

REGULATIONS ON MAINTENANCE OF STUDENTS' DISCIPLINE

(Under the provision of Statute 31 of the Tezpur University Act)

(Adopted by the Academic Council vide Resolution No. AC.15/2011/2/7 dt. 24.11.2011.)



Tezpur University
Napaam, Tezpur 784028

1

TEZPUR UNIVERSITY

REGULATIONS ON MAINTENANCE OF STUDENTS' DISCIPLINE

(Under the provision of Statute 31 of the Tezpur University Act)

Discipline is training that produces orderliness, obedience and self control. Discipline refers to a systematic and methodic way of doing what ought to be done at the proper time with full faith conscience and compulsion. Such wholehearted self-application to work incorporating discipline, duty and devotion is absolutely essential in all fields of activity. Discipline thus ensures not only good actions but living in harmony with others too.

1. General

These regulations shall apply to all students of Tezpur University for ensuing discipline and good behaviour within and outside the University campus.

2. Maintenance of discipline and good behaviour of students

Wardens of Hostels/ Heads of the Departments/ Centres, Deans of Schools and Dean of Students' Welfare shall look towards good and disciplined behaviour of the students. For cases requiring punishment such as rustication/ expulsion etc., the matter shall be referred to the Students Disciplinary Committee.

3. Students Disciplinary Committee

There shall be a Students Disciplinary Committee with the following composition:

- Dean, Students Welfare - Chairman
- Two senior teachers of the University - Members
(to be nominated by the Vice-chancellor,
one member must be a lady teacher.)
- Two Hostel Wardens (to be nominated by the DSW)- Members
- Two students' representatives - Members
(to be nominated by the students council)
- Controller of Examinations - Member Secretary

Dean of the concerned school, Head(s) of the concerned Dept(s) and warden(s) of the concerned hostel(s) shall be special invitees .

The term of the committee shall be two years.

To take a decision, at least two third of the members must be present in the committee meeting.

4. Definition of Terms

4.1 Conduct Probation: A student found guilty of violating the rules and regulations of the University or of any act of indiscipline or misbehavior by the Disciplinary Committee, may be placed on *Conduct Probation* by the Dean of Students Welfare for a specified period, which shall not be less than one month. During the period of conduct probation, a student shall not be allowed to:

- a) Represent the University in sports, cultural contests etc. inside or outside the University.
- b) Receive any scholarship, fellowship or stipend. The loss entailed during the probation shall be made permanent and no arrears shall be payable subsequently on its expiry.

A student put on conduct probation on more than two occasions shall be expelled from the University.

4.2 Rustication: It is the temporary removal of a student from the rolls of the University/ Hostel as a punishment for indiscipline. The minimum period of rustication shall be one semester in addition to the duration of the semester during which the order is passed.

4.3 Expulsion: It is the permanent removal from the rolls of the University/ Hostel. An expelled student shall not be permitted to get fresh admission to the University.

5. Procedures relating to Rustication/ Expulsion:

Before a student is rusticated/ expelled the following procedure shall be observed:

- i) On receipt of the complaint against the conduct of the student, the DSW shall enquire into the matter immediately and place it before the Disciplinary Committee not later than 3 working days from the date of receipt of the complaint. If the Disciplinary Committee is satisfied that there is a prima-facie case of rustication/ expulsion of the student, the student shall be informed in writing about the allegations against him/ her or asked to appear before the Disciplinary Committee to explain why he/ she should not be rusticated/ expelled.
- ii) The concerned student shall be asked to submit his/ her explanation within 3 (three) days from the date of issue of the intimation by the DSW.
- iii) After receiving the explanation(s) or hearing in person, the Disciplinary Committee shall examine the case.
- iv) If at this stage the Disciplinary Committee is convinced that it is a fit case for rustication/ expulsion, the DSW shall forward the recommendation of the Disciplinary Committee for consideration of the Vice-Chancellor.

