



---

# STUDENT DISCIPLINE MANUAL

---



## VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY BURLA

JULY 2024

# CONTENTS

<b>SI No</b>	<b>Description</b>	<b>Page(s)</b>
1	Philosophy of Discipline Administration	02
2	Rules regarding conduct and Discipline	05
3	Conduct Rules for Residents of Hall of Residences	09
4	Procedure of Discipline Administration	10
5	List of possible deterrents	12
6	Typical offenses and recommended deterrents	13

## Section- I

### **PHILOSOPHY OF DISCIPLINE IN ADMINISTRATION**

A university not only provides a scholastic atmosphere for research and education, but it is also home to thousands of young students striving to make a career in knowledge-based professions. The universities must provide a social environment that is free and peaceful. Occasionally an individual student may deviate from the path of responsible behavior and it is the duty of the university administration not only to take corrective steps as appropriate but also to pre-empt such events and take precautionary measures.

At the Veer Surendra Sai University of Technology, Burla, the responsibility of curbing unjustified behavior among students is vested on the Disciplinary Committee which named as **University Disciplinary Committee (UDC)**, are responsible not only for the investigation of reported complaints but also for advising the administration on policy issues affecting the behavior of students on campus. It is also empowered to take Suo Motu cognizance of larger disciplinary issues and recommend corrective measures that will address social difficulties well in advance before an undisciplined incident may occur.

The UDC is normally aware of its immense responsibility of being the custodian of the trust of over two thousand students, their parents, the teachers and staff of the University as well as the Government. While some see the UDC as a purely punitive body, in reality, it is not so. The objective of the Committee is to ensure discipline on campus through modulation of character, persuasion, compassion, and understanding so that no student is inclined to commit an offense. But considering the limitations of human capacity, and the limited counseling resources, the committee is often forced to take recourse to award punishment to students. The Committee should consider that around the world, and throughout history, awarding punishment has been accepted as one of the means of ensuring the rights of other citizens to live freely. Society penalizes a few individuals (who could probably be corrected if sufficient counseling and monitoring resources were invested, at the cost of social benefits elsewhere) for the greater welfare of society.

For the UDC, a punishment is certainly not an act of vengeance. To some extent, it is expected to help an offender by shaping his character; but more important, it is a message to other students against committing an offense, a deterrent against the recurrence of undisciplined behavior, and a means of protecting the welfare of the larger student community. The committee's job is to establish the facts, grade the severity of the offense and recommend deterrent measures commensurate with the offense.

University campuses have a unique social structure. The student community can be polarized not only as seniors vs freshers, but as seniors vs juniors, final year vs other, UG vs PG, home state vs out of state, along department lines, hostel lines, boarders vs day scholars, and so on. In our country, there are frequent instances of gangs, toughs, bullies, and rowdies. The UDC must not only handle reported cases but also must nip such polarization in the bud through proactive action. The consequences of failure can be devastating to individuals, the University, and beyond.

The following are some of the guiding principles that the UDC shall normally consider.

1. The university justice system is based primarily on trust. The university desires that students grow up in a free and safe environment, not subject to excessive monitoring. This is expected to give

them the confidence to be leaders of society. The rare black sheep of the community, or a rare act of indiscipline that encroaches on others' rights to free living, should be penalized heavily so that it serves as a true deterrent against the recurrence of the offense by the same or a different individual.

2. Certain offenses transcend the narrow scope of the event itself. They have major social implications and what is detected is only the tip of the iceberg. Cases of deaths and suicides of first-year engineering students being reported in newspapers may be taken as an example. The Supreme Court of India has not considered these cases as murder or manslaughter, but as a far greater event called "Ragging" and has dealt with them accordingly. The UDC should also look at social issues in the same way. An assault on a fresher by a senior, fear of the final years in the minds of the pre-final year or other junior students, a state-based/locality based polarization, and similar offenses should not be treated as simple cases of interpersonal quarrel but should be addressed as more deep-rooted maladies that must be corrected at the root.
3. Unlike the state police and judiciary, the UDC of VSSUT, Burla does not have access to investigative machinery, and qualified advocates, nor can it afford the delay normally associated with a judicial process. On the other hand, considering the volatile nature of the adolescent mind, the consequence of a wrong decision can be devastating, whether the decision is in favor or against an accused. The wider student community, who is much better informed of the truth expects the UDC to discover the facts on its own and award penalties proportionate to the offense. Even a "can't decide" conclusion leaves a question mark on the character record of the complainant as well as of the accused. "Benefit of the doubt" should be the last resort. The committee must rely on statements of students, faculty, and officials, the behavior of witnesses during the examination, and common sense and arrive at a definite conclusion. This is not easy but has to be done.
4. The UDC is expected to make decisions based on the information available to it. It is often not possible to establish the "real truth" "beyond doubt". While penalizing the wrong person is unfair, sparing the guilty and thereby creating a dozen more victims without any fault of theirs is unkind. The UDC must choose one of these two evils based on its wisdom and probability of correctness.
5. While arriving at the deterrent measures, the UDC is expected to receive suggestions for a lax penalty on grounds of (a) the complainant or the accused is a fresher and unaware of the rules, (b) the complainant or the accused is on the verge of completing the studies, (c) the accused may lose a good job offer, (d) the accused does not have a job offer, (e) the accused is from a rich and respected family (f) the accused is from a poor family, and so on. It is neither fair nor feasible to relate penalties to such extraneous considerations. The UDC must look at the welfare of the larger student community ignoring such considerations.
6. Sometimes the committee may look deeper into the fundamental cause of deviant behavior by a student and find that it happened because of a childhood incident, an incident within VSSUT Campus early in his career, an ongoing practice in the university, or a sustained laxity by the university in implementing its own regulations. Such underlying causes need to be considered and appropriate recommendations made to implementing agencies, particularly when the underlying cause is within the University.

