerance for safety and behavioral infractions, AEC recognizes the importance of student mental health. Students experiencing severe behavioral, social, academic, or mental distress are strongly encouraged to seek confidential assistance through the college's institutional **Faculty Mentoring System** or designated **Campus Counselling Cells** before academic or behavioral issues escalate

Section 5: Campus Decorum and General Discipline

- **Behavior and Respect:** Students must exhibit respect, courtesy, and dignity in all interactions with faculty members, administrative and non-teaching staff, security personnel, and fellow peers.
- **Preservation of Property:** Any wilful damage, defacement, or unauthorized removal of college property (including classroom furniture, smart boards, laboratory equipment, or library resources) will invite heavy monetary fines, recovery costs, and strict disciplinary action.
- **Institutional Events and Festivals:** During cultural, technical, or corporate events hosted by AEC, students must maintain impeccable decorum. Vandalism, rowdy

behavior, or unauthorized entry of outsiders without official invitation/registration tags will result in immediate disciplinary intervention.

- **Social Media & Digital Responsibility:** Students are strictly prohibited from initiating, sharing, or propagating defamatory, malicious, or demonstrably false content on digital and social media platforms that targets the institution, its faculty, staff, or student body. Violations will be dealt with severely by the college administration.
- **Mandatory Identification:** Student ID cards must be worn visibly around the neck at all times while present on the college premises during working hours.

5.1 Dress Code and Attire Guidelines

While AEC does not enforce a rigid uniform for all semesters, students are expected to dress modestly, cleanly, and professionally to preserve the sanctity of the academic atmosphere. This is mandatory during regular classes, laboratory sessions, workshops, placement drives, and official functions. All students must mandatorily wear the **ID Card** around their neck during college hours.

Attire Matrix for Students

Category	Permitted/ Acceptable Attire	Strictly Prohibited Attire
Male Students	Formal or collared shirts, Collared T-shirts, Round neck T-shirts, Formal trousers, jeans, trouser style joggers, Formal shoes, casual loafers, clogs, crocs or clean sneakers	Torn/ripped jeans, cargo pants, or low-waist trousers, multi pocketed and loose Joggers, Pyjamas and Yoga pants, V-neck T-shirts, Flip-flops, bathroom/ Hawaii slippers etc
Female Students	Long Kurtis, short kurtis, long tops, or formal shirts, Collared T-shirts, Formal trousers, jeans, trouser style joggers, Salwar kameez, Churidar, saree, Mekhela chador Formal shoes, casual flats, clogs, crocs or clean sneakers	Crop tops, sleeveless, short, or tight-fitting tops, Skirts and shorts, multi pocketed and loose Joggers, Pyjamas and Yoga pants, Torn/ripped jeans, cargo pants, or low-waist trousers, Flip-flops, bathroom/Hawaii slippers etc.

Note on Safety Compliance: Any attire, footwear, or accessory that conflicts with the prescribed **safety norms of laboratories and heavy workshops (e.g., loose clothing or open-toed footwear near machinery)** is strictly prohibited, irrespective of everyday permissions.

Section 6: Unauthorized Financial Collections & External Sponsorships

- **Prohibition on Unauthorized Solicitation:** No individual student, group, club, or student body member shall approach external companies, corporate entities, local businesses, or third parties to solicit, demand, or collect funds, sponsorships, or donations in the name of Assam Engineering College (AEC).
- **Mandatory Institutional Approval:** Any fundraising initiative, corporate outreach campaign, or sponsorship drive for college festivals, departmental activities, or student clubs must receive prior written authorization and an official clearance letter from the Office of the Principal or the designated Faculty-in-Charge.
- **Misuse of Institutional Identity:** The unauthorized use of the AEC name, official logo, letterhead, or institutional seal for any external financial transaction, commercial contract, bank account opening, or digital crowd funding campaign is strictly prohibited.
- **Audit and Accountability:** All authorized funds, sponsorships, or materials collected for institutional events must be systematically accounted for and submitted to the designated faculty committee for a formal audit post-event.

6.1 Penalties for Financial Misconduct

Violations of this section constitute serious financial misconduct and fraudulent misrepresentation. Any student or group found violating these clauses will face severe disciplinary consequences, which include:

1. **Immediate Academic Suspension:** Suspension from the college for a minimum of one semester.
2. **Placement Debarment:** Permanent debarment from participating in campus training and placement drives.
3. **Legal Escalation:** Potential referral to appropriate legal authorities for fraudulent representation and misuse of public institutional property.

Section 7: Hostel Rules and Residential Discipline

Hostel life is an integral pillar of the AEC heritage. To preserve a safe, secure, and scholarly environment, the following regulations strictly apply to all residents across all official campus hostels:

- **Allotment and Occupancy:** Room allocations are executed purely at the discretion of the respective Hostel Superintendent and the Office of the Principal. Subletting rooms, swapping allocations without permission, or hosting unauthorized overnight guests is classified as a major disciplinary offense.
- **Curfew and Attendance Mandate:** All boarders must return to their respective hostels and mark their presence in the daily attendance register by the designated evening curfew hours specified by the Hostel Superintendent. Unauthorized absence from the hostel overnight will invite immediate parental notification and disciplinary action.
- **Resource Conservation & Electrical Safety:** Boarders must actively conserve energy by switching off all lights, fans, and electronic appliances when leaving their rooms. The use of high-consumption electrical appliances (such as heavy room heaters, immersion rods, or hot plates) without explicit written permission is strictly prohibited due to fire safety hazards. Non-compliance will result in monetary fines or forfeiture of the hostel seat.
- **Residential Harmony & Hygiene:** Boarders are expected to maintain an atmosphere conducive to quiet study. Noisy, disruptive, or unseemly behavior that compromises the peace of fellow residents is prohibited. Furthermore, boarders must maintain high standards of cleanliness, hygiene, and waste management within their rooms and common areas.

