

DISCIPLINE – STUDENTS

The University maintains high standards of discipline on its campus and hostels and shall continue this tradition to ensure a free and congenial environment for all its students to pursue their studies without any distraction. The University provides a healthy learning environment particularly for its female students, without infringing on the academic freedom and rights of any of its students. All disciplinary action cases shall be dealt with in a fair and transparent manner.

1. Preamble

- i) Every student in the University shall at all times display good behaviour, show diligence in studies, maintain decorum and dignity, take due interest in extracurricular activities, observe a code of conduct both within and outside the campus in a manner befitting a student of a university of national stature and observe all the rules of discipline of the University.
- ii) Every student shall show due respect and courtesy to the teachers, administrators, and other employees in and outside the University and good neighbourly behaviour towards fellow students including residents in surrounding areas or around the hostels.
- iii) Any violation of the code of conduct or breach of any rule or regulation of the University by a student shall constitute an act of indiscipline and shall make him/her liable for disciplinary action which will be taken by the duly constituted Disciplinary Committee.

2. Composition of Disciplinary Committee

The Chairman of the Disciplinary Committee will be appointed by the Vice-Chancellor. The members of the Disciplinary Committee will be appointed by the Chairman in consultation with the Vice-Chancellor, generally by taking one faculty member from each Department. The tenure of the Chairman/ Members of the Disciplinary Committee shall be two years. The University may, when required, appoint a Proctor who shall perform the functions of a nodal authority on matters of student discipline.

3. Acts of Indiscipline

The following shall constitute acts of indiscipline and students indulging in any of them shall be liable for disciplinary action against them:

- i) Disobeying teachers and staff and displaying misdemeanour within and outside the University premises.
- ii) Indulging in vandalism/violence and damaging of University and/ or public property or property of any other person.
- iii) Demonstrations, inciting protests, mass disobedience, distributing hand bills etc.
- iv) Use of mobile or satellite phone in class rooms, library or building corridors or any other which is specified as no-mobile zone. Use of mobile phone is permitted outside the University building and cafeteria area.
- v) Quarrelling, fighting and passing derogatory/obscene remarks in the University premises against fellow students/ teachers/ employees/ canteen and mess workers etc.
- vi) Making a video/MMS and uploading the same on 'You-tube'/social media platform or uploading obscene photographs on social media of fellow students/ teachers/ employees/ canteen and mess workers etc.
- vii) Indulging in ragging directly or indirectly, which is strictly prohibited as per the Hon'ble Supreme Court of India.
- viii) Possession and use of firearms, weapons and potentially dangerous instruments etc.
- ix) Consumption, carrying and sale of drugs / alcohol / intoxicants / tobacco / other prohibited substances / flavours / additives / hookah / pipe etc. in the University premises and Hostels.

- x) Any type of harassment whether physical, verbal, mental, sexual or electronic through social media platforms.
- xi) Littering or defiling University property or property of any other student or personnel of the University. Consumption of eatables/liquids in the classroom or places other than the cafeteria is prohibited and punishable with fine or discipline case or both.
- xii) The University has a central parking place close to the campus. Being a residential area and to avoid inconvenience to residents, students are not permitted to park their vehicles on the sector roads.
- xiii) Stopping of vehicles in front of the University gate and alighting leading to restriction of other vehicles entering the University or causing traffic hold.
- xiv) Speeding in front of the University main gate or making unusual loud vehicular noise causing disturbance to others.
- xv) Any other act which the Disciplinary Committee may determine to be undesirable.

4. **Procedure for Punishment**

When a student is found indulging in any breach of discipline, misconduct, unruly behaviour, provocation, instigation, harassment, idleness, any faculty or staff or student can report the matter in writing to the Disciplinary Committee of the University, for appropriate action.

