



MUJ/REGR/1403/650/2025

June 11, 2025

Notification

Subject: Revised Discipline on Top (DoT) Policy - 2025-26

To promote a culture of responsibility and uphold institutional values, a DoT system is being introduced. This framework is designed to guide students and faculty in understanding the importance of discipline and the impact of their actions. By maintaining a transparent record of both minor and major offences the system aims to encourage self-awareness, foster accountability, and support students in making better choices. It will also help in recognizing patterns of behaviour and providing timely guidance or corrective measures when necessary. In this regard certain amendments have been done in existing policy.

The revised DoT Policy is attached as annexure for reference.

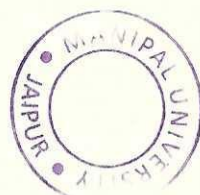

11/06/25
Registrar, MUJ

To:

- MUJ Users
- MUJ Students

Copy To:

- Dean, SW
- Director, DSW
- Proctor
- Chief Warden
- Director, Academics Administration
- CoE
- President, through PS
- Pro-President, through PS



Manipal University Jaipur

Directorate of Students' Welfare

DISCIPLINE ON TOP (DoT) POLICY

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



2025-26

[A] WHAT IS DoT SYSTEM?

To promote a culture of responsibility and uphold institutional values, a DoT system is being introduced. This framework is designed to guide students and faculty in understanding the importance of discipline and the impact of their actions. By maintaining a transparent record of both minor and major offences the system aims to encourage self-awareness, foster accountability, and support students in making better choices. It will also help in recognizing patterns of behavior and providing timely guidance or corrective measures when necessary.

[B] CLASSIFICATION OF OFFENCES

Offences are categorized as follows:

- a) Minor offences
 - b) Major offences-I
 - c) Major offences-II
- a) **MINOR OFFENCES**: The following will be considered as Minor offences:
 - 1. Non-possession of valid identity proof on campus.
 - 2. Not following the proper dress code within the campus or mess premises.
 - 3. Using mobile phones during classes or laboratory sessions.
 - 4. Indulging in altercations with fellow students.
 - 5. Use of unauthorized electrical appliances in hostel rooms.
 - 6. Playing loud music or creating disturbances that inconvenience roommates or other residents.
 - 7. Not adhering to designated hostel timings.
 - 8. Public Display of Affection (PDA) within the campus
 - 9. Feeding pets in non-designated areas within the university campus.
 - 10. Visiting other students' rooms after the permitted hours.
 - 11. Any other violation of similar nature and gravity
- b) **MAJOR OFFENCES- I**: The following will be considered as Major-I offences -
 - 1. Change of rooms without prior permission
 - 2. Money lending / borrowing
 - 3. Bringing / Keeping pets in the campus / hostel
 - 4. Misbehaving with fellow students
 - 5. Staying absent from hostel without permission
 - 6. Undue / negative propaganda / spreading rumors / defaming university and individuals
 - 7. Smoking/consuming alcohol inside the campus/hostel.
 - 8. Entering hostel/campus in intoxicated state.



9. Bringing cigarettes/alcohol inside the campus
10. Using mess without registration
11. Going to OUT OF BOUND areas
12. Creating a nuisance in public / society
13. Threats of violence/ physical harm / intimidation.
14. Unauthorized entry/exit from the hostel premises
15. Parking of vehicles in No Parking zone
16. Misbehavior and indiscipline act in and around the university campus
17. Any other violation of similar nature and gravity

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

1. Allowing unauthorized guests / persons / non-resident students in the hostel rooms
2. Stealing / Any kind of financial fraud
3. Indulging in fighting / assaulting
4. Possessing any kind of weapon / firearm
5. Causing safety hazard
6. Possession and/or consumption of illegal / banned substance
7. Ragging
8. Sexual Harassment
9. Any other violation of similar nature and gravity

[C] **AWARDING BLACK DoTS**

The following table shall serve as a guideline for awarding Black DoTs for various offences.

