

## **STUDENTS' CONDUCT AND DISCIPLINE REGULATIONS**

- **Objectives:**

There shall be a code of conduct for the students. This code will focus to ensure high moral standards and a peaceful, harmonious academic atmosphere on the campus. Since maintenance of discipline is key to success for any institution, helpful to management in character building and personality development of the students, it would lead to providing an essential environment for imparting quality education, personnel growth, and development of health & mind.

- **Proctorial Board**

- There shall be a Proctorial Board in the University. The Board shall comprise of:-
  - Chief Proctor from faculty of University or otherwise so nominated by the President / Vice-Chancellor.
  - One staff proctor from each department.
  - One lady teacher.
  - Two senior proctors (senior students from each department).
  - Student proctors from different classes.

The Proctorial Board so constituted will carry out such duties to derive the objectives set in paragraph "1" above, enabling to reform a student for shouldering responsibility towards society as well as his / her country with noble objectives in a befitting manner.

- - The nomination of a proctor shall always vest in management of the University.
    - The Character of the Proctors:
      - A student proctor shall be:-
        - A person of a good reputation, shall be unbiased, courageous and helpful.
        - he/she shall not indulge in politics or anti-state activities.
    - **Duties of Student Proctors:**
      - he/she will be on duty at all the times to see that the Students Conduct and Discipline Regulations are strictly observed.
      - he/she will be on duty at all functions and sports events.
      - he/she will help and assist the students for better performance.
      - he/she will establish coordination between Proctorial Board and other agencies of the institution.

- he/she will carry out any other duty assigned to him/her by the Competent Authority.
- If for some reasons a student proctor ceases to hold the office, he/she shall surrender his/her identity card / badge to the Chief Proctor.
- **Removal OF PROCTOR**
  - The University, with approval of the President / Vice Chancellor shall have the right to change or remove the Proctorial Board or any of its members at any time.

### **Regulations for Conduct and Discipline:**

- The objectives of these regulations is to promote and propagate respect for rules / regulations / law of the land and to foster a sense of decency, good conduct and responsibility in the minds of students. To achieve these objectives, the following acts are prohibited for the students:-
  - Smoking inside the University premises.
  - Use of indecent/ immoral/filthy language, passing undesirable remarks and disorderly behavior.
  - Inciting violence, use of force or destruction/damage to College / University property.
  - Misbehavior with management, teaching faculty, office and support staff.
  - Any political, ethnic, sectarian or immoral activity (including strikes, protests, demonstrations, speeches, slogans and distribution of printed material) in or around the campus.
  - Impersonation / suppression of information, cheating and use of any kind of unfairmeans in the examinations.
  - Any activity within or outside the premises, which may bring bad reput to the institution or its management / faculty.
  - Use or inducement of any kind of drugs, liquor or any other kind of contrabands or intoxicants.
  - Carrying any kind of weapons or drugs within or near the university premises.
  - Bringing any food items and eatables inside the classroom, library or laboratory.
  - Bringing Mobile Phone inside the Examination Hall is strictly prohibited, failing which the Mobile Set will be confiscated which can be returned only on payment of fine of Rs. 10000/- (rupees ten thousand)
  - Use of mobile phones in the Campus except Canteen.
  - Use of mobile phones for photography, video or listening music.

- Entertaining outsiders, friends and relatives during study hours without prior permission of the Competent Authority.
- Breach of any of the rules / regulations ordained by the University.
- Breach of secrecy and sanctity of the examination process.
- Rendering or causing loss to any property or assets of the University.

Apart from the above, students are required to:

