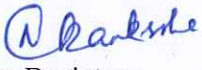




# SHRI RAMSWAROOP MEMORIAL UNIVERSITY



Village – Hadauri, Post – Tindola, Lucknow-Deva Road,  
Barabanki – 225003

## Discipline Rules for University Students

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| Ref. No: SRMU/RO/Policy/<br>DRUS/2017-18/<br>Issue No. – 02<br>Date of Issue: June 09, 2018 | Compiled By: -<br><br>Deputy Registrar<br>(Academics) | Checked By: -<br><br>Registrar | Approved By: -<br><br>Vice Chancellor |
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## 1. Introduction

This policy indicates rules of discipline and proper conduct for all the students enrolled with the University for pursuing varied courses. Any breach of discipline and misconduct by the student in campus or outside University campus shall fall under the purview of this policy.

## 2. Categories of Indiscipline

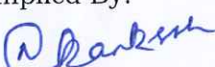
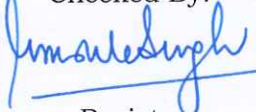

### 2.1 Grave Cases

- (i) All forms of coercion and protests including Group Dharnas which disrupts normal academic and administrative functioning of the University;
- (ii) Damaging or defacing any property of the University;
- (iii) All act of violence resulting in serious injury or Police Case;
- (iv) Compelling any student to do the act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- (v) Any act of sexual harassment and physical abuse including all variants of it like sexual abuse, stripping, forcing obscene and lewd acts, gestures, eve teasing and causing bodily harm or any other danger to health or person;
- (vi) Passing derogatory comments/remarks against the University and its authorities in the press and posting it on the social media;
- (vii) Tempering with University records/documents including Admit Card & Identity Card;
- (viii) Consuming or possessing dangerous drugs or other narcotic substances;
- (ix) Gambling in the University premises and possessing Arms and ammunition;

### 2.2 Not so grave cases

- (i) Use of defamatory and threatening language or insulting behaviour against each other and any University employees;
- (ii) Consuming or possessing alcoholic and tobacco products;
- (iii) Improper behaviour during any tour, excursion and team event representing the University;
- (iv) Any act of financial extortion/forceful expenditure burden put on student(s) by other student(s);

In addition to the above, any other act which the disciplinary authorities may consider as an act of violation of discipline and code of conduct as per the merit of the case.

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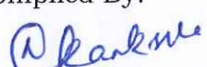
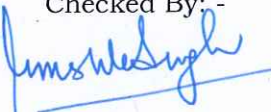

**3. Procedure of Investigation and Inquiry**

In all such cases of indiscipline, the procedure of investigation and inquiry before imposition of punishment shall be as under:

- (i) In case of any incident, complaint shall be submitted to the Chief Proctor/Chief Hostel Warden preferably on the prescribed format **(Appendix A)** or shall be informed telephonically also based upon the seriousness of the incident;
- (ii) In case of any FIR has been registered and students are remanded in judicial/police custody for more than 48 hours, involved students shall be suspended from all academic activities and also from the Hostel (as the case may be) immediately and internal investigation shall be conducted;
- (iii) In all grave cases, if the disciplinary authorities are of the opinion, based on the evidence on record that prima facie case exists against student(s), immediate suspension of such student(s) may be ordered pending Proctorial or any other inquiry by the Director Student Welfare through the Registrar;
- (iv) Chief Proctor/Chief Hostel Warden shall carry out initial investigation through Proctorial Board and shall submit their written Report/Disposal Summary to the Director, Students Welfare who after his/her comment send it for perusal of the Vice Chancellor through the Registrar;
- (v) Based upon the recommendation of the Chief Proctor/Chief Hostel Warden, Director, Students Welfare may instruct Proctorial Board to carry out detailed investigation (based upon the gravity of the case). Presence of lady Proctorial board member shall be mandatory if any girl student required/involved in the case;
  - a) The statements of all the involved students shall be recorded alongwith the witnesses (if any). The statements have to be signed in original while disposition in front of Proctorial Board.
  - b) Based upon the statements, witnesses or evidences, Proctorial Board in consultation with Director, Students Welfare shall submit its Final Report and recommendations regarding award of punishment to the Registrar/Registrar Office on the prescribed format **(Appendix B)**.
- (vi) Depending upon the gravity of the case, if Director, Students Welfare recommends action at the apex level; he/she shall submit a draft Convening Order for the separate Investigation Committee, which shall be issued by the Registrar on approval of the Vice Chancellor.
- (vii) The ordered Investigation Committee shall investigate the case at length and shall submit its recommendation to the Vice Chancellor in the time bound manner.
- (viii) After due consideration, the disciplinary authorities may also initiate filing FIR in all the grave cases, which shall be processed by the Registrar.