The Proctorial Board (PB) may exercise its discretion to assign fewer or additional Black DoTs based on the specifics of each case.

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

[D] **PENALTIES AGAINST BLACK DoTS**

- a) **If a student accumulates 01 black dot:**
 - i. Not eligible to be member of Student Council / Class representative.
 - ii. Face ID will be blocked for weekend (Friday to Saturday)
- b) **If a student accumulates 03 black dots:**
 - i. First year students will not be considered for change of branch.
 - ii. Face ID will be blocked for one week



- c) **If a student accumulates 05 black dots:**
- i. First year students will not be considered for change of branch.
 - ii. Face ID will be blocked for one week
 - iii. Suspension from classes for 7 days
- d) **If a student accumulates 06 black dots:**
- i. A letter of concern to be issued with information to parents.
 - ii. Not to be considered for any scholarship programme.
 - iii. Will not be included in any campus placement drives
- e) **If a student accumulates 08 black dots:**
- i. Academic Suspension for three weeks
- Note : If the Proctorial Board determines that a student's continued stay in the hostel may adversely affect discipline or the well-being of the hostel community, it may decide to impose a hostel suspension as precautionary and corrective measure**
- f) **If the student accumulates 10 black dots:**
- i. The character certificate will not be issued upon completion of the degree program.
 - ii. Faculty members will be advised not to provide a reference or recommendation letter to the student.
 - iii. Academic suspension and (i) hostel suspension for one or current semester or (ii) hostel suspension permanently
- g) **If the student accumulates 12 or more black dots:**
- i. Expulsion from the university without a refund of any kind

All the aforementioned Black DoTs will be in addition to any other penalties imposed by the Proctorial Board, including but not limited to financial penalties, academic suspension and hostel suspension.



[E] **PROCESS FOR AWARDING DoTS / PUNISHMENT FOR OFFENCES**

(a) Offence committed by any Student in University Campus (Except Hostel Premises):

Any incident involving a day scholar student on the university campus should be promptly brought to the attention of the Deputy Director (Student Welfare) by the concerned authorities. Following a fair and thorough review, the Deputy Director will share the findings and recommendations with the Proctor and Director of Students' Welfare to ensure that appropriate and constructive action is taken in line with the DoT system, with a focus on learning and improvement.

(b) Offence committed by any Student in Hostel Premises

- (i) **For Minor Offence:** For minor offences, the Chief Warden is authorized to take appropriate disciplinary action in accordance with the DoT system. The details of the action taken must be formally communicated to the Proctor and the Director of Students' Welfare, who will issue the official disciplinary orders. A meeting of the Proctorial Board is not required for such cases.
- (ii) **For Major-I Offence:** For any Major-I Offence, where the student pleads guilty, the procedure given for Minor Offence may be followed. For all other Major-I offences, the Chief Warden may refer the case to the Proctorial Board.
- (iii) **For Major-I and Major-II Offences:** In the event of a major offence committed by a student, the Chief Warden shall conduct a thorough investigation and submit a detailed report along with all relevant evidences to the Proctor and the Director of Students' Welfare. Based on this, the Deputy Director (Students' Welfare) will convene a meeting of the Proctorial Board to review the case and recommend appropriate disciplinary action. The Board members will carefully examine the evidence and, after due deliberation, arrive at a fair and balanced decision. The findings and recommendations of the Proctorial Board shall be submitted within five to seven working days to ensure timely resolution.

Note: The official draft DoT order concerning disciplinary action for any offence discussed in the Proctorial Board meeting shall be communicated to the respective stakeholders—such as the Head of Department (HoD), the student, parents, and the Chief Warden's Office—via email, and to the parents additionally through speed post.

(c) Offence committed outside the Academic and Hostel Campus:

The matter may be investigated by the Chief Security Officer (CSO) on the orders of the Registrar Office and processed through Deputy Director (Students' Welfare).



