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No.GU/Acad. Col. /Student-Discp-Rules/2019/17

Date: 25/04/2019

To

1. The Principals/Deans of affiliated Colleges
2. The Director of recognized institutes

Sir/Madam,

I am to forward herewith the College Students' Discipline and Conduct Rules 2019 duly approved by the Academic Council in its meeting held on 9<sup>th</sup> March, 2019 and Executive Council in its meeting held on 15<sup>th</sup> March, 2019 for implementation. The said Rules may be displayed on the College Notice Board and also printed in the College/Institute prospectus for information of all students.

Yours sincerely,

*Y.V. Reddy*  
(Prof. Y.V. Reddy)  
REGISTRAR

Copy to:

The Director of Higher Education, Directorate of Higher Education, Govt. of Goa,  
DTE Campus, Porvorim, Goa.



## THE COLLEGE STUDENTS' DISCIPLINE AND CONDUCT RULES 2019

### 1. SHORT TITLE AND COMMENCEMENT

- (a) These Rules shall be called "The College Students' Discipline and Conduct Rules 2019" hereafter referred to as the "Rules".
- (b) These Rules shall come into force with effect from the date of their notification.

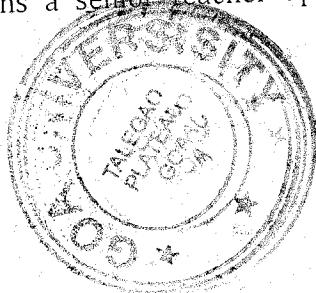
### 2. APPLICATION RULES

- (a) These Rules shall apply to all students of the affiliated College whether admitted prior to the commencement of these Rules or after the commencement of these Rules.
- (b) Any breach of discipline and conduct committed by a student inside or outside the College Campus shall fall under the purview of these Rules.
- (c) Without prejudice to the generality of the power to enforce discipline under Section 22 (q) of the Goa University Act, 1984 and Statue 26 there under, the acts mentioned in Rules 4 shall amount to acts of misconduct or indiscipline or both.
- (d) These rules are not meant to deny the democratic rights of the students to dissent/air their grievances/protest in a peaceful and lawful manner.
- (e) Peaceful and lawfully conducted sit-ins/dharanas at a designated place with prior intimation to the College Principal will not invite any punishment under these rules.

### 3. DEFINITIONS:

For the purpose of application of these Rules-

- (a) 'College' means any teaching Department established and maintained by the College offering Degree/Diploma/Certificate/Integrated Courses, PG and Research Centre and also includes Schools, Centers, Library, Hostels, Play grounds, Canteens, Shopping Centers, Gymkhana, College Guest House, Administrative Offices, Staff quarters and entire College campus.
- (b) 'Student' means any person admitted to a College as given in
- (a) Above for receiving instructions either full-time or part-time and whose names is on the rolls of the College. The word student with reference to the context if required shall mean students also.
- (c) 'Teacher' means and includes Dean, Director, and Professor, Associate Professor, and Assistant Professor, Contractual / Guest / Visiting Faculty, Warden of Hostel, Librarian, Director of Physical Education, Instructor of Physical Education, Coaches and Administrative staff.
- (d) 'Disciplinary Authority' means an authority competent to impose penalty on a student under these Rules for any act of indiscipline or misconduct.
- (e) 'Inquiry Authority' means a Committee appointed by the Principal or an Inquiry Officer appointed by the Principal to inquire into the charges of act/s of indiscipline or misconduct by a student or a group of students.
- (f) 'Chief Proctor' means a senior teacher appointed by the Principal under the



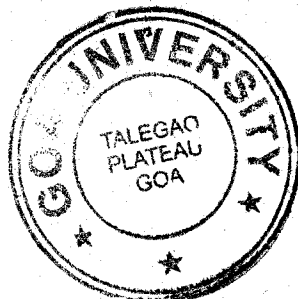
provisions of these Rules.

- (g) 'Assistant Proctor' means a teacher appointed by the Principal under the provisions of these Rules.