- - Display University Identity Cards prominently on their chests while entering the premises, attending the classes, library or laboratories. They should keep their ID Cards neat, clean and in proper order.
  - Come to the College / Institute in a properly presentable, neat and clean dress preferably trousers / shirts. It is a must to wear trousers / shirts / tie when they are assigned any class presentations/discussion, fieldwork or outdoor assignments.
  - Behave in a decent and disciplined manner on all social, academic and sports events in or outside the campus.
  - Avoid any act of omission or commission bringing disrepute to the University directly or indirectly.
  - Use of Cameras (Still or Video), Audio / Video Gadgets in the University premises (unless & until authorized).
- **DRESS CODE**
  - Students are required to come to University in proper, presentable, neat and clean dress.
  - Male students are to wear Shalwar / Kameez with waist coat or Trousers/Shirts with tie.
  - Female students must wear white Shalwar with Kameez with proper chaddar.
  - No makeup and jewellery is allowed.
  - No skin tight, flashy or see through dress is allowed.
- **Disciplinary Action**
  - The University reserves the right to suspend, dismiss or impose any other pecuniary or physical penalties on students for any violation of its rules and regulations, any type of misconduct or any undesirable activity mentioned in "3" above.
  - Punishment or penalty for act(s) or omission(s) to the above disciplinary regulations shall be according to the gravity and consequences of the case and will include any one or more of the following:

- a written warning, maximum two, after which he/she will render himself/herself liable for dismissal / rustication / expulsion from university / class.
  - imposition of fine upto Rs. 1000/- by the Chief Proctor and Rs. 2000/- by the Head of Institution.
  - expulsion from the classes for a specified period by the Chairman on recommendation of the Chief Proctor.
  - expulsion from a specific course or rustication from the college / institute for an indefinite period by the Vice Chancellor on the recommendation of Discipline Committee.
  - permanent expulsion from the University when no sign of recovery appears after a reasonable chance was given to improve. The student(s) will have the right of appeal to the President.
  - When a case against a student is referred to the Discipline Committee, the Committee may, if it deems fit, suspend the student from the University Rolls and if boarder, direct him to vacate the hostel till it has taken a decision in the case.
  - Students General Discipline (Applicable to all students)
  - The students are expected to conduct themselves in a disciplined manner, and to acquire that nature and responsible outlook about life, which is expected of them when they enter their professional careers. Any violation of the rules of discipline can render a student liable to punishment ranging from exclusion from a class or a fine, to rustication or expulsion from the University. In this regard they are required to abide by rules of discipline as well as codes of discipline, excerpts from which are reproduced below:
- **Students' Code of Honor**
    - Every student must observe the following code of honor:
      - he/she must be loyal, faithful in his / her religious duties and respect the convictions of others in matters of religion and custom.
      - he / she must be loyal to his / her country and refrain from doing anything, which might lower its honor and prestige.
      - he / she must be truthful and honest in dealings with all people.
      - he / she must respect the elders and be polite to everyone.
      - he / she must respect his / her teachers and others in authority of the University.
      - he / she must keep himself / herself neat and clean.
      - he / she must help his / her fellow-beings, especially those in distress.
      - he / she must devote himself / herself faithfully to his / her studies.
      - he / she must observe thrift and protect public and private property.

- he / she must obey and respect all the laws of the country.
- Every member of the teaching staff and / or managerial staff has the powers as well as his/her duty to check disorderly or improper conduct or any breach of the rules / regulations by student(s) occurring in any precincts of rules/regulation of university or its subsidiary institutions. Should such misconduct occur in a room when the student is under the charge of a teacher/ demonstrator, the latter shall report the matter without delay to the Head of the Department concerned.
- The Librarian shall be responsible for maintenance of order in the Library. In case of disorderly student(s) conduct or any breach of rules, he/she may require the student(s) so offending to withdraw from the Library for the remainder of the day and shall immediately report the offence to the Head of the Department concerned.
- The Senior Warden / Assistant Warden and the Resident Tutor shall be responsible for maintenance of order among the students in halls of residence or hostels.
- The Director of Physical Education or his/her officiate shall be responsible for the maintenance of order among the students on or near the playgrounds or while otherwise under his/her charge.
  - A student who;
    - Commits a breach of any of the rules / regulations of conduct specified in paras above or disobeys the lawful order of a teacher or other person in authority in the college / institute, or habitually neglects his / her work or habitually absents himself / herself from classes without reasonable cause; or willfully damages college / institute property or the property of a fellow student or any teacher or employee of the university; or does not pay the required fees, fines or other dues by the specified date(s), or does not comply with the regulations relating to residence in the hostels or halls of residence or the rules relating wearing of uniform or academic dress; or uses indecent language, wears immodest dress, makes indecent remarks or gestures, interacts with opposite / similar sex openly or separately in indecent or objectionable manner or behaves in a disorderly manner; or does not comply with the standing / current orders, notifications or instructions of the Proctors / Director / Chairman / Vice Chancellor / President / Management ; or commits any criminal, immoral, or dishonorable act whether within the University Campus or outside which is prejudicial to the interest of the college / institute; shall be guilty of an act of indiscipline and shall be liable for each such act to one or

more of the penalties under the Discipline Rules decided by the competent authority.