When deviant behavior is traceable to childhood deprivation or similar causes, the UDC is expected to be considerate. When the underlying cause is a deviant social practice, the committee can either give a lighter or a stiffer (exemplary) penalty. It must look at the long-term impact of its

decision, the target being to reduce recurrence in the future.

These considerations, however, should not be stretched too far. Individual offenses, which are clear deviations from well-established norms of personal conduct, should not be considered as part of a larger social malady. An ongoing practice or laxity of the University in creating awareness must not be cited as justification for committing an offense that is fundamentally unacceptable.

7. A candid admission of guilt along with all facts at an early stage of an investigation should be rewarded with lighter punishment while remaining compatible with the offense. This will encourage complainants, accused, and witnesses, to tell the truth, the first time. It is especially the duty of the student members of UDC to convey this message to all concerned.

Even delayed statements of truth should be accepted with some concession; otherwise witnesses and accused shall have no motivation for coming out with the facts, thus prolonging the investigations.

8. The witnesses constitute the strength of the investigation process. Giving false evidence to protect a friend or punish a foe should deserve severe punitive action.
9. Indiscipline grows where students are either too afraid to make a complaint or believe that their complaints would not be acted upon. The UDC must take prompt action on complaints. Complainants need to be protected against further harassment and against frivolous counter-complaints, such as violating another rule not directly relevant to a case, provoking an offense, etc. In fact, it will not be unjust to provide a certain degree of “concession in penalty” to students who themselves are guilty but provide vital clues to UDC to solve larger cases of serious indiscipline.
10. Making a false complaint or hiding relevant facts during inquiry is a serious offense and any indication of such an act should be investigated, the penalty for a malafide complaint being high. A complainant, however, should be believed till enough evidence accumulates to prove him guilty of mala fide complaint. The UDC needs to ensure that no one is afraid of making a genuine complaint and no one can escape after making a false malafide complaint.
11. Sometimes a victim or a witness of an offense is too scared to make a complaint. The fear comes from two sources – (a) vengeance of the offender and (b) social ostracism against being responsible for the penalty on a fellow student. The burden of creating confidence among the students that a complaint will be acted upon by UDC in a fair and expeditious manner is on the shoulders of the UDC, the administration, and the board. The students are also to be sensitized to the fact that an early action against a friend in fact protects him against much more severe penalties in the future.

The UDC and other agencies of the administration should take Suo Motu cognizance of offenses by students and take action without waiting for a complaint by a victim. In fact, a complaint by a victim should be seen only as one of the channels of information before the UDC. While the committee should do everything possible to avoid mutual hard feelings among students, a case of serious offense cannot be withdrawn by a complainant. This principle will protect victims of offenses against undue pressure not only from the accused and his friends but also from his or her own peers.

12. The mitigating and aggravating circumstances, if any, may be taken into consideration. If there are strong mitigating circumstances such as excellent cooperation from the accused, and a superior past record under difficult circumstances, the UDC should go for a light punishment, while in

case of aggravating circumstances (e.g. poor cooperation, past record of indiscipline, penalized, forgiven or not duly investigated), the penalty should be stiff. If the mitigating circumstances are exceptionally strong, UDC can go below the prescribed range, while if aggravation is exceptionally strong, UDC can prescribe a penalty beyond what is listed.

13. Every disciplinary issue is unique, demanding a unique investigation procedure and a unique remedy. But the UDC as well as the higher administration have the burden of working out the appropriate remedies without the benefit of formal investigating machinery and without the power to impose penalties that are normally available to parents or to state law enforcing authorities. Financial penalties have been consciously discouraged because that would permit children of rich parents to buy their way through misdeeds. The only targets available to the University are a student's career, grades, time of graduation, etc. The penalty list presented in this booklet works partly on warning, social work, etc., and partly on grades and date of graduation, the latter being limited to major offenses. Only in case of extremely serious offenses, the regulations do take recourse to expulsion, temporary or permanent.