It is further provided that,

- i) Every case of rustication or expulsion shall be intimated by the DSW to the Controller of Examinations and all concerned immediately after the issue of the notification by him/her.

- ii) The date of rustication/ expulsion shall be the date on which the notification is issued by the DSW.
- iii) Any disciplinary action taken against a student shall be intimated to the parents/ guardian of the student. The record of disciplinary action shall be maintained in the file of the concerned student.

6. Special Powers of the Vice-Chancellor

Notwithstanding anything stated in these Rules, the Vice-Chancellor shall have the authority to institute an enquiry against any student(s) regarding his/ her misconduct and to execute appropriate disciplinary action.

7. Discipline in general

Disciplinary action shall be taken against a student if he/ she is found to be involved in any of the following acts:

- i) Misbehaviour
- ii) Gambling
- iii) Stealing
- iv) Misconduct in the University premises or in place recognized as university property or site
- v) Consumption of drugs or of alcohol
- vi) Possessing fire-arms etc
- vii) Moral turpitude
- viii) Use of University premises for any purposes other than for which it is meant without the permission of the concerned authority
- ix) Breach of any standing rules of the university
- x) Any other causes/ acts which may lower prestige of the university
- xi) Organising meeting by students inside the campus or assisting outsiders to organise meeting inside the campus without permission of the appropriate authority
- xii) Ragging in any form inside or outside the University campus
- xiii) Damage to university property
- xiv) Abuse of Internet/IT facilities
- xv) Other acts of indiscipline as considered by the appropriate authority.

8. Discipline in classroom/ department

- a) The Head of the Department/ Centre and the teacher(s) shall report to the Dean of the School on matters of breach of discipline which have come to his/ her notice/ knowledge and of the actions taken by him/ her in this regard.
- b) Where a Warden or the Head of the Department/ Centre is of the view that a punishment which is heavier than he/she is competent to impose is necessary, he/she shall report the case to the Dean of the School with his recommendations in writing and the Dean may take appropriate action as deemed necessary or place the matter before the Disciplinary Committee.

9. Discipline in examination

- 9.01 **Identification of examinee:** An examinee shall carry his/ her identity card with him/ her to the examination hall and shall produce the same when asked for.
- 9.02 **Late-comer:** A student arriving at the examination hall after 15 minutes from the scheduled time of the examination shall not be allowed to sit in that examination. No examinee shall be allowed to go out of the examination hall within 30 minutes from the commencement of the examination.
- 9.03 **Adoption of unfair means etc.:** An act of possessing unauthorised materials and attempting to copy, copy there from, copying from answer script of other students or from any other sources or sharing his/ her answer scripts with others, discussion with others during any examination, creating disturbance or acting in a manner so as to cause inconvenience to other students in the examination hall or near about shall be treated as adoption of unfair means.

10. Discipline in Hostels

These shall be covered under the *Hostel Rules*.

11. Disciplinary action

- 11.01 **Discipline in general:** Student must follow strictly the discipline as described in *clause 7* above. Violation of any clause by any student will be subjected to the following punishment:

	Acts	Punishment
i	Misbehaviour with employees of the University or any outsider	Stern warning and a fine of Rs.250.00 or more.
ii	Gambling inside and outside the campus	Stern warning with conduct probation for at least one semester.
iii	Misbehaviour or misconduct inside or outside the University	Stern warning and a fine of Rs.250.00 or more.
iv	Stealing any items from the campus	Conduct probation and rustication for at least one semester.
v	Drinking of alcoholic liquor, intoxication and drug addiction	Conduct probation and rustication from Hostels and University for at least two consecutive semesters.
vi	Moral turpitude	Conduct probation, stern warning and a fine of more than Rs.250.00.
vii	Breach of any standing rules of the University	Stern warning, conduct probation/fine of Rs.250.00 or more. Depending on the nature of indiscipline, the fine may be enhanced (more than Rs.250.00).
viii	Use of University premises for any purpose, other than for which it is meant without the permission of the concerned authority	Stern warning with conduct probation for two semesters/ fine of more than Rs.250.00.
ix	Organising meeting by students inside the campus or assisting outsiders to organise meeting inside the campus without the permission of the appropriate authority	Conduct probation for a period of two consecutive semesters with a stern warning/ fine of Rs.250.00 or more.
x	Students not obeying the instructions given by the Disciplinary Committee	Rustication from the University and Hostel for two semesters.

