



REGULATION ON STUDENTS CODE OF CONDUCT AND STUDENTS ETHICS & DISCIPLINE

Preamble

These Regulation may be called as “Guidelines on students Code of Conduct and students Ethics and Discipline”. These regulations applies to all the students’ community of Dr.M.G.R.Educational and Research Institute, Deemed to be University (Dr.MGRERIDU), in respect of every kinds of indiscipline activities by the Students. This is also a guideline for students’ ethics and their discipline. The other part, Ragging, is governed by other mechanism adopted in the compliance of guidelines of Hon’ble Supreme Court of India and UGC Regulations. These Guidelines shall come into force from the date of establishment of this University.

The Student Disciplinary Guidelines are in accordance with the University’s Rules and Regulations and provide a framework for the enforcement of student discipline, in order to secure a proper working of the University.

The purpose of these guidelines is to establish equitable and consistent standards throughout the University, to ensure that disciplinary action is fair and reasonable in the circumstances of each case, and to produce due respect for and acceptance of University standards and reasonable instructions.

Any student conduct, on or off campus, as individuals or as groups, that is deemed to be a misconduct/indiscipline may become a matter for action within the University's system of student discipline.

Student misconduct may be simultaneously subject to external legal or administrative proceedings and the University's disciplinary system. The University is a private enclave, dedicated to a purpose that imposes additional and special obligations, but not in conflict with the legal-judicial structures of the general society. Therefore, the University's disciplinary system normally will proceed independently, notwithstanding the pendency of external formal and legal processes.

THE GUIDELINES ENCOMPASS FOLLOWING BROAD AREAS:

- Students Ethics and Code of Conduct
- Defining Misconduct and Indiscipline
- Mechanism for Handling Student Misconduct
- Disciplinary Action
- Outcome of Disciplinary Action- Appeal/Review
- Criminal Allegations
- Maintaining Files on Disciplinary Action

1. Students Ethics and Code of Conduct

The aim of education is the intellectual, professional, personal and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness, and respect for the rights of all individuals. Self-discipline is necessary for the fulfillment of such goals. The Students’ Ethics is insisted to promote this environment in any university has mentioned below:



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Ethics

- Respect for self
- Respect for others
- Respect for University Property
- Respect for University Authority
- Professional and Academic Integrity

Code of Conduct:

- ❖ Students are expected to respect and observe these guidelines of the DU.
- ❖ Students should conduct themselves in an orderly manner in their academic and recreational activities while they attend the DU, engage in any University activity in hostels, university campus and / or outside the campus during their visits for training, excursion, sports, and project work etc.
- ❖ Students should respect the rights and privacy of other members of the University at all times.
- ❖ Students pursuing programs leading to a professional qualification are also required to conduct themselves in a manner appropriate to profession as they are required to follow professional conduct as future professionals in the field.
- ❖ Dr. M.G.R. ERI DU is dedicated to the following goals while promoting ethics and code of conduct amongst its students:
 - Fostering professional excellence
 - Promoting life for values and ethics
 - Creating responsible leaders and professionals.
 - Inculcating a spirit of dedication to the service of humanity
 - Working for Nation and integrity building.

These goals can only be achieved in a campus environment wherein the students feel safe, secured, engaged, challenged and appreciated. This environment is created by the active contributions of every member of the Dr. M.G.R ERI DU family, be it a student, faculty, support staffs or others associated with University. The campus ethics demands integrity and compassion to promote a culture of learning, appreciation and understanding.

The faculty, administrators, staff and students of Dr. M.G.R. ERI DU all have the responsibility to take care of the intellectual, social, emotional, psychological and other resources of University that we proudly share.

When students choose to accept admission to Dr. M.G.R.ERI DU, they accept to follow the norms of University, be it Ethics, Code of Conduct, Rules and Regulations and the Guidelines as may be



notified from time to time. As members of Dr. M.G.R. ERI Deemed to be University, the students are expected to uphold its values by maintaining a high standard of conduct.

The student disciplinary guidelines will be used, to address violations of the Ethics and Code of Conduct, provided that such violation or act of indiscipline warrants actions against the erring students.