The regulations consider certain offenses to be more serious than others. They include offenses done using a computer or comparable communication device (because with less effort one can do much harm using a computer), offenses against female students (because they are less likely to retaliate).

14. The target of the University disciplinary system is the reduction of recurrence of offending behavior, awarding punishment being one of the means to this end. In the case of social offenses, creating a positive sense among the larger student population is far more effective in curbing a wrong practice than awarding isolated punishments in detected cases. While exemplary punishments definitely serve as a deterrent, an innovative penalty structure based on creating greater voluntary responses may be even more useful. In fact, a combination of both carrot and stick is probably the most effective.

This can be achieved through the use of the special authority of "executive clemency" given to the Vice-chancellor who may use his personal judgment to work out a penalty pattern lighter than what is recommended by the UDC. The UDC should be proactive in suggesting effective alternatives to its own recommendations. It should be noted that decisions of the UDC serve as precedents and future awards of penalties must fall into the same pattern. But the Vice-chancellor's clemency shall be on a case-to-case basis, responding to prevailing circumstances, and will not serve as a precedent for the future.

## **Section –II**

### **RULES REGARDING CONDUCT AND DISCIPLINE**

Following rules shall be in force to govern the conduct and discipline of all students:

1. Students shall show due respect to the teachers of the University, the Wardens/Assistant Wardens of the Halls of Residence, staffs associated with outsourcing agencies, and all Officers/Staffs associated with university administration; proper courtesy should also be extended to the employees of the University and of the Halls of Residence. They shall also pay due attention and courtesy to visitors.
2. Students are required to develop a friendly relationships with fellow students. In particular, they are expected to show kindness and consideration to the new students admitted to the University every year. The law bans ragging in any form to anybody. Any act of physical or

mental pressurization of junior students, individually or in a group, will be considered an act of ragging. Ragging also includes forcing junior students to meet seniors outside University premises, or in places where a student has no valid reason to be present, asking irrelevant questions, or using abusive language. Ragging will be considered gross indiscipline and will be severely dealt with, which may include expulsion from the University. Any incident of ragging inside or outside the campus must be reported to a faculty member, warden, or a designated faculty member by any student, senior or fresher who has witnessed the incident. Failure to report a ragging incident will be considered a serious offense, even if one is not personally involved in it.

If a junior student yields to any form of ragging by senior students and does not inform the University or hall authorities, or willfully withholds the information in an inquiry of ragging incident, the matter will be treated as indiscipline on the part of the junior student and invite punishment comparable to those against ragging itself. Willful withholding of complaints by a junior student does not automatically exempt a senior from punishment.

3. The following acts of omission and/or commission and comparable offenses shall constitute a gross violation of the code of conduct and are liable to invoke disciplinary measures:
  - (a) Furnishing false statements of any kind in the form of application for admission or for the award of scholarship or prizes etc.
  - (b) Furnishing false statements to the Disciplinary Committee, or willfully withholding information relevant to an inquiry.
  - (c) Organizing or participating in any activity that has the potential for driving fellow students along lines of religion, caste, home state, a batch of admission, hall of residence, or any other unhealthy criterion.
  - (d) Physical or mental harassment of freshers through physical contact or oral abuse. Getting involved in a brawl or fight with persons outside the University, either alone or in a group, irrespective of who initiated the conflict.
  - (e) Willfully damaging or stealthily removing any property belongings of the University, Hall, or fellow students.
  - (f) Adoption of unfair means in or out of University campus including examinations.
  - (g) Possession, consumption, or distribution of alcoholic drinks or any kind of hallucinogenic drugs/psychotropic substances.
  - (h) Organizing or participating in any group activity except purely academic and scientific programs in company with others in or outside the campus without prior permission of the competent authority.
  - (i) Mutilation or unauthorized possession of library books.
  - (j) Not cooperating with faculty, officers, or security personnel investigating a potential disciplinary issue.
  - (k) Resorting to noisy and unseemly behavior, disturbing studies of fellow students. Disturbing in a drunken state or otherwise an academic or student function.
  - (l) Not obeying traffic rules on campus including possession of motor vehicles, not following safety practices, or causing potential danger to oneself or other persons in any way. University adheres zero tolerance on possession of motor vehicles by the boarders.
  - (m) Displaying a lack of courtesy and decorum, resorting to indecent behavior anywhere within

or outside the campus.

(n) Not intimating his/her absence to the Warden of the Hall before leaving campus. Getting involved in an activity that violates State or National laws.

4. Commensurate with the gravity of the offense, the punishment may be
  - (i) reprimand,
  - (ii) additional work in the University,
  - (iii) debarment from student activities and coordinators and representatives and captancy of sports teams,
  - (iv) debarment from medals and prizes,
  - (v) partial (one month or one semester) or complete debarment from campus placement,
  - (vi) reduction in grade in one or more courses/subjects,
  - (vii) compulsory failure in one or more courses/subjects,
  - (viii) expulsion from the Hall of Residence,
  - (ix) rustication for a specified period, or
  - (x) outright expulsion from the University

Punishments under items (v) to (x) will constitute “Major Punishments” and will debar a student from all academic medals and prizes, as well as important non-academic awards.