[F] APPEAL PROCEDURE

A student has the right to appeal to the Dean of Students' Welfare for reconsideration of the disciplinary action by submitting a written application. The appeal will be reviewed in accordance with institutional procedures, ensuring a fair and transparent process.

[G] REWARDING WHITE DoTs

The White DoT system has been introduced to acknowledge and encourage students who, after receiving Black DoTs, have shown genuine improvement and positive behavioural change. This initiative reflects a commitment to student growth and rehabilitation, using a 360-degree evaluation approach that incorporates feedback from Heads of Departments (HODs), faculty members, and wardens. These stakeholders will actively observe and support students on their path to better conduct. Through continuous guidance and monitoring, students who consistently demonstrate responsible and commendable behaviour will be eligible for White DoTs—serving as a meaningful recognition of their efforts and progress. The procedure for awarding White DoTs is detailed below.

- a) A student can earn one White DoT by demonstrating consistent good conduct and refraining from any disciplinary violations for a continuous period of three months from the date of the DoT order. Continued positive behaviour for six months makes the student eligible for two White DoTs. If the student maintains this commendable conduct for an entire year, they will be awarded four White DoTs. This system is designed to motivate and reward sustained improvement, encouraging students to build a strong and positive track record over time.

Students may earn additional White DoTs beyond those outlined in Part (a) by engaging in the following positive and value-adding activities:

- **Academic Excellence:** One additional White DoT may be awarded to students who achieve a Semester Grade Point Average (SGPA) above 8.5 at the end of the subsequent semester.
- **Social Contribution & Co-curricular Engagement:** One White DoT may be earned by students who:
 - (i) participate in a recognized social service activity for at least one week,
 - (ii) contribute by participating in a blood donation camp, or
 - (iii) win a prize in any sports event, technical fest, or cultural festival.
- **Research and Publication (As Corresponding and First Author):**
 - Two White DoTs will be awarded for publishing in a Scopus indexed conference.
 - Three White DoTs may be earned for publishing in a Q3 or Q4 quartile journal.
 - Four White DoTs may be earned for publishing in a Q1 or Q2 quartile journal.



Note: Only research publications with a communication date after the issuance of the DoT order will be considered.

- **Faculty and Warden Recommendations:** HODs or hostel wardens may recommend the awarding of one or two White DoTs to deserving students. These recommendations will be reviewed by the Proctor and Director of Student Welfare for final approval.