• **PENALTIES:**

- The penalties which may be imposed and the authorities competent to impose each kind of penalty, are specified below:

<b>S.No</b>	<b>Penalty</b>	<b>Authority co</b>
8.1	Removal from classroom laboratory, workshop or fieldwork for not more than four such consecutive periods/events.	Teacher
8.2	Withdrawal from games or field for not more than one week.	Incharg
8.3	Withdrawal from educational or sports tour or survey camp.	Head of
8.4	Removal from the Department for a period not exceeding two weeks or debarring to borrow books for any period.	Head of
8.5	Withdrawal from library for not more than two weeks.	Librarian
8.6	Removal from hostel for a period not exceeding four weeks.	Assistan
8.7	Removal from hostel for a period not exceeding four months.	Warden
8.8	Fine not exceeding Rs: 500/-	Teacher of a club Librarian
8.9	Fine not exceeding Rs: 1000/-	Chief Pr Commit
8.10	Fine not exceeding Rs: 2000/-	Head of College
8.11	Cancellation of remission of fees or University Scholarships.	Head of College
8.12	Removal from a position of authority in a hostel.	Senior w
8.13	Removal from a position of authority in Students' Society.	Vice Cha
8.14	Removal from a position of authority in University Sports.	Presiden

8.15

Rustication.

Head of

8.16

Expulsion from a College / University Teaching Department for a period not exceeding six months.

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○ **PRESIDENT'S POWERS TO IMPOSE PENALTIES**

- The President on the recommendation of the Discipline Committee or *suo moto* may impose or waive any of the penalties listed above or refer any case to the Discipline Committee constituted for the purpose.

○ **PROCEDURE IN CASE OF BREACH OF DISCIPLINE**

- A teacher or officer in whose presence or in relation to whom an act of indiscipline has been committed or who obtains knowledge of such act, on report, written or other wise, may deal with the case himself/herself, or if in his/her view;
  - The case which can be more appropriately dealt with by another authority; or a severer penalty than what he/she is competent to impose is called for, in the case; he/she shall follow the procedure outlined below:
    - If he/she is not the Head of the Department, may forward to such appropriate authority provided in Para-8 above with his / her own recommendations.
    - If he/she is himself/herself is the appropriate authority shall deal himself/herself or otherwise refer to any other of the appropriate authority or his superiors.
    - In all cases the evidence or report of the initiating authority shall provide the substantive basis for all appropriate actions unless it is otherwise not implicitly and forcefully rebutted by the accused.

○ **SUSPENSION / RUSTICATION AND EXPULSION**

▪ **Suspension / Rustication:**

- The Head of a constituent college, Head of Teaching Department, Director of an Institute or an authorized officer of the CECOS University may suspend or rusticate a student on receipt of such report or recommendation, with the prior approval of the Vice Chancellor. The suspension would mean suspension of the student till completion of the inquiry on the risk and cost of the student concerned. During the suspension, the student accused of misconduct shall be deprived of all his rights and

entitlements/benefits as a student of the University and shall not be allowed to attend classes or take examinations.

