

RAJKIYA ENGINEERING COLLEGE

BIJNOR



Proctorial Board

Disciplines and Conduct Rules

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1. General

The Proctorial Board is responsible to ensuring rules and regulation framed by the Institute are followed by the students.

1.1 Definitions

The following terms are defined for the purpose of this Proctorial Board Disciplines and Conduct Rules.

- i. ***"Institute"*** shall mean Rajkiya Engineering College Bijnor.
- ii. ***"Board"*** shall mean Proctorial Board (PB).
- iii. ***"Section Head"*** refers to the individual with direct supervisory authority over a Section/Office/Cell/Club, including Deans, HoDs, Wardens, Librarian, the chairman with respect to their Section/Office/Cell/Club.
- iv. ***"Institute property"*** mean and include any and all real and personal property owned, rented, leased or operated by the REC Bijnor and shall include all buildings and appurtenances attached there to and all parking lots and other grounds.
- v. ***"HoD"*** shall mean Head of Department.
- vi. ***"DSW"*** shall mean Dean Student Welfare.
- vii. ***"ADSW"*** shall mean Additional Dean Student Welfare.
- viii. ***"Disciplinary Action"*** shall mean the specific disciplinary actions written under Table Proctorial Board Disciplines and Conduct Rules.
- ix. ***"Appellant"*** shall mean the student appealing a Disciplinary Action taken against him or her.

1.2 Constitution and Composition of the Proctorial Board

- i. The Proctorial Board of the college is the highest level of the disciplinary committee. The members of Board may be reconstituted which shall perform such functions and exercise such powers as may be delegated to it by the Institute Administration. The members in the Board are as follows:

S. No	Member
1	Convener/Coordinator-DSW/ADSW
2	All HoD/Representative of HoD
3	Concern Warden
4	Concern Faculty/Officer/Staff
5	Special Invitee

*Special invitee can be Chairman SC/ST Cell, Chairman Women Cell, OBC and Minority category representative etc. as and when required.

ii. Schedule

- a) A meeting will be held by the Board once in every 6 months to keep an eye on general and moral behavior of the students and to review and amend the rules or meeting may be held immediately after receiving the complaint.

iii. Following shall be the Powers of the Proctorial Board:

- a) The Proctorial Board shall ensure that the students observe the Code of Conduct of the Institute.
- b) Any violation of the Code of Conduct or breach of Rules or Regulations of the Institute by the student shall be treated as indiscipline and shall make the student liable for disciplinary action against him.
- c) Convenor/Coordinator of Board can take immediate disciplinary action as and when required in consultation with Institute Administration.

2. Code of Conduct and Behavior

The following code of conduct which is categorized into three categories Institute, academic, and hostel signifies the borderline between acceptable and nonacceptable conduct of students and it is strongly believed that the students will abide by the code of conduct

Institute

- 2.1 **All students must always carry valid Institute I-cards with them especially when they move out of their Hostels.** The student may be asked to produce the identity card by any competent authority including the security guard at the entry gate, campus, hostel as well as the academic building of the institution. I-card is an important document; Loss of I-card

