



**MANIPAL UNIVERSITY JAIPUR**

# **DISCIPLINE ON TOP (DOT) POLICY**

**(Ref. no. MUJ/P&SW/POLICY/2018-01)**

**2023-24**



## **MANIPAL UNIVERSITY JAIPUR**

### **ANNOTATION**

After the constitution of Proctorial Board on 11th May, 2018, Ref. no. MUJ/REGR/1403/24, this new Amended Policy on DOT system comes into the existence.



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### **WHAT IS DOT SYSTEM?**

In order to maintain discipline amongst students and to ensure strict compliance of rules, DOT system is being introduced. It is an indicative system, through which the students and faculty know the gravity of the offence committed. The student's record for MINOR as well as MAJOR offences will be maintained. This will help monitor the level of offence and the number of times the student has been involved in any act of indiscipline. It will also help in deciding on the quantum of punishment and pin-point the perpetual offenders.

### **CLASSIFICATION:**

Offences are categorized as follows:

- a) Minor offences
- b) Major offences-I
- c) Major offences-II

**MINOR OFFENCES:** The following will be considered as Minor offences:–

- a) Entering the hostel or campus without Identity Card.
- b) Not following proper dress code inside the campus / mess.
- c) Indulging in altercations with fellow students.
- d) Cooking in hostel room.
- e) Disturbing roommate or other resident students by loud music or in any other manner.



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- f) Using mobile phones in the routine class / lab
- g) Not adhering to hostel timings
- h) Any other violations.

**MAJOR OFFENCES- I:** The following will be considered as Major offences –

- a) Change of rooms without prior permission
- b) Money lending / borrowing
- c) Bringing / Keeping pets in the campus / hostel
- d) Misbehaving with fellow students
- e) Staying absent from hostel without permission
- f) Abusing / misbehaving with Faculty / Staff
- g) Undue / negative propaganda / spreading rumors / defaming institution and individual
- h) Smoking / consuming alcohol inside the campus / hostel
- i) Using someone else's mess card / lending own card to others for use
- j) Going to OUT OF BOUND areas
- k) Creating a nuisance in public / society
- l) Any other violation



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**MAJOR OFFENCES- II:** The following will be considered as Major offences-II –

- a) Allowing unauthorized guests / persons / non-resident students in the hostel rooms
- b) Stealing
- c) Indulging in fighting
- d) Possessing any kind of weapon / firearm
- e) Causing safety hazard
- f) Cheating in examinations
- g) Bringing or using drugs / banned substance in college / hostel
- h) Ragging
- i) Sexual Harassment
- j) Any other violation



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Following is to be taken into consideration while awarding Black DOTs for offences:

<b>Nature of Offence</b>	<b>Range of DOTs awarded (based on the degree of offence)</b>
Minor Offence	1-2 Dots
Major Offence-I	3-4 Dots
Major Offence-II	5-6 Dots
Repeated Offence	Repeated minor offence will be considered under Major Offence category and penalty applicable accordingly

### **PENALTIES AGAINST BLACK DOTS:**

- a) **If a student accumulates 01 Dot;**
  - i. Not eligible to be member of Student Council / Class representative.
  
- b) **If a student accumulates 03 Dots;**
  - i. 1<sup>st</sup> year student will not be considered for change of branch.
  
- a) **If a student accumulates 05 Dots;**
  - i. A letter of concern to be issued with information to parents
  
  - ii. Access to library prohibited for at least one month.



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- iii. Not to be considered for any scholarship programme.
  
