



G-28

**GUIDELINES FOR STUDENT
ETHICS, CODE OF CONDUCT AND
ADMINISTRATIVE PROCEDURES
FOR DISCIPLINARY ACTIONS**

G-28: 1GUIDELINES FOR STUDENT ETHICS, CODE OF CONDUCT AND ADMINISTRATIVE PROCEDURES FOR DISCIPLINARY ACTIONS.

In exercise of power conferred under section 7(x) & 7(t) AUUP Act, 2005, Article 17 of Statute and Clause 3 (5) of Regulations 4, Amity University U.P. hereby notifies following Guidelines namely;

Short Title , Application and Commencement:

- i. These Guidelines may be called “Guidelines for Student Ethics, Code of Conduct and Administrative procedures for Disciplinary Actions”. These Guidelines are hereby notified in pursuance of Clause 3(5) of AUUP Regulations on Maintenance of Discipline among students, 2005” (R-4), notified on 12.1.2005.
- ii. These Guidelines shall apply to all the students of Amity University, Uttar Pradesh, in respect of all kinds of indiscipline except ragging which is governed by the Regulations 4 and other mechanism adopted in compliance of guidelines of Hon’ble Supreme Court of India; The Uttar Pradesh Prohibition of Ragging in Educational Institutions Act, 2010 and UGC Notification, 2009
- iii. These Guidelines shall come into force from the date of notification.

Preamble

The Student Disciplinary Guidelines are in accordance with the University’s ‘Regulation 4: Maintenance of Discipline among Students’ and provide a framework for the enforcement of student discipline, in order to secure the proper working of the University in the broadest sense.

The purpose of these guidelines is to establish equitable and consistent standards throughout the University, to ensure that disciplinary action is fair and reasonable in the circumstances of each case, and to produce due respect for and acceptance of University standards and reasonable instructions.

Any student conduct, on or off campus, as individuals or as groups, that is deemed to be a misconduct/indiscipline may become a matter for action within the University's system of student discipline.

Student misconduct may be simultaneously subject to external legal or administrative proceedings and the University's disciplinary system. The University is a private enclave, dedicated to a purpose that imposes additional and special obligations, but not in conflict with the legal-judicial structures of the general society. Therefore, the

¹ *Approved by the Academic Council at its 16th meeting held on 14 October 2013 {Item No 16.39 (i)} & Executive Council at its 12th meeting held on 1st November 2013 (Item NO 12.26-R)*

University's disciplinary system normally will proceed independently and notwithstanding the pendency of external processes.

The Guidelines encompass following broad areas:

1. Ethics and Code of Conduct
1. Definition of Indiscipline or Misconduct
2. Administrative Mechanism for Handling Student Indiscipline Cases
3. Disciplinary Action
4. Appeal/Review of outcome of disciplinary action
5. Cases Involving Criminal Allegations
6. Maintaining Case Files of Disciplinary Action

1. Ethics and Code of Conduct:

The aim of education is the intellectual, professional, personal and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness, and respect for the rights of all individuals. Self discipline is necessary for the fulfillment of such goals.

The Students' **Ethics** is insisted to promote this environment in the university, not limiting to areas stated herein below:

Ethics

- Respect for self
- Respect for others
- Respect for University Property
- Respect for University Authority
- Honesty, Integrity, Professional and Academic Integrity Demeanor

Code of Conduct:

- I. Students are expected to respect and observe these guidelines of the University.
- II. Students should conduct themselves in an orderly manner in their academic and recreational activities while they attend the University, engage in any University activity in hostels, university campus and/or outside the campus during their visits for training, excursion, sports, and project work etc.
- III. Students should respect the rights and privacy of other members of the University at all times.
- IV. Students pursuing programs leading to a professional qualification are also required to conduct themselves in a manner appropriate to profession as they are required to follow professional conduct as future professionals in the field.
- V. Amity University is dedicated to the following goals while promoting ethics and code of conduct amongst its students:

- Fostering professional excellence.
 - Promoting a life of values and ethics.
 - Creating responsible and informed leaders and professionals.
 - Inculcating a spirit of dedication to the service of others and towards nation building.
- VI. These goals can only be achieved in a campus environment wherein the students feel safe, secured, engaged, challenged and appreciated. This environment is created by the active contributions of every member of the Amity family, be it a student, faculty, support staffs or others associated with University. The campus ethos demands integrity and compassion to promote a culture of learning, appreciation and understanding.
- VII. The faculty, administrators, staff and students of Amity University, all have the responsibility to take care of the intellectual, social, emotional, psychological and other resources of University that we proudly share.
- VIII. When students choose to accept admission to Amity University, they accept to follow the norms of University, be it Ethics, Code of Conduct, Rules and Regulations and the Guidelines as may be notified from time to time. As members of Amity University, the students are expected to uphold its values by maintaining a high standard of conduct.
- IX. The student disciplinary guidelines will be used, to address violations of the Ethics and Code of Conduct, provided that such violation or act of indiscipline warrants actions against the erring students.