- may invite fine in disciplinary grade or monetary fine as decided from time to time.
- 2.2 Students must conduct themselves with due decorum in the classes, laboratories, etc. and move in an orderly manner. They must conduct themselves in a manner worthy of great Indian traditions.
 - 2.3 Students are prohibited from screening / keeping obscene literature/video films in their possession. Any violation in this regard will result in disciplinary action.
 - 2.4 No student shall disobey any order issued by the Institute officers, Teachers, or any other authority of the Institute. Destroying the order/ notices of such authorities placed on prescribed notice boards come under indiscipline activities.
 - 2.5 Misconduct or misbehavior of any nature (words spoken or written or by sign or visible representation or through internet or website or SMS etc.) towards a teacher or any employee of the Institute or any visitor to the Institute will lead to severe disciplinary action.
 - 2.6 Making false signature of Institute authorities and making false allegation, character assassinations of teachers, officers and employee will lead to severe disciplinary action.
 - 2.7 Student or group of students should not indulge in violence of any kind with fellow students, teaching faculty and employees of the Institute within or outside the Institute will render them liable to strict disciplinary action.
 - 2.8 Students should not invite media inside the Institute premises without prior approval of the competent authority. They must not circulate any information, photographs, audio/video clips of any activity to any kind of media such as print, electronic and social without prior approval of the competent authority of the Institute. Because this may damage the reputation of the Institute. They should not communicate with any media person on behalf of the Department/Institute or any individual without prior approval of the competent authority.
 - 2.9 Students are not allowed to become members of outside societies or not allowed to join discussion of a political nature or to take part in any political activity without prior permission of the Institute.
 - 2.10 No meeting of the students other than those organized under the aegis of the various recognized student's activities shall be called without the prior permission in writing from the Institute Authority.
 - 2.11 No meeting/function within the Institute campus to which any outsider is invited shall be organized nor shall any outsider address the students without the prior permission in writing from the Institute Authority.

- 2.12 Students must take good care of all Institute property or any kind of property within the Institute. Any damage to Institute property shall be viewed as indiscipline. Such Student(s), in addition to facing the disciplinary action, *Penalty may be imposed to replace the damaged property*. Students must use the furniture and fittings with due care and must not deface buildings, roads, furniture, and fittings etc. in any manner.
- 2.13 No student shall indulge in ***any form of ragging of the fresher students***, causing mental or physical agony or inflict monetary loss to them, harass them or indulge in any kind of obscenity, vulgarity, or violence with them. Students found involved in any form of ragging are liable to severe disciplinary action.
- 2.14 ***Harassment*** in any form is considered a serious offence as the respect, dignity and self-esteem of another individual are affected. Any reported case of harassment will result in severe disciplinary action. Harassment includes sexual harassment, which is defined as repeated and unwanted verbal or physical sexual advances, derogatory statements or remarks which cause the recipient discomfort or humiliation.
- 2.15 Any act of ***serious discrimination*** (physical or verbal conduct) based on an individual's sex, gender identity, sexual orientation, caste, race, religion or religious beliefs, colour, region, language, marital or family status, physical or mental disability.
- 2.16 Using any form or type of aggressive behavior that does physical or mental harm to someone else and/or urging other students to engage in such conduct is banned. (Prohibited ***Aggressive behavior*** includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, cyber bullying, hazing, or other comparable conduct;
- Cyber bullying*** is the use of e-mail, instant/text messaging, chat rooms, pagers, cell phones, or other forms of information technology to deliberately harass, threaten, or intimidate someone. Cyber bullying can include such acts as making threats, sending provocative insults or cultural or ethnic slurs, gay bashing, religious, attempting to infect the victim's computer with a virus, and flooding an e-mail inbox with nonsense messages;
- Bullying*** may be defined as intimidation with a harsh look and or physical and verbal threats. This is also against the rules.)
- 2.17 Stealing or attempting to steal, Institute property or another person's personal property is considered a serious offence and any such incident will be taken seriously.
- 2.18 The student must not be involved directly or indirectly in fighting, gambling, anti-social

- activities, ragging, strike, picketing, gheraos, fast, arousing of the sentiments of the student's body and the public, use of outside agency for redressal of grievance, etc.
- 2.19 Student(s) should follow all traffic rules and driving instructions inside and outside the campus. They should park their vehicles in appropriate designated locations only.

Academic

- 2.20 Student(s) must not use mobile phone or any electronic gadgets inside the academic, administrative area, library, corridors, classroom (both theory and laboratory). Mobile phones must be kept in silent mode and attended to outside the academic /administrative block. They must not involve in the activities like audio-video recording, capturing pictures, and streaming audio or video of any individual, classes, laboratories, workshop, meeting, social gathering, private zones unless have permission from the authority for the same.
- 2.21 Every student must be dressed decently and neatly while moving in the administrative/ academic block including labs & classrooms etc. on working days. Students not wearing the prescribed dress code may be denied entry to the Institute.
- 2.22 If in a particular lecture/class/period/lab more than 75% of students are absent, it would be regarded as mass absenteeism and an act of indiscipline. Disciplinary action will be taken against the students indulging in mass absentees.

