

Disciplinary Policy

1. Discipline is essential for building character and working of the University. The BML Munjal University expects the students to maintain discipline and decorum.

2. Disciplinary Offences

Category of Offence	Nature of Offence	Fine	Penalty Points
Level 1	Minor (e.g. Missing a compulsory Guest Lecture/event/ smelling of cigarette or liquor on campus/leaving campus without permission, creating disturbance/nuisance in hostel)	Rs. 1000	10
Level 2	Major (e.g. Possession or consumption of cigarettes/liquor on campus)	Rs. 2500	25
Level 3	Serious (e.g. misbehaviour with support or security staff and faculty, cyber offence, gambling, stealing, wilful abuse or damage of university property, indulging in fights and brawls, endangering life and property, false activation of fire alarms)	Rs. 5000	50
Level 4	Critical (e.g. violent physical assault, possession or consumption of drugs, serious cyber offence, maligning the name of the university and any activity bringing disrepute to BMU)	Rs. 10000	100

3. Rules

- i. If a student accumulates 100 penalty points (during the entire stay at BMU), she/he is barred from placement.
- ii. If a student accumulates 200 penalty points (during the entire stay at BMU), she/he will be expelled from the university (BMU).
- iii. Students can violate discipline in an infinite number of ways. So all instances and examples cannot be mentioned in this document
- iv. Paying the fine does not mean cancellation of the penalty points. Fine is over and above the penalty points levied.
- v. All cases of indiscipline shall be reported to the respective Dean's Office promptly. Dean's Office in turn shall forward it to Member Secretary, Disciplinary Action Committee (DAC).
- vi. Member Secretary DAC would allocate a unique number to every complaint. On the advice of Chairman DAC, the complaint shall be forwarded to the Faculty Warden for dealing in case of Level 1 & 2. For complaints under Level 3 & 4 DAC meeting shall be convened.
- vii. The Faculty Warden would conduct an enquiry, give an opportunity of hearing to the concerned student, and thereafter, decide the category of the offence. The decision of Faculty Warden will be communicated to Member Secretary-DAC. Chairman DAC shall award the fine imposed and/or the penalty points based on the disciplinary history of the student.
- viii. In case complaints under Level 3 & 4, DAC shall issue Show Cause Notice, conduct an enquiry, afford a personal hearing to the student and thereafter take a decision.
- ix. The final decision would be sent to the concerned Program Office and Dean of the School and the Registrar, after the approval of the President, BMU.
- x. Program office will in turn communicate the decision to the student and parent/local guardian and also send a copy of the decision to the mentor of the student.
- xi. Records of penalty points awarded to its students to be maintained by Program Offices, Registrar and the mentor.
- xii. Fines imposed must be paid within a week of the communication of the decision by the Program Office and a copy of the receipt of payment submitted in the Programme office. In case, the fine is not deposited within a week, the Chairman DAC reserves the right to increase the fine. It will be the duty of the Program Office to intimate Member Secretary-DAC in case the fine is not deposited by the student within the stipulated time period.
- xiii. Students have the right to appeal against the award of fines and penalty points by writing to appeal.dac@bml.edu.in after payment of an appeal fee of Rs. 500 within a week's time

from the date of communication of the decision by the Program Office. The Appellate Committee would meet and decide after affording the offender a hearing in person. In case the appeal is upheld, the student would be refunded the appeal fee and the fine/penalty points levied earlier will be adjusted appropriately. The Appellate Committee would consider the appeal only after the student has paid the fine and appeal fee. If the student's appeal is turned down, the appeal fee will be forfeited.

xiv. DAC reserves the right to punish repeat offenders to a greater extent.

4. Constitution of DAC and Appellate

The Vice Chancellor/President will nominate the **DAC** which shall consist of

- a. Director, Sports and Student Welfare - Chairman
- b. Four teachers appointed by the Vice Chancellor/President
- c. One Male & Female Student Member
- d. Assistant Registrar – Member Secretary

Quorum will be 4 members.

The term of the DAC shall be two years.

The Vice Chancellor/President will nominate the **Appellate Committee**, which shall consist of

- a. Pro-Vice Chancellor – Chairman
- b. Dean of each School- Members
- c. Registrar-Member
- d. Two Faculty members - Member
- e. Assistant Registrar – Convener

Quorum will be 3 members.