2. Definition of Indiscipline or Misconduct

The general definition of 'misconduct' under these Disciplinary Procedures is unauthorized interference, in the broadest sense, with the proper functioning or activities of the University, or those who work or study in the University; or action which otherwise damages the reputation of University.

Without prejudice to the generality of the power to maintain and enforce discipline under these Guidelines framed out of provision contained in Regulations 4, the following shall amount to act of indiscipline or misconduct on the part of a student of the University and its Departments/ Institutions/ Schools/ Constituent Unit/ Centers.

- (I) Physical assault or threat to use physical force against any member of the teaching and non-teaching staff of any Department/institution/Schools/Constituent Units/Centers and against any student within the Amity University Uttar Pradesh;
- (II) Unauthorizedly remaining absent from the class, test or examination or any other curricular or co-curricular activity which he is expected to participate in;

- (III) Carrying of, use of or threat to use of any weapons;
- (IV) Misbehaviour or cruelty towards any other student, teacher or any other employee of the University, a college or institution;
- (V) Use of drugs or other intoxicants except those prescribed by a qualified doctor;
- (VI) Any violation of the provisions of the Civil Rights Protection Act, 1976;
- (VII) Indulge in or encouraging violence or any conduct which involves moral turpitude;
- (VIII) Any form of gambling;
- (IX) Discrimination against any student or a member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them;
- (X) Practicing casteism and untouchability in any form or inciting any other person to do so;
- (XI) Any act, whether verbal or otherwise, derogatory to women;
- (XII) Smoking, use of narcotics, possession and consumption of alcoholic beverages or gambling in any form;
- (XIII) Any attempt at bribing or corruption of any manner or description;
- (XIV) Willful destruction of the property of the University or its Departments/Institution/School/College/ Constituent Unit/ Centre etc.;
- (XV) Behaving in rowdy, intemperate or disorderly manner in the premises of the University or the college or the institution, as the case may be, or encouraging or inciting any other person to do so;
- (XVI) Creating discord, ill-will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so;
- (XVII) Causing disruption of any manner of the academic functioning of the University system;
- (XVIII) Indulge in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the University or the college or the institution, as the case may be.
- (XIX) Unpunctuality;
- (XX) Violation of the status, dignity and honour of students, in particular women students and those belonging to a scheduled caste or a scheduled tribe or other backward class;
- (XXI) Any practice - whether verbal or otherwise, derogatory of women;
- (XXII) Verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene behaviour of students;
- (XXIII) Indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the University or the college or the institution, as the case may be.

Following shall also be considered as act of misconduct:

- (XXIV) Disruption of or unauthorized interference with, the academic, administrative, sporting, social or other activities of the University, whether on University premises or elsewhere;
- (XXV) Obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff or other employee of the University or any authorized visitor to the University;
- (XXVI) Violent, indecent, disorderly, threatening or offensive behavior or language whilst on University premises, hostels, PG accommodation or outside the campus on official assignments or engaged in any University activity, including that committed by electronic means using email from a University account or other social media or account accessed via the University network like AMIZONE;
- (XXVII) Fraud, deceit, deception or dishonesty in relation to the University or its staff or in connection with holding any office in the University or in relation to being a student of the University;
- (XXVIII) Action likely to cause injury or impair safety either on University premises or on any other sites associated with the University through its professional or other programmes;
- (XXIX) Defacement of, or deliberate damage to, any property, records or information of the University, or any property of a member of the University (including damage resulting from negligence);
- (XXX) Acts of disturbance that threaten the rights and privacy of any member of the University, whilst on University premises or engaged in University activity outside the campus such as field work, training, excursion etc. or hostels, PG accommodation, University owned or managed accommodation;
- (XXXI) Any unauthorized absence from the scheduled test, examination, curricular, co-curricular or extra-curricular activity or from the hostel which includes leaving the activity site without permission, giving proxy attendance for others or asking others to give proxy attendance for self;
- (XXXII) Rude, unmannerly, impolite acts, use of abusive or offensive language, gestures, remarks or inciting others (discriminatory on grounds of caste, creed, language, place of origin, gender, social or cultural background).
- (XXXIII) Harassment of any kind, including sexual or based on cast, creed, race of any student, member of staff or other employee of the University or any authorised visitor to the University, including that committed by electronic or other remote means;
- (XXXIV) Acts of disturbance, negligence or breaches of health and safety measures which might threaten the safety, security or welfare of other residents in a University owned or University managed property, or an employee of the University attending that property;
- (XXXV) Unfounded and malicious complaints brought against a member of the University under the Student Complaints Procedures;