#### 4.0 ACTS OF MISCONDUCT AND INDISCIPLINE:

##### (a) Acts of misconduct and indiscipline Category-I:

- i) Causing disturbance within the College premises, Laboratory or Reading Room, Library, Common Room, Playground or Hostel, Canteen, Gymnasium and such other places in the College Campus.
- ii) Any act leading to diverting the attention of the students from the Lectures or of the teacher from Teaching.
- iii) Insubordination and/or disrespect to the teacher within or outside the College premises.
- iv) Habitual inattention to class work and assignments.
- v) Disturbing a class from outside by loitering aimlessly in the corridors, making noise.
- vi) Picking up quarrel with the teaching or non-teaching staff or with other students.
- vii) Using abusive language and abuses in the College premises or 'Sports-grounds'
- viii) Smoking within the College campus.
- ix) Playing any kind of musical instrument inside the class or outside during class hours.
- x) 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 or disrupting the movements of any member of the College.
- xi) Furnishing false certificates or false information in any manner to the College.
- xii) Teasing or disrespectful behavior or any misbehavior with a boy/girl student, staff member/ visitor.
- xiii) Causing or colluding in the unauthorized entry of any person/guest into the College Campus or in the unauthorized occupation of any portion of the College premises, including residential quarters/hostels or residence by any person.
- xiv) Unauthorized occupation of the hostel rooms or unauthorized acquisition and use of College furniture in one's hostel room or elsewhere.
- xv) Damaging or defacing, in any form any property of the College or the property of any member of the College community.
- xvi) Not disclosing one's identity when asked to do so by a faculty member or employee or security staff of the College who is authorized to ask for such identity.
- xvii) Improper behavior while on tour or excursion.
- xviii) Coercing the medical staff to render medical assistance to persons not entitled for the same or any other disorderly behavior in the Health Centre on College campus.
- xix) Blockade or forceful prevention of any normal movement of traffic, violation of

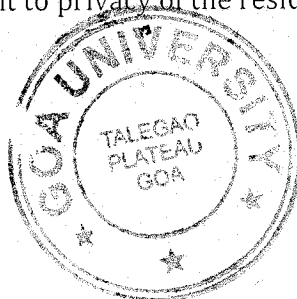


security or safety rules notified by the College.

- xx) Littering of any kind of waste including plastic waste in the College buildings, grounds/roads/premises.
- xxi) Disturbing other students/ teachers using a mobile phone inside the class or outside during class hours.
- xxii) Driving and parking the vehicles on College campus in violation of guidelines to that effect.
- xxiii) Distributing any material related to political parties/movements.
- xxiv) Any other act which may be considered by the Principal or any other competent authority to be a minor act of violation of discipline and conduct.

**(b) Acts of misconduct and indiscipline Category-II:**

- i) Repetition of acts given under Category-I of indiscipline in spite of repeated warnings and penalties imposed.
- ii) Attending the College dressed in a manner contrary to social norms prevailing from time to time or violation of dress code if any.
- iii) Indecent exposure in a proactive manner or behaving in a manner tending to rouse baser passions among the members of the same or opposites.
- iv) Disfiguring the walls, floors, furniture etc. of the College.
- v) Forcibly entering/ reaching places which have restricted entry or unauthorized handling of equipment or performing acts which would be a threat to one's life.
- vi) Instigating others to commit acts of indiscipline.
- vii) Engaging in any attempt at wrongful confinement of any member of the faculty, staff, student or anyone camping inside the College Campus.
- viii) Any Intimidation of or insulting or abusive behavior towards a student, staff or faculty or any other person.
- ix) Wanton destruction of College properties.
- x) Consuming or possessing narcotic drugs or other intoxicants or alcohol anywhere in the College premises.
- xi) Indulging in criminal acts of any kind under the law of land including gambling and possession of arms/weapons.
- xii) Arousing communal, caste or regional feelings or creating disharmony among students.
- xiii) Demonstration of disloyalty to the country, its constitution and its flag.
- xiv) Ragging of any kind tending to cause physical and mental torture to other students or forcing others to submit to indignity and nuisance.
- xv) All acts of violence and all forms of coercion such as gheraos, sit-ins or any variation of the same which disrupt the normal academic and administrative functioning of the College and or any act which incites or leads to violence.
- xvi) Gheraos, laying siege or staging demonstrations around the residence of any member of the College or any other form of coercion, intimidation or disturbance of right to privacy of the residents of the campus.



