



**Rules for the Constitution and Functioning of Disciplinary Committee**

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| Title               | Rules for the Constitution and Functioning of Disciplinary Committee  |
| Key Stakeholders    | Teaching employee,<br>Non- Teaching employee,<br>Students   |
| Approved on         | 14 <sup>th</sup> June 2022  |
| Date Effective      | 15 <sup>th</sup> June 2022  |
| Next Version        |   |
| Relevant Policies   | Rules on Appointment of Non- Teaching employees<br>Rules on Appointment of Teaching Employees<br>Code of Conduct for Employees<br>General Work Policy<br>Virtual and Online Class Policy<br>Seminar, Workshops, Conference, Symposiums and Webinar Policy<br>Rules and Regulations on the Conduct of Examination and Award of Degree<br>ICT Policy<br>IT Policy<br>Academic Integrity Policy<br>Student Attendance Policy |
| Relevant Committees |   |
| Related guidelines  |   |

## **1. Short Title**

These Rules shall be called “*Rules for the Constitution and functioning of Disciplinary Committee*”.

## **2. Objective**

These Rules provides for the constitution of Disciplinary Committee, to achieve the following Objectives:

- i. To maintain the discipline, decorum and academic integrity of university.
- ii. To create awareness about the code of conduct and prevent interdisciplinary cases at the university campus.
- iii. To create a healthy environment by regulating disciplinary actions of students and employees.
- iv. To investigate the cases under its purview, and provide the opportunity to the concerned person to present his/her case.
- v. To take appropriate action concerning the discipline at university campus.

## **3. Constitution and Composition of Disciplinary Committee(s)**

### **i. Constitution-**

- a. University Disciplinary Committee (UDC) shall be constituted by the Vice-Chancellor (Provost) for the Students and employees respectively at University level which shall primarily investigate all the complaints related with code of conduct and academic dishonesty committed at the departmental (non-teaching) level. Further UDC shall also be responsible for the appeals that lie from the Institute Disciplinary Committee.
- b. Institute Disciplinary Committee (IDC) shall be constituted at the institute level at each constituent institute of the university, by the Dean of the respective institute for the employees and students respectively, IDC shall receive and investigate all the complaints related to the code of conduct and academic dishonesty at institutional level.

### **ii. Composition-**

- A. University disciplinary committee (hereinafter referred to as UDC)**

- a. The Vice-Chancellor (Provost) shall constitute a University Disciplinary Committee, this committee shall consider the decisions of the Institutional Disciplinary Committee over the matters pertaining to misconduct or indiscipline of employees (all Non-teaching and Level 5 teaching Employees) and shall have the power to review the decisions of IDC and shall have power to investigate the cases as per the university policy.
- b. Each Committee (for student / employee related matters) under UDC, shall have the Vice Chancellor (Provost) as the chairperson along with 3-4 (three-four) members as specified in the table below.

| <b><u>Student related matters</u></b>  | <b><u>Employee related matters</u></b>   |
|--|--|
| Chairperson : Vice Chancellor (Provost)  | Chairperson : Vice Chancellor (Provost)  |
| Member 1: Dean of Student Welfare  | Member 1: Head of Human Resource Department  |
| Member 2: Senior Academician of the respective constituent Institute   | Member 2: Manager/Equivalent of the respective department  |
| Member 3 : One (1) Subject Matter Expert, of the matter being investigated, within the University  | Member 3 : One (1) Subject Matter Expert, of the matter being investigated, within the University  |
| Member 4 : One Subject Matter Expert of the matter being investigated, outside the University (only in the matters pertaining to Academic Integrity) | Member 4 : One Subject Matter Expert of the matter being investigated, outside the University (only in the matters pertaining to Academic Integrity) |

- c. The senior academician/ manager / equivalent (Member 2 in the above table) shall be nominated by the Vice Chancellor (Provost), who shall remain the member for three (3) years and serve as a member secretary of this committee.
- d. The Subject matter experts (Member 3 and 4 in the above table), shall be nominated by the Vice Chancellor (Provost).

- e. The Committee shall submit its reports along with the recommendation of appropriate penalty within 45 (forty-five) days from the date of complaint or from the date of decision over a complaint, by the Institutional Disciplinary Committee (whichever is applicable).

