



MANIPAL UNIVERSITY  
JAIPUR

# **DIRECTORATE OF STUDENTS' WELFARE**

## **CAMPUS DISCIPLINE HANDBOOK 2019-20**



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## **1. Student Discipline**

The student discipline process ensures that any reported misconduct is addressed in a timely manner. It prescribes progressively severe type of disciplines while providing due process for the student.

### **1.1 Adopted Disciplinary Policy**

#### **Discipline On Top (DOT) Policy**

- ❖ It is an indicative system, through which the students and faculty know the gravity of the offence **committed**.
- ❖ The students record for MINOR as well as MAJOR offences will be maintained.
- ❖ This will help in monitoring the level of offence and the number of times the student has been involved in any act of indiscipline.

It will also help in deciding on the quantum of punishment and **pinpoint** the perpetual offender.

### **1.2 What happens when a student found involved in misconduct?**

Depending on the severity of the incident, any or **all** the following may occur:

- ❖ Faculty resolve it/ Security officials resolve it.
- ❖ Faculty/ Security refers misconduct case to the SW-Discipline.
- ❖ Directorate SW- Discipline intervene

Operating procedure for reporting, recording and disposal of severe cases of indiscipline defined under dot policy of the university

### **1.3 Administrative process for handling the disciplinary cases**

- ❖ Student can report misconduct (via email/ handwritten written application) to Deputy Director (Student Welfare (SW)-Campus Discipline) office for Campus discipline and to Chief Warden Office (CWO) for hostel discipline.
- ❖ Respective authority will decide the Category of offence (Minor Offence (M.O.) or (Major Offence-I(M.O.-I) / Major Offence-II(M.O.-II)).
- ❖ For Minor Offence (M.O.) in campus Deputy Director (SW-Campus Discipline will investigate the matter and send his/her recommendations to Proctor & Dean, SW for disciplinary action as per DOT system. Whereas for hostel minor disciplinary cases, Chief Warden is authorized to take due disciplinary actions as per DOT system. Later, the information will be shared with the Concern HoD/Director. There is no need to convene Proctori Board meeting for minor offences.
- ❖ For the M.O-I and M.O.-II, misconducts, if the misconduct took place during university official timings/in the university premises, Deputy Director (Campus discipline), would investigate the case.

- ❖ For hostel disciplinary cases, Chief Warden must pass his recommendations (based on the findings of the investigation report submitted to his office by the concern block warden/(s)),
- ❖ to the convener (Deputy Director (Campus Discipline)) of Proctorial Board to convene the meeting for the case or to put it in the agenda items for the next meeting.
  
- ❖ On the recommendation of the Deputy Director (Campus discipline), Proctorial Board Committee meeting will be convened. The members will cross examine the evidences and the facts shared by the Deputy Director office. Later, the basis of the findings of the committee, the black dots and any other penalty (if require) will be awarded.
  
- ❖ The student has right to appeal to Vice Chancellor reconsideration of punishment by submitting a written application. The decision of Vice Chancellor is final.

#### **1.4 Glance of best Practices adopted in maintaining discipline at MUJ campus**

- ❖ Comprehensive university disciplinary Policy which includes fair and reasonable methods for governing serious and chronic behavior problems/ misconducts as well as the strategic use of rewards- **DOT policy**

- ❖ Authoritative Approaches to Correct Misbehavior/Misconducts, an alternative to punishments technique- **Society Connect**
- ❖ Key practice for monitoring and getting due recognition specially, after committing a misconduct and getting punishment- **Award of white dot.**

### **1.5 Disciplinary approach of white dot policy - As best practice**

Manipal University Jaipur (MUJ) believes that self-motivation and self-monitoring are the pillars for living a disciplined life. For the true realization of this belief, MUJ has developed many best practices for its stake holders (students). In series of these best practices award of WHITE DOTs considered as key practice for monitoring and getting due recognition specially, after committing an in-disciplinary conduct and getting punishment.

