

Student Discipline Policy (Committee of Discipline)

1. General

- Subject to the power of the Academic Council, the following regulations shall regulate the maintenance of discipline among the students of the university.
- It is at all times that every student of the university shall appropriate behavior and conform to all the rules, regulations and other procedures laid down by the university or other bodies of the university from time to time.
- A student shall be entirely responsible to familiarize himself with all such rules, regulations and procedures.
- The university shall make efforts to adopt a proactive and constructive approach towards ensuring student discipline.

2. Objectives

The committee mainly focuses:

- To solve student related problems and create a healthy environment in college.
- To make the student aware about the discipline rules and enforces to follow.
- To take disciplinary action against any of the misconduct.

3. Responsibilities of Discipline Committee

- To maintain a calm, safe, and conducive academic environment across the University campus, fostering effective teaching, learning, and research activities.
- To prevent physical altercations, misconduct, harassment, bullying, or any form of disruptive behavior among students and to promote mutual respect and responsible conduct.
- To ensure that all students wear their prescribed identity cards and adhere to the University's approved dress code while present on campus.
- To regulate and restrict the use of mobile phones and other electronic communication devices during lectures, laboratory sessions, examinations, seminars, and other academic activities, except when specifically permitted for academic purposes.
- To monitor student movement within the campus and discourage loitering in corridors, common areas, parking zones, and other non-designated spaces during academic hours without a valid reason.
- To ensure that students do not leave the campus or academic sessions before the scheduled time without obtaining prior permission from the concerned faculty member, Head of Department, or other authorized University officials.
- Smoking and the consumption of tobacco products, including cigarettes, gutkha, pan masala, chewing tobacco, vapes, and similar substances, are strictly prohibited within the University/College campus.



- To maintain proper discipline, decorum, cleanliness, and orderly conduct in the University canteen, student waiting areas, common rooms, and other shared facilities during academic and working hours.
- To support and coordinate with the University's Anti-Ragging Committee and Anti-Ragging Squad in preventing, identifying, and addressing incidents of ragging, and to ensure strict compliance with applicable anti-ragging regulations and guidelines issued by regulatory authorities.

4. Committee of Discipline.

- The university shall have a Committee of Discipline to deal with the disciplinary matters pertaining to non-academic misconduct of the students of the university, besides academic misconduct regarding unfair means in the examination indulged by the students.
- The Committee of Discipline shall comprise of the following:
 - The Chairperson of the Committee - Nominated by provost/CEO.
 - Member Secretary of Committee.
 - Director, Cluster Directors, Principal/In-charge Principal of the Universities as the members.
 - Two persons from Legal Department(Law) as member.
 - Head of Department as member from Concern Department.
 - Parents of university student as member
 - One teaching staff from concern departments nominated by the Head of the department.
 - One person from Ombuds person/Internal Complaint Committee/Anti-Ragging/SC-ST/Equal Opportunity/SGRC/SEDG/Tobacco Control/Examination committee as member
 - Student of university as member
- The Committee of Discipline shall also be involved in taking proactive steps to prevent Misconduct by the students of the university by issuing required notices, warnings, instructions etc.
- The term of office of the members, excluding the chairperson shall be two years with an option of re-appointment.
- Committee will work under Ombudsperson as final authority on any conflicts.
- Minimum Five persons will complete the for any concern decision.

5. Definition and Classification of Misconduct.

- In the broadest sense, misconduct shall be defined as any action which shall damage the reputation of the university or interfere with proper functioning or activities of the University, or with those who work or study in the University and shall be classified into Academic Misconduct or Non- Academic Misconduct as below.



Academic misconduct:

- A misconduct shall be classified as an Academic Misconduct if it involves one of the following:
 - a) Any involvement in unfair practices during examinations shall constitute misconduct and shall be dealt with by the designated Unfair Means Committee.
 - b) Irregularity of attendance: Failure to comply with the minimum attendance requirements prescribed by the University shall be treated as misconduct.
 - c) Indulging in plagiarism: Submission or presentation of another person's work, ideas, or intellectual property as one's own without proper acknowledgment shall constitute misconduct.
 - d) Soliciting for favor and canvassing for grades.
 - e) Proxy Attendance or Impersonation.
 - f) Any other misconduct if deemed to be so by the Disciplinary Committee of the University.
 - g) Any act of sexual harassment, gender discrimination, stalking, bullying, or inappropriate conduct that compromises the dignity, safety, or well-being of any individual shall be treated as misconduct.
 - h) Possession, consumption, distribution, sale, or promotion of drugs, tobacco, alcohol, or any intoxicating substances within the University campus or during University activities shall be treated as misconduct.