7.1 Statutory Hostel Rules & Administration Compliance

- **The Hostel Rules Manual:** In addition to this primary Campus Code of Conduct, every resident student is universally bound by the supplementary and comprehensive charter titled "**AEC Rules and Regulations for Hostel Boarders.**"
- **Disciplinary Recourse:** Day-to-day governance is managed by the designated Prefects, Wardens, and the Hostel Superintendent. Violations of specific hostel rules—including property damage, mess irregularities, or insubordination toward the hostel administration—will be referred directly to the Hostel Disciplinary Committee and may result in immediate expulsion from the residential facility.

Section 8: Use of Campus Infrastructure & IT Systems

- **Central Computing Center & Networks:** Accessing unauthorized networks, hacking, manipulating hardware or software configurations, or using the campus

Wi-Fi network for illegal downloads, piracy, or cybercrimes is strictly forbidden. All users must comply with the National and Institutional Cyber Security Policies.

- **Central Library Decorum:** Absolute silence must be maintained inside the Central Library and departmental reading rooms. The damage, defacement, or mutilation of library resources (including books, journals, and digital assets) is a serious offense and will result in the immediate cancellation of library privileges, heavy monetary recovery costs, and disciplinary action.
- **Financial Transactions:** All payments for semester admission fees, hostel seat rent, mess dues, or examinations must be formally executed via the **State Bank of India (SBI) AEC Branch** or designated online portals (such as the Samarth Portal or ASTU ERP). **Cash transactions made to unofficial entities or unauthorized individuals are strictly prohibited, and the institution bears no liability for such exchanges.**

Section 9: Disciplinary Committee and Penalties

Any violation of this Code of Conduct will be formally referred to the Campus Disciplinary Committee. Depending on the severity of the infraction, the institution reserves the right to impose appropriate penalties, which may include, but are not limited to:

1. **Formal Warning (Verbal or Written):** A serious reprimand that is officially documented and placed on the student's permanent academic record.
2. **Monetary Fines:** Financial penalties levied to cover property damage, compensate for non-collegiate attendance, or address minor infractions.
3. **Suspension:** A temporary suspension of privileges, debarring the student from attending classes, accessing laboratories, or entering the campus grounds for a specified duration.
4. **Hostel Expulsion:** The permanent forfeiture of the right to reside in any campus residential facility.
5. **Rustication or Outright Expulsion:** The immediate and permanent termination of student status at Assam Engineering College, alongside an official report of the disciplinary action to the University.

INSTITUTIONAL PENALTIES MATRIX		
Severity Level	Category of Infraction	Prescribed Institutional Penalty Action
Tier 1: Formal Warning	Minor decorum breaches, dress code violations, or failure to properly display institutional ID	A formal written warning is issued and placed on the student's permanent academic record.
Tier 2: Monetary Fines	Infrastructure damage, littering, library delays, or loss of institutional property, spitting inside the college campus.	Imposition of monetary fines, in addition to full replacement costs or actual property restoration fees. Monetary fines to be fixed as per the recommendation of the Disciplinary Committee.
Tier 3: Academic Suspension	Academic dishonesty/fraud during continuous evaluations, or persistent classroom disruption.	Temporary suspension and debarment from entering academic departments, laboratories, or specific campus blocks.
Tier 4: Hostel Eviction	Severe residential misconduct, unauthorized energy/utility misuse, or repeated curfew violations	Permanent eviction from all campus residential facilities without the entitlement to any fee refunds. Misbehavior towards any Faculty, Office staff, Cleaners and Security Personnel will lead to punishment as decided by the Disciplinary Committee.
Tier 5: Semester Suspension	Disseminating, publishing, or furnishing false or defamatory information regarding the institution on social media.	Immediate suspension from all academic and campus activities for the duration of one full semester.
Tier 6: Rustication / Permanent Expulsion	Engaging in ragging, unauthorized financial solicitations, or the possession, consumption, sale, or distribution of alcoholic beverages, tobacco products, and psychotropic/hallucinogenic substances.	Immediate and permanent expulsion from Assam Engineering College, accompanied by official reporting to law enforcement and the University.

Section 10: Power to Amend

The College Authorities reserve the right to amend, modify, or repeal any provision of this Code of Conduct at any time. Such amendments may be introduced as deemed necessary to serve the greater interest, safety, and academic integrity of the institution, and shall become effective upon official notification.

Student Undertaking

(To be signed by every student at the commencement of each Academic Year)

I, _____, Roll Number: _____,
pursuing **B.Tech / M.Tech / MCA / Ph.D.** in the Department of
_____, hereby declare that I have read, understood, and accepted
the **Assam Engineering College Campus Code of Conduct and Student Discipline**,
including its core objectives and applicability.

I solemnly bind myself to abide by all the rules, regulations, disciplinary frameworks, and
institutional values outlined herein throughout my tenure at this institution.

Signature of the Student: _____ **Date:** _____

Signature of the Parent/Guardian: _____ **Date:** _____