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## **RULES GOVERNING CONDUCT AND DISCIPLINE OF STUDENTS**

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The following Bodies and Rules shall govern the conduct and discipline of all students:

- 1. Name of the Boards:**
1. Standing Committee on Student Discipline - at University level
  2. Disciplinary Committee - at Hall/ Hostel level

**2. Composition of the Boards:**

**(a) At the University Level**

- (i) One of the Deans of the Faculty Councils to be nominated by the Board of Management/Executive Council
- (ii) Professor-in-Charge, Students' Activities - Convenor
- (iii) Head, Human Resources Management Department
- (iv) Registrar
- (v) Superintendent of the Hostel of which the student is a boarder
- (vi) One member of the Faculty, to be nominated by the Board of Management/Executive Council
- (vii) Head of the Department to which the student belongs
- (viii) President/ Secretary, Post Graduate Students' Union
- (ix) President/ Secretary, Under Graduate Students' Union
- (x) Chairperson/ Convener, Women's Cell
- (xi) Controller of Examinations

**(b) At the Hostel/ Hall Level**

- (i) PICSA - Chairman
- (ii) Concerned Superintendent
- (iii) Two faculty members to be nominated by the Vice-Chancellor
- (iv) Assistant Proctor - Convenor

**3. Functions and Powers:**

- (i) To take necessary steps required
  - a) to maintain tranquility, peace and harmony amongst student community
  - b) to develop well rounded personality of the students

- c) to inculcate a (culture of) quality and constructive leadership, team spirit, healthy interpersonal relationship and mutual respect, in particular with respect to opposite sex.
  - d) To instill a sense of pride and culture in the mind of students
- (ii) To ensure that there is no breach of “Code of Conduct/ Disciplinary Rules” by the student(s)
  - (iii) To take spot decision on the mode of punishment like reprimand, token fine, temporary suspension or any other steps deemed fit, on any act of indiscipline or breach of conduct rules, if the situation so demands.
  - (iv) To make full enquiry into the complaint lodged by student(s), staff or any other member on any act of indiscipline or breach of conduct rules perpetrated by the student(s).
  - (v) To submit report on the findings of the Enquiry, held through formal procedure and to recommend the quantum of punishment, if any, to the BOM/EC within a reasonable time, for final decision.
  - (vi) To control and regulate the working of Hall/ Hostel level Disciplinary Committees so that uniformity in the matter of Discipline is maintained.
  - (vii) To consider the report and recommendation of the Hall/ Hostel level Disciplinary Committee and forward them with its own recommendation, approval or otherwise, within a reasonable time to the BOM/EC for final decision.

#### **4. Rules and Regulations:**

Students are required to be committed to uphold the prestige of the University as a place of learning and creation of knowledge so that it is always held in high esteem both at National and International Levels.

There are various forms of conduct and behaviour about which it is impossible to frame precise rules, but which are nevertheless of such kind that they are likely to bring the University into disrepute or discredit the good name or is prejudicial to peace, harmony and good governance of the University. Any such conduct within or outside the premises of the University will be considered as a breach of University discipline and will attract disciplinary action, whether or not it attracts the attention of the civil authority.

Without prejudice to the generality of the foregoing, the following rules shall be in force to govern the conduct and discipline of all the students:

- (i) Students shall show due respect to all the teachers, officers of the University and Hall/Hostel Superintendents. They should also extend proper courtesy and consideration to all employees of the University and those of Hostels/Halls of residence.
- (ii) Students are required to develop friendly relationship with fellow students. In particular they should show kindness and consideration to the new students admitted to the University every year.
- (iii) Students are also expected to extend proper courtesy and decent behaviour to all visitors of the University and members of the family residing in the University campus, particularly to those of opposite sex.
- (iv) The following acts of omission and/or commission shall constitute gross violation of code of conduct and will invite strong disciplinary action:

**a) RAGGING:**

Law bans Ragging of new-comers in any form.

Any act of ragging will be considered as gross act of indiscipline in the campus and is liable to invoke severe punishment, which **may even be outright expulsion from the University.**

**b) Lack of Courtesy and Decorum:**

Students should not engage themselves

- 1) in any form of personal abuse, written or oral, directed against other student(s), resident(s), guest(s), visitors(s) or members of staff/faculty of the University and their families, particularly with respect to opposite sex.
- 2) in any form of abusive, threatening or harassing behaviour or any activity that may adversely affect communal harmony.