- (XXXVI) Participating, operating, assisting or promoting gambling activity while on campus/hostel premises or in a duty status.
- (XXXVII) Use of and under the influence of alcoholic beverages, a drug or a controlled substance, while on campus/hostel or in a duty status;
- (XXXVIII) Stealing, actual or attempted, unauthorized possession of university property or property of others, or collusion with others to commit such acts;
- (XXXIX) False statements, deliberate misrepresentation, includes falsifying information on a leave form, hostel out pass, or other documents pertaining to entitlements; concealment, withholding of a material fact, making false sworn statements, and lying.;
- (XL) Knowingly making false or malicious statements against other students, faculty, or university officials with the effect of harming or destroying the reputation, authority, or official standing of that individual or an organization.;
- (XLI) Failure to disclose information about a criminal record including FIR as well as convictions, acquired prior to or during a student's registration period or on a University questionnaire, where this information is required for any student;
- (XLII) Violation of administrative rules or regulations where safety to persons or property is endangered;
- (XLIII) Refusal to testify or cooperate in an authorized enquiry or investigation; interference or attempt to influence, or attempt to alter testimony of witnesses or participants;
- (XLIV) Participating in activities soliciting political contributions and/or campaigning;
- (XLV) Misuse of Amity University Identity Card or not displaying the I-Card;
- (XLVI) Carrying of, use of or threat to use of any weapons;
- (XLVII) Promoting casteism and untouchability in any form or inciting any other person to do so;
- (XLVIII) Harming dignity and honour of students, in particular girl students and those belonging to a scheduled caste or a scheduled tribe or other backward class;
- (XLIX) Breach of the provisions of any civil rights/code or University rule or regulation that constitute misconduct under this Code including non compliance of hostel and library regulations or regulations for the use of computing facilities and such other acts which constitute breach of Code of Conduct as defined hereinabove in these Guidelines and as stipulated in the AUUP Regulations 4.

3. Administrative Mechanism for Handling Student Indiscipline Cases

Pursuant to the provision contained in Cl. 5 of Regulation-4, under the title 'Procedure for Handling Cases of Indiscipline of Students' the detailed

procedure is stipulated herein below, specifying the roles and responsibilities at the level of Institutes, Departments, Centers, Schools, Constituent Units and Hostel to ensure the disciplinary actions are initiated quickly at the source of such act of indiscipline.

3.1. At the Departments/ Institutions/ Schools / Constituent Units Centers/ Hostels level

- a. Every Department/Institute/School/Constituent Unit/Centre of the University shall constitute an **Institutional Student Disciplinary Committee (IDC)** as follows:
 - i. Chairperson (The Head of Institution)
 - ii. Heads of Department/Senior Members of the Faculty, not exceeding two (to be nominated by the HoI)
 - iii. One senior lady faculty member nominated by the HoI
 - iv. One Senior Member of the Faculty as Member Secretary (nominated by the HoI)
 - v. Class Representative (CR of the batch/section to which the student who has allegedly committed indiscipline, belongs) provided that;
 - the nominated members shall hold office for a period of one year.
 - two third members of the Committee including the Chairperson, shall form the quorum.
 - in the absence of the chairperson, the senior most member of the Institutional Student Disciplinary Committee shall act as the Chairperson.
- b. The Hostel of the University will constitute a **Hostel Student Disciplinary Committee (HDC)** as follows:
 - i. Chairperson - To be nominated by Vice Chancellor
 - ii. Chief Proctor/Proctor
 - iii. Senior Professor of the University (nominated by the Vice Chancellor of the University)
 - iv. One male and one lady Hostel Warden/ Asst Warden
 - v. Class Representative (CR of the batch/section to which the student who has allegedly committed indiscipline, belongs)
 - vi. One senior lady faculty member (nominated by the VICE CHANCELLOR of the University)
 - vii. Director Hostel - as Member Secretary, provided that;
 - the nominated members shall hold office for a period of one year.
 - two third members of the Committee including the Chairperson, shall form the quorum.

