

## Ordinance No:10

### Maintenance Discipline Students and Proctorial Board

1. All students pursuing course of studies at the University Teaching Departments, shall observe code of conduct as may be laid down by rules and regulations of the University, notified from time to time.

2. Any violation of code of conduct or breach of any rule or regulation of the University by any students shall constitute an act of indiscipline and shall make him/her liable for disciplinary action against him/her.

3. The following acts in particular, shall constitute acts of gross indiscipline and any student found indulging in any of them shall render himself/herself liable for disciplinary action against him/her.

- a) Disobeying the teacher or misbehaving in the class.
- b) Quarrelling or fighting with a University employee or any employee in canteen, mess or any other public utility services functioning in the campus or among themselves.
- c) Disfiguring or University property by writing of slogans or any material obscene in nature, skeletons or figures, at any building or walls thereof within the campus which is not authorized by the University administration in any manner what so ever.
- d) Behaving in the University campus or outside in a manner which is indecent or which is meant to annoy or harass the teachers, officers, employees and students of the University.
- e) Any other act which the Proctorial Board may determine and the Kulpati may accept as an act of gross indiscipline or indecency.
- f) However, all cases of indiscipline or indecency within hostel premises be dealt with initially by the Warden of the hostel concerned.

4. There shall be a Proctorial Board consisting of the following:

- (i) Proctor, Chairperson of the Proctorial Board.
- (ii) Two Joint Proctors, members of the Proctorial Board.

Note: At least one member of the Proctorial Board should be a lady teacher.

5. Proctorial Board shall be constituted by the Kulpati, from amongst the teachers of the University/Affiliated College ordinarily for a period not exceeding two years at a time. Provided that the Kulpati may reconstitute the Proctorial Board at any time before the expiry of this period of two years. Provided further that until the new Proctorial Board is reconstituted or the existing Proctorial Board is dissolved by the Kulpati for any reason whatsoever, the existing Proctorial Board will continue to act for a period not exceeding two years. The Proctorial Board shall take action as and when referred to it by the Executive Council or by the Kulpati or on any incidence which comes to its knowledge and/or which in its opinion calls for an immediate disciplinary action. The cases of Indiscipline in examination centres/halls shall, however, be dealt with primarily in accordance with the relevant Ordinance and rules enacted therefore.

6. The telephone/mobile phone charges shall be reimbursed to the Proctor and Joint Proctors, subject to the maximum amount as decided by Executive Council/Kulpati:-

7. Power and duties of Proctorial Board:

- (a) To maintain discipline among the students in the campus;
- (b) To assign duties to its members;
- (c) Where the Proctorial Board takes cognizance of an issue which is of serious nature, the Proctor, in consultation with one or more Joint Proctors initiate proceeding and take action against the student/students and determine the punishment accordingly.

8. If in the opinion of Proctor, the act of indiscipline by student/students requires action but is of trivial nature, then the case shall be placed before the Proctorial Board which will conduct preliminary enquiry and may impose penalties as under:-

- (i) Formal caution/warning
- (ii) Impose fine not exceeding Rs. 5000/-

9. (a) If in the opinion of the Proctor, the breach of discipline by student/students is of grievous nature, then the case shall be investigated by the Proctorial Board according to the following procedure:-

(i) Issue of show cause notice to student/students/persons concerned specifying in clear terms the nature of charges/complaint against him/her them.

(ii) Recording statement of student/students/persons alleged to be involved in the act of undesirable nature causing harm to the students community/university/society.

(iii) Examine the witness/witnesses.

(iv) Examine the relevant documents/evidences as the Proctorial Board may deem necessary.

(b) After the investigation is over, the Proctorial Board may recommend to the Kulpati for imposition of fine and/or other punishment, which may include recommendation for rustication or expulsion of student/students from the University/Hostel. Such recommendation shall be sent in writing stating the reasons to the Kulpati. The Kulpati may place the case before the Executive Council, which shall take final decision as it may deem fit.

(c) In case of acts of indiscipline, which in the opinion of the Proctorial Board are of grievous nature and which constitute a grave offence under criminal law then the case should be referred to the Police through the Registrar.

(d) In the cases under investigation by the Proctorial Board or the Police, if the Proctorial Board is of the opinion that immediate action is called for in the interest of maintenance of peace & order and discipline, then the Proctorial Board may recommend to the Kulpati for suspension of student/students concerned from their classes. If the Kulpati accepts the recommendation, the student/students shall stand suspended from their classes for the period specified in the order of the kulpati.

10. (a) The Kulpati shall constitute a Discipline Committee, which shall consist of following members:

|  |          |
|--|----------|
| (i) Proctor  | Convenor |
| (ii) Dean Students Welfare                                   | Member   |
| (iii) Professor Incharge of Students Union of the University | Member   |
| (iv) Joint Proctors  | Member   |
| (v) Chief Warden   | Member   |
| (vi) Warden of the Hostels of the University                 | Member   |

One of the members of the Proctorial Board will be nominated by the Kulpati as Secretary of Discipline Committee.

(b) The Discipline Committee shall ordinarily be convened twice in each academic year. In emergent cases the Discipline Committee may meet as and when necessary. It shall review general conditions regarding discipline in the University and make suggestions in this regard. Any specific case of indiscipline may be referred to the discipline committee for giving its opinion regarding the action to be taken.

11. All punishments awarded to students shall be recorded in a register to be maintained by the Proctor. The Register shall be a permanent record of the University and shall contain such details as may be prescribed or approved by the Kulpati or the Executive Council of the University as the case may be.

12. Certificate regarding character or conduct of students of University Teaching Departments will be issued by the concerned Head of the department after obtaining no-enquiry, no-punishment certificate from the Proctor. In the case of the student who has been punished, then this fact shall be mentioned in the certificate.

13. If the Proctorial Board finds that in any event of disturbance or breach of peace an order, certain persons who are not on the rolls of the University, are involved then the Proctorial Board may send a recommendation to the Kulpati that the University campus be declared out of bounds for such persons. If the recommendation is accepted by the Kulpati, a notification declaration such persons as debarred from entering the campus, shall be issued and a copy of the notification shall be sent to the District Magistrate and the Superintendent of Police and such other administrative authorities as the Kulpati may deem fit. So long as the notification issued remains in force, entry of the undesirable person/persons shall be debarred from entering in the campus. Breach of this order will amount to an act of criminal trespass and shall be dealt with accordingly.

-----X-----