For the proper implementation of such practice, the MUJ has an indicative system called as 'Discipline On Top (DOT) system, consists of award of BLACK DOTs, through which the student and faculty know the gravity of the offence committed and WHITE DOTs as mentioned above, in order to rate awarded BLACK DOTs in equivalent amount, gives tool for analysing the quantum of improvement, achieved by the student, who has been earlier given BLACK DOT/(s)).

The practice of award of WHITE DOTs motivate student to realize the fact that, every mistake is just a chance to learn more in life and improve. Therefore, to get WHITE DOTs, student start cultivating habits of self-motivation, which ultimately, helps them to do best monitoring of their every deed.

**1.6 MUJ has been doing this practice since 2014 and has developed a systematic procedure for the award of WHITE DOTs like:**

The student will be observed continuously once Black DOT/(s) are awarded.

- ❖ If the student exhibits good behaviour and conduct, White DOTs shall be awarded.
- ❖ If the student shows good conduct for at least 6 months, 01 White DOT will be awarded.
- ❖ Similarly, if student shows exemplary conduct and behaviour for at least 01 year, 02 more White DOTs will be awarded.
- ❖ Similarly, 05 White DOTs will be awarded, if the student shows good conduct for more than 18 months.
- ❖ 08 White DOTs will be awarded, if the student shows good conduct for more than 24 months.

- ❖ On achieving a CGPA of more than 8.5 or outstanding achievement in sports/ Tech Fest etc.; the student will be awarded 1-2 White DoTs; and
  
- ❖ HODs / respective wardens (in case of hosteller) will recommend awarding of White DoTs to Proctor. So far almost 160 students have availed this best practice.

## **2. Student Grievance Redressal**

To provide opportunities for redress of certain grievances of students already enrolled in MUJ.

### **2.1 Student Grievance Redressal Mechanism**

- ❖ Any registered student wants to initiate a grievance may directly submit his/her grievance through online Grievance Portal available on the MUJ website or in person to the office of the University Grievance Redressal Committee (GRC).
- ❖ The Grievance Redressal Committee (GRC) office shall acknowledge the receipt of each grievance complainant immediately.
- ❖ Upon receipt of grievance the Grievance Redressal Committee(GRC) office, shall categories, analyse the merits of the grievance( as per GRC regulation 2018), and forward the grievance to the respective school/department/office/individual (dealing with the substantive function linked with the grievance) requesting them to enquire into the grievance and redress within such period as may be specified, not exceeding 7 days from the receipt of grievance complaint;
- ❖ Grievance Redressal Committee (GRC) office shall coordinate, monitor, and ensure redressal within the stipulated time. Depending up on the seriousness of

grievance the Grievance Redressal Committee (GRC) will follow them up regularly till their final disposal by way of reminders.

- ❖ Grievance Redressal Committee (GRC) office will make a thorough review of the redressal process. In case the cell feels satisfied with the resolution provided by the respective school/department/office/individual, then it will intimate the same to the grievant via e-mail. Once the grievant indicates acceptance of the resolution at this level, then the matter is deemed closed.
  
- ❖ If the Grievance Redressal Committee office is not satisfied with the resolution provided by the respective department/office/individual or upon the grievant's written request, the cell shall fix a date for hearing, and intimate the same to the respective school/department/office/individual as well as the grievant via e-mail. If, at the conclusion of the hearing, the committee feels that additional information, testimony is necessary to decide, it may request that the parties submit such additional information. In this event, the hearing will remain open until receipt of the requested documents(s).
  
- ❖ If a resolution is not achieved through hearing, then committee will take necessary steps to conduct an investigation (fair and impartial investigation) of the facts giving rise to the grievance as it determines necessary to reach a conclusion on the merits of the grievance application.