In addition, for economic offenses (either misappropriation of money or damage to University property), the cost to the University will be recovered along with a penalty which may be up to ten times the cost recovered.

5. For minor offense committed (a) in a Hall of Residence, (b) in the Department or a class room and (c) elsewhere, the Warden, the Head of the Department and the Dean of Students Welfare, respectively, shall have the authority to reprimand, impose fine or take any other suitable measure. All cases involving punishment other than reprimand or fine shall be reported to the Chairman of the UDC in a formal manner.
6. All major acts of indiscipline, which may have serious repercussion on the students in general and/or which may warrant a uniform and more formalized nature of investigation, shall be handled by the UDC.

(a) The UDC consists of the following ex-officio and other members:

- |   |   |                  |
|---|---|------------------|
| (1) Dean of Student Welfare   | - | Chairman         |
| (2) Dean Academics Affairs  |   | Member           |
| (3) Dean Post-Graduate Studies & Research   |   | Member           |
| (4) Associate Dean of Students Welfare  |   | Member           |
| (5) All Heads of Engineering department   |   | Member           |
| (6) Three senior students (one UG, one PG, one female UG or PG) nominated by the Vice-Chancellor for a period of one year | - | Members          |
| (7) Coordinating Warden of Halls of Residence   | - | Member Secretary |

Wardens of the Halls of Residence of the concerned students, Vice Presidents, faculty advisors of different societies and other faculty members may be invited to the proceedings of the UDC at the discretion of the chairman as per need.

- (b) The UDC shall investigate complaints, examine available evidence and recommend punishment.
- (c) Recommendation of the committee, which will include the suggested punishment in cases of guilt proven, will be forwarded to the Vice Chancellor for necessary action.



- (d) Proof of guilt need not necessarily be at the same level as necessary in a court of law. The committee, in order to protect the academic rights of a greater body of students, may award disciplinary measures if it is reasonably satisfied that such measures are in the greater interest of the students.
- (e) The Vice-chancellor, at his discretion may take additional measures keeping in mind long term issues and impact on other aspects of University management. The Vice-chancellor in capacity of Chairman, Board of Management may make changes in the nature of punishment awarded.

On approval of Vice-chancellor, the office of Dean Students Welfare will bring out appropriate orders with copies to the parents / guardians of the student and all concerned.

- (f) If the Vice-chancellor feels that the nature and/or quantum of punishment is not commensurate with the offense and may create long term problems, he may refer the matter to the full Board of Management (BOM). The BOM's decision in the matter will be final.
  - (g) In rare cases, when the Vice-chancellor feels it to be appropriate in the interest of the University, he may invoke, at any stage of the proceedings, and decides a student disciplinary issue (deterrent and other administrative measures) by his own, taking into consideration all prevailing circumstances.
7. Acts which may be classed as "crimes" rather than acts of indiscipline will be reported to the state authorities; they include such acts as causing serious injury to fellow students or others, causing major damage to University property, being involved in activities prejudicial to national security or to that maintaining communal harmony etc.
  8. Cases of adoption of unfair means in an examination shall be dealt with by the Examination Disciplinary Committee.
  9. It shall be the responsibility of the Hall Disciplinary Committee (HDC) to regularly make random visit to rooms of inmates and maintain discipline in the hall. It will ensure that the code of conduct is strictly followed in the Hall. It shall decide the penalty for any violation of code of conduct or rules of Hall or to refer to WC for decision. The HDC shall consist of following members:
    - (a) Warden, Chairperson
    - (b) Assistant Warden(s)
    - (c) Resident assistant warden
    - (d) Two Boarders
    - (e) General secretary
  10. Any act of indiscipline among inmates of inter Hall of Residence or with any non-boarder will be investigated by a Central Hall Disciplinary Committee (CHDC). Chairman of CHDC will decide the course of action to be taken and implement it and shall report the course of action to Dean SW through the Chief Warden. However, in case the matter is of serious nature, the warden will forward it to the Dean (SW) through the Chief Warden. The Dean (SW) who is the Chairman of the UDC shall take necessary action. The Central Hall Disciplinary Committee shall consist of the following members:
    - (a) Wardens of respective HoRs and Senior Warden shall act as Chairperson
    - (b) Chief Wardens nominee (One of warden not in above)
    - (c) One boarder of the concerned Halls to be nominated by the Chief Warden of Halls in consultation with the Warden
  11. Cases of indiscipline in a class room or laboratory can be handled by the class teacher by expelling from the class, marking absent for a few classes or penalizing on

marks under Teacher's Assessment.