Non-Academic Misconduct

- All offenses other than those classified as Academic Misconduct would be classified as Non-academic including the following:
 - a) Any form of harassment or ragging of a fellow student or a member of the university or a visitor to the university.
 - b) Any behavior or language which violates the dignity of any member of the university or visitor to the university while on the premises of the university or while engaged in any university activity.
 - c) Improper behavior or language with any Member of the University or visitor to the University while on the premises of the University or while engaged in any University activity.
 - d) Causing disturbance in the classroom, laboratory or any other part of the University
 - e) Providing fake or misleading information at the time of admission into the University.
 - f) Adopting improper or obscene dressing on university premises
 - g) Impeding or improperly interfering with the function, duties or activities of any Member of the University or any authorized visitor to the University.
 - h) Any fraudulent or dishonest towards the University or members of the University.
 - i) Intentionally or recklessly causing damage or defacement to the property of



the University or members or visitors of the University.

- j) Any unauthorized use, theft, vandalism, destruction, tampering, or negligent damage to University property, facilities, equipment, information systems, or other institutional resources shall be treated as misconduct.
- k) Inappropriate or unauthorized usage of the University property or University premises.
- l) Any act of discrimination, exclusion, harassment, bullying, or unfair treatment based on gender, disability, socio-economic background, language, region, caste, culture, or any other protected characteristic that undermines equity, diversity, and inclusion within the University community shall be treated as misconduct.
- m) Any behavior which could bring the disorderliness and disrepute for the University
- n) Concealing information from a Member of the University discharging his powers, duties or function when it is reasonable requirement that such information be given.
- o) Non-compliance with a previously-imposed penalty under this Regulation.
- p) Instigation or collusion with any person to engage in any misconduct defined under this Regulation
- q) Any breach of the rules and regulations pertaining to students set forth in these Regulations or other such Manuals of the University.
- r) Any other misconduct if deemed to be so by the Committee of Discipline.
- s) Any conduct which shall be defined as a misconduct irrespective of whether that conduct:
 - i) occurs on university premises, or
 - ii) impacts the reputation of the University or
 - iii) impacts other members of the University, or
 - iv) impacts visitors to the University

6. Reporting to Misconduct

- Any Member of the University (Faculty, Staff, Students, and Visiting Staff) can report any instance of student misconduct of which they may have become aware of.
- Reporting misconduct may be related to an individual student, group of students or collective mix of students and others.
- The incident may be reported directly to the Committee of Discipline or such other Members of the University as deemed fit. In the latter case, it is imperative that the Committee of Discipline be informed of the incident.
- The incident may be reported in writing or orally within a reasonable period of time from the occurrence of the misconduct.

7. Dealing with Misconduct - General Procedures

- The Committee of Discipline of the University shall deal with all disciplinary matters other than academics related pertaining to a Student(s).



- The Committee of Discipline shall provide an opportunity to the student for a hearing. For this, the procedure detailed in this regulation under section "Hearing Procedure" shall be followed.
- Principles of Natural Justice shall be observed in seeking explanation and providing choice for reasonable defense.
- If a matter has potential to seriously compromise the safety or affairs of the Members of the University, the Committee of Discipline may also decide to suspend the student from the Campus while appropriate means of addressing the situation are considered.
- The concerned Committee of Discipline shall either dismiss or uphold each allegation of misconduct. In case of Committee of Discipline, the case can also be referred to the Provost/CEO for consideration.
- All offenses committed and penalties awarded shall be reported to the Registrar's Office and filed in the records.
- The Provost/CEO shall be the highest appellate authority to consider all referrals of and appeals against decisions of the Committee of Discipline.