- ❖ Grievance Redressal Committee will have the right to interview witnesses, if, it determines necessary and/or helpful to the investigation including those recommended by a party to the grievance.
- ❖ After the hearing or investigation the Grievance Redressal Committee shall use its best efforts to work out a resolution of the issues involved with the parties named in the grievance application – pass an order indicating the reasons for such order, as may be deemed fit.
- ❖ Upon completion of proceedings, the Grievance Redressal Committee shall communicate the final decision to both parties via email, which shall be binding on both the parties.
- ❖ The complaint shall be considered as disposed of and closed when the grievant has indicated acceptance of the resolution or the grievant has not responded within four weeks from the date of receipt of information on resolution The proceeding concerning each grievance will be recorded/filed in hard in a systematic manner. The information relating to the proceedings shall be treated as confidential and can be viewed only by the members of Grievance Redressal Committee, for the purpose of investigation.

### **3. Ragging**

#### **3.1 Student Ragging case Mechanism**

If authority has reasonable grounds to suspect that student is involved in ragging as per UGC Regulations on '*Curbing the menace of Ragging in Higher Educational Institutions, 2009*' or '*any regulation amendments made thereafter*', the authority may order-

- ❖ The University Anti-Ragging Committee(ARC) convener as per compliant details, arrange for preliminary investigation( as per clause 9 of the regulation) and recording of statement of students( accused) involved and witness(if any) and in case complaint is under the penal laws( as per mentioned penal provisions), ARC need to file a FIR within the 24 hrs of receipt of such information/complaint;
- ❖ The ARC meeting will be convened based on the findings, the ARC must process the complaint and need to complete the proceedings within a maximum period of one day.
- ❖ The ARC will submit its report and recommend punitive action to be taken against the concerned students( if require) in writing and send all relevant documentation in proper format via e-mail to UGC helpline( if complaint was received via helpline) and hard copy to Registrar office for record purpose;

- ❖ The same will be provided to the students in writing along with a copy to be handed over to the parents, his/her mentor and in the case file for disciplinary issues.
- ❖ The student has right to appeal to Vice Chancellor for reconsideration of punishment by submitting a written application. The decision of Vice Chancellor is final.

## **4. Substance Abuse**

### **4.1 Bringing or using drugs / banned substance in college / hostel**

“If authority has reasonable grounds to suspect that any student is in possession of a controlled drug in contravention of the NDPC Act, 1985 or of any regulations made thereunder, the authority may:

- ❖ Arrange preliminary investigation and detain student for the purpose of searching him/her.
- ❖ Search any vehicle or vessel in which the authority suspects that the drug may be found, and for that purpose require the person in control of the vehicle or vessel to stop it.
- ❖ Seize and detain, for the purposes of proceedings (under this Act), if anything found in the course of the search which appears to the authority to be evidence of an offence under this Act.”.
- ❖ As per the recommendation/(s) of the investigating authority, Proctorial Board meeting will be convened as per DOT system for suitable disciplinary action.
- ❖ If a student found guilty of such act would have to face severe disciplinary action, which might lead to his/her expulsion; and

- ❖ The same will be provided to the students in writing along with a copy to be handed over to the parents, his/her mentor and in the case file for disciplinary issues.
  
- ❖ The student has right to appeal to Vice Chancellor for reconsideration of punishment by submitting a written application. The decision of Vice Chancellor is final.

## **5. Student Council Elections**

### **5.1 Modes of elections**

- ❖ Student Council Elections will be conducted Faculty-wise.
- ❖ First, Class Representative (CR) will be elected from each faculty constituencies through secret ballot.
  
- ❖ The elected CRs then, will be the Electoral team for the election of office bearers, for that Faculty Student Council (FSC). The students from that faculty, who want to contest for the above posts (office bearer) have to fill-up a separate nomination form at the time of filling-up nomination forms for the election of CR.
  
- ❖ In case the number of students in a class is much less than the prescribed intake capacity. Students belonging to the same School/Faculty will be clubbed together by the Adviser (member of Directorate of Student Welfare) appropriately to form a constituency for CR election.
- ❖ Both the elections, i.e. for CRs and for Office bearers, will be held on the same day.
  
- ❖ In case of Tie: There will be a re-election immediately between the tied winners. In case of a further re-tie, the winner will be picked up randomly.