12. Any act of the indiscipline and steps taken by the Vice-chancellor will be reported to the BOM in its next meeting. If opportunity still exists, the BOM may deliberate and alter the nature and/or quantum of punishment awarded.
13. A punishment, once awarded and notified cannot be changed by the Vice-chancellor, the UDC, or any administrative authority. However, when new facts come to light, the BOM can amend the punishment and take any other corrective measures that it feels appropriate.
14. Ordinarily minor disciplinary offenses and punishments will not be reflected in a student's Conduct Certificate. But in serious cases, UDC, the Vice-chancellor or the BOM may decide to make an appropriate entry in the student's Conduct Certificate.

### **Section - III**

#### **CONDUCT RULES FOR RESIDENTS OF HALL OF RESIDENCES**

Following are the detailed rules governing residence requirements of students:

1. The VSSUT, Burla is a residential institution and all students are required to stay in one of the Halls of Residence based on availability of accommodation in HoR.
2. The mess of each Hall of Residence shall function as a single integrated unit and shall not, under any circumstances be sub-divided into any kind of groups or sub- groups.
3. The allotment of rooms in a Hall should be on jurisdiction of Warden
4. No student shall come into or give up the assigned accommodation in any Hall of Residence without prior permission of Chief Wardens/Dean (SW).
5. A student shall reside in a room allotted to him/her and may shift to any other room only under the direction/permission of the respective Warden of the Hall. Mutual interchange of room without consent of the Warden is forbidden.
6. Students shall be required to make their rooms available whenever required for inspection, repairs, maintenance or disinfecting and shall vacate the rooms when leaving for the vacations/holidays.
7. Students shall be responsible for the proper care of the doors, windows, furniture, fan, other fittings in the rooms allotted to them, and other common facilities and shall generally assist the Warden in ensuring proper use, care and security of those provided in the Halls of common use of all students.
8. Students will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a student due to theft, fire or any other cause the University shall accept no responsibility and shall not be liable for payment of any compensation.
9. Engaging personal attendants, keeping pets and use of appliances like electric heater, refrigerator etc. by a student in the Hall of Residence are prohibited.

10. Consumption of tobacco, alcoholic drinks, hallucinogenic, and psychotropic substances is strictly forbidden.
11. Students must honour the timing of the halls in matters of moving in or out of halls and meal times.
12. Every student must make an effort to participate in hall management and other welfare activity within the hall.
13. Keeping of motorcycles, motor vehicles or automobiles by the boarders is not permitted in hall of residence premises even parking of his vehicle outside the hall is also not permitted. Students stay outside are permitted to come to the University using their own vehicles, but not permitted to ride them in the HoR area.

## Section - IV

### **PROCEDURE OF DISCIPLINE ADMINISTRATION**

An incident of indiscipline may be reported either by an affected individual (student, faculty or staff) or by an observer. The complaint may be made to one of the following offices, depending on the place of occurrence and affiliation of individuals concerned.

- (a) Wardens or Chief Warden of Halls
- (b) Heads of Departments/Schools
- (c) Dean(SW)
- (d) Vice-chancellor

When a senior faculty member, irrespective of his administrative responsibility, observes a potential discipline issue of minor nature, he is expected to intervene and settle a dispute amicably before it becomes serious. However, if the situation cannot be diffused, a complaint must be lodged.

When a Warden or an HOD receives a complaint, he must assess the gravity of the possible offense. In case of minor issues, he is expected to work out a mutually acceptable solution and settle the issue. In case of minor damage to University property, if any, he may get it repaired or replaced by the offender without further reporting. However, if the case is of serious nature (e.g. group fighting, offense against female students, tampering of attendance or grades, major damage to University property and comparable offenses), the matter must be reported to Dean(SW) or Vice-chancellor for formal proceedings. In case of interpersonal conflicts, if an affected individual is not satisfied by the solution proposed by HOD or Warden, he may appeal to Dean(SW) or Vice-chancellor.

When Dean(SW) or Vice-chancellor receive a complaint, depending on the seriousness of the offense, they may either refer the matter to the concerned Warden or HOD for an amicable settlement, or put up the matter to UDC. For cases referred to the UDC, the committee will investigate the case and give its recommendation of deterrent to the Vice-chancellor for approval. The UDC report must record the names of students involved, the charges, the conclusion of the committee, mitigating and aggravating circumstances if any and its recommendations for award of punishment if any. The Vice-chancellor may at his discretion, either approve the recommended punishment, return it to UDC for review, approve with reduction of punishment or put up to BOM for a collective decision. After a decision is made, the office of DSW will bring out an order stating the charges, the conclusion and the punishment awarded. The serial number and the description of the offense and of the punishment should be clearly recorded. Copies of the order will be made available to the

affected students, their parents/guardians, faculty advisors, HODs, Wardens, any other concerned, and also to the complainants. For creating awareness among the students a separate notice stating the offense and punishment awarded may be prepared by office of DSW with approval of Dean(SW) and put up on the Notice Boards without mentioning names of the students involved.