xi	Damage to property	Conduct probation and payment for the cost of repair/replacement of the property damaged
xii	Abuse of Internet/IT facilities	Immediate withdrawal of internet facilities & placing the matter in the Student Disciplinary Committee
xiii	Ragging involving physical and or mental torture inside or outside the University	Expulsion/ rustication from Hostel and University.
xiv	Any other causes/ acts which may lower the prestige of the University	The DSW may place the matter before the Disciplinary Committee for appropriate action.
xv	Any other act of indiscipline as considered by the appropriate authority	The DSW may place the matter before the Vice-Chancellor for appropriate action

11.02 **Discipline in Classroom:** Students must follow the discipline as described *clause 8* above. Violation of the same by any student will be subjected to the following punishment:

	Acts	Punishment
i	A student who is found indulging in an act of indiscipline in the Department within or outside the Classroom.	The Head/ teacher concerned will warn the student and intimate the Dean concerned of all acts of indiscipline that have come to his/ her notice and of the actions taken by him/ her in this regard.
ii	In repeating the same even after warning by the concerned Head/ teacher	The Head/ teacher will impose a fine of Rs. 500.00 to the concerned student(s) with intimation in writing to the Controller of Examinations to stop any fellowship received by the student.
iii	If a student makes such an offence where the Head/ teacher is of the view that a punishment which is heavier than he/ she is competent to impose is necessary	The Head/ teacher shall report the case to the Dean of the School concerned with his/ her recommendation in writing and the Dean concerned may take action as deemed necessary or place the matter before the Disciplinary Committee
iv	Mass absence of students from the class	A fine of Rs.500.00 or more per head

11.03 **Discipline in Examination Hall:** The students must follow strictly the discipline as described in *clause 9* above. Violation of the same by any student will be subjected to the following punishment:

	Acts	Punishment
i	Any discussion sharing his/ her views inside the examination hall, creating disturbance or acting in a manner so as to cause inconvenience to other students in the examination hall or near about	The Invigilator shall warn the students.

ii	On non-response to such warning as mentioned in (i)	The Invigilator shall recommend to the course instructor deduction of marks up to 20% of the total from the marks secured in that paper in a prescribed form. Copies of the recommendation shall also be sent to the Dean of the School and the Head of the Department concerned.
iii	Continuation of activities stated in (i) inspite of punishment stated in (ii).	Recommend award of "W" grade in the course concerned.
iv	Any act of possessing unauthorised materials and attempting to copy there from, copying from answer script of other students or from any other source.	The Invigilator will take the unauthorised material along with the student's answer script and ask the student to leave the examination hall after signing the prescribed form duly filled-in. The matter shall be reported to the Dean of the School concerned. The Dean shall recommend the award of 'W' grade to the student in the course concerned, if it is the first such reported case of indiscipline for the student. If it is the second case of such indiscipline, the Dean shall recommend award of 'W' grade in all the courses registered by the student in the semester. In a third case of such indiscipline reported on a student, the student shall be expelled from the University.
v	In regard to any offence of any nature by a student relating to examination not covered by <i>clause 9.03</i> above	The matter shall be brought to the notice of the Dean of the School and the Dean will place the matter in the Disciplinary Committee.
vi	Forging teacher's/authority's signature in grade sheets, practical records, answer scripts, etc.	Rustication for one semester with conduct probation.
vii	Willful mass scale absence in the examination	Cancelation of registration of the course(s) concerned.