**4. Degree of Punishment**

Based upon the degree of indiscipline, the punishment may be classified in two categories as Major and Minor Punishment. The competent authority may impose one or more of the following punishments for the acts of indiscipline.

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## Discipline Rules for University Students

### 4.1 Major Punishments

- (i) Withholding/withdrawing scholarship/fellowship and other benefits;
- (ii) Debarring from appearing in any test/examination or other evaluation process;
- (iii) Expulsion from the hostel;
- (iv) Cancellation of admission;
- (v) Imposing Major Fine/Penalty worth Rs. 5000 or more on individual students;
- (vi) Rustication from the institution for period ranging from one to four semesters;
- (vii) Ineligibility of re-admission to the University;
- (viii) Withholding the grade card or certificate for the courses studied or work carried out;
- (ix) Expulsion from the University;
- (x) Expulsion and debarring from admission to any other Institution/University for a specified period;

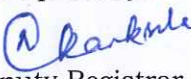
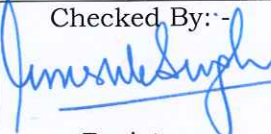

In case of grave cases, there shall be a provision of major punishment. On recommendation of the Investigation Committee formed as per 3 (v) & (vi) the Vice Chancellor shall award the punishment while the Registrar shall be responsible to implement the punishment and dispose off the cases.

### 4.2 Minor Punishment

- (i) Suspension from attending classes and academic privileges.
- (ii) Suspension from the hostel for a time period of equal to or less than 10 days.
- (iii) Withholding results.
- (iv) Debarring from representing the Institution in any regional, national or international meet, tournament, youth festival etc.
- (v) Warning letter indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
- (vi) Reprimanding and Restricting access to various facilities on the campus for a specified period of time.
- (vii) Imposing Minor Fine/Penalty worth less than Rs. 5000/- or community service in case of any damage or any act of indiscipline

In case of not so grave cases, there shall be a provision of minor punishment. Director of respective Institutes/Chief Proctor/Chief Hostel Warden/Proctorial Board shall be responsible to dispose off the cases in consultation with the Director, Students Welfare (as the case may be). Few examples are as under:

- a) In case of any indiscipline or fight amongst the students, Chief Proctor in consultation with the Director, Students Welfare shall be authorised to take the decision related to fine upto Rs. 5000/-, suspension of academic activities (*for a limited time period of equal to or less than 10 days*) or as mentioned in minor punishment.

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## Discipline Rules for University Students

- b) In case of any misconduct related to hostel inmates, Chief Hostel Warden in consultation with the Director, Students Welfare shall be authorised to take the decision related to fine upto Rs. 5000/-, suspension from hostel (*for a limited time period of equal to or less than 10 days*) or as mentioned in minor punishment.
- c) In case of any indiscipline or misconduct during the class conduct of the Institute, Director of respective Institute shall be authorised to take the decision related to fine upto Rs. 5000/-, suspension of academic activities (*for a limited time period of equal to or less than 10 days*) or as mentioned in minor punishment if both parties are of same Institute otherwise if there is involvement of more than one Institute, Proctorial Board shall look into the case. In this continuation, if required the Director, Students Welfare shall ask for further investigation.

### 5. Award of Punishment

Based upon the submission of written report to the Vice Chancellor through Registrar/Registrar Office, award of the punishment shall be conveyed to the students/parents through letter and shall be published through the medium of Notice Discipline by the Registrar Office.

