

Rules of Discipline and Proper Conduct for Students of Kalyani University

Approved by the Vice-Chancellor in accordance with the powers vested on him as per the Statutes of the University of Kalyani.

I. PREAMBLE

In exercise of the powers conferred on him by the Kalyani University Act, 1981, since amended, vide section 10/(3)/(4) & (6), and by virtue of the resolution adopted in the meetings of the Executive Council of the University dated 30.05.2014, the Vice-Chancellor has approved the following rules of discipline and proper conduct to be followed by all the students of the University.

1. Short Title and Commencement

- 1) These Rules shall be called the "The KU Students' Discipline and Conduct Rules" hereafter referred to as the 'D & C Rules'.
- 2) These Rules shall come into force with immediate effect.

2. Application of Rules

- 1) These Rules shall apply to all students of the University (including part-time students) whether admitted prior to or after commencement of these Rules.
- 2) These Rules shall be implemented to:

(i) Regulate and enforce discipline among students of the University and take such disciplinary measures in this regard as may be deemed necessary. Without prejudice to the powers of the Vice-Chancellor and the Chief Proctor as aforesaid, Deans of Schools, Heads of Departments, Heads of Centers and all academic units on the campus, as the case may be, may frame such supplementary rules as they deem necessary for the aforesaid purposes.

(ii) Any breach of discipline and conduct committed by a student in relation to the University inside or outside the University Campus shall fall under the purview of these Rules.

(iii) Without prejudice to the generality of the power to enforce discipline under Statute of the Statutes of the University of Kalyani any act in the following paragraphs/pages shall amount to acts of misconduct or indiscipline or both.

(iv) Any addendum/amendment to the rules mentioned in this document shall be deemed to be automatically part of the D & C Rules.

II. MISCONDUCT AND INDISCIPLINE

- 1) All acts of violence and forms of coercion such as gheraos, sit-ins, forcible entry into the premises of any academic or administrative department/office/centre or any laboratory or any building housing any equipment or property of the University community, library, guest houses, sports complexes, stores, residence quarters, hostels or any other space, which disrupt the normal

academic and administrative functioning of the University, and/or any act which incites or leads to violence inside or outside of the campus of the University of Kalyani.

2) Laying siege or staging demonstrations around the residence of any member of the University community or any other form of coercion, intimidation or disturbance and/or invasion of right to privacy of the residents of the campus.

3) Hunger strikes, dharnas, group bargaining and any other form of protest by blocking entrance or exit of any of the academic and/or administrative complexes/units, sports complexes or disrupting the movements of any member of the University community and preventing any employee inclusive of the teaching and non-teaching staff of the University, from carrying out their duties.

4) Committing forgery, tampering with identity card(s) or University records, impersonation, misusing University property (movable or immovable), funds, documents and records, tearing of pages, defacing burning or in any way destroying books, journals, magazines and any material of University libraries or laboratory or unauthorized photocopying or possession of library books, journals, magazines or any other material.

5) Furnishing false certificates or false information in any manner to the University for admission or any other purpose.

6) Any act of moral turpitude. Theft of any property committed within/without the University.

7) Arousing communal, caste or regional feeling or creating disharmony among students.

8) Use of abusive, defamatory, derogatory or intimidating language against any member of the University community.

9) Causing or colluding in the unauthorized entry of any person into the Campus or in the unauthorized occupation of any portion of the University premises, including halls of residences or any space, by any person.

10) Unauthorized occupation of the hostel rooms or unauthorized acquisition and use of any University property including furniture in one's hostel room, or elsewhere.

11) Indulging in acts of gambling on the University premises.

12) Consuming or possessing dangerous drugs or other intoxicants in any form in the University premises.

13) Damaging or defacing, in any form, any property of the University or the property of any member of the University community.

- 14) Not disclosing one's identity when asked to do so by a faculty member or any employee of the University or security persons on duty at various points of entry and exit and/or on the University campus.
- 15) Improper behaviour while on tour or excursion towards fellow students/scholars or any employee of the University and/or outsiders.
- 16) Coercing the medical staff to render medical assistance to persons not entitled for the same or any other disorderly behaviour in the Health Centre. Not following the protocol laid down by the Health Centre staff vis a vis referral treatment in other hospitals.
- 17) Blockade or forceful prevention of any normal movement of traffic, violation of security and safety rules.
- 18) Any other offence under the law of land.
- 19) Ragging in any form. All University rules pertaining to ragging applies.
- 20) Accommodating unauthorized guests or other persons in the halls of residence.
- 21) Engaging in any attempt at wrongful confinement of any member of the faculty staff student or anyone camping inside the campus.
- 22) Any intimidation or insulting behaviour towards a student, staff or faculty or any other person. Physical assault in any manner.
- 23) Publication of any matter (including expressed orally or in any writing, sign or visible representation, including electrically) which is threatening, abusive or insulting or constitutes harassment or makes others fear violence, including:
 - (i) By printing or displaying within the University or
 - (ii) By publishing or distributing to any visitor, officer, member or employee of the University or
 - (iii) By using in any form of meeting or gathering (including social and sporting activities)
 - (iv) Electronically (audio, video, internet, images) by broadcasting to any visitor, officer, member or employee of the University.
- 24) Any other act which may be considered by the Vice-Chancellor or any other Competent Authority to be an act of violation of discipline and conduct.