- in the absence of the chairperson, DSW/Senior most member of the Hostel Disciplinary Committee shall act as the Chairperson.

c. Functions of the Institutional/Hostel Students Disciplinary Committee:

- I. To consider matters concerning maintenance of discipline among the students in the Departments/ Institutes/ Schools/Constituent Units/ Centers /Hostels.
- II. To enquire into the acts of indiscipline or misconduct committed by a student or students whenever such cases are identified or referred to it and to submit their findings/conclusions to the DSW or the person authorized by the Vice-Chancellor in this behalf.
- III. To supervise and monitor the disciplinary environment prevailing in the Departments/ Institutes/ Schools/Constituent Units/ Centers/Hostels.
- IV. To take preventive and precautionary steps such as issue of notices, warnings, instructions etc. as the case may be, for the purpose of forestalling acts of individual or collective, indiscipline and misconduct etc.
- V. To maintain liaison with the University authorities engaged in the management of student discipline and the concerned authorities of the University regarding maintenance of law and order in the University and its Departments/ Institutions/ Schools/ Institutes/ Constituent Units/ Centers.
- VI. To implement the decision of CSD and Vice Chancellor.
- VII. To perform such other functions as may be assigned to it by the Vice-Chancellor from time to time.

d. Procedure for Handling Disciplinary Cases at Departments/ Institutions/ Schools/Constituent Units/ Centers /Hostels level.

In accordance with Regulation 4, it is the duty of every member of Faculty and Staff (including Proctors) of the University, in whose opinion a breach of discipline may have occurred, to report the incident as soon as possible. All incidents must be referred to the IDC/HDC, in order to ensure that a transparent system operates in which all cases are treated consistently, equitably and fairly.

All Indiscipline cases should be handled and reported as follows:

- i. The name of the student, enrolment number, institution, programme, batch and mobile number should be noted by the University Faculty and Staff.
- ii. The Head of Institution/Director Hostel to which the student belongs should be immediately informed, who in turn will inform the parents of

the student and will ask the faculty mentor of the student to counsel the student and may also arrange enquiry.

- iii. The HoI/Director Hostel may, if necessary, suspend the student (s) if deemed fit. The suspension period should not be more than 2 weeks from date of report of the incident.
- iv. The HOI may constitute a small Enquiry Committee of 3 to 4 members.
- v. The Chief Proctor/Dean Student Welfare should be informed of such incidents by the Head of Institution and the reporting personnel.
- vi. No threats should be made to the student/s during the enquiry process.
- vii. The enquiry report should be submitted to the Member Secretary, IDC/HDC within a period of two days but not later than four working days from the date of report of the incident of indiscipline.
- viii. The Member Secretary shall convene a meeting of IDC/HDC to be chaired by the Chairperson of IDC/HDC, as soon as practicable (but within seven working days from the date of the incidence) after the receipt of detailed reports. The student concerned may be asked to be present before the IDC/ HDC.
- ix. The Member Secretary IDC/HDC at the conclusion of the meeting will prepare and send the minutes of the meeting, recommendations, enquiry report and recorded evidences to DSW & Chief Proctor.
- x. On receipt of the minutes of the meeting of IDC/HDC, DSW in consultation with Chief Proctor/Proctor may decide, if required, to hold an enquiry into the incident at University level.
- xi. Notwithstanding anything stated above, the Dean, Students Welfare may also suomoto enquire into any incident of indiscipline, misconduct and misbehavior with the help of Chief Proctor/Proctor/Proctorial Board and make a report to the Vice Chancellor of the identity of those who have engaged in the incident and the nature of the incident.

3.2. At the University level

While the University Student Disciplinary Committee (SDC) shall be constituted as per Clause 9 of Regulation 4, the Functions of the SDC shall be in line with the Clause 10 of Regulation 4.

