

# **MJP Rohilkhand University**

## **Guidelines for Student's Code of Conduct**

### **Short Title and Application:**

For the purpose of the statute provision 2.26 to 2.30 regarding Proctor, following is definition, power duties for conduct of code of Discipline and it shall not be in contravention of any regulations made under other provisions of University statute.

- i. These Guidelines may be called "Guidelines for Student's Code of Conduct.
- ii. These Guidelined apply to all the students of MJP Rohilkhand University, Bareilly, in respect of all kinds of indiscipline expect ragging which is governed by the Regulations of government and other mechanism adopted in compliance of guidelines of Honourable Supreme Court of India.

The Guidelines encompass following broad areas:

### **Proctor**

1. Student Code of Conduct
2. Code of Discipline
3. Marches and processions
4. Newspapers, magazines and websites
5. Criminal investigations and offences
6. Local Rules
7. Academic/ Departmental
8. Hostels
9. Mechanism for Handling Student Indiscipline Cases
10. Disciplinary Action
11. FIR
12. Appeal
13. Maintaining Case Files of Disciplinary Action
14. Administrative Functions and Responsibilities of Proctor

### **1. Student conduct of Conduct**

Student at MJP Rohilkhand University are subject to two separate (but complementary) sets of disciplinary regulations: the rules and By-Laws of college provided in their college handbook, or equivalent document, and the University's conduct regulations.

### **University conduct regulations**

Student enrolled for any degree, course, diploma will be called Student Member. Students studying for awards that are also professional qualifications are also be expected to observe codes of conduct drawn up by the University in consultation with the external bodies concerned; Student's department will provide details where appropriate. The University and

college disciplinary codes do not replace the law of the land which student must observe like everybody else.

Whether student are a taught-course or a research student, it is students responsibility to consult and be familiar with the Statutes and Regulations, including the Examination Regulations, and subsequent formal amendments published, general regulations and the specific regulations for their course. The Examination Regulations cover a wide variety of important topics, student should read them carefully, in addition to authoritative information that departments and faculties publish in accordance with the regulations (e.g. in course handbooks or on departmental websites). Students who intentionally or recklessly breach regulations, or incite or conspire with others to do so, are liable to disciplinary action.

The aim of these regulations will be to create an environemnt where we ensure:

- Respect for self
- Respect for others
- Respect for University Property
- Respect for University Authority
- Honesty
- Professional & Academic Integrity

## **2. Code of Discipline**

No student member of the University shall in a university context intentionally or recklessly;

- (a) Disrupt or attempt to disrupt teaching or study or research or the administrative, sporting, social, cultural or other activities of the University;
- (b) Disrupt or attempt to disrupt the lawful exercise of freedom of speech by members, students, and employees of the University or by visiting speakers;
- (c) obstruct or attempt to obstruct any officer, employee, or agent of the University in the performance of his or her duties;
- (d) deface, damage, or destroy or attempt to deface, damage or destroy any property of or in the custody of the University or of any member, officer, employee, or agent of the University, or knowingly misappropriate such property;
- (e) occupy or use or attempt to occupy or use any property or facilities of the University except as may be expressly or impliedly authorised by the university authorities concerned;
- (f) forge or falsify any university certificate or similar document or knowingly make false statements concerning standing or results obtainde in examinations;
- (g) engage in action which is likely to cause injury or to impair safety;
- (h) engage in violent, indecent, disorderly, threatening, or offensive behaviour or langauge;
- (i) engage in any dishonest behaviour in relation to the University;

- (j) disobey a reasonable instruction given within their authority by one of the Proctors or their deputies;
- (k) refuse to disclose his or her name and other relevant details to an officer or an employee or agent of the University or of any college in circumstances where it is reasonable to require that information be given;
- (l) possess, use, offer, sell, or give to any person drugs, the possession or use of which is illegal;
- (m) engage in the harassment of any member, visitor, employee, or agent of the University;
- (n) Involvement in ragging (direct or indirect) as per guidelines of UGC/ Court.
- (o) Involvement in Cyber Crimes.

### **3. Marchers and processions**

It requires the organiser of a procession to give at least six day's notice in advance of the date of the event to University authority. In practice, it is advisable to give the University authority as much notice as possible: at least 4 weeks' minimum, in the interests of avoiding clashes between one event and another event in University on the same day. Events intended to take place on University land or property must be referred to the proctors.

### **4. Newspapers, magazines and websites**

Students are reminded that, whether or not a publication is formally registered with the Proctors, the individuals involved in its production and distribution are legally responsible for all the material. Anyone intending to set up or take over a publication is strongly advised to consult the proctors office at an early stage. The Proctors do not censor student members publications. However, because such publications are something the subject of complaints, the proctors need to be aware of their content. Those responsible for the distribution of any journal, newspaper, or magazine are asked to send a copy to the Proctors' office on the day of publication. If student post material on social media or any other media, students need to be aware that their activities are covered by the University's Disciplinary Regulations.

### **5. Criminal investigations and offences**

If a student is the subject of criminal proceedings concerning an alleged offence of such seriousness that an immediate term of imprisonment may be imposed if he or she is convicted, or if he or she has been convicted of a serious offence (whether or not a prison sentence was in fact imposed), the student is required to inform the Proctors in writing. The Proctors will then consider whether any consequential action needs to be taken within the University.