Engagement in any of the above activities will be considered grounds for serious disciplinary action.

**c) Unacceptable Acts:**

Students are also debarred from any of the following acts:

- 1) Possession or use of firearms, fireworks, other explosives or weapon
- 2) Fight with students, employees, officers or faculty members

- 3) Possession, consumption or distribution of alcoholic drinks, smoking or any kind of hallucinogenic drugs and also to provoke others to do this
- 4) Any kind of immoral activities
- 5) Willful damage or stealthy removal of any property / belonging of the University/ Hostel/ Hall or of fellow students, staff/ faculty members
- 6) Adoption of unfair means in the examinations
- 7) Irregular attendance in classes/ laboratories/ workshops
- 8) Resorting to mass cuts of classes, tests or examinations and any other compulsory activity of the University.
- 9) Non-payment of University and other dues including mess and canteen charges.
- 10) Remaining outside the Hostel/Hall after 10:30 pm
- 11) Swimming or bathing in the River Hooghly or in ponds inside or outside the campus
- 12) Any other act which may be notified by the University from time to time.

**d) Restricted Area:**

Students are not permitted to go to the roof of the Hostels/Halls of residence or to any other area in the campus which are designated as “out of bounds”/ “off limits” by the University authority for security or other reasons.

**e) Pets:** Students are not permitted to keep pets in any of the Halls of residence/ Hostels.

**f) Noise:** The purpose of the Hostel system is to offer the students, conditions that permit reasonable order for study and rest. In order to maintain tranquility in the Hostels/Halls of residence, students are not permitted to create excessive noise by shouting or by playing musical instruments, CD/record players, radios, TV, tape recorder, walkie-talkies etc., at high volumes.

**g) Guests and Visitors:**

Visitors/ Guests are emphatically discouraged inside the Hostels/Halls of residences. The students may meet their visitors/ guests in the Visitor’s Lounge/Room earmarked for the purpose, near the entrance of the Hostel/Hall.

However, in case of exigency or if the need really arises, student’s visitor may be allowed inside the Hostel/Halls of residence only on written permission from the respective Superintendent or PICSA and on submission of it to the respective Caretaker/Durwan.

**In any case, Visitor(s)/ Guest(s) of opposite sex is strictly prohibited inside the Hostel/Hall of residence.**

#### **5. Sanctions for Misconduct:**

Sanctions for misconduct/ disciplinary action may include one or any combination of the following:

- a) Reprimand/Warning
- b) Fine
- c) Recording of name in the "Conduct Register"
- d) Withdrawal of Resident Status for a designated period
- e) Debarment from Campus Placement Service
- f) Withholding or cancellation of Scholarship/any kind of financial aid
- g) Withholding of examination results
- h) Disciplinary Probation
- i) Suspension
- j) Expulsion from the University
- k) Rustication

No student may receive a degree if the outcome of a Disciplinary Committee's/ Review Board's proceeding is pending.

#### **6. Procedure for Disciplinary Action:**

- (i) All complaints concerning misconduct by student(s) should primarily be brought to the notice of PICSA, ordinarily in writing.
- (ii) On receiving a complaint on misconduct by student(s), PICSA will conduct an enquiry into the incident, including an interview with the accused student, if necessary. Based on the inquiry, PICSA has the discretion to resolve the complaint informally or to decide that the alleged misconduct is substantial enough to warrant convening the Hall/Hostel level Disciplinary Committee or the University level Standing Committee on student Discipline.
- (iii) If the matter is referred to the Hall/Hostel level Disciplinary Committee, it will strive to protect the rights of all residents by advising and assisting individual residents(s) and Members(s) of the Hall/Hostel level Disciplinary Committee.

The goal of the Hall/Hostel level Disciplinary Committee is to settle the problem at the lowest level. When the problem cannot be settled in this manner, the Committee will enforce, through the respective Superintendents, the rules and regulations of the

Hall/Hostel and will impose disciplinary action like reprimand, fine or any other measure as deemed appropriate. All cases involving punishment other than reprimand shall be reported to the Chairperson, Standing Committee on Student Discipline.

However, in case of major acts of indiscipline, the matter may be referred to the University Standing Committee on Student Discipline for formal disciplinary action.