[H] RECORDING OF PUNISHMENT

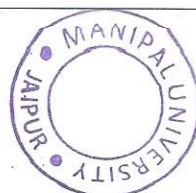
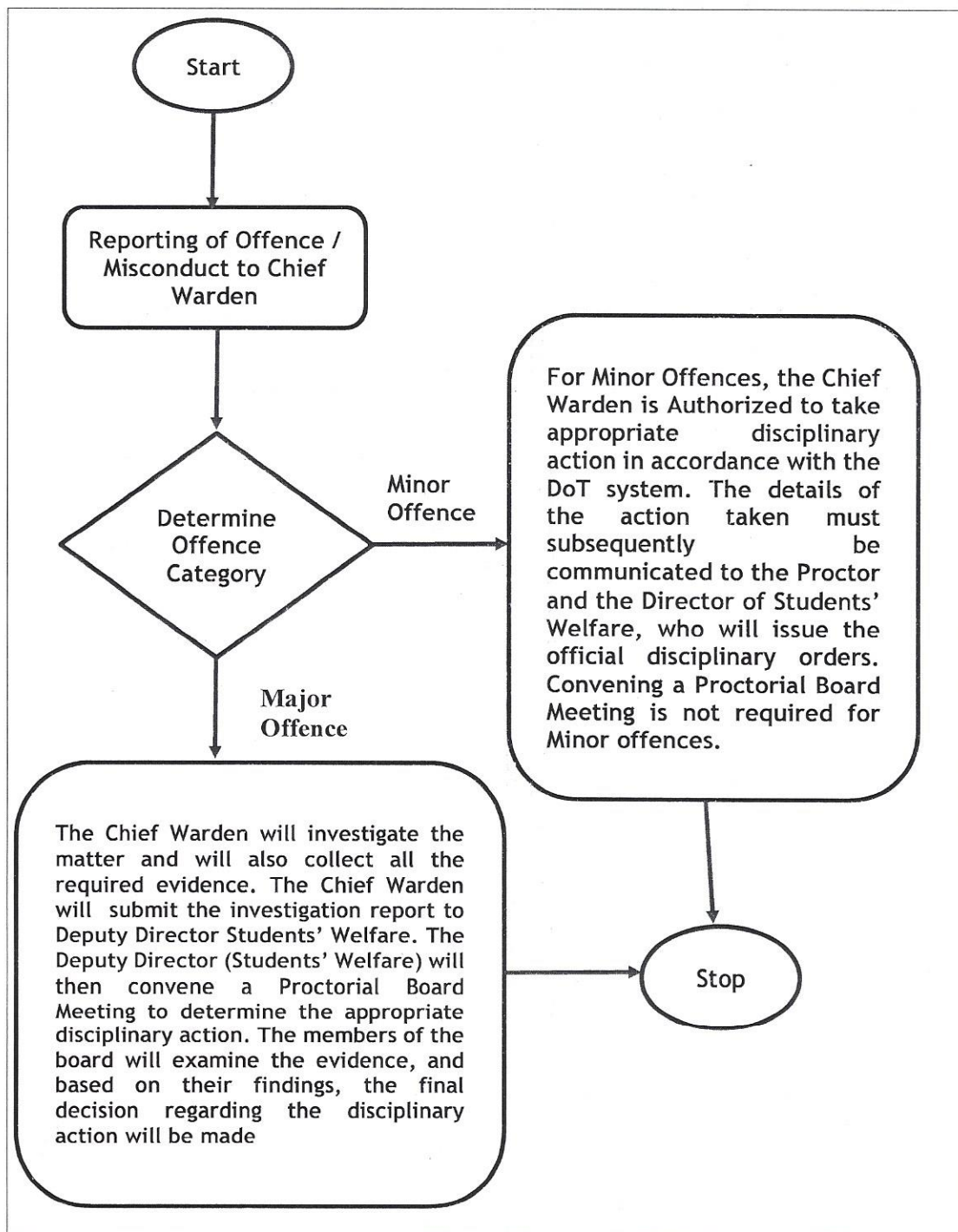
The record of all Black and White DoTs awarded to students will be maintained through a transparent and structured process aimed at promoting accountability and encouraging positive behavior.

- a) The original copy of any warning or disciplinary letter will be securely retained by the Office of the Proctor and Director of Student Welfare as part of the student's official record.
- b) Copies of such letters will be shared with the concerned Head of Department (HOD), the student, the Chief Warden, and the Chief Security Officer (CSO) to ensure coordinated support and guidance.
- c) In the event of any disciplinary concern, a student's past records will be reviewed to enable a fair, informed, and balanced decision.
- d) A centralized master file of all disciplinary records will be maintained by the Proctor and Director of Student Welfare for institutional oversight and consistency.
- e) Records will be preserved in both digital (soft copy) and physical (hard copy) formats to ensure accessibility and long-term documentation.
- f) Summaries of disciplinary actions may be displayed on notice boards, not as punitive measures, but to build collective awareness and reinforce a culture of mutual respect, responsibility, and positive peer influence.