Hostel

- 2.23 Institute accommodation is not a right but a privilege offered to the student. Institute may withdraw the facility at any time with prior notice as per the need.
- 2.24 Students are prohibited from *giving shelter to any other student/outsider in their rooms*. In case of any unauthorized shelter, the student will be liable to disciplinary action. unauthorized occupation/shelter to any outsider will be reported to hostel administration for suitable action.
- 2.25 Entry of male student in the female student hostel and female student in the male student hostel is strictly prohibited.
- 2.26 The use of electrical appliances such as coolers, immersion heaters, electric stove, heaters, electric iron, refrigerators and any such electrical appliances are prohibited in any of the rooms allotted for residence. Private cooking in the hostels / student's room is strictly prohibited.

- 2.27 Arranging any kinds of Party/celebration (like birthday) inside hostel without prior permission from the hostel administration is not permitted.
- 2.28 Playing loud music or any activity which shall disturb the other students are strictly prohibited within and outside the hostel premises by the students.
- 2.29 General damage to the hostel property will be the collective responsibility of all the residents and they will be required to repair such damage, if the students who caused the damage could not be identified.
- 2.30 *Students are not permitted to consume or take alcoholic drinks and harmful* within the Institute campus including their Hostel or outside in any restaurant/bar in Chandpur or Bijnor or on outside official visits such as training/tour/camp/field work etc.
- 2.31 Possessing or using any weapons such as knives, Lathis, iron chains, iron rods, sticks, explosives and fire arms in the Hostel/Institute premises is strictly prohibited.
- 2.32 Residents are duty bound to report to the Warden/ Dean (Student Welfare)/ Authority in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.
- 2.33 Student(s) have to strictly follow the timing of the hostels for their in and out movement.

Student(s) shall not, through act or omission, assist another student, individual, or group in committing or attempting to commit a violation of this code of conduct. Any student who has knowledge of another committing or attempting to commit an act which is in violation of the code of conduct must report the same to the respective authority of the Institute and must keep herself/himself away from that situation/activity. Intentional failure of reporting such incidents will lead to punishment.

3. Breach of Code of Conduct

The discipline of the students is closely monitored in the campus, classrooms, laboratories, playgrounds, mess, and in the hostels in respect of residing students and outside the campus for both residing and non-residing students. Students found guilty of breach of discipline shall be liable to such punishment.

3.1 Procedure for processing cases of Indiscipline

- i. A student shall be guilty of misconduct and breach of discipline if he or she violates any of the provisions of the standing orders issued by the Institute. For a breach of discipline committed by a student or a group of students, HoD/Section

Head/Warden/DSW/ADSW/Proctor may dispose or award the punishments to the student(s), depending upon the nature of indiscipline/ misconduct, at his own level or in some cases they may refer the case to the Proctorial Board for enquiry.

- ii. After receipt of a complaint preferably on the prescribed format (**Annexure A**), it is scrutinized by the Proctorial Board (PB) to ascertain if it pertains to the jurisdiction of Proctorial enquiry. After it is ascertained that an enquiry is required, following procedure/norm as mentioned in **section 3.2** is generally followed:

3.2 Procedure for Enquiry

- i. The Proctorial Board shall issue a notice containing the substance of charge/ imputation or misconduct against the student(s) concerned and requiring the student(s) to submit statement of defense within a specified period. This notice should also specify the date on which the student(s) will appear before the committee in person to answer the charges.
- ii. The Board may summon any student with a general notice of 24 hours or with an extraordinary notice of 12 hrs.
- iii. The student shall sign and receive the notice, he/she can't deny Board notice. In case the student is not available in the campus, notice will be posted on the hostel notice Board. A communication of the same will be sent to the student and their parents. Any type of communication will be considered as notification.
- iv. If the student fails to appear before the Board as required by the notice and if the student timely communicates a justifiable ground for non-appearance, another notice may be issued. If the student neither appears nor communicates a justifiable ground for his/her non- appearance in response to the notice(s) and within the time stipulated as indicated in the notice(s), it will be considered guilty and Board will take action against the student.
- v. The complainant and accused person(s) is/are called for recording his/her statement.
- vi. Witnesses mentioned by both parties are listed and they are called for recording their depositions.
- vii. Any evidence, from security staff/Institute staff or other persons, who were present there and had witnessed the incident, are called and their statements recorded. If any material