- (iv) In case the matter is referred to the University level Standing Committee on Student Discipline, formal disciplinary action shall be instituted as per the following procedure:
- a) The Convener of the Standing Committee on Student Discipline, henceforth referred to as the "Committee", shall convene a meeting of the Committee, in consultation with the Chairperson and the accused student will be summoned to the meeting by a letter in which the student will be informed about the complaint against him. In all cases the student will be asked to speak for himself/herself.
  - b) An accused student will appear before the Committee to help it reach a complete and fair understanding of the facts of the incident at issue and not merely to present narrowly construed answer to the complaint.
  - c) The Committee may also summon other student(s)/ individual(s), who, in the opinion of the Committee, may help it reaching a complete and fair understanding of the incident.
  - d) During the proceedings of such meetings in which other individuals are heard, the accused student may ordinarily choose to be present in the meeting without participation in its deliberation. However, the Committee will have the discretion to allow or disallow him to be present in the meeting.
  - e) On reaching a decision, the Committee will submit its report, along with its recommendation, to the Vice Chancellor as early as possible for further action and will also inform the accused student within a reasonable time through a letter in which both the decision and the review process is delineated.

## **7. Procedure for Disciplinary Committee Meetings:**

- (i) All the meetings of the Disciplinary Committee will be convened by the Convener or in his absence by any other person nominated by the Chairperson for the purpose, in consultation with the Chairperson.

- (ii) The Chairman shall regulate the proceedings of each meeting in a manner as simple and informal as possible, which is best fitted to do substantial justice and at all material times in accordance with the principle of natural justice.
- (iii) Half of the members, except student members, shall form a quorum at any meeting. Student members shall have no right to affect the quorum of the meeting.
- (iv) In the absence of the Chairperson, members shall elect one of the members, except student members, to chair the meeting.
- (v) The Committee shall make such procedural regulations for running of its meetings as deemed fit so long as they are in conformity with the Statutory Rules of the University.
- (vi) The Committee shall keep minutes of each meeting.
- (vii) A member of the Committee who has relation with any of the student parties, accused or complaint, involved in a particular case of misconduct shall not participate in disciplinary committee meetings/ proceedings for that particular case.

#### **8. Review Process:**

If the disciplined student wishes to request a review of the decision, he or she must make the request in writing to the Vice Chancellor through PICSA, not more than fifteen days following the written notification of the decision of the Disciplinary Committee.

The Vice Chancellor, at his absolute discretion, may constitute a Board of Review, on issue basis, consisting of one faculty member, one member of Board of Management, preferably not in service of the University, Head, HRM Dept. and PICSA.

The disciplined student must submit the request for review along with supporting materials in writing.

The Board of Review whose decision is final, does not conduct a re-hearing of the case, Nor does the disciplined student, traditionally, appear before the Review Board, although the Board reserves the right to ask the student to appear to clarify some aspects of his/ her request.

The Board acting on the basis of the disciplined student's written materials and / or otherwise, may sustain or reduce the sanctions imposed or if satisfied that new and material information not available earlier to the disciplinary committee might have resulted in a different decision, may require a further hearing by the Standing Committee on Student Discipline.

Legitimate grounds for reviews are:

- A) that prescribed procedures were not followed
- B) the penalty/ punishment will have unforeseen consequences for the student that are harsher than intended
- C) that new information that was unavailable to the Committee during its proceedings has bearing in the student's favour

## **9. General**

- a) The outcome of disciplinary proceedings is confidential. In the event of a sex offence, the student bringing the allegation will be informed of the outcome of the Disciplinary Committee, but with a clear understanding and a written undertaking that she/he will not disclose the results of the proceedings without the consent of the accused student or any court order or subpoena.
- b) The rules and regulations as well as the disciplinary sanctions mentioned above are intended only to fulfill the objective of the University and in no way shall affect any proceeding in the Civil Court of Law, if the situation arises.
- c) A student whose name is entered into the "Conduct Register" is:
  - i) debarred from any recommendation from any of the authorities of the University.
  - ii) debarred from contesting any election, nomination to any student body or union .

And a statement "Disciplined for Bad Conduct" will be printed on the back of his/ her Final Semester Marksheet and the Degree awarding Certificate and also the Migration Certificate, if any.