- Rustication whenever imposed on a College / University student shall always mean the loss of one academic year in so far as his/her appearance at a University examination is concerned. The period of absence from the College / University Teaching Department will, however, depend upon the time of the year when the penalty is imposed. The student under rustication will have the option of rejoining the class at the beginning of the next academic year, and the College / Department may re-admit him/her if he/she wishes to rejoin.
- During rustication, the name of the student shall not be mentioned on the rolls of the College/ Department.
- No fee will be charged from a rusticated student for the month or months during which his/her name remains struck off the rolls; however, he/she shall pay all his dues normally during suspension. The period of suspension shall not exceed two weeks.
- A rusticated student only if readmitted to a College or Department under clause (a) above may take up the College / Department or University Examinations if he / she is otherwise eligible, and provided he / she is permitted by the Head of the Constituent College / Director of an Institute to do so. The student will himself / herself be responsible for the shortage of attendance, if any.
- A rusticated student shall not claim a refund / reimbursement of fees for remaining period of his course / year, wherefrom he is rusticated. He / She shall be required to pay fee afresh for the term, when he/she is re-admitted.
- **Expulsion**
  - If a student commits such an offence which in the opinion of the authority concerned demands his / her expulsion from the College/ Institute / Department his / her name will be reported to the President through Vice Chancellor. The President will have powers to sanction expulsion for a period not exceeding 24 months. If the expulsion recommended exceeds 24 months, concurrent approval of the President and the Discipline Committee shall be necessary in all such cases.
  - The Vice Chancellor may expel a student for misconduct or gross breach of discipline either himself or on the report and recommendations of the Discipline Committee or any officer of the University for a period not exceeding six months duly informing the Committee and the President thereabout.



- The period of expulsion will be counted from the date of issue of such a notice by the authority who shall have powers to enforce its orders subject to informing all concerned as the case may be. An order of expulsion shall involve the loss of one academic session or more to the student concerned.
  - Name of the expelled student will immediately be removed from the College / Institute / Department rolls, and no fee will be charged from him / her for subsequent months, if not paid earlier. No refund in that case shall be permissible.
  - A student expelled from a College / Institution / Department may be readmitted into that College/Institution / Department or another constituent institute of the university after the expiry of the period of expulsion.
  - Cases of expulsion will be registered in Registrar office of the University and notified to all Colleges / Institutions / Departments/ Authorities Concerned.
- **Pecuniary penalty / Compensation for loss**
    - The Discipline Committee or any teacher, member of Proctorial Board or university officer to whom the Discipline Committee may delegate its powers, may direct the accused student to pay compensation for any loss or damage to property belonging to the University, public authority, private or to a fellow student, caused by willful act or gross negligence of the student and if the student does not pay such compensation within a definite period, the Vice Chancellor of the University may expel him/her from the University and may also sanction recovery of such compensation so adjudged by other lawful means.
- **General**
    - The President may revise the notification of penalty on the recommendations or concurrence of the case- initiating authority as the case may be.
    - No student shall be rusticated, expelled from University or made liable to pay damages unless he/she has been allowed reasonable chance of replying to the accusations leveled against him/her.
    - Such orders made and announced by the appropriate authority in case of suspension shall be effective immediately without any hindrance. However in the case of rustication or expulsion when in the opinion of the Discipline Committee, the penalty of rustication, expulsion or pecuniary penalty is not called for in a case referred, it may impose any other penalty or penalties mentioned at "8" above.
    - The President may, at his discretion, revise / amend these rules or relax the same in any special case.

- **Appeals**
  - An appeal against the punishment of rustication or expulsion shall lie to the Appellate Committee comprising of the Vice Chancellor/Registrar and one member nominated by the President.
  - No appeal shall lie against the decision of an authority imposing a penalty other than rustication or expulsion except on the ground that such authority has imposed a penalty, which it was not competent to impose.
  - An appeal on the ground that an authority has imposed a penalty, which it was not competent to impose, shall lie to the Appellate Committee.
  - A student, if not satisfied with the review decision of the Appellate Committee can submit representation / review appeal to the President, whose decision shall be final.
  - No appeal by a student against rustication, expulsion or pecuniary penalty shall be entertained unless it is presented within ten days from the date on which the decision is communicated to him/her; however the Vice Chancellor may for valid reasons extend this period for further fifteen days.
- **Examination Offences**
  - Cases of indiscipline in examination halls or around, or use of unfair means, shall be dealt with by the concerned committee appointed for the purpose. However the committee concerned may send the case to the Discipline Committee for appropriate action at their end. The Discipline Committee shall give due weightage to the recommendation/report of the concerned committee.
- **General**
  - The President while dealing with a case of indiscipline, may refer it back to the Discipline Committee for re-consideration / advice.
- **Emergency Powers**
  - The Vice Chancellor, in case of an emergency to be recorded in writing, may take an emergency action against a student or students pending reference to the Discipline Committee in form of rustication or expulsion and order the removal of a student from the University or ban his / her entry in whole or any part of the campus or other facilities offered by the University.