## Section - V

### **LIST OF POSSIBLE DETERRENENTS THAT MAY BE RECOMMENDED BY THE UDC/CDC/HDC/COMPETANT AUTHORITY**

*(This list is given only as a basic guideline for the sake of uniformity across separate incidents, NOT intended to limit the powers and responsibilities of the University Disciplinary Committee. The committee is expected to use this list and the guideline given in Section V, and also to create innovative combination of the recommended deterrents).*

Penalty id	Description
P-1	Warning. [only for mild offenses, committed first time]
P-2	Social work.[Staying in vacation and helping Computer Centre, a Hostel Library, or another department under supervision of a faculty member]
P-3	Debarment from elected/nominated/selected offices, activities and captaincy of sports teams
P-4	Detention in theory class (number of classes to be decided by the concerned authority) and social work under the supervision of concerned authority
P-5	Debarment from Medals & prizes linked to academic, co and extra curricular performance.
P-6	Placement facility withdrawn till mid semester exam of pre-final Semester or for remaining period of pre-final and final semesters for final year students with one job offer.
P-7	Delay in publication of final results by 1 to 3 months; degree to be awarded in the same year, if convocation dates permit
P-8	Delay in publication of final result by 1 to 3 months, accompanied with assigned work within the University under supervision of a faculty member or officer. ( <u>To sign in Departmental student attendance register</u> ). Degree to be awarded during the same year if convocation date permit.
P-9	Delay in publication of final results by 3 to 6 months; degree to be awarded in the same year, if convocation dates permit.
P-10	Delay in publication of final result by 3 to 6 months, accompanied with assigned work within the University under supervision of a faculty member or officer. (To sign in Departmental student attendance register). Degree to be awarded in the following year.
P-11	Placement facility withdrawn for pre-final semester including winter vacation.
P-12	Reduction of grade by one or more steps in one course (Pass grade may be converted to F).
P-13	Reduction of grade by one or more steps in two or more courses (Pass grade may be converted to F )
P-14	Reduction of grade by one or more step in all courses of one semester (Pass grade may be converted to F).
P-15	Placement facility withdrawn totally (Cancellation of offers to final year student if already given).
P-16	Rustication from University for all courses of two semesters forcing repeat of those semesters.
P-17	Rustication from University for all courses of more than two semesters forcing repeat of those semesters.
P-18	Rustication from University for all courses of two semesters or more and mention of “Bad Conduct” in Conduct Certificate.
P-19	Outright expulsion from the University.
P-20	Outright expulsion from the University + FIR in police station.

## Notes :

1. P-3 (Debarment from elected/nominated/selected offices, activities and captaincy of sports teams) will be automatically added to all punishments from deterrent P-4 onwards.
2. P-5 (Debarment from Medals & prizes linked to academic, co and extra curricular performance) and will be automatically added to all punishment from deterrent P-6 onwards.
3. P-6 (Placement facility withdrawn till mid semester exam of 7<sup>th</sup> Semester, or for remaining period of 7<sup>th</sup> and 8<sup>th</sup> semesters for final year students with one job offer) will be automatically added to all punishment from deterrent P-7 and P-8.
4. P-9 (Placement facility withdrawn for one semester including winter vacation) will be automatically added to deterrents P-10.
5. P-13 (Placement facility withdrawn totally) will be automatically added to deterrents P-14 to P-20.

For causing damage to University property by irresponsible behavior : Recovery of cost at the rate of 3 times the replacement cost of the damage, in addition to other disciplinary measures. [If specific persons cannot be identified, it may be divided among a group of students.]

Financial dishonesty or stealing private or public property (conscious attempt to benefit illegally, successful or unsuccessful): Three times the possible gain to the culprit + other punishment.

For repeat offenders, i.e. for being penalized the second time by the UDC for the same or a different offense, the punishment shall be higher by 1 step or more depending on the circumstances.

In case of research students (Ph.D., and M.Tech.(2<sup>nd</sup> year)), the UDC will work out equivalent deterrents (with appropriate consideration for the greater sense of responsibility expected out of senior students) in terms of loss of course credits, loss of fellowship, delay in despatch of thesis for evaluation after it is received by the PGSR Section, or partial or total expulsion from the University.

## Section - VI

### **TYPICAL OFFENSES AND RECOMMENDED DETERRENTS TO BE CONSIDERED BY UDC/HDC/COMPETANT AUTHORITY**

#### **A. General Offenses**

<b>Offence</b>	<b>Description</b>	<b>Penalty (ies)</b>
OA-1	Misbehaving with a student in the hostel.	P1-P2
OA-2	Misbehaving with a student in academic area, sports field or other activity area	P1-P2
OA-3	Riding motorbike without crash helmet, at high speed or with 2 pillion riders, parking in hostel area for the 3 <sup>rd</sup> or more time.	P2-P3
OA-4	Obstructing a student from pursuing his studies peacefully by persistent disturbance, loud noise etc.	P2-P3
OA-5	Throwing trash or spitting on the road, corridors or public places	P2-P3
OA-6	Smoking or chewing tobacco in academic area and halls of residence, (including roads and open space), canteens, playgrounds and other public spaces.	P2-P3, P-4
OA-7	Willfully causing minor damage to buildings, furniture or other resources.	P3,P4-P6
OA-8	Misbehaving with a professor, employee or visitor anywhere, outside the	P3,P4-P6