- b) **If a student accumulates 06 Dots;**
  - i. Asked to vacate the hostel (in case of resident student)
  
  - ii. Suspended from classes for at least 7 days
  
- c) **If a student accumulates 08 Dots:**
  - i. A warning letter will be issued with information to the parents
  
  - ii. Character certificate will not be issued on completion of degree course
  
  - iii. Faculty will be advised not to give a reference / recommendation
  
  - iv. Will not be included in any campus placement drives
  
- d) **If the student accumulates 10 or more Dots:**
  - i. Expulsion without refund of any kind
  
- e) If a student has been awarded 4 Black Dots due to cheating in examination
  - i. No marks will be given in the concerned subject

**All the above mentioned Black Dots will be over and above the other penalties awarded by Proctorial Committee, such as financial penalties etc.**



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### **PROCESS FOR AWARDING DOTS / PUNISHMENT FOR MINOR OFFENCES**

Minor Offences in campus will be reported to Deputy Director (Student Welfare(SW)-Campus Discipline). He will investigate the matter and send his recommendations to Proctor & Director, SW for disciplinary action as per DOT system. The no. of black dots will be awarded by Proctor & Director, Student Welfare.

Whereas, for the hostel minor disciplinary cases, Chief Warden Office is authorized to take due disciplinary actions.

Later, the information will be shared with the Concern HoD and with the Director of the School.

**There is no need to convene Proctorial Board meeting for minor offences.**

### **PROCESS FOR AWARDING DOTS / PUNISHMENT FOR MAJOR OFFENCES –**

On the recommendation of the Deputy Director (Campus discipline), Proctorial Board Committee meeting will be convened. The members of the Board will cross examine the evidences and the facts shared by the Deputy Director office. Later on the basis of the findings of the committee, the black dots and any other penalty (if require) will be awarded.

For hostel disciplinary cases, Chief Warden has to pass his recommendations (based on the findings of the investigation report submitted to his office by the concern block warden/(s)), to the convener (Deputy Director (Campus Discipline)) of the Proctorial Board in order to convene the meeting for the case or to put it in the agenda items for the next meeting.

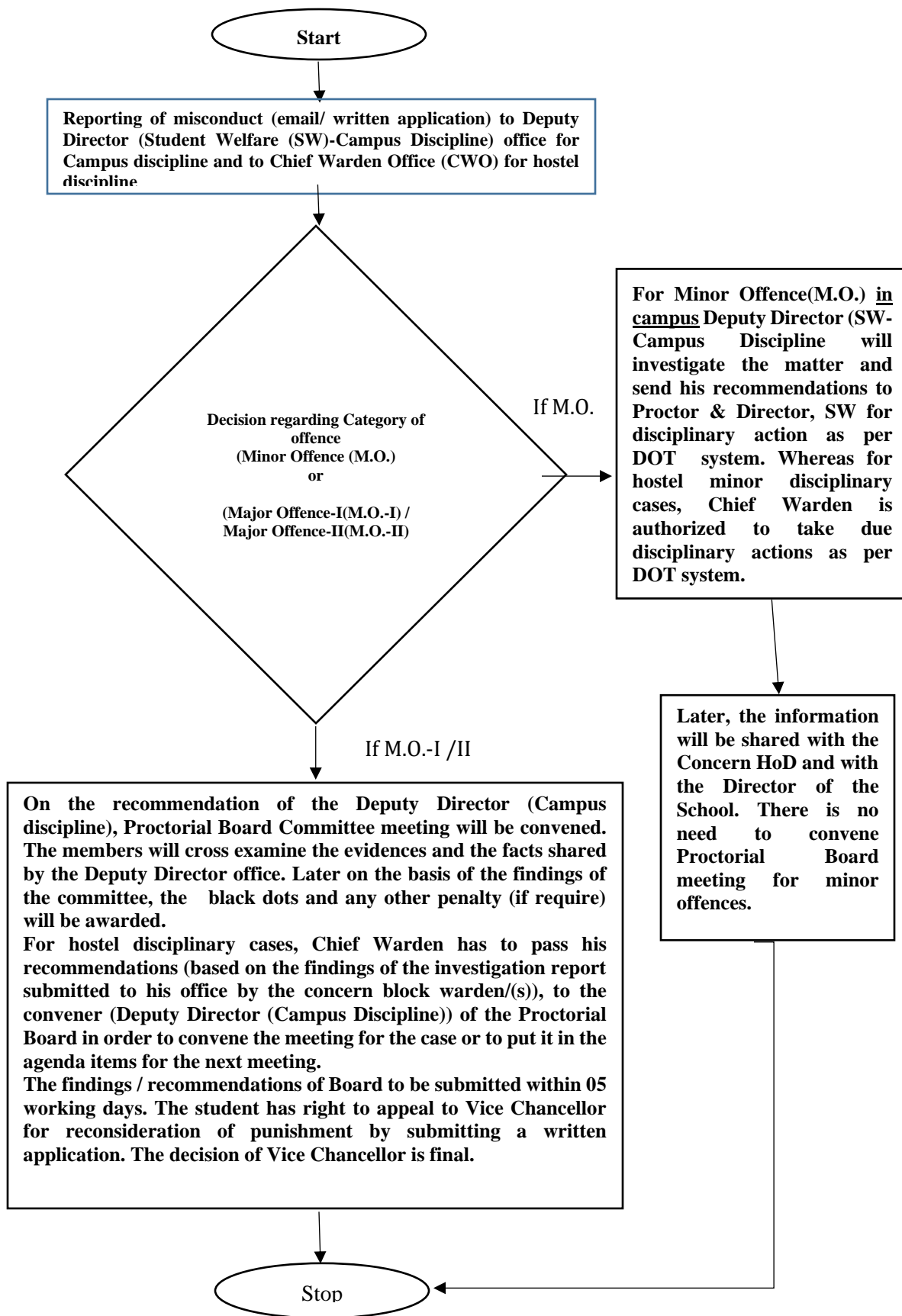
The findings / recommendations of Board to be submitted within 05 working days. The student has right to appeal to Vice Chancellor(President) for reconsideration of punishment by submitting a written application. The decision of Vice Chancellor(President) is final.