evidence, like audio/video tapes/paper documents etc. is available, the same is examined.

- viii. Finally, a comprehensive report is prepared where specific charge against the accused is framed and the award of punishment is conveyed to the student (and parents if required) and concern authorities.

3.3 Nature of Punishment

Based on the degree of indiscipline, the punishment may be classified into three categories Major, Minor Punishment and Black Dot. The Board/Competent authority may impose one or more of the following punishments.

i. Major Punishment

- a) Withholding/withdrawing scholarship/fellowship and other benefits.
- b) Debarring from appearing in any test/examination or other evaluation process.
- c) Expulsion from the hostel.
- d) Cancellation of admission.
- e) Imposing Major fine/Penalty worth INR 2000/- or more on individual students.
- f) Rustication from the institution for periods ranging from one to four semesters.

In the case of grave cases, there shall be provision of major punishment. Proctorial Board shall award the punishment while concern section head shall be responsible to implement the punishment.

ii. Minor Punishment

- a) Suspension from the hostel for the time period of equal to or less than 1 month.
- b) Suspension from attending classes and other academic privileges.
- c) Debarring from representing the Institution in any other Institution/University, regional, national etc. level activities.
- d) Warning letter indicating that the action of the said delinquent student was in the violation of code of conduct any further acts of misconduct shall result in

severe disciplinary action.

- e) Imposing Minor fine/Penalty worth INR less than 2000/-

In the case of not so grave cases, there shall be a provision of minor punishment. Board may refer the case to concern the authority and the concerned authority shall be responsible to dispose of the cases or award the punishment.

iii. **Black Dot**

If a student is found involved directly or indirectly in any kind of in-disciplinary activity he/she will be awarded with black dots along with minor and major punishment. The black-dots given to a student by the Board will be cumulative *[In case a student gets one black-dot as punishment by the Board and the same student gets one more black-dot for any other disciplinary action, then in this case the number of black-dot will be added for that particular student which will be two black-dots].*

- a) If a student possesses **three black dots** at any time, he/she will be expelled from the hostel automatically for one year.
- b) If a student possesses **four black dots** at any time, he/she will be expelled from the hostel automatically for entire academic duration i.e. he/she will be treated as a day scholar. He/she will not be allowed to enter in any hostel premises.
- c) If a student possesses **five black dots** at any time, he/she will be expelled from the college automatically i.e. he/she will not be allowed to enter in the college campus.
- d) If the conduct of the student is found satisfactory for a period of six months, his/her case may be considered for the removal of one black in next forthcoming Board meeting.
- e) If any student possesses black dot(s) at the completion of his/her programme then their character certificate will not be issued with good character.

The above-mentioned norms and procedures are generally followed in case of breach of code conduct. However, the Proctorial Board at its discretion can add additional norms or delete existing ones separately depending on the nature and need of the enquiry.

4. Misconducts, Suggested Penalty/ Punishment and Corrective Measures

The types of misconduct and suggested deterrents/ corrective measures are tabulated as basic guidelines to the concerned Institute Authority/ Proctorial Board to provide uniformity in decision against the act of indiscipline. However, the Authority/ Board is free to impose penalty, punishment and corrective measures beyond the measures tabulated below. Any offence/ act of indiscipline which is not included in the list shall be handled by the Authority/ Board appropriately. Any decisions can be scrutinized/relaxed by the Institute Administration.