	class room.	
OA-9	Possession, consumption, or distribution of alcoholic drinks or any kind of hallucinogenic drugs/psychotropic substances	P4-P8
OA-10	Making unauthorized statements before print or electronic media on matters related to University administration.	P4-P8
OA-11	Damaging University property in a drunken / intoxicated state.	P4-P8
OA-12	Entering an outside water body, roof top or any location understood to be out of bounds to students for maintaining safety and security.	P4-P8
OA-13	Stealing private or public property.	P6-P9
OA-14	Misusing the students activity zones and other relevant facilities	P6-P9
OA-15	Tampering I-card, or another identity given by the University.	P6-P9
OA-16	Consciously not reporting an offense to authorities or withholding information to an enquiry officer.	P6-P10
OA-17	Forgery, impersonation and other ways of using the identity of another student.	P6-P10
OA-18	Willingly damaging, defacing or destroying a building, furniture, equipment, book or other property owned or controlled by the University or otherwise located within the precincts of the University	P6-P12
OA-19	Smoking in class, laboratory, library, seminar halls or auditorium	P6-P12
OA-20	Physically obstructing a faculty or staff member from performing his duty.	P6-P12
OA-21	Systematically harassing another student	P6-P12
OA-22	Harassing female students through verbal abuse or written abuse.	P6-P12
OA-23	Participating in a group (2 or more students) to quarrel with or to intimidate another student or an outsider.	P6-P12
OA-24	Participating in a group (2 or more students) to quarrel with or to intimidate another group of students	P6-P12
OA-25	Threatening, abusing or assaulting an University staff including contract labour.	P6-P12
OA-26	Stealing University property (e.g. computer parts).	P6-P12
OA-27	Creating division among students on the basis of religion, caste, local or any other criteria	P6-P12
OA-28	Impersonating or signing for a faculty or employee of the University or producing a forged document; taking over function of an University staff or officer without authority.	P6-P12
OA-29	Lying or showing disrespect to Disciplinary Committee or another enquiry committee.	P9-P12
OA-30	Sexual harassment of a fellow student or of another person. [“sexual harassment” means any unwanted sexual attention, in the form of physical contact, comments, inappropriate gestures, suggestions, hints, innuendo or similar conduct which the perpetrator knows, or ought reasonably to know, will create an environment in which the person subject to the conduct is humiliated or denied his or her dignity.]	P13-P15
OA-31	Interfering with a disciplinary proceeding by bribing, threatening or intimidating a witness or any other person related to a disciplinary case.	P13-P15
OA-32	Fighting with a student or outsider leading to physical injury.	P9-P12,

		P13-P15
OA-33	Assaulting and injuring another student without sufficient fight back.	P10-P12, P13-P16
OA-34	Entering Swimming Pool or similarly barricaded area without authority seriously compromising safety and security of self and others.	P10-P12, P13-P16
OA-35	Threatening, abusing or assaulting a faculty member or academic officer	P11-P12, P13-P16
OA-36	Leading a group (2 or more students) to quarrel with or to intimidate another group of students	P12,P13-P16
OA-37	Leading a group (2 or more students) to quarrel with or to intimidate an outsider, whatever the cause	P12,P13-P16
OA-38	Use or keeping of motor vehicle (2 or 4 wheeler) or even parking of vehicle outside the hall area	P13-P16
OA-39	Harassing female students through photographic, print or electronic media	P13-P17
OA-40	Participating in a group fight leading to physical injury	P16-P19
OA-41	Organising or leading a scuffle, fight or abusive quarrel between groups of students in or around a student function.	P16-P19
OA-42	Possessing or using hallucinogenic drug	P16-P17
OA-43	Leading a group fight leading to physical injury	P16-P19
OA-44	Unauthorized entry into a faculty member's room, laboratory, library or similar place e.g. by using a duplicate key, breaking a lock or by any other means	P16-P19
OA-45	Interacting with persons or groups believing in violence	P19-P20
OA-46	Supplying or selling hallucinogenic drug	P19-P20
OA-47	Possessing explosives, firearms or such dangerous items	P19-P20
OA-48	Activities prejudicial to national security or communal harmony	P20

