

Item No.4: Disciplinary System for students

1.Composition

1. Dean, Student Affairs
2. Chairman, Hostel Wardens Council – Ex-officio
3. An HOD (Nominated) – 2 Years
4. General Secretary Hostel Affairs
5. General Secretary Academic Affairs (UG/PG)

The Committee can co-opt appropriate persons as members/invitees depending on the nature of the misconduct. The quorum of any Disciplinary Committee meeting will be 4 members.

2. Functions & Responsibilities:

2.1 The DC will be the apex body directly responsible for all matters pertaining to Student Discipline.

2.2 The DC may take up all student disciplinary issues which

- a) cannot be settled at the individual Hostel, Department of Gymkhana level.
- b) involves overlapping jurisdiction between Hostels, Departments and/or Gymkhana.
- c) are raised by an aggrieved party members for any matter of the DC

2.3. In case of all disciplinary actions, the recommendations of the Disciplinary Committee will be submitted for consideration/approval to the Director.

2.4 As far as possible, DC shall function by the broad guidelines of disciplinary action and breaches of discipline stated as follows:

BREACHES OF DISCIPLINE

1. Participation in any act or threat, physical or mental, perpetrated for the purpose of submitting a student or any other person to physical pain or discomfort, indignity or humiliation.
2. Defacing or deliberately destroying any property of the Institute or of another person in the campus or connected with the Institute.
3. Unauthorised possession of any property belonging to the Institute, Hostel or any individual.
4. Unauthorised access to any Institute, Hostel or personal premise.
5. Fraudulent use of Student identity cards.
6. Making a false official statement to any Institute official, faculty or staff member.

7. Refusal to present identity card upon request by an authorised individual.
8. Participating in or promoting any disruptive activity or disrupting a lawful assembly on campus
9. Possession of arms, explosives or any other weapon on campus,
10. Manufacturing, possessing, selling, using or being party thereto of any illegal drugs.
11. Intentionally furnishing false information to the Institute or altering institute records.
12. Drinking or having in possession any alcoholic beverages on the campus.
13. Failure to comply with the code of conduct of any other Institute, where the student is visiting, by the virtue of his being a bonafide of this Institute.
14. Failure to report a change in his/her permanent or local address to the hall manager of the students' respective hostel.

DISCIPLINARY ACTIONS:

These have been spelt out in 3 categories:

- a) Major
- b) Intermediate
- c) Minor

MAJOR:

- a) Expulsion: Separation of the student from the Institute whereby the student is not eligible for readmission to the Institute.
- b) Dismissal: Separation of the student from the Institute for an indefinite period of time.
- c) Suspension: Separation of the student from the Institute for a definite period of time.
- d) Withholding the degree of the students for some definite period of time.
- e) Loss of hostel residence facility for a definite period of time.

INTERMEDIATE:

- a) Conduct Probation: An official warning that the student's conduct is in violation of the Institute regulations. This could be imposed for varying period of time and could entail:
 - i) Ineligibility to hold office in the Institute.

ii) Ineligibility to represent the Institute in any function.

iii) Ineligibility to receive an Institute administered scholarship, grant or award.

b) Shift of Hostel: Transfer from one hostel to another.

c) Work Hours: Hours which a student maybe required to work in a specified area of service to the Institute.

d) Restitution: A payment for financial injury to an innocent party in cases involving theft, destruction of property or deception. The assessed costs to be paid maybe in addition to receipt of any of the above penalties.

e) Public Apology: Tendering an apology to be displayed on all hostel and department notice boards

f) Fine: A monetary penalty for having indulged in breach of conduct.

MINOR

a) Restrictions: The withdrawal of specified privileges for a definite period of time. This may include such conditions as a requirement to remain on campus or sign in at previously designated areas during specified period of time, including holidays.

b) Hostel Probation: An official notice by the Warden on behalf of the Council that the student's conduct is in violation of Hostel regulations and stringent disciplinary action may result if the student does not rectify the situation.

c) Reprimand: A verbal or written admonition that puts on record any incident which reflects unfavourably on the student.

d) An apology: A written apology to the inferred party concerned as decided by the DC

RIGHTS IN DISCIPLINARY ACTION

1. The DC shall provide for a hearing from the witnesses of all parties concerned. In all proceedings, the accused shall be presumed innocent until proven guilty.

2. The DC shall make the proceedings of the inquiry available if required, once the decision has been made.

3. The DC may preserve the confidentiality of its witnesses.

4. The decision of the DC after the entire proceedings, which may include appeals from the aggrieved party.