## **5.2 Disassociation of student elections and student representation from political parties**

- ❖ During the period of the elections no person/student, who is not on the rolls of the university, shall be permitted to take part in the election process in any capacity. Any person, candidate, or member of the student organization, violating this rule shall be subject to disciplinary proceedings, in addition to the candidature being revoked.

## **5.3 Frequency and duration of election process**

- ❖ The entire process of elections, commencing from the date of filing of nomination papers to the date of declaration of results, including the campaign period, shall not exceed 10 days. It is further recommended that the elections be held on yearly basis.

## **5.4 General eligibility criteria for candidates**

- ❖ Undergraduate student between age of 17 to 22 may contest elections.
- ❖ For Post Graduate student the maximum age range to legitimately contest an election shall be 24 -25 years.
- ❖ She /He should have a CGPA of 7.5 and above.

- ❖ The candidate should in no event have any academic arrears in the year of contesting the election. The candidate should have attained the minimum percentage of attendance as prescribed by the university or 75% attendance, whichever is higher.
- ❖ The candidate shall have one opportunity to contest for the post of office bearer.
- ❖ The candidate shall not have a previous criminal record, he/she should not have been tried and /or convicted of any criminal offence or misdemeanour. The candidate shall also not have been subjected to any disciplinary action by the University authorities; and
- ❖ The candidate must be regular, full time student of the University, the course duration being at least one year.
- ❖ In addition to the above-mentioned eligibility criteria, University has liberty to draft student council post specific eligibility norms as applicable.

#### **5.5 Election related expenditure and financial accountability**

- ❖ The candidate is not allowed for any inflow of funds, the candidate are specially barred from utilizing any funds/ funds from any other sources that voluntary contribution from the student body, violating this rule shall be subject to

disciplinary proceedings, in addition to the candidature, as the case may be being revoked.

## **5.6 Code of conduct for candidates and elections administrators**

- ❖ No candidate shall indulge in, nor shall abet, any activity, which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religious or linguistic, or between any group(s) of students.
- ❖ Criticism of other candidate, when made, shall only be confined to their policies and programmes, past record, and work. Student candidate shall refrain. Candidates shall refrain from criticism of all aspects of private life.
- ❖ There shall be no appeal to caste or communal feeling for securing votes.
- ❖ All candidates shall be prohibited from indulging or abetting, all activities which are considered to be “corrupt practices” and offences, such as bribing of voters, intimidation of voters, impersonation of voters, canvassing or the use of propaganda within 100 meters of polling stations, holding public
- ❖ meetings during the period of 24 hours ending with the hour fixed for the close of the poll and the transport and conveyance of voters to and from polling station.

- ❖ No candidate shall be permitted to make use of printed posters, printed pamphlets, or any other printed material, use of loudspeakers, vehicles, and animals for the purpose of canvassing.
- ❖ No candidate shall be permitted to carry out processions or public meetings, or in any way canvass or distribute propaganda outside the university campus.
- ❖ No candidate shall, or shall his/her supporters, deface or cause any destruction to any property of the university campus, for any purpose whatsoever, without the prior written permission of the university authorities. All candidates shall be held jointly and severally liable for any destruction/defacing of any university property.
- ❖ During the election period the candidates with permission of the Directorate of Student Welfare may hold public meetings, provided that such meetings do not, in any manner, disturb the classes and other academic and co-curricular activities of the university.
- ❖ On the day of polling student organization and candidates shall:
  - (i) co-operate with the officers on election duty to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction.

