

## DISCIPLINE RULES

Discipline is one of the basic requirements of a civilized life. Every society has to set certain norms for its people to maintain peace and order. Educational institutions being an integral part of the Social System have to play a very important role in this regard. These temples of learning need to provide such an atmosphere as is conducive to enable the students to learn. This is possible only if there is proper order and discipline. Students are expected to maintain proper discipline in and outside the classroom. **The following instructions should be considered for strict compliance:**

- Students are expected to observe the highest standard of discipline in the College.
- Students should be punctual in attending their classes, functions and other College events.
- Students are required to leave the classroom in an orderly manner after a period is over.
- Students must not cross through the lawns.
- Quarrels and disputes with fellow students should be avoided. A complaint in writing should be made to the Principal immediately whenever there is a dispute. The students should not take the law in their own hands.
- Students are expected to show due respect to the teaching and non-teaching staff, behave properly with fellow students, and be courteous to the College staff and to the visitors.
- Students are expected to conduct themselves with dignity, modesty and simplicity. They are required to be dressed in a decent and dignified manner and not wear dresses that are exhibitionistic or repulsive.
- Students of the opposite gender should not sit in a posture/ position appearing embarrassing or unpleasant to onlookers. Any form of physical intimacy between girls and boys will not be acceptable.
- Serious notice will be taken of the students found sitting in the canteen or loitering outside while their classes are on.
- Students are required not to remove chairs/ furniture from any room except with permission.
- Smoking in the College Campus is strictly prohibited.
- Playing cards in the College Campus is not allowed.
- Sitting on the railings in the College Campus is prohibited.
- Students must keep their vehicles at the vehicle stand.
- A student will be punished, rusticated or expelled from the College if he or she directly or indirectly takes part or induces others to do so in any

movement or agitation or strike in the College for any reason whatsoever, which in the opinion of the Principal is subversive of the College discipline.

1. **ACTS OF DISORDER:** Disorder means the willful creation of disturbance in the efficient/smooth functioning of the organization and covers acts like:

- Indulging in undesirable arguments with the faculty
- Creating sounds causing hindrances in the normal functioning of the classroom

**Disciplinary Action:** A student found guilty of an act of disorder for the first time will be given a verbal warning and counseled to change his/her behaviour in a positive manner. If the student commits such an act again, the matter will be referred to Discipline Committee, and the student will have to submit an Undertaking (countersigned by his/ her parent) stating forbearance to repeat the same act or indulging in a similar type of act. But, in case a student commits an act of disorder for the third time, considering the gravity of the situation, a fine (**up to Rs 2500**) extendable up to suspension/ rustication of the student may be ordered by the College authorities.

2. **ACTS OF DISRUPTION:** Disruption means willful or intended interruption of normal work or practice and will include acts like:

- Damaging/ Destruction of the College Property
- Physical assault or threat to use physical force or causing injury to any student/ teaching staff/ non-teaching staff
- Possession or use of explosives, dangerous chemicals, or deadly metallic weapons within the campus.
- Direct or indirect attempt to offer a bribe to any staff member of the college in any manner

**Disciplinary Action:** If any student or a group of students is found guilty of disruption, the matter will be referred to the Discipline Committee. A 'Written Warning' will be issued to the student. Also, an Undertaking (countersigned by his/ her parent) will be taken from the student expecting him/her to observe disciplined behaviour in future. If the Discipline Committee finds that the act of disruption is of a severe type, disciplinary action in terms of a fine (upto Rs 5000) extendable up to the suspension/ rustication/ expulsion will also be taken. However, if any student causes damage to any College property, he/she will have to replace the damaged item or give its replacement cost as a fine. Further, sanctions like attending any college tour/ function/ excursion of any nature will be imposed upon him/her ranging from one semester to all semesters.

**3. GROSS MISCONDUCT:** Any conduct is Gross Misconduct if it is so outrageous that it shocks the conscience. Gross misconduct is a single act of misconduct that is serious enough on its own to justify the student's immediate dismissal even on the first occurrence. It includes acts like:

- **Gender-Sensitive Issues:** Any unacceptable verbal or physical conduct, either implicitly or explicitly. It includes: sitting/ standing in a posture embarrassing for the onlookers, passing indecent remarks or jokes, making phone calls/ messages/emails/letters bringing out dirty intentions, sending obscene multimedia messages (MMS), making dirty gestures/acts/sounds of a derogatory or offensive nature.
- If any student passes any indecent remark or gives a wrong gesture or abuses or threatens any member of the faculty/ non-teaching staff/ college authorities either himself/ herself or through any outside influence/ assistance in person or through electronic or social media, whether inside or outside the College premises shall be considered as Gross Misconduct.
- Creating ill-will or intolerance on religious, communal or political grounds.

**Disciplinary Action:** Gross misconduct will be viewed as a Serious Breach of Discipline. Discipline Committee shall inquire into the matter in detail and shall recommend any punishment ranging from a heavy fine up to expulsion from the College. A student expelled on the grounds of 'Gross Misconduct' will not be eligible for readmission. Such a student shall not be eligible to apply for admission to the College in subsequent semesters too.

**4. ANTI-RAGGING RULES:** As per Supreme Court's ruling, the following shall be regarded as 'Ragging Acts':

1. Any disorderly conduct whether by words spoken or written including SMS and email.
2. Any act which has the effect of teasing, treating or handling with rudeness any other student.
3. Indulging in rowdy or indisciplined activities which cause or is likely to cause annoyance, hardship or psychological harm.
4. To raise fear or apprehension thereof in a fresher or a junior student.
5. Asking the students to do any act or perform something which such students will not do in the ordinary course generates a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.
6. Deriving a sadistic pleasure by showing off power, authority or superiority by the seniors over their juniors or freshers.

**Punishment for Ragging:**

1. Expulsion from College and University
2. Police case under Indian Penal Code
3. Fine up to Rs. 25,000

**5. UNFAIR MEANS CASE\***

All unfair means cases during MSTs will be reported by Examination Committee to the Discipline Committee.

If a student is caught using unfair means for the first time will be fined ₹ 2000. But, if a student is caught using unfair means for the second time (during his/ her total stay since joining the college), a fine of ₹ 3000 will be charged with a zero credit in that paper. And, if the student is caught using unfair means for the third time (during his/ her total stay since joining the college); he /she will be rusticated straight away and re-admission will not be allowed. Also, a student who is rusticated on grounds of using unfair means during examination, shall not be eligible for admission in the college in any subsequent semesters. Use of unfair means (even once) during Examinations will also automatically render a student ineligible for the award of any prize, concession, scholarship or stipend for that particular semester.

**\*Unfair Means Case :** A student will be said to have used unfair means if any incriminating material is found in his/her possession or if the student is found using the mobile phone/ smart watches etc. during MSTs.