Defining Misconduct and Indiscipline

The general definition of „misconduct“ under these Disciplinary Procedures is unauthorized interference, in the broadest sense, with the proper functioning or activities of the Dr.M.G.R.ERI DU, or those who work or study in the University; or action which otherwise damages the reputation of University.

Without prejudice to the generality of the power to maintain and enforce discipline under these Guidelines, the following shall amount to act of indiscipline or misconduct on the part of a student of the Dr. M.G.R. ERI DU and its Departments/ Institutions/ Schools/ Constituent Unit/ Centers:

Physical assault or threat to use physical force against any member of the teaching and non-teaching staff of any Department/institution/Schools/Constituent Units/Centers and against any student within Dr.M.G.R. ERI DU

Unauthorisedly remaining absent from the class, test or examination or any other curricular or co-curricular activity which she/he is expected to participate in;

Carrying of, use of or threat to use of any weapons;

Misbehaviour or cruelty towards any other student, teacher or any other employee of the Dr. M.G.R. ERI DU , a college or institution.

- ✓ Use of drugs or other intoxicants except those prescribed by a qualified doctor;
- ✓ Any violation of the provisions of the Civil Rights Protection Act, 1976;
- ✓ Indulge in or encouraging violence or any conduct which involves moral turpitude;
- ✓ Any form of gambling;
- ✓ Discrimination against any student or a member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them;
- ✓ Practicing casteism and untouchability in any form or inciting any other person to do so;
- ✓ Any act, whether verbal or otherwise, derogatory to women;
- ✓ Smoking, use of narcotics, possession and consumption of alcoholic beverages or gambling in any form;



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- ✓ Any attempt at bribing or corruption of any manner or description;
- ✓ Wilful destruction of the property of the University or its Departments/Institution/ College/ Constituent Unit/ Centre etc.;
- ✓ Behaving in rowdy, intemperate or disorderly manner in the premises of the Dr. M.G.R. ERI DU or the college or the institution, as the case may be, or encouraging or inciting any other person to do so;
- ✓ Creating discord, ill-will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so;
- ✓ Causing disruption of any manner of the academic functioning of the University system;
- ✓ Indulge in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the Dr. M.G.R. ERI DU, as the case may be.
- ✓ Delays or Unpunctuality;
- ✓ Violation of the status, dignity and honour of students, in particular women students and those belonging to a scheduled caste or a scheduled tribe or other backward class;
- ✓ Any practice – whether verbal or otherwise, derogatory of women;
- ✓ Verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene behavior of students;
- ✓ Indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the University or the college or the institution, as the case may be.

Following shall also be considered as act of misconduct

- Disruption of or unauthorized interference with, the academic, administrative, sporting, social or other activities of the University, whether on University premises or else
- Obstruction of, or improper interference with, the functions, duties or Activities of any student, member of staff or other employee of the University or any authorized visitor to the
- Violent, indecent, disorderly, threatening or offensive behavior or language whilst on University premises, hostels, PG accommodation or outside the campus on official assignments or engaged in any University activity, including that committed by electronic means using email from a University account or other social media or account accessed via the University network like AMIZONE
- Fraud, deceit, deception or dishonesty in relation to the University or its staff or in connection with holding any office in the University or in relation to being a student of the University.
- Action likely to cause injury or impair safety either on University premises or on any other sites associated with the University through its professional or other programmes
- Defacement of, or deliberate damage to, any property, records or information of the University, or any property of a member of the University (including damage resulting from negligence)