- xvii) Sexual harassment of any kind which shall also include: unwelcome sexual proposition/advancements, sexually graphic comment sofa body unwelcome touching, patting pinching or leering of parts of the body or persistent offensive or unwelcome sexual jokes and or comments as per Sexual Harassment of Women at
- xviii) Committing forgery, tampering with the Identity Card or College records, impersonation, misusing College property (movable or immovable), documents and records, tearing of pages of, defacing, burning or in any way destroying the books, journals, magazines and any material of library or unauthorized photocopying or possession of library books, journals, magazines or any other material.
- xix) Any act of moral turpitude.
- xx) Use of abusive, defamatory, derogatory or intimidator language against any member of the College Community.
- xxi) Any other act or acts which the Principal considers as major acts of misconduct and indiscipline.
- xxii) Publishing or posting derogative comments against any student/teaching staff / administrative staff of the college or any other person on the social media.

## 5.0 PUNISHMENT

The competent authority may impose any one or suitable combination of the following punishments on any student found guilty of any of the acts of indiscipline or misconduct mentioned under Category-I or Category-II as the case may be, in Rule 4.

### Category-I:

- 1) Admonition/Reprimand.
- 2) Sending the student out of his class and not letting him into his class up to a maximum of two consecutive periods.
- 3) Marking the student absent on repeating the misconduct at Sr. No.2.
- 4) Fine up to Rupees Twenty Thousand depending upon gravity of the issue.
- 5) Recovery of any kind, such as scholarship/fellowship, any dues, cost of damages, etc.
- 6) Withdrawal of any or all facilities available to a student as per, various Goa University Act and College Rules (such as Scholarship/Fellowship, Hostel etc.) permanently or for a time period up to Four semesters.
- 7) Stoppage of any or all academic processes.
- 8) Rustication up to two semesters and/or Declaring any hostels, premises, building or the entire College Campus out of bounds to any students.

### Category-II:

- 1) Cancellation of admission or withdrawal of degree or denial of registration for a specified period.



- 2) Rustication up to ten semesters and/or declaring any part or the entire College Campus out of bounds.
- 3) Fine up to Rupees Fifty Thousand depending upon gravity of the issue.
- 4) Expulsion.

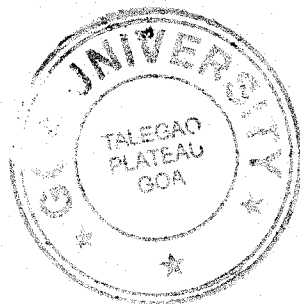
**6.0 AUTHORITIES EMPOWERED TO IMPOSE PUNISHMENT AND APPELLATE AUTHORITIES:**

<b>FOR ACTS OF INDISCIPLINE &amp; MISCONDUCT UNDER CATEGORY-I</b>		
<b>Penalties</b>	<b>Authority empowered to impose them</b>	<b>Appellate authority</b>
I) Admonition/ Reprimand	Head of the Department	No Appeal
ii) Sending the student out of his class/ laboratory and not letting him into his class/ laboratory up to a maximum of two consecutive periods/hours in a day	Concerned Teacher/s	No Appeal
iii) Marking the student/s absent for repeating the type of misconduct involved in (ii) above, more than once.	Concerned Teacher/s	Head of the Department
iii) Fine up to Rupees Twenty Thousand depending upon the gravity of issue	Principal	Vice-Chancellor
iv) Recovery of any such kind, such as scholarship / fellowship, any dues, cost of damages, etc.	Principal	Vice Chancellor
V) Withdrawal of any facilities available to a student as per various College Rules (such as Scholarship / Fellowship, Hostel etc.) permanently or for a time period up to two semesters.	Principal	Vice-Chancellor
Stoppage of any or all academic processes	Principal	Vice - Chancellor