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## FLOW CHART OF THE DOT SYSTEM STANDARD OPERATING PROCEDURE (SOP)





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### **REWARDING WHITE DOTS:**

The purpose of white DOTs is to award students who have been earlier awarded black DOTs, if they conduct themselves well and exhibit good behaviour. This is a 360 degrees approach and student will be evaluated from all the angles. HODs, Teachers, Wardens will be playing an important role in this activity. Following procedure will be followed for awarding of White DOTs:

- a) The student will be observed continuously once Black DOTs are awarded.
- b) If the student exhibits good behaviour and conduct, White DOTs shall be awarded.
- c) If the student shows good conduct for at least 6 months, 01 White DOT will be awarded.
- d) Similarly, if student shows exemplary conduct and behaviour for at least 01 year, 02 more White DOTs will be awarded.
- e) Similarly, 05 White DOTs will be awarded, if the student shows good conduct for more than 18 months
- f) 08 White DOTs will be awarded, if the student shows good conduct for more than 24 months.
- g) On achieving a CGPA of more than 8.5 or outstanding achievement in sports/ Tech Fest etc.; the student will be awarded 1-2 White DOTs.
- h) HODs / respective wardens will recommend awarding of White DOTs to Proctor & Director Student Welfare(SW).



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### **RECORDING OF PUNISHMENT**

The record of all BLACK and WHITE dots will be maintained as follows:

- a) The original copy of the warning letter will be with Proctor & Director Student Welfare(SW) office for keeping the record of the student;
- b) A copy of the disciplinary action/warning letter will be shared with the respective HODs / students/CSO;
- c) Whenever, a student is found guilty of indiscipline; previous record will be checked;
- d) A master file will be maintained at Proctor & Director Student Welfare(SW) Office;
- e) All the records will be maintained in soft copy as well as in hard copy; and
- f) All the punishments will be displayed on notice boards for peers information. It would have cascading effect in maintaining discipline among students.

**Directorate , Student Welfare**  
(Manipal University Jaipur)