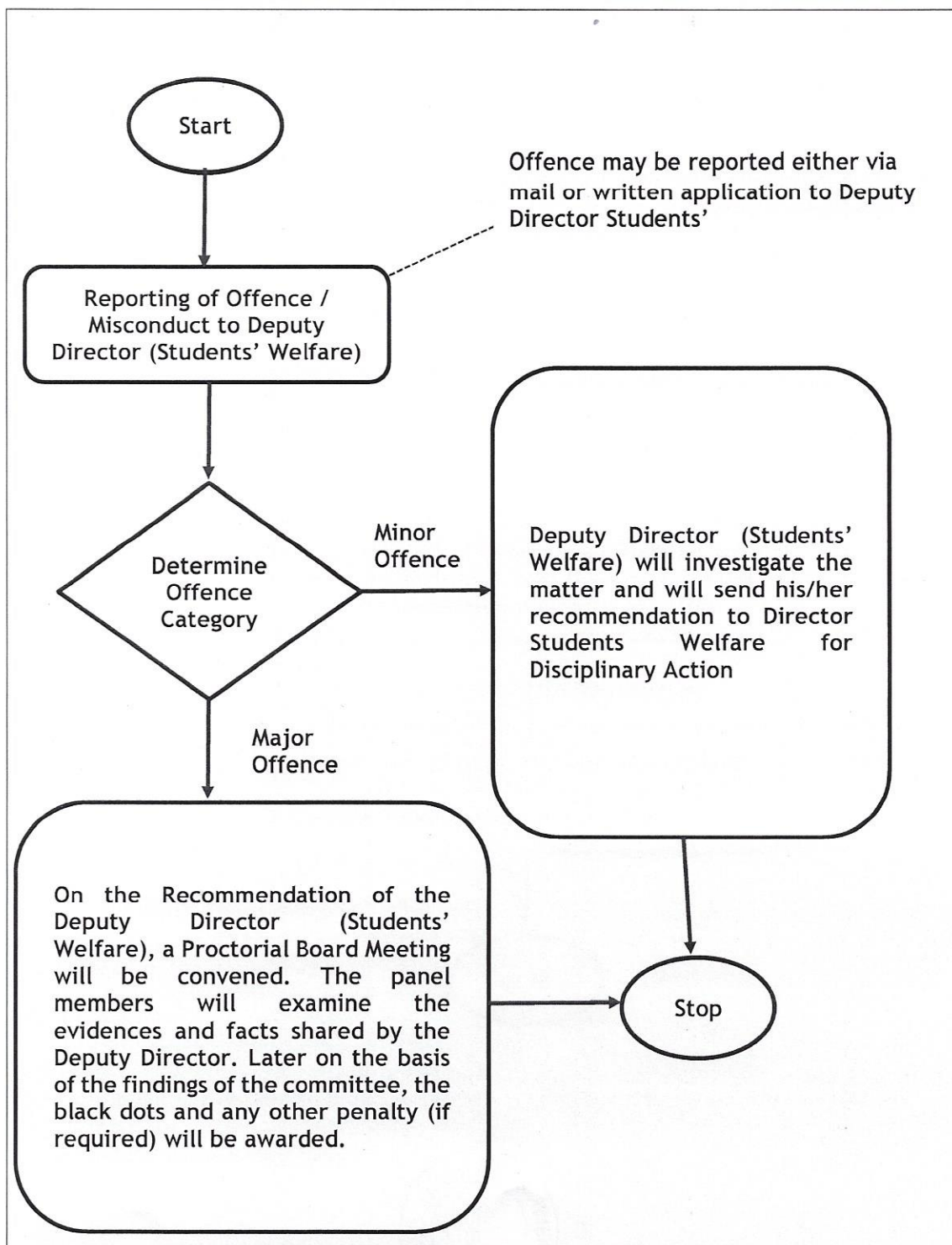


[1] FLOW CHART OF THE DoT SYSTEM STANDARD OPERATING PROCEDURE (SOP)

