



Office of the Registrar  
**VIDYASAGAR UNIVERSITY**

Midnapore – 721 102

Dated : 25.05.2017.

**NOTIFICATION**

It has been directed to notify that the 'Regulations for Maintenance of Students' Discipline' of Vidyasagar University has been framed duly approved by the Eighth Executive Council of Vidyasagar University in its meeting dated 03.05.2017. Enclosed please find herewith a copy of the said Regulations for information & appropriate action by the concerned stakeholders of this University.

This Regulations for Maintenance of Students' Discipline so framed will come into force with immediate effect.

Sd/-  
Registrar

Encl.: as stated above.

Memo No. VU/R/8EC-08/C0232/2017 dated 25.05.2017.

Copy forwarded for information and necessary action to :

01. The Deans of the faculty concerned.
02. The Dean of Students' Welfare ( Addl. Charge).
03. The Head of all academic departments.
04. The Secretary, Faculty Councils for Postgraduate Studies.
- ✓ 05. The Information Scientist for uploading on the University website.
06. The Secretary to the Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor
07. Relevant file.



  
Registrar  
Vidyasagar University  
Midnapore-721102

# Vidyasagar University

Midnapore, West Bengal

## REGULATIONS FOR MAINTENANCE OF STUDENTS' DISCIPLINE

Discipline is the best form of behaviour of people under certain rules and instructions. Discipline is related to mental, moral and physical training that produces orderliness, self control and obedience. Discipline refers to a systematic and methodic way of doing what ought to be done at the proper time with full faith and confidence under certain compulsion. Discipline thus ensures not only good actions, duty and devotion but living in peace & harmony with others too. Discipline is also necessary in institutions of higher learning to promote excellence.

1. **Application:** Regulation of Discipline shall apply to all the students of Vidyasagar University for enforcement of discipline and good behavior within and outside the University campus.
2. **Maintenance of Discipline:** Heads / In-charge / Directors of the Departments / Centers shall look into the maintenance of well and disciplined behavior of the students. For cases requiring punishment as rustication / expulsion etc. the matter shall be referred to the Students' Disciplinary Committee.
3. **Students' Disciplinary Committee :** There shall be a bound of Discipline comprising the following members:
  - (i) *The Dean, Faculty of Arts and Commerce*
  - (ii) *The Dean, Faculty of Science*
  - (iii) *Two senior teachers of the University (to be nominated by the Hon'ble Vice – Chancellor. One member must be a lady teacher), not below the rank of Professor*
  - (iv) *The Dean of Students' Welfare - DSW*
  - (v) *The Controller of Examination*
  - (vi) *Secretary, Faculty Councils for Postgraduate studies – Member Secretary*
  - (vii) *Hostel Warden(s)/ Superintendent*
  - (viii) *Students representative (s) – 2 (from outside the Students' Union) – to be elected separately during the Student's Union election*
  - (ix) *General Secretary of Student's Union or his nominee from VUSU*

(x) Any other invitee (if required)

*Note: One third of the members must be present to form the quorum*

#### **4. Definition of Terms of Punishment:**

**4.1 Conduct probation:** A student found guilty of violating the rules and regulation of the University or of any act of undiscipline & misbehaviour by the Disciplinary Committee may be placed on close observation by the University authority for a specified period, which shall not be less than one month. During the period of conduct probation, a student shall not be allowed to -

(a) Represent the University in sports, cultural contests etc. either in the University or outside the University.

(b) Receive any Scholarship, Fellowship & Stipend. The loss entailed during the probation may be made permanent and no arrears shall be payable subsequently on its expiry.

A Student put on conduct probation on more than three occasions shall be expelled from the University with the approval of Hon'ble Vice-Chancellor or the Executive Council.

**4.2 Rustication:** It is the temporary removal from the rolls of the University / Hostel as a punishment for indiscipline. The minimum period of rustication shall be one semester in addition to the duration of the semester during which the order is passed.

**or**

It may be the permanent removal from rolls of the University / Hostel. An expelled student shall not be permitted to get fresh admission to the University in the next year(s).

#### **5. Procedures relating to Rustication / Expulsion:**

Before a student is rusticated / expelled the following procedure shall be followed:

- (i) On receipt of the complaint against the conduct of the student, the Dean of Students' Welfare shall enquire into the matter immediately and place it before the Disciplinary Committee with the approval of the Hon'ble Vice-Chancellor not later than 3 working days from the date of receipt of the complaint. If the Disciplinary Committee is satisfied that there is a prima-facie case of rustication / expulsion of the student, the student shall be informed in writing about the allegations against him / her or asked to appear

before the Disciplinary Committee to explain why he / she should not be rusticated/ expelled.

- (ii) The accused students shall be asked to submit his / her explanation with 3 (three) days from the date of issue of the intimation by the Dean, Students' Welfare.
- (iii) After receiving the explanation / answer, the Disciplinary committee shall examine the case minutely.
- (iv) If the committee is satisfied / convinced that this case is fit for rustication / expulsion, the Dean of Students' Welfare shall forward the recommendation of the Disciplinary committee for consideration of the Hon'ble Vice – Chancellor.

**Further it is provided that**

- (i) All Such cases shall be intimated to the Controller of Examinations and all concerned.
- (ii) The date of punishment shall be effective from the date of Notification issued by the Dean of Students Welfare.
- (iii) Any Disciplinary action taken by the said committee against a student shall be intimated to the student concerned / parents / guardians of the student.