3.2.1 Procedure for Handling Disciplinary Cases at University Level

- I. In accordance with Regulation 4, it is the duty of every member of Faculty and Staff (including Proctors) of the University, in whose opinion a breach of discipline may have occurred, to report the incident as soon as possible. Though routinely, incidents must be referred to the IDC/HDC, in order to ensure that a transparent system operates in which all cases are treated consistently, equitably

and fairly, DSW/Chief Proctor/Proctor may decide that a particular case of reported breach of discipline will be enquired into by the Proctorial Board.

II. Proctorial Board

The Proctorial Board shall be constituted by the competent authority with members as may be nominated for the purpose.

The Proctorial Board shall be headed by Chief Proctor who shall be responsible to conduct enquiry/investigation of the cases as may be referred to it by authority concerned. All the Proctors shall be responsible to Chief Proctor concerning disciplinary matters.

III. All Indiscipline cases as may be reported which require handling at University level may be taken up by Chief Proctor/DSW and decide in consultation with Chief Proctor/Member of Proctorial Board if the case should be referred to Proctorial Board for enquiry/ investigation, may be involving the HOI concerned. Such cases should be handled and reported as follows:

- a. The name of the student, enrolment number, institution, programme, batch and mobile number should be noted by the University Faculty and Staff.
- b. The Head of Institution/Director Hostel to which the student belongs should be immediately informed, who in turn will inform the parents of the student and will ask the faculty mentor of the student to counsel the student.
- c. The DSW/Dy.DSW/Chief Proctor/Proctor may, if necessary, suspend the student(s) if deemed fit. The suspension period should not be more than 2 weeks from date of report of the incident which may be further extended for one week if the process of enquiry is not over.
- d. The enquiry of the incident should be subsequently done without being prejudiced. The enquiry team should have the Proctorial Board members, faculty from the Institute/s & mentor/s of the student/s. Written evidences should be recorded. No threats should be made to the student/s during the enquiry process. The enquiry report should be submitted to the DSW who is the Member Secretary SDC within a period of four days but not later than seven working days from the date of report of the incident of indiscipline.
- e. The Member Secretary shall convene a meeting of SDC to be chaired by the Chairperson of SDC, as soon as practicable, however not exceeding two weeks from the date of the incidence, after the receipt of detailed reports. The student concerned maybe asked to be present before the SDC.

- f. The Student Disciplinary Committee, after hearing the student(s) and others who are in the know of the incident/case, determine, in light of the evidence, whether a breach of the rules, regulations and stipulated guidelines had been committed;
- g. Student Disciplinary Committee, if satisfied that there had been a breach of Conduct may decide suitably in the matter as per one or more of the following course of actions and make recommendation to the Vice Chancellor:

3.3. Nature of Penalty/Actions

While the quantum of punishment shall be based on the recommendation of committee concerned, however, an indicative list of punishment is annexed herewith at **Annexure 1**, which may be amended from time to time.

3.3.1 Action on Minor Cases of Misconduct.

- i. In cases where an act of indiscipline is of a minor nature, the student will be warned/ cautioned/counseled by the Chief Proctor/Proctor/HOI/Member of Proctorial Board and/or refer to Counseling and Guidance Centre/Cell.
- ii. In such cases no records shall be made on academic transcript.

3.3.2. Action on Disciplinary Cases Involving Serious Misconduct

- i. In the case of a more serious breach of Conduct, or repetition of minor acts of misconduct, the matter will be referred to the Chief Proctor/DSW by the concerned Proctor/HOI.
- ii. The DSW in consultation with Chief Proctor, Proctor and HOI shall decide if the matter is required to be taken in the Students Disciplinary Committee and convene such meeting and inform the student of the nature of the alleged misconduct and permit the student an opportunity of being heard by the Students Disciplinary Committee.
- iii. The Student Disciplinary Committee, after hearing the student(s) and others who are in the know of the incident/case, determine, in light of the evidence, whether a breach of the rules, regulations and stipulated guidelines had been committed;
- iv. Student Disciplinary Committee, if satisfied that there had been a breach of Conduct may decide suitably in the matter as per one or more of the following course of actions and/or make recommendation to the Vice Chancellor:

- a. decides/recommends that no action be taken;
 - b. issues a written warning to the student indicating the consequences of future misconduct.
 - c. requires the student to compensate for or make good any damage caused to an individual or the University property;
 - d. imposes a fine payable to the University;
 - e. requires the student to vacate hostel immediately when their continued presence might affect the safety, security or welfare of other hostellers or University employees;
 - f. restricts access to any part of the University's campuses, hostels or to any services of the University.
 - g. rusticates the student with immediate effect from University premises for a specified period.
 - h. recommends expulsion of student from the University/Hostel.
 - i. recommends rustication of student.
 - j. recommends community service in campus/ outside campus.
- I. On completion of the disciplinary process, the student will be sent a notice in writing stating the decision of SDC.
 - II. A student who is the subject of a complaint of misconduct and against whom a criminal charge is pending or who is the subject of police investigation/FIR may be rusticated, pending the disciplinary hearing or the trial. However the student may be allowed to appear in internal and external examinations, provided that the student fulfills the eligibility criteria of attendance etc., under the supervision of the examination department and if there is no adverse order to this effect from Constitutional authorities.
 - III. The Member Secretary SDC at the conclusion of the meeting will prepare and send the minutes of the meeting, recommendations, enquiry report and recorded evidences to the Vice Chancellor for his/her approval through the Registrar of the University.
 - IV. After receiving approval/directions from the Vice Chancellor, DSW will issue the office order to the student/s with copies marked to Registrar/ HoI/ Director Hostel/ Chief Proctor/ Proctor/Security and other concerned and parents.

4. Disciplinary Actions

In the event students are found indulging in such activities which tantamount to violation of standard of ethics and conduct, the University shall initiate disciplinary action as may be deemed appropriate without being prejudiced.

The University officials are expected to take sufficient care while handling students' issues, with an open mind to educate the students as to how they must

come out of negativity and adopt positive approach towards self improvement making the students life truly enjoyable and enriching. Punishing the students must not be sole objectives while enforcing discipline. The students are to be encouraged and motivated to adopt a right path through proper counseling by Faculty, Mentor and Proctor.

The disciplinary history and the impact of certain behavior on the peer group of students and the consequent impact on academic environment of University shall be determining factor while adjudicating the nature of disciplinary actions listed below:

- a. Positive Advice/Counseling
- b. Warning/Fine
- c. Suspension/Eviction/Removal from Hostel
- d. Rustication
- e. Expulsion
- f. Postponement/Cancellation of Conferring of Awards and Degrees

a. Positive Advice/Counseling

These are stated to be the activities intended to engage the students in a positive learning experience related to a student's inappropriate behavior and allow such students to reflect upon their inappropriate behavior.

This type of action may include, but not limited to, engaging in a campus with Mentor, attending a program of Psychologist or Counselor, Community Service. The students may also be referred to Counseling and Guidance Centre/Cell.

It is mandatory for the students faced with disciplinary action, for the first time, to be engaged with Counselor to ensure positive behavioral change during the tenure of punishment or for such period as the situation may demand.

On the recommendation of Psychologist or Counselor, or a Committee constituted for the purpose, cases of drug addicted students who show reasonable improvement in their action and behaviour and are able to recoup the mental strength leading to:

- i. **Gradual decline of intoxication and/ or drug addiction.**
- ii. **Any other improvement;**

the authority concerned may take a lenient view on attendance criterion and grant exemption of shortfall of attendance as one time measure with sole

motive of helping such students to come out of traumatic stage for societal cause.

b. Warning/Fines

If the student's behavior is found inappropriate a formal warning notice /show-cause notice will be issued by authority concerned in the University. In certain cases fines may be imposed. Such actions shall be placed in the student's file and may be used as evidence of behavioral history, if the student engages in further inappropriate behavior and/or action. Fine is compensation required of students who engage in the theft, misuse, damage or destruction of institutional property. If the students are engaged in offences such as smocking, consuming alcohol and taking drugs, fines may be imposed in addition to other disciplinary actions leading to expulsion.

c. Suspension/Eviction/Removal

Limited or Temporary Suspension from the university involves the exclusion of the student from participation in any academic or other activities of the university for a specified period. Such suspension order shall be issued to the student with copy marked to parent/guardian.

The action of suspension will be noted on the student's disciplinary record and if necessary; the student will be withdrawn from all courses. The student may forfeit fees. Suspension may include any other disciplinary action as may be deemed appropriate.

When a student has concluded the limited suspension period and completed the conditions accompanying the suspension, he/she must submit a letter to the Dean of Students' Welfare (DSW), requesting reinstatement and provide evidence that he/she has complied the terms of the suspension. The student may return to the university only after an affirmative decision has been made by the authority concerned.