Rustication up to two semesters and or Declaring any hostels, premises, building or the entire College Campus out of bounds to any students.		
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<b>For acts of indiscipline/ misconduct under Category-II</b>		
<b>Penalties</b>	<b>Authority empowered to impose them</b>	<b>Appellate authority</b>
Cancellation of admission or withdrawal of degree or denial of registration for a specified period	Principal	Vice- Chancellor
Rustication up to four semesters and/or declaring any part or the entire College Campus out of bounds.	Principal	Vice- Chancellor
Fine up to Rupees Fifty Thousand depending upon gravity of the issue.	Principal on recommendation of the Inquiry Committee and after considering the report of the Inquiry Authority.	Vice- Chancellor
Expulsion.	Principal	Vice-Chancellor



## **7.0 PROCTORIALBOARD (PB)**

- a. There shall be a Proctorial board for the College consisting of a Chief proctor and two Proctors. The Proctors shall be appointed by the Principal as follows.
  - i. One Associate Professor.
  - ii. One Assistant Professor.

The tenure of the Proctors shall be for a period of three years. One of the Proctors shall be a woman. All the matters concerning indiscipline and misconduct by student/s shall be dealt by the Proctorial Board.

### **b. CHIEF PROCTOR**

- (1) The Chief Proctor shall be appointed from amongst the employees of the College preferably of the rank of Associate Professor, by the Principal on the recommendation of the Vice - Chancellor. The Chief Proctor shall exercise such powers and performs such duties as may be assigned to him by these Rules or by the Principal. The tenure of the Chief Proctor shall be for a period of three years.
- (2) When the office of Chief Proctor is vacant or when the Chief Proctor is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of the office shall be performed by one of the Proctors as the Principal may appoint for the purpose.
- (3) The Chief Proctor shall be the competent authority to impose fine/penalty as per the provisions of the clause 6 of these Rules to the student/s on the recommendation of the Proctorial Board.

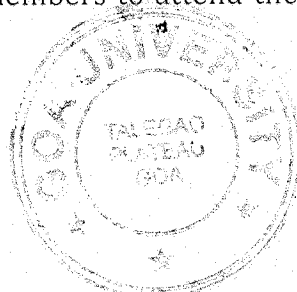
### **c. POWERS OF THE PROCTORIAL BOARD ANDPROCEDURES**

- (1) The Proctorial Board shall be the Inquiry Authority for all the cases of misconduct/ indiscipline by the student/s and shall make suitable recommendations to the Principal as per the provisions of these Rules. This shall, however, exclude the cases to be handled by thick.
- (2) The Proctorial Board (PB) is authorized to take up the cases suo moto. However, complainants shall be required to report any of the matters mentioned above within three days of the occurrence of the incident to the Chief Proctor. The student(s) charged shall be notified within four working days of the charge against him/her. It shall be the responsibility of the students(s) thus charged to submit in writing his/her defense within two working days to the PB. If the PB does not receive a defense within two working days, it will take an ex parte decision on the charge. The PB shall, however, have powers to relax the time-frames mentioned above based on the merit of the case in question.





- (3) Under normal circumstances the PB 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 PB 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 College. However, if the situation so demands, the PB may convene an emergency meeting and call those concerned to depose before it immediately.
- (4) Evidence to the PB 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 defense. A Witness giving oral evidence may be cross-examined by the PB. A witness not available for cross-examination may submit evidence in writing. The PB shall not consider evidence from persons who are not prepared to have their names revealed to the PB. The names of persons appearing as evidence/witness shall be kept confidential.
- (6) The PB 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 and who shall be another bonafide student only] whenever oral evidence is being heard. Representation through legal counsel/lawyer shall NOT be allowed in any case to any of the parties. Non-attendance of the student charged or his/her representative shall not bar the PB from proceeding ahead. The PB may at its discretion adjourn its proceedings 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 PB may, at its discretion, postpone its deliberations or even continue with its proceedings. The PB 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 15days 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 PB meeting reconvened to

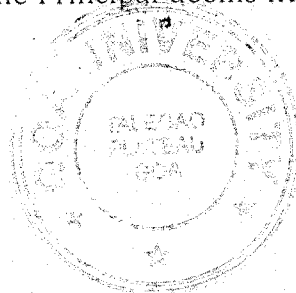


hear an adjourned case, it may co-opt one or two additional members to form the quorum.