**B. Institutional disciplinary committee (hereinafter referred to as IDC)**

- a. Each constituent institute in the University shall constitute its respective Institutional Disciplinary Committee (for its student and Teaching Employee), which shall receive and investigate all the complaints related to code of conduct and academic dishonesty against its respective students and teaching employee at the Institution level.
- b. Each Committee (for student / employee related matters) under IDC, shall have the Dean of the respective constituent institute as the chairperson along with 3 - 4 (three - four) members as specified in the table below.

| <b>Student related matters</b>   | <b>Teaching-Employee related matters</b>   |
|--|--|
| Chairperson : Dean of the Institute  | Chairperson : Dean of the Institute  |
| Member 1: from Student welfare department nominated by Dean of Student Welfare   | Member 1: from Human Resource department nominated by Head of Human Resource Department  |
| Member 2: Senior Academician of the respective constituent institute   | Member 2: Senior Academician of the respective constituent institute   |
| Member 3 : One (1) Subject Matter Expert, of the matter being investigated, within the University  | Member 3 : One (1) Subject Matter Expert, of the matter being investigated, within the University  |
| Member 4 : One (1) Subject Matter Expert of the matter being investigated, outside the University (only in the matters pertaining to Academic Integrity) | Member 4 : One (1) Subject Matter Expert of the matter being investigated, outside the University (only in the matters pertaining to Academic Integrity) |

- c. One (1) member (Member 1 in the above table) shall be nominated by the head of human Resource department or by the Dean of Student Welfare (whichever is applicable) and shall be an ex-officio member of the committee.
- d. One (1) member (Member 2 in the above table) shall be senior academician nominated by the dean who shall remain the member for three (3) years and serve as a member secretary of this committee.
- e. The Subject matter experts (Member 3 in the above table), shall be nominated by the Chairperson of the committee in consultation with the Vice Chancellor (Provost).
- f. Institutional Disciplinary Committee shall have the power to assess the level of indiscipline and give a penalty in accordance with university policy.
- g. The Committee shall submit its reports along with the recommendation of appropriate penalty within 45 (forty-five) days from the receipt of complaint/ initiation of the proceeding to the University Disciplinary Committee.

**4. Responsibility of the Committee** – The committee shall be responsible for -

- i. Receiving complaints arising under the code of conduct of employees and students, cases of academic dishonesty and or any disciplinary matter.
- ii. Cross- verifying the merits of the complaint on the basis of evidence.
- iii. Conducting a fair investigation followed by proceeding in the disciplinary matters which is as per the principles of natural justice.
- iv. After fair proceedings, the committee shall prepare a report and submit it to the Vice Chancellor (Provost) /UDC (whichever is applicable).
- v. Committee shall maintain the confidentiality matter and respect the dignity and privacy of the parties involved.

**5. Acts that Constitute Misconduct or Indiscipline**

- i. The following acts of Employees may constitute misconduct or indiscipline;**
  - a. Any act or omission violating the code of conduct and policy of university, committed by the employee of university within university campus or outside the campus, shall be construed as misconduct.
  - b. Habitually reporting late for duty and/or regular absences in reporting to work;

- c. Insubordination and indiscipline, including but not limited to the refusal of the employee to follow the orders received through rules & regulations, or circulars & notifications, including the orders given by superiors.
- d. Negligence in performing their duty;
- e. Indulging in or abetting cheating and fraud during exams (selling, revealing, or sharing the contents of exam papers with students);
- f. Falsifying or/and submitting fraudulent/forged documents during the time of joining the University or any time later;
- g. Using violent or intimidating behaviour with any other employee, employer, student, parent, or any other stakeholder;
- h. Divulging sensitive and confidential information about the University with any persons which may cause damage to the image of the University;
- i. Failing to report any offences/misconduct/illegal activities witnessed by fellow employee(s).
- j. Reporting to duty intoxicated;
- k. Using, buying, selling, or sharing alcohol, any illegal drugs or psychotropic substances or habit forming substances while on campus or during the duty hours;
- l. Abetting or indulging in cybercrimes against the University or any of its student or employee, which shall include but is not limited to the hacking of the official University/student/employee website, hacking of the social media pages of the University and its constituent colleges/student/employee , creating fraudulent social media website in the name of the University and its constituent colleges/student/employee , using crass and abusive language or comments on the University/student/employee on any of the social media platforms, morphing of pictures, etc.
- m. Fraud, theft, misappropriation, dishonesty, embezzlement, misuse, bribe, damage to any property of the University;
- n. Falsely levying accusations against the University or any of the other student(s) / employee(s) of the University;
- o. Committing any acts of immorality or depravity such as indulging in kind of adulterous and immoral behaviour with any of the students or employees of the University;