**6. Special Powers of the Hon'ble Vice- Chancellor:**

Notwithstanding anything stated in these rules, the Vice – Chancellor shall have the authority to constitute an enquiry against any student (s) regarding his / her misconduct and to execute appropriate disciplinary action.

**7. Discipline in General:**

Any one of the following acts of a student shall come under the purview of disciplinary action -

- (i) Ragging in any form at the University campus.
- (ii) Misbehavior with other student(s)/ teachers / staff member of Vidyasagar University
- (iii) Breach of any standing rule of the University.
- (iv) Damage to University Property
- (v) Possessing fire-arms etc.
- (vi) Abuse of Internet / facilities.
- (vii) Gambling
- (viii) Moral turpitude

- (ix) Stealing
- (x) Consumption of drug and alcohol.
- (xi) Organising meeting by students inside the campus or assisting outsiders in organizing meeting inside the campus without the permission of the appropriate authority.
- (xii) Use of University premises for any purpose other than for which it is meant without permission of the concerned authority.
- (xiii) Misconduct in the University premises or in place recognized as University Property or site.
- (xiv) Any other cause / acts which may lower / hamper the image of the University.
- (xv) Other acts of indiscipline as considered by the appropriate authority.
- (xvi) Making irresponsible statement about the University before the media tarnishing the image of the University

**\*\*Keeping identity card is compulsory for all the students inside the University campus.**

#### **8. Discipline in classroom / department:**

(a) The Head of the Department / Center and the teacher(s) shall report to the Dean of Students' Welfare or to the authority of the University regarding the matter of breach of discipline which have come to his / her notice / knowledge and regarding the actions taken by him / her in this respect.

(B) Where Head of the Department/ Center or TIC has the opinion that a heavier punishment to be imposed is necessary, he / she shall report the case to the Dean of Students' Welfare with his/her recommendations in writing and the Dean of Students' Welfare may take appropriate action as deemed fit or forwarded the matter before the Disciplinary Committee.

#### **9. Discipline in examination:**

As per rules specified in Examination regulation of the University.

#### **10. Discipline in Hostel:**

These shall be covered under the Hostel rules.

#### **11. Discipline in play Ground:**

These shall be covered under the rules framed / stipulated for sports and games.

#### **12. Disciplinary action / Punishment:**

Warning, Fine, Conduct Probation, Rustication Expulsion etc. shall be exercised as punishment as per the merit of the case.

**12.1** The Student must follow the discipline strictly as described in clauses mentioned above. Violation of any clause by any Student will be subjected to the following punishment:

**12.2. Discipline in General:** Student must follow strictly the discipline as described in clause 7 herein above. Violation of any clause by any student will be subjected to the following punishment:

Sl. no	Acts	Punishment
i	Misbehaviour with employees of the University or any outsider	Stern warning and a fine of Rs. 1000/- or more.
ii	Gambling inside and outside the campus.	Stern warning with conduct probation for at least one semester.
iii	Misbehaviour or misconduct inside or outside the University	Stern warning and a fine of Rs.1000/- or more
iv	Stealing any items from the campus	Conduct probation and rustication for at least one semester.
v	Drinking of alcoholic liquor, intoxication and drug addiction in the University campus / Hostel	Conduct probation and rustication from Hostels and University for at least two consecutive semesters.
vi	Moral turpitude	Conduct probation, stern warning and a fine of more than Rs. 250/-
vii	Breach of any standing rules of the University	Stern warning conduct probation/fine of Rs. 1000/- or more. Depending on the nature of indiscipline , the fine may be enhanced(more than Rs.1000/-)
viii	Use of University premises for any purpose, other than for which it is meant without the permission of the concerned authority	Stern warning with conduct probation for two semesters/ fine of more than Rs. 1000/-
ix	Organising meeting by students inside the campus or assisting outsiders to organize meeting inside the campus without the permission of the appropriate authority	Conduct probation for a period of two consecutive demisters with a stern warning/fine of Rs. 1000/-
x	Students not obeying the instructions given by the	Rustication from the University and Hostel for two semesters.

	Disciplinary Committee	
xi	Ragging involving physical and or mental torture inside or outside the University	Expulsion/ rustication from Hostel and University.
xii	Any other causes / acts which may lower the prestige of the University	The Dean of Students' Welfare may place the matter before the Disciplinary Committee for appropriate action.
xiii	Any other acts of indiscipline as considered by the appropriate authority	The Dean of Students' Welfare may place the matter before the Vice – Chancellor for appropriate action.

**12.3 Discipline in class Room:** Students should follow the discipline as described in clause 8 herein above, violation of the same by any students will punishable with the following punishment:

Sl no	Acts	Punishment
i	A students who is found not maintaining discipline and good behavior within the Department including Classroom or outside the Classroom	The Head/teacher concerned will warn the students and intimate the Dean concerned about all the acts of indiscipline and misbehavior which have come to his / her notice and of the actions taken by him/her in this regard.
ii	In repeating the same even after warning by the concerned Head/ teacher	The Head/teacher will impose a fine of Rs.1000/- to the concerned student(s) with intimation in writing to the Controller of Examinations and the Finance Officer to stop his / her fellowship, if any.
iii	If a student makes such an offence where the Head/ teacher is of the view that a punishment which is heavier than he/she is competent to impose is necessary	He/ She shall report the case to the Dean of Students' Welfare with his/her recommendation in writing and the Dean of Students' Welfare may take action as deemed necessary or place the matter before the Disciplinary Committee.
iv	Mass absence of students from the class	A fine of Rs.1000/- or more per head.