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- Acts of disturbance that threaten the rights and privacy of any member of the University, whilst on University premises or engaged in University activity outside the campus such as field work, training, excursion etc. or hostels, PG accommodation, University owned or managed accommodation.
- Any unauthorised absence from the scheduled test, examination, curricular, co-curricular or extra-curricular activity or from the hostel which includes leaving the activity site without permission, giving proxy attendance for others or asking others to give proxy attendance for
- Rude, unmannerly, impolite acts, use of abusive or offensive language, gestures, remarks or inciting others (discriminatory on grounds of caste, creed, language, place of origin, gender, social or cultural background
- Harassment of any kind, including sexual or based on cast, creed, race of any student, member of staff or other employee of the University or any authorised visitor to the University, including that committed by electronic or other remote manner.
- Acts of disturbance, negligence or breaches of health and safety measures which might threaten the safety, security or welfare of other residents in a University owned or University managed property, or an employee of the University looking after that property.
- Unfounded and malicious complaints brought against a member of the University under the Student Complaints Procedure.
- Participating, operating, assisting or promoting gambling activity while on campus/hostel premises or while on duty.
- Use of any banned substance and be under the influence of alcoholic beverages, a drug or a controlled substance, while on campus/hostel or on duty.
- Stealing, actual or attempted, unauthorised possession of University property or property of others, or collusion with others to commit such acts.
- False statements, deliberate misrepresentation, includes falsifying information on a leave form, hostel out pass, or other documents pertaining to entitlements; concealment, withholding of a material fact, making false sworn statements, and lying.
- Knowingly making false or malicious statements against other students, faculty, or university officials with the effect of harming or destroying the reputation, authority, or official standing of that individual or an organisation.;
- Failure to disclose information about a criminal record including FIR as well as convictions, acquired prior to or during a student's registration period or on a Dr. M.G.R. ERI DU questionnaire, where this information is required for any student
- Violation of administrative rules or regulations where safety to persons or property is concerned.
- Refusal to testify or cooperate in an authorized enquiry or investigation; interference or attempt to influence, or attempt to alter testimony of witnesses or participants.



- Participating in activities soliciting political contributions and/or campaigning;
- Misuse of Dr. M.G.R. ERI DU Identity Card or not displaying the I-Card; Carrying of, use of or threat to use of any weapons
- Promoting casteism and untouchability in any form or inciting any other person to do so;
- Harming dignity and honour of students, in particular girl students and those belonging to a scheduled caste or a scheduled tribe or other backward class.
- Breach of the provisions of any civil rights/code or Dr. M.G.R. ERI DU rule or regulation that constitute misconduct under this Code including non-compliance of hostel and library regulations or regulations for the use of computing facilities and such other acts which constitute breach of Code of Conduct as defined hereinabove in these Guidelines.

Mechanism for Handling Student Misconduct

In Pursuant of the provision as mentioned above ,the following is the detailed procedure on Mechanism for Handling Indiscipline cases, including the roles and responsibilities at various levels the University to make sure the disciplinary action are initiated on time at the source of such act indiscipline .

At the Institutions/ Departments / Constituent Units Centers/ Hostels :

Every Department/Institute /Constituent Unit/Centre of the Dr. M.G.R. ERI DU shall constitute a **Departmental Disciplinary Committee (DDC)** with following members:

The Head of the Institution	Chairperson
Heads of Department/Senior Members of the Faculty, (not exceeding two to be nominated by the HoI)	Members
One senior lady faculty nominated by the HoI	Member
Class Representative (CR of the batch/section)	Member
One senior most Member of the Faculty	Member Secretary

The Hostel of the University will constitute a Hostel Student Disciplinary Committee (HDC) as follows:

- Chairperson
- Director / residential warden
- Senior Professor of the University
- Asst. Warden - One male and one female Hostel Warden
- One senior lady faculty member
- Class Representative (CR)
- Warden



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Provided that the nominated members shall hold the office for a period of years and two third members including the Chairperson, shall form the quorum. In the absence of the chairperson, the senior most member of the departmental Student Disciplinary Committee shall act as the Chairperson.

Functions of the Institutional / Departmental Disciplinary Committee (DDC):

- ❖ To consider matters concerning maintenance of discipline among the students in the Departments/ Institutes/ Constituent Units/ Centers
- ❖ To enquire into the acts of indiscipline or misconduct committed by a student or students whenever such cases are identified or referred to it and to submit their findings/conclusions to the person authorized by the Vice-Chancellor behalf.
- ❖ To supervise and monitor the disciplinary environment prevailing in the Departments / Institutes / Constituent Units/ Centers/Hostels
- ❖ To take preventive and precautionary steps such as issue of notices, warnings, instructions, etc. as the case may be, for the purpose of forestalling acts of individual or collective, indiscipline and misconduct, etc.
- ❖ To maintain liaison with the University Authorities engaged in the management of student discipline and the concerned authorities of the University regarding maintenance of law and order in the University and its Departments / Institutions / Institutes / Constituent Units / Centers.
- ❖ To implement the final decision of Vice Chancellor
- ❖ To perform such other functions as may be assigned to it by the Vice- Chancellor from time to time.