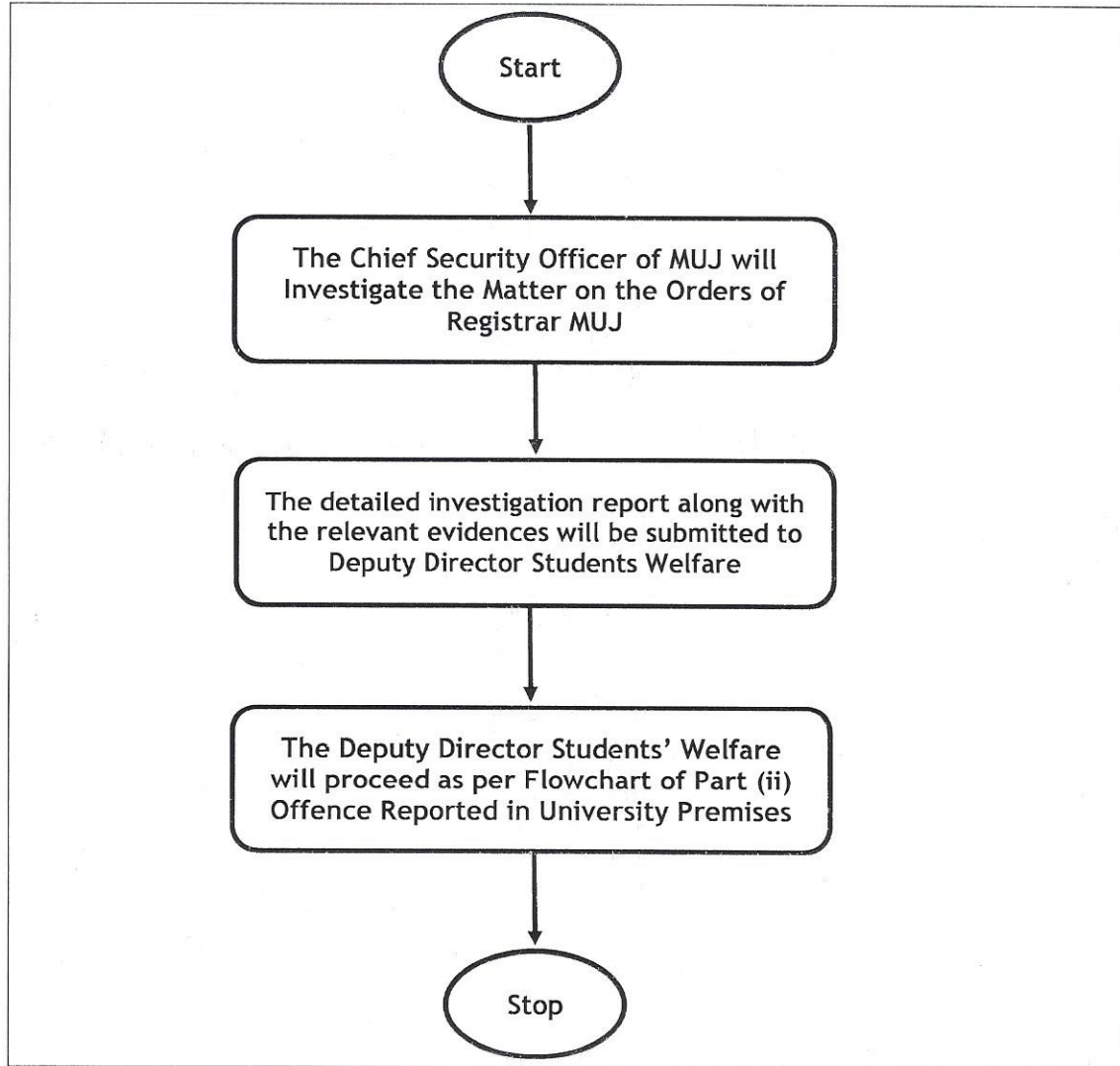
(i) Offence Reported in Hostel Premises



(ii) Offence Reported in University Premises



(iii) Offence Reported Outside the University and Hostel Premises



Directorate, Students' Welfare
(Manipal University Jaipur)