

# **OPERATING PROCEDURE FOR REPORTING, RECORDING AND DISPOSAL OF SEVERE CASES OF INDISCIPLINE DEFINED UNDER DOT POLICY OF THE UNIVERSITY**

## ADMINISTRATIVE PROCESS FOR HANDLING THE DISCIPLINARY CASES

- Student can report misconduct ( via email/ handwritten written application) to Deputy Director (Student Welfare (SW)-Campus Discipline) office for Campus discipline and to Chief Warden Office (CWO) for hostel discipline;
- Respective authority will decide the Category of offence (Minor Offence (M.O.) or (Major Offence-I(M.O.-I) / Major Offence-II(M.O.-II));
- For Minor Offence(M.O.) in campus Deputy Director (SW-Campus Discipline will investigate the matter and send his recommendations to Proctor & Dean, SW for disciplinary action as per DOT system. Whereas for hostel minor disciplinary cases, Chief Warden is authorized to take due disciplinary actions as per DOT system. Later, the information will be shared with the Concern HoD/Director. There is no need to convene Proctorial Board meeting for minor offences;
- For the M.O-I and M.O.-II, misconducts, if the misconduct took place during university official timings/in the university premises, Deputy Director (Campus discipline), would investigate the case;
- 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;
- On the recommendation of the Deputy Director (Campus discipline), Proctorial Board Committee meeting will be convened. The members 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;
- The student has right to appeal to Vice Chancellor for reconsideration of punishment by submitting a written application. The decision of Vice Chancellor is final.

## Standard Operating Procedure for Severe cases of Indiscipline

### BRINGING OR USING DRUGS / BANNED SUBSTANCE IN COLLEGE / HOSTEL

“If authority has reasonable grounds to suspect that any student is in possession of a controlled drug in contravention of the NDPC Act, 1985 or of any regulations made thereunder, the authority may:

- (a) Arrange preliminary investigation and detain student for the purpose of searching him/her;
- (b) Search any vehicle or vessel in which the authority suspects that the drug may be found, and for that purpose require the person in control of the vehicle or vessel to stop it;
- (c) Seize and detain, for the purposes of proceedings under this Act, anything found in the course of the search which appears to the authority to be evidence of an offence under this Act.”
- (d) As per the recommendation/(s) of the investigating authority, Proctorial Board meeting will be convened as per DOT system for suitable disciplinary action;
- (d) If a student found guilty of such act would have to face severe disciplinary action, which might lead to his/her expulsion.

### RAGGING

“ If authority has reasonable grounds to suspect that student is involved in ragging as per UGC Regulations On Curbing The Menace Of Ragging In Higher Educational Institutions, 2009 or any regulation amendments made thereafter, the authority may-

- (a) The University Anti-Ragging Committee(ARC) convener as per compliant details will arrange for preliminary investigation and recording of statements of students involved;
- (b) The ARC meeting will be convened and committee has to conduct and complete the proceedings within a maximum of one day;
- (c) The Committee will submit it's report and punitive action to be taken against the concerned students in writing and send all relevant documentation in proper format via e-mail to UGC helpline and hard copy to Registrar office for record purpose;
- (d) The same will be provided to the students in writing along with a copy to be handed over to the parents, mentor and case file for Indisciplinary issues.

## SEXUAL HARASSMENT

If authority has reasonable grounds to suspect that student is involved in ragging as per Prevention, prohibition and redressal of sexual harassment of students in higher educational institutions.(published in the Gazette of India dated 2nd, May, 2016) or any regulation amendments made thereafter, the authority may-

- (a) The University committee for the protection of Sexual Harassment convener as per compliant details will arrange for preliminary investigation and recording of statement of student involved;
- (b) The committee meeting will be convened and committee has to conduct and complete the proceedings according to the level of the offence ;
- (c) The Committee will submit it's report and punitive action to be taken against the concerned students in writing and send all relevant documentation in proper format to the Registrar office for record purpose;
- (d) The same will be provided to the students in writing along with a copy to be handed over to the parents, mentor and case file for In-disciplinary issues.

## OTHER GENERAL OFFENCES DEFINED UNDER DOT POLICY (M.O-I and M.O. II)

General offences will include all those activities that can affect the University/hostel community at large or those that can affect the property of the University/hostel itself. Any conduct that interfere with the operations of the University/hostel will be referred as Indiscipline.

If authority has reasonable grounds to suspect that student involvement in the reported incidence, the authority can summon the student, where recording of statement of the student is involved;

The authority as per the complaint details and submitted statements would arrange required enquiry as per the laid down remits of the investigation. Once the investigation get finished, the authority would pass its investigation report along with the necessary recommendations to the Proctorial Board of the MUJ;

The Proctorial board will submit it's report and punitive action to be taken against the concerned students in writing. The same will be provided to the students in writing along with a copy to be handed over to the parents, mentor and case file in soft and in hard for In-disciplinary issues.