Procedure for Handling Disciplinary Cases at Departments / Institutions / Constituent Units / Centers / Hostels:

It is the duty of every member of Faculty and Staff of the University, in whose opinion a breach of discipline may have occurred, to report the incident as soon as possible. All incidents must be referred to the DDC/HDC in order to ensure that a transparent system operates in which all cases are treated consistently, equitably and fairly.

All Indiscipline cases should be handled and reported as follows:

- The name of the student, enrolment number, institution, programme, batch and mobile number should be noted by the University Faculty and Staff.
- The Head of Institution/CWH to which the student belongs should be immediately informed, who in turn will inform the parents of the student and will ask the faculty mentor of the student to counsel the student and may also arrange enquiry.
- The HoI/CWH may, if necessary, suspend the student (s) if deemed fit. The suspension period should not be more than 2 weeks from date of report of the incident.



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- The CWH/DSW may constitute a small Enquiry Committee of 3 to 4 members.
- The Dean Student affairs Welfare should be informed of such incidents by the Head of Institution and the reporting personnel.
- No threats should be made to the student/s during the enquiry process.
- The enquiry report should be submitted to the Member Secretary, DDC/HDC within a period of two days but not later than four working days from the date of report of the incident of indiscipline.
- The Member Secretary shall convene a meeting of DDC/HDC to be chaired by the Chairperson of DDC/as soon as practicable (but within seven working days from the date of the incidence) after the receipt of detailed reports. The student concerned may be asked to be present before the DDC.
- The Member Secretary DDC/HDC at the conclusion of the meeting will prepare and send the minutes of the meeting, recommendations, enquiry report and recorded evidences to the head of institutions.
- On receipt of the minutes of the meeting of DDC/HDC, DSW in consultation with Director/Warden may decide, if required, to hold an enquiry into the incident at University level.
- Notwithstanding anything stated above, the Dean, Students affairs Welfare may also suo moto enquire into any incident of indiscipline, misconduct and misbehavior and make report

At the University level

While the University Student Disciplinary Committee UDC/HDC shall be constituted, the Functions of the UDC shall be in line with Dr. M.G.R. ERI DU Regulations.

Procedure for Handling Disciplinary Cases at University Level

It is the duty of every member of Faculty and Staff including Wardens of the University, in whose opinion a breach of discipline may have occurred, to report the incident as soon as possible. Though routinely, incidents must be referred to the DDC/HDC, in order to ensure that a transparent system operates in which all cases are treated consistently, equitably and fairly.

Hostel Board

- The Hostel Board shall be constituted by the competent authority with members as may be nominated for the purpose.
- The Hostel Board shall be headed by Warden who shall be responsible to conduct enquiry/investigation of the cases as may be referred to it by authority concerned. All the Warden shall be responsible to Director Hostels concerning disciplinary matters.



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- All Indiscipline cases as may be reported which require handling at University level may be taken up by Director /DSW and decide in consultation with Director / Member of Hostel Board if the case should be referred to Warden Board for enquiry/ investigation, may be involving the HOI concerned. Such cases should be handled and reported as follows:
- The name of the student, enrolment number, institution, programme, batch and mobile number should be noted by the University Faculty and Staff.
- The Head of Institution/Director Hostel to which the student belongs should be immediately informed, who in turn will inform the parents of the student and will ask the faculty mentor of the student to counsel the student.
- The DSW/Dy.DSW/Directer/Warden may, if necessary, suspend the student(s) if deemed fit. The suspension period should not be more than 2 weeks from date of report of the incident which may be further extended for one week if the process of enquiry is not over.
- The enquiry of the incident should be subsequently done without being prejudiced. The enquiry team should have the Hostel Board members, faculty from the Institute(s) & mentor(s) of the student(s). Written evidences should be recorded. No threats should be made to the student(s) during the enquiry process. The enquiry report should be submitted to the DSW who is the Member Secretary DDC within a period of four days but not later than seven working days from the date of report of the incident of indiscipline.
- e. The Member Secretary shall convene a meeting of DDC to be chaired by the Chairperson of DDC, as soon as practicable, however not exceeding two weeks from the date of the incidence, after the receipt of detailed reports. The student concerned maybe asked to be present before the DDC.
- f. The Student Disciplinary Committee, after hearing the student(s) and others who are in the know of the incident/case, determine, in light of the evidence, whether a breach of the rules, regulations and stipulated guidelines had been committed;
- g. Student Disciplinary Committee, if satisfied that there had been a breach of Conduct may decide suitably in the matter as per one or more of the following course of actions and make recommendation to the Vice Chancellor:

Nature of Penalty/Actions

While the quantum of punishment shall be based on the recommendation of committee concerned, however, an indicative list of punishment is annexed herewith at **Annexure 1**, which may be amended from time to time.

Action on Minor Cases of Misconduct:

In cases where an act of indiscipline is of a minor nature, the student will be warned/ cautioned/counseled by the Director Hostel/Warden/HOI/ or refer to Counseling and Guidance Centre/Cell.

In such cases no records shall be made on academic transcript.



Action on Disciplinary Cases Involving Serious Misconduct

- ☞ In the case of a more serious breach of Conduct, or repetition of minor acts of misconduct, the matter will be referred to Director Hostel/DSW by the concerned Warden/HOI.
- ☞ The DSW in consultation with Director, Warden and HOI shall decide if the matter is required to be taken in the Students Disciplinary Committee and convene such meeting and inform the student of the nature of the alleged misconduct and permit the student an opportunity of being heard by the Students Disciplinary Committee.
- ☞ The Student Disciplinary Committee, after hearing the student(s) and others who are in the know of the incident/case, determine, in light of the evidence, whether a breach of the rules, regulations and stipulated guidelines had been committed;
- ☞ Student Disciplinary Committee, if satisfied that there had been a breach of Conduct may decide suitably in the matter as per one or more of the following course of actions and/or make recommendation to the Vice Chancellor:
 - decides/recommends that no action be taken;
 - issues a written warning to the student indicating the consequences of future misconduct.
 - requires the student to compensate for or make good any damage caused to an individual or the University property;
 - imposes a fine payable to the University;
 - requires the student to vacate hostel immediately when their continued presence might affect the safety, security or welfare of other hostellers or University employees;
 - restricts access to any part of the University's campuses, hostels or to any services of the University.
 - rusticates the student with immediate effect from University premises for a specified period.
 - recommends expulsion of student from the University/Hostel.
 - recommends rustication of student.
 - recommends community service in campus/ outside campus.
- ☞ On completion of the disciplinary process, the student will be sent a notice in writing stating the decision of DDC.
- ☞ A student who is the subject of a complaint of misconduct and against whom a criminal charge is pending or who is the subject of police investigation/FIR may be rusticated, pending the disciplinary hearing or the trial. However the student may be allowed to appear in internal and external examinations, provided that the student fulfills the eligibility criteria of attendance etc., under the supervision of the examination department and if there is no adverse order to this effect from Constitutional authorities.
- ☞ The Member Secretary DDC at the conclusion of the meeting will prepare and send the minutes of the meeting, recommendations, enquiry report and recorded evidences to the Vice Chancellor for his/her approval through the Registrar of the University.
- ☞ After receiving approval/directions from the Vice Chancellor, DSW will issue the office order to the student/s with copies marked to Registrar/ HoI/ Director Hostel/ Director/ Hostel/Warden/Security and other concerned and parents.



Disciplinary Actions

- ✘ In the event students are found indulging in such activities which tantamount to violation of standard of ethics and conduct, the Dr. M.G.R. ERI DU shall initiate disciplinary action as may be deemed appropriate without being prejudiced.
- ✘ The Dr. M.G.R. ERI DU officials are expected to take sufficient care while handling Students' issues, with an open mind to educate the students as to how they must come out of negativity and adopt positive approach towards self improvement making the students life truly enjoyable and enriching. Punishing the students must not be sole objectives while enforcing discipline. The students are to be encouraged and motivated to adopt a right path through proper counseling by Faculty, Mentor and Warden.
- ✘ The disciplinary history and the impact of certain behavior on the peer group of students and the consequent impact on academic environment of University shall be determining factor while adjudicating the nature of disciplinary actions listed below:
 - Positive Advice/Counseling
 - Warning/Fine
 - Suspension/Eviction/Removal from Hostel
 - Rustication
 - Expulsion
 - Postponement/Cancellation of Conferring of Awards and Degrees