**ii. The following acts of Student may constitute misconduct or indiscipline:**

- a. Any act or omission violating the code of conduct and policy of university, committed by the student of university within university campus or outside the campus, shall be construed as misconduct.
- b. Habitually reporting late for class or in-attentiveness in class.
- c. Disobedience towards rules & regulations, policies or circulars & notifications, including the orders.
- d. Inciting mass bunk, protest, boycotting exam or taking part in such activities,
- e. Indulging in cheating and fraud during exams.
- f. Using violent or intimidating behaviour with any employee, student, parent, or any other stakeholder;
- g. Divulging sensitive and confidential information about the University with any persons which may cause damage to the image of the University;
- h. consuming, buying, selling, or sharing any illegal drugs or substances within campus or found under influence of any illegal drugs or psychotropic substances or habit forming substances on campus.
- i. Abetting or indulging in cybercrimes against the University or any of its student or employee, which shall include but is not limited to the hacking of the official University/student/employee website, hacking of the social media pages of the University and its constituent colleges/student/employee , creating fraudulent social media website in the name of the University and its constituent colleges/student/employee, using crass and abusive language or comments on the University/student/employee on any of the social media platforms, morphing of pictures, etc.
- j. Fraud, theft, misappropriation, dishonesty, embezzlement, misuse, bribe, forgery damage to any property of the University in any form.
- k. Committing any acts of immorality or depravity such as indulging in kind of adulterous and immoral behaviour with any of the students or employees of the University;
- l. any other act which may be considered as violation by the concerned committee or any other competent authority shall be considered as misconduct.

**6. Powers of the committee** – Each Disciplinary committee (UDC/IDC) shall have the power to impose penalty/punishment in the disciplinary cases to the employees and students.

**i. Disciplinary Committee (UDC/IDC) dealing with employee related matters:**

- a. Record warning;
- b. Ask written Apology;
- c. Reprimanding;
- d. Recovery of whole or part of any monetary loss caused by any negligent actions of the employee;
- e. Suspension from duty;
- f. Withholding of salary/wages/lien;
- g. Demotion to a lower posting;
- h. Removal from service;
- i. Dismissal.

**ii. Disciplinary Committee (UDC/IDC) dealing with student related matter:**

- a. Recording warning;
- b. Ask written Apology;
- c. Recovery of whole or part of any monetary loss caused by any negligent actions of the student;
- d. Suspension from classes;
- e. Expulsion/Rustication from the academic program
- f. Allowing the presence in class without attendance.

**7. Procedure**

- i. Anyone with the knowledge of violation of Code of conduct, interdisciplinary acts shall register a formal complaint in the written form with the relevant authority (Head of Human Resource Department in case of employees/ Dean of student Welfare in case of students, whichever is applicable) or relevant authority may on its own initiate complaint against such interdisciplinary acts.
- ii. Once the complaint is received the relevant authority shall inform/notify the respondent within two (2) days that such complaint is received.
- iii. Within three (3) days from the date of receiving the complaint, the relevant authority, with whom the complaint is being registered, shall determine the merits of the matter with a due opinion of the Vice-Chancellor (Provost).
- iv. In case the complaint has reasonable merits, within three (3) days from the date of receiving the complaint, the required subject matter expert shall be nominated and a formal committee (as per the requirement of matter) shall be constituted.



- v. After the formation of the committee, if required as per the discretion of the disciplinary committee, the respondent may be suspended for such duration in which investigation is going on, as to secure the evidence.
- vi. Within fifteen (15) days from the date of formation of the committee, investigation in the matter shall be completed, respondent(s) shall be given an opportunity to present his/her/their case and a conclusion report shall be generated.
- vii. A copy of such a conclusion report with decision shall be submitted to the UDC/Vice Chancellor (Provost), within 30 (thirty) days from the date of receipt of complaint. A conclusion report with decision of the IDC shall be submitted to the UDC for its records and to the Dean of the concerned institute for execution of penalty, if any. However, a conclusion report with the decision of the UDC shall be submitted to the Vice Chancellor (Provost), who shall execute the penalty, if any.
- viii. The concerned authority (Dean of Constituent Institute/ Vice Chancellor (Provost)), who received the conclusion report for its execution shall execute the decision within 15 (fifteen) days from receipt of such conclusion report.
- ix. Anyone aggrieved by the decision of the Institutional Disciplinary Committee may file an appeal to the University Disciplinary Committee within 15 (fifteen) days of passing such decision.
- x. Anyone aggrieved by the decision of the University Disciplinary Committee may file an appeal to the Vice Chancellor (Provost) within 15 (fifteen) days of passing such decision.
- xi. The decision of the Vice Chancellor (Provost) in this matter shall stand final and no appeal lies against such decision.
- xii. Each Disciplinary Committee shall maintain the records of all the proceedings which shall be treated as confidential.