- (ii) not serve or distribute any eatable, or other solid and liquid consumables, except water on polling day.
- (iii) Not hand out any propaganda on the polling day.
- ❖ Except voters, no one without a valid pass/letters of authority from the election administration or from the university authorities shall enter the polling booths.
- ❖ The university authorities shall appoint impartial observers. If the candidates have any specific complaint or problem regarding the conduct of the elections, they may bring the same to the notice of the observer.
- ❖ All candidates shall be jointly responsible for ensuring the cleaning up of the polling area within 1 hours of the conclusion of polling.
- ❖ Any contravention of any of the above recommendations may make the candidate liable to be stripped of his/her candidature, or his/her elected post. The university authorities may also take appropriate disciplinary action against such a violator.
- ❖ In addition to the above mentioned code of conduct, certain provisions of the Indian Penal Code, 1860 (Section 153-A and Chapter IX-A. “Offences Relating to Election”), may also be made applicable to student elections, if decided by the university authority.

## **5.7 Grievances redressal mechanism:**

- ❖ There shall be a Grievances Redressal Cell with the Director, Student Welfare as its chairman. In addition, one senior faculty member, one senior administrative officer and two final year students, one boy and one girl (till the election results are declared, students can be nominated on the basis of merit and/or participation in the co-curricular activities in the previous year). The grievance cell shall be mandated with the redressal of election-related grievance, including, but not limited to, breaches of the code of conduct of elections and complaints relating to election-related expenditure. This cell would be the regular unit of the institution.
- ❖ All questions and discussions by the parties in dispute shall be directed to the Grievance cell. There shall be no direct or cross-examination of any party or witness by complaining or responding parties during hearing
- ❖ In carrying out the duties of the office, the Grievance Cell shall conduct proceedings and hearing necessary to fulfil those duties.
- ❖ Members of the Grievance cell are prohibited from filing complaints. Any other student may file a complaint with the Grievance cell, within a period of 3 weeks from the date of declaration of results. All complaints must be filed under the name of the student filing the complaint. The Grievance cell shall act on all complaints within 24 hours after they are

received, by either dismissing them or calling a hearing with prior information (in writing).

- ❖ The institutional head shall have appellate jurisdiction (if appeal received within twenty-four (24) hours after the adverse decision is announced) over issues of law and fact in all cases of controversies arising out of the conduct of the elections in which the grievance cell has issued a final decision. Upon review, the institutional head may revoke or modify the sanctions imposed by the grievance cell.
- ❖ The Grievance cell may dismiss a complaint if
  - a) the complaint was not filed within the time frame prescribed above.
  - b) the complaint fails to state a cause of action for which relief may be granted.
  - c) the complainant has not and/or likely will not suffer injury or damage.
- ❖ At the time notice of a hearing is issued, the Grievance cell, by majority vote may issue a temporary restraining order, if it determines that such action is necessary to prevent undue or adverse effects on any individual or entity.
- ❖ All Grievance cell meetings must be open to the Students.

## **5.8 Maintaining law and order on the campus during the election process**

- ❖ Any instance of acute lawlessness or the commission of a criminal offence shall be reported to the police by the university authorities as soon as possible, but not later than 6 hours after the alleged commission of the offence.

## **5.9 Miscellaneous recommendations**

- ❖ Only elected CR from the Faculty is eligible for the nomination of the post Student Council office bearer.
- ❖ In the event, when student has submitted two nominations, one for CR and one for office bearer and in case he/she fails to win the CR elections, then his candidature for the office bearer would be rejected inevitably.
- ❖ In the event of the office of President is vacant (due to any reason), General Secretary would officiate his office and his role and responsibilities along with his own role and responsibilities.
- ❖ In event of any post of the office bearer falling vacant or received no nomination (either from male or female (if applicable)) due to any reason, the post will remain vacant till the present council term.
- ❖ Any office bearer who fails in the proper discharge of his/her duties can be removed from the office by the vote of no-

confidence passed by two-thirds of the members of the Student council. The way the votes will be taken shall be decided by the Patron.

- ❖ The office bearers shall hold office till the end of its permitted duration (i.e. of 1 year), unless
  - a) they cease to be members of the Council.
  - b) they voluntarily resign in writing addressed to the Advisor; and
  - c) they are removed from their offices as provided in rule above.

#### **5.10 Amendment to the constitution**

- ❖ Amendment in the constitution may be made by the University, and the decision of the President/Vice-Chancellor in this regard shall be final