8. Hearing Procedure

- To initiate a hearing procedure, a written notice / Verbal Information shall be issued to the student, intimating him to present explanation/evidence and defend his case. The show-cause notice shall provide:
 - Details of the alleged misconduct
 - Details of evidence against the student
- An opportunity to the student to provide any explanation/evidence in response to the allegation in writing or to be heard in relation to it or both deadline for response to the show-cause notice
- The student has to respond to the notice within the deadline by:
 - Providing written explanation in response to the allegation.
 - Providing evidence in response to the allegation.
 - Attending the hearing in person to defend himself.
- If no response to the notice is received from the student within the specified deadline, the Committee of Discipline may proceed to deal with the allegation, including the conduct of a hearing, in the absence of the student.
- If the student responds to the notice within the deadline, the Committee of Discipline shall convene a hearing and issue notice to the student for attending the hearing.
- The Committee of Discipline may conduct the hearing in any manner as deemed fit by it. Or shall act fairly to ensure natural justice.

9. Appeals and Referrals

- The Provost / CEO shall consider the cases referred to him by the Committee of Discipline as well as appeals by any Member of the University against decisions of the Committee of Discipline



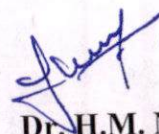
- The Provost / CEO shall have the power to revise or overrule the decision of the Committee of Discipline.
- The Provost / CEO may seek assistance of a legal advisor, a registered medical practitioner, or any other persons who shall be of value for the purpose of the case.
- The Provost / CEO may, for reasons to be recorded in writing, increase or decrease the quantum of the punishment already imposed.
- If the Provost / CEO is of the view that undue advantage has been taken of the appeal process by the appellant, the Provost/CEO may choose to increase the quantum of punishment.
- The decision of the Provost/CEO shall be final and binding.

10. Suggested Penalties for below mention misconduct

Sr. No	Misconducts	Suggested Punishment
1	Frequently late coming Student in classroom	More than 2 time in week – additional assignment of any one subject given to student More than 5 time in month- additional assignment of 2 subjects given to student. Additional SMS send to parents and call parents
2	Student is not in proper uniform or if the student is found without the id card.	Rs 100/- fine (fine money will be utilized for student welfare)
3	Attendance and Detention of the student.	75% attendance as per university norms
4	Use of mobile in prohibited are of campus (classroom/ Laboratories).	Mobile return after 24 hours, Rs 200/- fine is collected (fine money will be utilized for student welfare)
5	Impolite or indecent behavior in classroom or campus.	Suspension for a week
6	Prevent, attempt to prevent or persuade students to remain absent from class or classes.	Suspension for a week + parents communication
7	Misconduct or misbehavior of any nature at any time during curricular or extra-curricular activities or at examination centers or towards a teacher or an employee of the College or any other student of the College or any visitor to the College within or outside the College building	Suspension/disqualification of student for a particular activity Additional punishment as per nature of misbehavior As per examination punishment policy
8	Disobedience or disregard of notifications or instructions issued by the Principal, Heads of Departments and members of staff from time to time.	Suspension for a week



9	Mass absence	One week absent, Assignment, Academic tasks
10	Causing damage to or defacement of college furniture, fittings and property or provoking others to do the same.	Monetary punishment equivalent to amount damage and Suspension for a week.
11	Giving publicity to misleading reports or spreading rumors amongst students either physically or electronically.	Hearing by committee
12	Involvement in ragging activity.	As per Guideline given by UGC
13	Violation of any direction/ Model code of conduct issued by the University	Hearing by committee
14	Consumption, possession, or use of tobacco and tobacco-related products, alcohol, drugs, and non-vegetarian food items (including eggs) is strictly prohibited on the University/College campus and during all University/College-sponsored events and activities	As per Guideline given by UGC Permanent Suspension
15	Use of elevator lift without permission by students	Rs 200/- fine (fine money will be utilized for student welfare)
16	Spitting in classrooms, laboratories, work-shops, seminar hall, lobbies or any other areas within the campus	Rs 200/- fine (fine money will be utilized for student welfare)
17	Women Harassment	As per Guideline given by UGC
18	Examination misconduct	As per Examination policy
19	Violence	Hearing by committee and committee decide punishment based on nature and severity of act.
20	Academic and non-academic misconduct	Cove in previous clause 5 of this policy.



Dr. H.M. Nimbark
Provost & CEO

Gyanmanjari Innovative University

- Approve in 806/BOM