In addition to the above, regarding grave cases of indiscipline where major punishments are contemplated, the accused students would be served a time bound 'Show Cause Notice' as to why disciplinary action should not be taken against him/her. In this continuation, Parents may also be called for the meeting. On completion of the investigation, punishment may be imposed or suspension ordered earlier may be revoked (as the case may be) and the same shall be notified by the Registrar Office. The copy of the notification shall be dispatched to the parents and shall be maintained in the Student File by the Registrar Office.

### 6. Right to Appeal

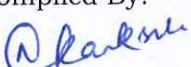
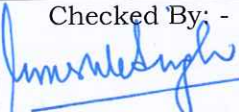

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties/punishment, he/she may appeal to the Vice Chancellor. The punished student shall submit its appeal to the Vice Chancellor who may decide the case on one of the following:

- 6.1 To accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in the policy which commensurate with the gravity of the proved misconduct, Or
- 6.2 To refer the case back to the committee for reconsideration.
- 6.3 To refer to the specially constituted Committee appointed by the Vice Chancellor.

The Vice Chancellor shall be the final authority to take decision in such cases and his order shall be final and binding.

However, in any exceptional case if the Vice Chancellor is of the opinion, he may refer/discuss the case with the Chancellor or punished student may also approach to the Chancellor through the Vice Chancellor for remission/mitigating the awarded punishment.

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Date of Issue: June 09, 2018

**Appendix A**

**FORMAT FOR REPORTING INCIDENT**

**1. Victim (s):**

| Name | Roll. No. | Branch | Sem/Year | Parents Mob. No. |
|------|-----------|--------|----------|------------------|
|      |           |        |          |                  |

**2. Accused (s):**

| Name | Roll. No. | Branch | Sem/Year | Parents Mob. No. |
|------|-----------|--------|----------|------------------|
|      |           |        |          |                  |

**3. Incident detail:**

| Date & Time | Place | Nature of Incident |
|-------------|-------|--------------------|
|             |       |                    |

**4. Narration of Incident:**

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**5. MATTER REPORTED TO WHOM:**

|                            |                          |                                 |                          |
|----------------------------|--------------------------|---------------------------------|--------------------------|
| Director, Students Welfare | <input type="checkbox"/> | Chief Hostel Warden             | <input type="checkbox"/> |
| Chief Proctor              | <input type="checkbox"/> | Director of Concerned Institute | <input type="checkbox"/> |
| Proctorial Board Member    | <input type="checkbox"/> | Mention the Name: .....         |                          |

Date/Time: \_\_\_\_\_ Place: \_\_\_\_\_ Signature of Victim(s) \_\_\_\_\_

6. **Gravity of Incident:** Major:  Minor:  Very Minor:

7. **Comment of Chief Proctor/Chief Hostel Warden:**

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Chief Proctor/Chief Hostel Warden

8. **Comment of Director, Students Welfare:**


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Director, Students Welfare

For Info:  
• Registrar

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**Appendix B**

**FORMAT FOR FINAL REPORT SUBMISSION**

1. DATE OF INCIDENCE.....2. TIME OF INCIDENCE.....

3. PLACE OF OCCURANCE.....

4. DETAILS OF OCCURANCE:

a) STUDENTS INVOLVED (Name, Roll No, ERP ID, Course, Branch & year)-

| S. No. | Name | Roll No. | ERP ID | Course/Branch/Year |
|--------|------|----------|--------|--------------------|
|        |      |          |        |                    |
|        |      |          |        |                    |
|        |      |          |        |                    |

b) INCIDENT SUMMARY (Separate sheet may be attached)

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 .....  
 .....

c) FINDINGS (Separate sheet may be attached)

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 .....  
 .....

5. RECOMMENDATIONS (For Award of Punishment or Further Investigation):

.....  
 .....  
 .....

Name & Signature of Committee Members: 1.  
 2.  
 3.

6. Comment of Chief Proctor/Chief Hostel Warden:

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 .....

Chief Proctor/Chief Hostel Warden

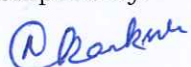
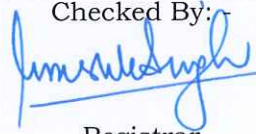

7. Comment of Director, Students Welfare:

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Director, Students Welfare

For Info:

- Registrar

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