### **6. Local Rules**

Students using buildings, property or services are advised to familiarise themselves with any published rules, for example as displayed on notice-boards in or at the entrance to buildings or property or on the service's website. Action threatening or causing damage to property or inconvenience to other users may lead to exclusion. An allegation of misuse of University property contrary to local rules may be referred to the Proctors for investigation as a possible disciplinary offence.

## **7. Academic/ Departmental**

In relation to breaches of examination regulations, Dean/ Head of Department have to act as per University Rules. However, students if violating code of disciplines they may inform proctors for assistance.

## **8. Hostels**

Ordinarily in relation to breaches of code of discipline in hostel it will be enquired and supervised by Chief Warden through Wardens; however he can take assistant of Proctors as the case arises. A disciplinary committee of Hostels comprised of Chief Warden, Warden of concerned Hostel, DSW and Chief proctor or its nominee will forward their recommendations to Vice-Chancellor for disciplinary action against student(s) for violation of code of discipline. A cumulative effort shall be taken to prevent ragging incidences.

## **9. Mechanism for Handling Student Indiscipline Cases**

### **a. Investigation**

**When an offence of misconduct is alleged, one of the Proctors investigates and decide whether there is a case for the student or student concerned to answer.**

For alleged offences involving publications, the Proctor may hold all or some of the relevant incharge responsible. The Proctors have the power to summon any University member to appear before them to assist with their enquiries. the process of investigation and evidence-gathering may involve interviewing suspects and witnesses. A student under investigation has the right to be informed what breach of regulations he or she is suspected of having committed and to be accompanied by a member during any interview. If however, the Proctor considers that a breach of regulations has occurred and that the student(s) responsible have been identified, the Proctor will then send each student notice of a disciplinary hearing. All cases are decided on the 'civil standard' of proof (i.e. the balance of probabilities).

### **b. Proctors' disciplinary hearing**

The student will be formally notified what regulations he or she is thought to have breached, and will be sent a notice to attend a Proctors Disciplinary Hearing, if required. At the hearing, the evidence may be presented and the student has the right to make a

defence against the allegations or else to admit the breach (es) of regulations and to present evidence to explain his or her behaviour. Witnesses may be called to attend, either by the Proctors or the student.

If the student admits the alleged breach of regulations, or is found guilty, the Proctors may impose a fine or punishment as the case may be which will be finally approved by Vice-Chancellor with consultation of Disciplinary committee, if any. The Proctors must normally finalise a case within six months of first interviewing the student concerned.

## 10. Disciplinary Action

If the Proctor finds that the student has committed the breaches of regulations alleged, he may send their recommendations to Vice-Chancellor and a written warning can be issued about future conduct, summon Guardian or to take/ recommend one or more of the following actions:

- Impose a fine of any size
- Order the student to pay compensation to any person or body suffering injury, damage or loss as a result of his or her conduct
- Reduce by one or more classes any degree classification
- Ban the student from specified University premises or facilities for whatever period of time, or on whatever terms, it thinks fit
- Rusticate the student for whatever period of time it thinks fit
- Expel the student from membership of the University

### Definitions

Following words and expressions shall have the following meanings:

- (a) **'ban'** means withdraw the right of access to specified land, buildings, facilities or services of the University for a fixed period or pending the fulfilment of certain conditions;
- (b) **'expel'** means deprive a member permanently of his or her membership of the University;
- (c) **'harassment'** means unwanted and unwarranted conduct towards another person which has the purpose or effect of:
  - i. violating that other's dignity; or
  - ii. creating and intimidating, hostile, degrading, humiliating or offensive environment for that other;
- (d) **'rusticate'** means withdraw the right of access to all of the land, buildings and facilities of the University including teaching, examinations and all related academic services for a fixed period or until the fulfilment of specified conditions;
- (e) **'suspend'** means withdraw the rights/ facilities being student of University for a fixed or indeterminate period or until the fulfilment of specified conditions where action is taken as an interim measure pending further investigation, or where action is taken under the statutes or regulations for non-disciplinary reasons.

## **11. FIR**

The Proctor should maintain liaison with the District Administration in matters regarding the law and orders situation in the University campus through Registrar of University. For such severe indiscipline or the case require filing FIR to police, it will be done by Registrar of University.

## **12. Appeal**

A Student may request a review or make an Appeal to Vice Chancellor against a decision of suspension, rustication, expulsion and/ or penalty imposed by the University on the recommendation of Disciplinary Committee, in relation to an act of indiscipline. Such a request for a review or Appeal must be submitted in writing to the Vice Chancellor preferably within seven days, however, not exceeding thirty days of any decision or penalty is imposed.

## **13. Maintaining Case Files of Disciplinary Action**

The Chief Proctor Office shall be charged with the responsibility of maintaining all records and disciplinary proceedings.

## **14. Administrative Functions and Responsibilities of Proctor:**

- The Proctor is the primary reference point in the University for all matters relating to student non-academic misconduct, including complaints against students, or disputes between students.
- The Proctor assesses disputes between students or complaints about student conduct and can recommend or determine the appropriate next steps, which may include referral to an external mediator or disciplinary procedures.
- The Proctor is contact person for student who are concerned about bullying and harassment.
- The Proctor shall make arrangements for the security of University establishments. He shall extend all possible help to various departments of the University to ensure security and safety of University property through the watch and ward staff working under him.
- The Proctor shall make arrangements for the maintenance of Cycle/Scooter Stands in the university by directing Security Officer.
- Security Agency shall inform Chif proctor about security personals detail deployed in University.
- The Proctor shall be the member of Discipline Committee.
- University shall extend all such facilities to Proctors which is essential to execute their duties.