S. No.	Misconduct/ Violation of Code of Conduct and Behaviors S. No.	Suggested Action/ Deterrents
1	2.1, 2.2, 2.3, 2.19, 2.21, 2.22, 2.27, 2.28, 2.32, 2.33	<ol style="list-style-type: none">1. Warning2. Institutional/Community development work and/or3. Repetition may add extra black dot and penalty
2	2.4, 2.9, 2.8, 2.10, 2.11, 2.20, 2.24, 2.26, 2.30, 2.31	<ol style="list-style-type: none">1. One black dot and2. Institutional/Community development work and/or3. Financial Penalty worth INR less than 1000/-;4. Suspension from the hostel for the time period of equal to or less than 1 week.
3	2.5, 2.6, 2.12, 2.17, 2.25, 2.29	<ol style="list-style-type: none">1. Two black dot and2. Suspension from the hostel for the time period of equal to or less than 1 month and/or3. Debarring from representing the Institution in any other Institution/University, regional, national etc. level activities and/or4. Financial Penalty worth INR less than 2000/-;5. Penalty may be imposed to replace the damaged property.
4	2.7, 2.13, 2.16, 2.18	<ol style="list-style-type: none">1. Three black dot and2. Suspension from the hostel for the time period of one year and/or3. Debarring from representing the Institution in any other Institution/University, regional, national etc. level activities and/or4. Financial Penalty worth INR 2000/-or more on individual students.
5	2.14, 2.15	<ol style="list-style-type: none">1. Four black dot and

		<ol style="list-style-type: none"> 2. Expulsion from the hostel for entire course and/or 3. Suspension from the Institute for the time period of one year and/or 4. Debarring from representing the Institution in any other Institution/University, regional, national etc. level activities and/or 5. Withholding/withdrawing scholarship/fellowship and other benefits and/or 6. Placement facility withdrawn and/or 7. Financial Penalty worth INR 2000/- or more on individual students.
6	<p>Physical assault wherein an individual or a group provokes and attacks a person physically, with or without the use of a weapon, or threatens to hurt that person resulting in</p> <ol style="list-style-type: none"> 1. Brutality: attacks, struggles, fights. [three black dots] 2. Punches and injuries: bites, bruises, injuries, dislocations, fractures. [four black dots] 3. Assault with a weapon leading to minor injuries [four black dots] 4. Assault with a weapon leading to major injuries [four black dots] 5. Assault with or without a weapon leading to life threatening injuries [five black dots] 	<ol style="list-style-type: none"> 1. Black dot according to the nature of case and 2. Expulsion from the hostel for entire course and/or 3. Suspension from the Institute for the time period of one year and/or 4. Debarring from representing the Institution in any other Institution/University, regional, national etc. level activities and/or 5. Withholding/withdrawing scholarship/fellowship and other benefits and/or 6. Financial Penalty worth INR 2000/- or more on individual students. and/or 7. Permanent expulsion from Institute [five black dots]

5. Appeal

- The student may appeal to the Proctorial Board of the Institute strictly within a week only after the announcement of the punishment.
- Only the Proctorial Board has the final authority to accept or reject the appeal of student.
- The student can only appeal once to the Board. In case, if the Board retain/change the punishment for the second time, the student will have no right to reappeal to the Board.

ANNEXURE A

FORMAT FOR REPORTING INCIDENCE

1. Victim (s):

Name	Roll No.	Hostel Name/No.	Branch	Semester/Year	Victim(s) Mobile No.

2. Accused (s):

Name	Roll No.	Hostel Name/No.	Branch	Semester/Year	Accused(s) Mobile No.

3. Incident Detail:

Date & Time	Place	Nature of Incident

4. Narration of Incident:

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.....
.....
.....Signature of Student

6. Matter Reported to whom:

- 1 Convenor Proctorial Board ☐ 4 Section Head ☐
- 2 DSW/ADSW ☐ 5 Warden ☐
- 3 HoD ☐ Mention the Name:

7. Comment of the Officer to whom the report was made:

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.....Signature of Officer

7. Comment of the Convenor Proctorial Board:

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.....Signature of Convenor Proctorial Board