## B. Offenses related to harassment of freshers [ For Senior Students]

Offence	Description	Penalty (ies)
OB-1	Calling First Year student to meet anywhere in campus or outside	P6-P10
OB-2	Making phone calls, handing over used books, offering to show the market to First Year students	P7-P11
OB-3	Meeting First Year students in a place where one of them does not have a reason to be present at that time	P9-P12, P13
OB-4	Calling a first year student to a senior hall or room	P10-P12, P13
OB-5	Using abusive language, asking names in impolite language or similar threats	P10-P12, P13-P16
OB-6	Entering a First Year Hall without permission of Warden or exceeding any other permitted limits	P13-P18
OB-7	Organizing or participating in regimented activity such as walking with face down, wearing clothing of prescribed design or other modes of subjugation	P16-P18
OB-8	Slapping or beating a fresher or inflicting another physical/mental	P17-P19



	torture on one or more students	
OB-9	Participating in a group of seniors inflicting physical or mental torture on freshers	P17-P19
OB-10	Leading a group of seniors in a ragging activity	P18-P20

### C. Offenses related to harassment of freshers [ For Freshers]

Offence	Description	Penalty (ies)
OC-1	Not reporting an incident OB-1 to OB-5 involving another fresher	P1-P3, P4
OC-2	Not reporting an incident OB-1 to OB-5 involving oneself	P1-P3, P4
OC-3	Not reporting an incident OB-6 to OB-10 involving another fresher	P2-P3, P4-P5
OC-4	Not reporting an incident OB-6 to OB-10 involving oneself	P3, P4-P9
OC-5	Cooperating in offense #OB-1,OB- 2 or OB-3 by senior students	P6-P10
OC-6	Serving as a conduit for passing on ragging-related message or materials from senior students to first year students	P9-12, P13
OC-7	First year student using abusive language to senior students or other first year students	P10-P12, P13

### D. Academic Offenses

Offence	Description	Penalty (ies)
OD-1	Creating disturbance in class, library, laboratory or seminar etc.	P1-P3, P4
OD-2	Misbehaving with a professor in a class, laboratory, library etc.	P4-P8
OD-3	Entering a class, laboratory, library, seminar or similar place in an inebriated state.	P6-P11
OD-4	Stealing, damaging or removing pages from library books and other library material.	P10-P14
OD-5	Submission of the same piece of one's own work for assessment and award of credit in two (or more) instances.	P7-P15
OD-6	Consciously placing material from other sources in theses and publications without acknowledging the author.	P10-P15
OD-7	Publishing (or otherwise claiming to be one's own) a work without consent of other researchers including one's research guide.	P14-P17
OD-8	Manipulating attendance or other ordinary academic record by electronic or physical means.	P14-P-17
OD-9	Presenting a substantial volume of another person's work as one's own in a thesis or publication.	P16-P19
OD-10	Manipulating grades and vital academic records through electronic or physical means.	P17-P19

### E. Offenses Related to Public Functions

Offence	Description	Penalty (ies)
OE-1	Creating disturbance in a student function.	P7 – P10
OE-2	Indecent behavior in a public function.	P11-P12
OE-3	Entering a student function in an inebriated state.	P11-P12
OE-4	Indecent behavior in a public function under influence of alcohol or another drug.	P13-P16
OE-5	Violating barricades in an University function without sufficient reason	P14-P16

	or authority.	
OE-6	Leading a disturbance in a student function through organizing boycott, protest or any other means.	P16-P19
OE-7	Creating a group disturbance (violent or otherwise) in a student function.	P16-19

## F. Cyber Offenses

Offence	Description	Penalty (ies)
OF-1	Tampering with one's own electronic identification system normally employed for giving access or attendance.	P12, P13-P15
OF-2	Placing indecent material or any material likely to disturb harmony within the University or other website.	P14-P15
OF-3	Gaining access into the personal computer of another student and altering content without the owner's consent.	P14-P16
OF-4	Gaining access into the computer account of another student in a departmental or central computer.	P15-P16
OF-5	Harassing a fellow student by using electronic media [SMS, Email, Web site]	P15-P16
OF-6	Stealing or otherwise possessing electronic password of a faculty, staff member or an outsider related to the University without latter's consent.	P16-P17
OF-7	Passing on electronic password of a faculty or staff member, or an official password to a third person without the consent of the owner	P16-P17
OF-8	Gaining access and using the personal computer of a faculty or staff member or his account in a departmental or central computer by stealing his password or by other means.	P16-P18
OF-9	Harassing or publicly humiliating a female student or another female individual by circulating of objectionable material over electronic media.	P17-P20
OF-10	Using a computer (own account or that of another individual) for doing serious mischief or for personal gain.	P17-P20
OF-11	Gaining access into administrative account of a departmental or central computer system, or to any official user account without authority, irrespective of the motive.	P19-P20

### Notes :

1. All other offenses will be made equivalent to one of the above by the UDC considering the nature of the offense and the circumstances.
2. Higher penalties may be given if so announced in advance under special situations for example, in a public function if it is announced that crossing barricades will invite expulsion from the University, such punishment may be given.
3. In case of multiple offenses of comparable seriousness the penalty shall be at least one step higher than the highest penalty of individual offenses.
4. If a student makes a false complaint, against another student, the penalty on the former student will be at least one step higher than the highest penalty recommended for the offense charged.