A responsible living environment in the hostel requires all the students' community to respect other hostellers' rights for safety, security and reasonable quietness. Serious disruption of the peaceful hostel environment can lead to removal/eviction from hostel. Such actions may further cause forfeiture of fees according to the normal university refund policy which will be intimated to the student and the student's parents or guardian.

d. Rustication

Rustication is a serious university disciplinary action and involves exclusion of the student from the university for a specified period, however, not beyond a year. Rustication involves the following:

Forfeiture of all rights and degree not actually conferred at the time of rustication.

This involves expulsion from University for specified period and in such event the student is withdrawn from all courses and fees forfeited.

The Rustication order/notification shall be issued to the student with copy marked to parent/guardian. The notification of rustication shall be maintained in student's disciplinary record and academic transcript permanently.

The rusticated students are not allowed entry in the University campus.

e. Expulsion

The students may face most serious disciplinary action involving permanent expulsion from University and in such event all the rights as student of University shall stand forfeited. The student is withdrawn from all courses and fees forfeited.

Expulsion also means the student may not be conferred with final degree or award of degree. Such Expulsion order/notification shall be issued to the student with copy marked to parent/guardian. The notification of expulsion shall be maintained in student's disciplinary record and academic transcript permanently. The expelled students are not allowed entry in the University campus.

f. Postponement of Conferring of Awards and Degrees

The University reserves the rights to defer, postpone or cancel the conferment of any Award and Degree during pendency of any disciplinary action procedures or during period of suspension.

5 Appeal/Review of Outcome of Disciplinary Action

5.1 A student may request a review or make an Appeal to Vice Chancellor against a decision of suspension, rustication, expulsion and/ or penalty imposed by the University on the recommendation of Students Disciplinary Committee, in

relation to an act of indiscipline. Such a request for a review or Appeal must be submitted in writing to the Vice Chancellor preferably within seven days, however, not exceeding thirty days of any decision or penalty is imposed.

- 5.2 The Vice Chancellor, if satisfied that the matter should be reviewed, may refer the appeal back to Chairman, Students Disciplinary Committee to review the case or may refer it to an independent committee to be constituted for the purpose by Vice Chancellor
- 5.3 The DSW will convene the Students Disciplinary Committee meeting as soon as practicable after the receipt of the request for a review or appeal has been received.

The Committee will hear the student and determine, in light of the evidence, whether a breach of the Code of Conduct has been committed.

Following the hearing, the Committee may confirm, reduce, set aside, amend or otherwise vary the decision and/or impose penalty and forwards such recommendation to Vice Chancellor.

The Vice Chancellor may consider the recommendation and approve the same or decide one or more of the following courses of action:

- a) Decides to maintain status quo.
- b) Rules that the complaint made against the student should not be the subject of further action by not accepting the recommendation of Students Disciplinary Committee.
- c) Directs to issue a written warning to the student indicating the consequences of future misconduct, to be entered into the student's file.
- d) Requires the student to pay to the University a fine.
- e) Withholds the award of a Degree or Diploma or Certificate until such conditions are fulfilled as the Vice Chancellor may specify.
- f) Suspends, rusticates or expels the student from the University.

On completion of the review/appeal process, the student will be sent a notice in writing stating the final decision of Vice Chancellor on the review/appeal which shall be final and binding on student(s).

6. **Cases Involving Criminal Allegations**

Where the offence is considered under the Criminal Law such cases will be dealt appropriately taking into considerations the applicable law and as may be advised by the University Lawyer.

Cases involving an offence within the campus under the Criminal Law will be reported to the Police by the University Lawyer. The student will be informed accordingly.

7. Maintaining Case Files of Disciplinary Actions

The Dean Students Welfare shall be charged with the responsibility of maintaining all records and disciplinary proceedings and submit summary Report of such cases of every preceding Academic Year in the ensuing Executive Council for information, using a standard format as QAE may recommend.

8. Examination related indiscipline cases shall be referred to the Examination Discipline Committee.
9. Notwithstanding anything contained herein above in these guidelines, in case of any contradiction with the stipulated provision of Regulations (4), "Maintenance of Discipline among Students", notified on January 12, 2005, the latter shall prevail.