Positive Advice / Counseling:

- ➔ These are stated to be the activities intended to engage the students in a positive learning experience related to a student's inappropriate behavior and allow such students to reflect upon their inappropriate behavior.
- ➔ This type of action may include, but not limited to, engaging in a campus with Mentor, attending a program of Psychologist or Counselor, Community Service.
- ➔ It is mandatory for the students faced with disciplinary action, for the first time, to be engaged with Counselor to ensure positive behavioral change during the tenure of punishment or for such period as the situation may demand.
- ➔ On the recommendation of Psychologist or Counselor, or a Committee constituted for the purpose, cases of drug addicted students who show reasonable improvement in their action and behavior and are able to recoup the mental strength leading to:
 - ➔ Gradual decline of intoxication and/ or drug addiction.
 - ➔ Any other improvement;
- ➔ The authority concerned may take a lenient view on attendance criterion and grant exemption of shortfall of attendance as one time measure with sole motive of helping such students to come out of traumatic stage for societal cause.



Warning / Fines:

- ◆ If the student's behavior is found inappropriate a formal warning notice /show- cause notice will be issued by authority concerned in the University. In certain cases fines may be imposed. Such actions shall be placed in the student's file and may be used as evidence of behavioral history, if the student engages in further inappropriate behavior and/or action. Fine is compensation required of students who engage in the theft, misuse, damage or destruction of institutional property. If the students are engaged in offences such as smocking, consuming alcohol and taking drugs, fines may be imposed in addition to other disciplinary actions leading to expulsion.

Suspension/Eviction/Removal:

- ⊙ Limited or Temporary Suspension from the university involves the exclusion of the student from participation in any academic or other activities of the university for a specified period. Such suspension order shall be issued to the student with copy marked to parent/guardian.
- ⊙ The action of suspension will be noted on the student's disciplinary record and if necessary; the student will be withdrawn from all courses. The student may forfeit fees. Suspension may include any other disciplinary action as may be deemed appropriate.
- ⊙ When a student has concluded the limited suspension period and completed the conditions accompanying the suspension, he/she must submit a letter to the Dean of Students' Welfare (DSW), requesting reinstatement and provide evidence that he/she has complied the terms of the suspension. The student may return to the university only after an affirmative decision has been made by the authority concerned.
- ⊙ A responsible living environment in the hostel requires all the students' community to respect other hostellers' rights for safety, security and reasonable quietness. Serious disruption of the peaceful hostel environment can lead to removal/eviction from hostel. Such actions may further cause forfeiture of fees according to the normal university refund policy which will be intimated to the student and the student's parents or guardian.

Rustication:

- ◆ Rustication is a serious university disciplinary action and involves exclusion of the student from the university for a specified period, however, not beyond a year. Rustication involves the following:
- ◆ Forfeiture of all rights and degree not actually conferred at the time of rustication.
- ◆ This involves expulsion from University for specified period and in such event the student is withdrawn from all courses and fees forfeited.
- ◆ The Rustication order/notification shall be issued to the student with copy marked to parent/guardian. The notification of rustication shall be maintained in student's disciplinary record and academic transcript permanently.
- ◆ The rusticated students are not allowed entry in the Dr. M.G.R. ERI DU campus.

Expulsion:

- ✘ The students may face most serious disciplinary action involving permanent expulsion from University and in such event all the rights as student of University shall stand forfeited. The student is withdrawn from all courses and fees forfeited.



- ✘ Expulsion also means the student may not be conferred with final degree or award of degree. Such Expulsion order/notification shall be issued to the student with copy marked to parent/guardian. The notification of expulsion shall be maintained in student's disciplinary record and academic transcript permanently. The expelled students are not allowed entry in the University campus.

Postponement of Conferring of Awards and Degrees

The University reserves the rights to defer, postpone or cancel the conferment of any Award and Degree during pendency of any disciplinary action procedures or during period of suspension.