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

**d. GENERAL**

- (1) No punishment shall ordinarily be imposed on a student unless the PB has followed normal procedures including due opportunity to the student(s) charged with an offence.
- (2) The PB shall draw up:
- i. The substance of the imputation of major acts of indiscipline into definite and distinct articles of charge.
  - ii. a statement of imputation of acts of indiscipline in support of each articles of charge, which shall contain-
    - a) A statement of all relevant facts including any admission or confession made by the student (to be signed by the concerned student/s)
    - b) A list of documents by which and list of witnesses by whom the articles of charge are proposed to be sustained. (To be signed by the concerned witness).
- (3) The Inquiry Authority shall prepare the report of inquiry which shall contain:-
  - a) The articles of charge and the statement of imputation of acts of major indiscipline.
  - b) The defense of the student if any in respect of each article of charge.
  - c) An assessment of the evidence in respect of each article of charge, separately in respect of each student.
  - d) The finding on each article of charge and the reasons thereof.
- (4) In case the Principal 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.
- (5) Notwithstanding any punishment mentioned above, the Principal 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.
- (6) The Office of the Chief Proctor shall immediately report its decision to Principal for necessary action. It shall also report annually to the Principal and any such body that the Principal deems fit, on all cases arbitrated by it



during the preceding academic year.

#### 8.0 PLACING THE REPORTS OF INQUIRY BEFORE THE MANAGING COMMITTEE.

- (i) The Principal on the receipt of the record of inquiry from the Inquiry Authority shall cause the records to be placed before the Managing Committee at its next meeting or at a special meeting, if necessary.
- (ii) The Managing Committee after due consideration of the report and record of inquiry with the recommendation of the Principal shall pass such order as may be considered just and necessary.
- (iii) The Principal shall then communicate the orders of the Managing Committee to the student if the decision is to rusticate the student.
- (iv) If the student rusticated will be allowed to appear for the College Examination with a condition that the results will be with-held until the completion of the inquiry and the decision of the Managing Committee thereon, the Principal shall inform the Controller of Examinations that the result of the student shall not be announced.

#### 9.0 APPEAL

- (i) Student/s shall be allowed to appeal against the fine/penalty imposed by the competent authority subject to provisions of the Rule 6.0. However, such an appeal shall be preferred by the concerned student/s within ten working days after the receipt of order of the competent authority.
- (ii) There shall be no appeal against the order of the Vice Chancellor where student/s is/are subjected to expulsion from the College or is subjected to monetary fine by the Vice Chancellor. The decision of the Vice Chancellor shall be final.

#### 10.0 ACT/ACTS OF INDISCIPLINE MISCONDUCT OUTSIDE THE COLLEGE CAMPUS:

- i) The College shall not ordinarily take cognizance of act/acts of indiscipline committed by a student outside the College campus.
- ii) If a student is arrested or detained by orders of a magistrate on a charge of criminal act involving moral turpitude committed outside the campus, the Principal after verifying the fact of such arrest and detention shall place him/her under suspension until s/he is released on bail or otherwise.
- iii) If a student is sentenced to imprisonment for an offence indulging moral turpitude, the Principal shall place him/her under suspension.



- iv) The Principal shall place the matter before the Managing Committee which shall rusticate him/her from the College.
- v) If on appeal, the conviction is set aside, his/her rustication shall post fact cease.
- vi) Cases of allegation/acts of sexual harassment will come under purview of the Internal Complaints Committee (ICC).

#### 11.0 INTERPRETATION

In case of a dispute with regards to the interpretation of any of the Rules mentioned above, the decision of the Principal shall be final.

---End---