5. **The various steps for disciplinary action shall be as under:**

- i) **Complaint Received:** All disciplinary cases requiring redressal need to be initiated or reported by any complainant (Faculty/Staff/Students) to the Chairman Disciplinary Committee (CDC) in writing on NCU form 48A. Depending on the gravity of the offence, if the CDC is convinced that prima facie evidence exists against the defaulter, the CDC can suspend the student, pending investigation.
- ii) **Investigation:** Should the case not merit further action, a warning will be issued to the defaulter and the written apology shall be filed in the student record held with Controller of Records (COR). CDC may close a case with a written apology by the defaulter and undertaking from his/her parents.
If any investigation is required, CDC may ask one or more members of the Disciplinary Committee for any further inquiry into the matter. CDC will issue a Show Cause Notice, based on the facts of the case within 24 hours of the complaint/inquiry.
- iii) **Show Cause Notice:** The Show Cause Notice will be issued to the defaulter, giving brief details of the incident. The reply by the defaulter will be submitted to the CDC by hand within 24 hours. If not satisfied with the reply or on the basis of the facts of the case in the complaint, the CDC will issue a letter to the defaulter to appear before the Disciplinary Committee (if necessary, along with his/her parents) on a specified date/time. A copy of this letter will be sent to all members of the Disciplinary Committee or complainant for their attending the meeting.
- iv) **Disciplinary Committee Meeting:**
 - a) Presence of a minimum of four members is mandatory for a Disciplinary Committee meeting to be held.
 - b) Disciplinary Committee will generally meet once a week or on the date/time specified by the Chairman, to go into cases of the week and give a hearing to the defaulter in the presence of parents/guardians (if required). The Committee shall decide the punishment within two days and issue the punishment award letter where found guilty. The award of punishment will also be put up on the Discipline Notice Board along with a photograph of the defaulter.
 - c) Copies of Punishment Award shall also be sent to the Pro-Chancellor, Vice-Chancellor, Dean (Academics), Department concerned, Registrar, COE, Security officer, ERP Cell, COR and SPA as required.

6. **Punishments:**

One or more of the following punishments can be awarded by the CDC:

- i) Written warning, recorded in dossier of the student.
- ii) Deduction from General Proficiency marks.
- iii) Withdrawal of any academic or other University activity, privilege, benefit, right or facility.
- iv) Payment of compensation to make good any damage or defacement to University or any other property or assets caused by the student.
- v) Suspension for 3/5/7/10 days or more, with no attendance being awarded.
- vi) Reflect the act of indiscipline in the student's Character Certificate.
- vii) Debar from all or a certain number of Campus Placements.
- viii) Debar from one Semester Examination.
- ix) Rustication for one semester or more.
- x) Expulsion from University

7. As regards 6 (v) above, the defaulter can be given depending on merits of the case an option to undertake University Community Service, such as work in Library, Records, Security, Administration, Sports, Editorial work. This shall constitute attendance for the period under suspension. His/her attendance shall be marked for the duration of work done and will be considered towards overall attendance. However, if he/she is not granted this option or does not opt for Community Service, the period under suspension will have full effect on attendance.

8. In case a student remains suspended for conduct of an inquiry under Para 5(ii), such a period shall be reckoned in the calculation of his/her attendance provided s/he is found innocent.

9. In cases where an offence involves action by Police, the matter will be referred to the Registrar who will ensure that a Police case is filed and an FIR obtained. Such cases will be dealt fully by the Police and the individual will remain suspended till completion of investigation of the case but without benefit of attendance. Police cases will invariably include ragging of any kind.

10. **Appeal**

Appeals, if any, will be dealt with by the Higher Committee whose decision in the matter will be final and binding. The constitution of the Higher Committee shall be as under:

A Member of the Governing Body	Chairman
Vice-Chancellor	Member
Registrar	Member Secretary

11. Only those cases will merit review by the Higher Committee where any new information or evidence is produced by the defaulter, other than what has already been considered by the Disciplinary Committee.

12. Discipline rules of the University are subject to change from time to time with the approval of the prescribed Authority.