Outcome of Disciplinary Action- Appeal/Review

- ✘ 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 Students 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.
- ✘ The Vice Chancellor, if satisfied that the matter should be reviewed, may refer the appeal back to Chairman, Students' Disciplinary Committee to review the case or may refer it to an independent committee to be constituted for the purpose by Vice Chancellor
- ✘ The DSW will convene the Students Disciplinary Committee meeting as soon as practicable after the receipt of the request for a review or appeal has been received.
- ✘ The Committee will hear the student and determine, in light of the evidence, whether a breach of the Code of Conduct has been committed.
- ✘ Following the hearing, the Committee may confirm, reduce, set aside, amend or otherwise vary the decision and/or impose penalty and forwards such recommendation to Vice Chancellor.
- ✘ The Vice Chancellor may consider the recommendation and approve the same or decide one or more of the following courses of action:
 - Decides to maintain the status quo
 - Rules that the complaint made against the student should not be the subject of further action by not accepting the recommendation of Students Disciplinary Committee.
 - Directs to issue a written warning to the student indicating the consequences of future misconduct, to be entered into the student's file.
 - Requires the student to pay to the University a fine.
 - Withholds the award of a Degree or Diploma or Certificate until fulfilled as such the conditions Vice Chancellor may specify.
 - Suspends, rusticates or expels the student from the University.
 - On completion of the review/appeal process, the student will be sent a notice in writing stating the final decision of Vice Chancellor on the review/appeal which shall be final and binding on student(s).



Criminal Allegations: Periyar E.V.R. High Road, Maduravoyal, Chennai-95. Tamilnadu, India.

Where the offense is considered under the Criminal Law such cases will be dealt appropriately taking into considerations the applicable law and as may be advised by the University Lawyer.

Cases involving an offense within the campus under the Criminal Law will be reported to the Police by the Dr. M.G.R. ERI DU Lawyer. The student will be informed accordingly.

Maintaining Files on Disciplinary Action

- ✓ The Dean - Students Welfare shall be charged with the responsibility of maintaining all records and disciplinary proceedings and submit summary report of such cases of every preceding Academic Year in the ensuing Board of Management for information, using a standard format as QAE may recommend.
- ✓ Examination related indiscipline cases shall be referred to the Examination Discipline Committee, (EDC)
- ✓ Not with standing anything contained herein above in these guidelines, in case of any contradiction with the stipulated provision of Regulations “Maintenance of Discipline among Students”, as notified by the UGC from time-to-time shall prevail.



Annexure I - Breach of Discipline and Corresponding Punishments

Unhealthy Posture

Displaying Indecent Postures & Obscene Behaviour

Physically Involved Acts & Expositions in Public Places

Strict Warning. Suspension for 1-2 weeks. Conduct Probation. Information to the HOI & to the Parents on first Misconduct, calling parents on the second and subsequent conducts.

Theft Related

Suspension for 2-3 weeks. Fine equivalent to the Stolen Item (s) / Return / replacement of the same or newer version. Hostel Seat Cancellation in Case of Hostel Residents. Compulsory behavioral / psychological mentoring 1 hour per week or as decided by the committee on a case to case basis. Conduct Probation. Information to the HOI & to the Parents.

Ragging Related

Suspension for 3 weeks – 1 month. Rustication for 1-2 Years. Expulsion. Immediate report to the police station. Imprisonment up to two years/fine up to Rs.10,000/- or both. Convicted student debarred from admission in any educational institution up to five years. Conduct Probation. Information to the HOI & to the Parents.

Destruction of University Property

Suspension for 3 weeks to 1 month with Fine equivalent to double the replacement value of damage.

Conduct Probation. Information to HOI & to the Parents.

Disrupting Academic Functioning and University Procedures & Systems

Suspension for 3 weeks – 1 month. Rustication up to 1 Year. Conduct Probation. Information to the HOI & to the Parents.

Violence Related

Individual

Violence instigating a mob as well as Alcohol & Intoxicants

Suspension for 3 weeks-1 month. Rustication for 1-2 Semesters. Expulsion. Conduct Probation. Information to the HOI & to the Parents.