Breach of Discipline & Corresponding Punishments

ID-Card Related

- Without an ID-Card
- Misuse at Entry/Exit/Other Venues

Strict Warning. Conduct Probation. Information to the HOI & to the Parents

Unhealthy Postures

- Displaying Indecent Postures & Obscene Behaviour
- Physically Involved Acts & Expositions in Public Places

Strict Warning. Suspension for 1-2 weeks. Conduct Probation. Information to the HOI & to the Parents on first misconduct, calling parents on the second and subsequent conducts.

Theft Related

Suspension for 2-3 weeks. Fine equivalent to the Stolen Item (s) / Return / replacement of the Same or newer version. Hostel Seat Cancellation in Case of Hostel Residents. Compulsory behavioral/psychological mentoring 1 hour per week or as decided by the committee on a case to case basis. Conduct Probation. Information to the HOI & to the Parents.

Ragging Related

Suspension for 3 weeks - 1 month. Rustication for 1-2 Years. Expulsion. Immediate report to the police station. Imprisonment upto two years/fine upto Rs 10,000/- or both. Convicted student debarred from admission in any educational institution up to five years. Conduct Probation. Information to the HOI & to the Parents.

Destruction of University Property

Suspension for 3 weeks -1 month with Fine equivalent to double the replacement value of damage. Conduct Probation. Information to HOI & to the Parents.

Disrupting Academic Functioning and University Procedures & Systems

Suspension for 3 weeks – 1 month. Rustication Upto 1 Year. Conduct Probation. Information to the HOI & to the Parents.

Violence Related

- **Individual**
- **Violence instigating a mob**

Suspension for 3 weeks -1 month. Rustication for 1-2 Semesters. Expulsion. Conduct Probation. Information to the HOI & to the Parents.

Alcohol & Intoxicants

- Possession of Drugs/Narcotics/Alcohol/Cigars /Other Intoxicants Including Smoking
- Use & Consumption of the Above.

Suspension upto 1 week on first incidence, suspension upto 1 month on second conviction. Rustication on third or subsequent convictions for one semester. Conduct Probation. Information to the HOI & to the Parents.

Indulgence in Weapons

- Threat to Use of Weapons
- Use of Weapons

Suspension for 1-2 months. Rustication for 1 Year. Expulsion. Conduct Probation. Information to the HOI & to the Parents.

Physical Assault

- Threats to Physical Assault on Students/Staff/Teachers
- Immediate suspension for 1 week or till hearing is completed
- Physical Assault on the above

Suspension for 3 weeks - 1 month. Rustication for 1-2 Semesters. Expulsion. Conduct Probation. Information to HOI & to the Parents.

Misbehaviour

- With Fellow Students
- With Faculty & Staff
- Inciting & Displaying Rowdy Behaviour

Suspension for 2 weeks. Suspension for 1 month on the second and subsequent incidences. Rustication for 1-2 Semesters. Expulsion. Conduct Probation. Information to the HOI & to the Parents

Mental/ Physical Torture Related

Suspension for 2 weeks - 1 month. Rustication for 1-2 Semesters. Conduct Probation. Information to the HOI & to the Parents.

Derogatory Verbal Abuse Particularly to Women

Suspension for 2 weeks - 1 month. Rustication for 1-2 Semesters. Conduct Probation. Information to the HOI & to the Parents.

Indulgence in Bribing/ Corruption

Suspension for 2 weeks -1 month. Rustication for 1 Semester. Conduct Probation. Information to the HOI & to the Parents.

Gambling Related

Suspension for 3 weeks -1 month. Conduct Probation. Information to the HOI & to the Parents.

Acts of Discrimination

- Discrimination on Grounds of Caste/Creed/Religion/Language/Ethnicity/Place of Origin/Social Background/Gender/Disability etc.
- Creating Discord, Ill-Will, Communal Grounds etc.

Suspension for 1 month. Rustication for 1 Semester. Conduct Probation. Information to the HOI & to the Parents.

Moral Turpitudes & Conduct

Suspension for 2 weeks - 1 month. Conduct Probation. Information to the HOI & to the Parents.

Violation of Hostel Rules

Strict Warning. Suspension for 1 week - 1 month. Cancellation of Hostel Accommodation. Conduct Probation. Information to the HOI & to the Parents.

Note: The punishment for an indiscipline will be related to its severity in a particular situation.

The penalized students will not be entitled to any scholarship(s) and other monetary benefits and would also not be eligible for campus placement assistances.