III. PUNISHMENT

The Competent Authority may for good and sufficient reasons impose one or more of the following punishments on a student found guilty of any of one or more acts of indiscipline or misconduct, as the case may be:

- 1) Admonition/Reprimand
- 2) Fine up to Rs.30,000/-depending on the gravity of indiscipline
- 3) Recovery of any kind cost of damages, etc.
- 4) Withdrawal of any or all privileges extended to a student including scholarship/fellowship or any monetary assistance irrespective of the source of funding
- 5) Stoppage of any or all academic processes
- 6) Declaring any halls of residences, premises, building and/or the entire University campus out of bounds
- 7) Cancellation of admission or withdrawal of degree or denial of registration for a specified period
- 8) Rustication up to four semester period and/or declaring any part or the entire UoH campus out of bounds
- 9) Expulsion from University for life
- 10) Handing over the case to police and filing an FIR

IV. POWERS OF THE PROCTORIAL BOARD AND PROCEDURES

(1) The Enquiry Committee) is authorized to take up cases suo motto. However, complainants will be required to report any of the matters mentioned above within three days of the occurrence of the incident. The student(s) charged will be notified within four working days of the charge against him/her. It will be the responsibility of the student(s) thus charged to submit in writing his/her defence within two working days to the Enquiry Committee. If the Enquiry Committee does not receive a defence within two working days, it will take an ex parte decision on the charge.

(2) However, the Enquiry Committee may relax the time frames mentioned above based on the merit of the case in question.

(3) Under normal circumstances the Enquiry Committee shall issue a show cause notice within four working days of receiving a complaint calling for explanation within two working days. If the explanation is not received within two working days or in the further time as may be granted, the Enquiry Committee may, by powers vested in it, record hearings from the other side and/or itself conduct an enquiry or may entrust the process of enquiry including framing of charges and conducting the actual inquiry to any other official of the University. However, if the situation so demands, the Enquiry Committee may convene an emergency meeting and call those concerned to depose before it immediately.

(4) Evidence to the Enquiry Committee shall normally be presented orally. The student charged may be required to provide written/material evidence, if the PB so demands.

(5) It shall be the responsibility of the student charged and the complainant to arrange for their respective witnesses to give oral evidence or to submit any written statements / material evidence in their defence. A witness giving oral evidence may be cross-examined. A witness not available for cross examination may submit evidence in writing. The Enquiry Committee shall not consider evidence from people who are not prepared to have their names revealed to the Enquiry Committee. The names of people appearing as evidence shall be kept confidential.

(6) The Enquiry Committee shall have the power to determine the order of proceedings and to exclude any material which appears irrelevant or repetitive or even seek clarification on oral/written submissions/material evidence.

(7) The student charged will be invited to be present with a representative (optionally) whenever oral evidence is being heard. Non-attendance of the student charged or his/her representative shall not bar the Enquiry Committee from proceeding. The Enquiry Committee may at its discretion adjourn in order to enable the student charged or the representative to be present.

(8) The PB may adjourn a hearing in order to require a witness to attend for cross-examination. Where a witness who, in the opinion of the PB, is a vital witness, fails to attend, the Enquiry Committee may, at its discretion, postpone its deliberations or even continue with its proceedings. The Enquiry Committee may also adjourn/proceed with a case where it is of the opinion that its proceedings are being impeded by any circumstance beyond its control.

(9) The PB shall meet to consider an adjourned case, as soon as it is feasible, and not later than 15 days after the adjournment, although the case may not be determined at the resumed meeting. Where it is not reasonably practicable for the same members to attend the Enquiry Committee meeting reconvened to hear an adjourned case, it may co-opt one or two additional members to form the quorum.

(10) The Enquiry Committee is authorized to invite members where it deems necessary. However, the members so invited shall not have voting rights.

(11) Only members of the Enquiry Committee shall be present when it is about to make a decision on a case.

V. GENERAL

(1) No punishment shall ordinarily be imposed on a student unless the Enquiry Committee has followed normal procedures including due opportunity to the student(s) charged with an offence.

(2) In case the Vice-Chancellor or any Competent Authority is of the opinion that on the basis of the available material and evidence on record, a prima facie case exists -against a student s/he

may order suspension of the student including withdrawal of any or all facilities available to a bonafide student pending inquiry.

(3) Notwithstanding any punishment mentioned above, the Vice-Chancellor may, keeping in view the gravity/nature of misconduct/act of indiscipline, the manner and the circumstances in which the misconduct/indiscipline has been committed, award a punishment in excess of or less than or other than what has been mentioned thereon for reasons to be recorded.

(4) The Office of the Enquiry Committee shall immediately report its decision to all the officials concerned for necessary action. It shall also report annually to the Vice-Chancellor and any such body that the Vice-Chancellor deems fit, on all cases arbitrated by it during the preceding academic year.

VI. INTERPRETATION

In case of a dispute with regard to the interpretation of any of the rules mentioned above, the decision of the Vice-Chancellor shall be final.

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