

## GUIDELINES FOR DEALING WITH STUDENT INDISCIPLINE AND MISCONDUCT CASES

Senate in its meeting held on 18th July 2013 had decided that Dean, Student Welfare Division, BITS Pilani, Pilani Campus along with his counterparts in other campuses will deliberate and come out with standard guidelines to be used across campuses for students to eradicate and educate on ill effects of substance abuse and other misconducts on campus. A note was put up based on suggestions received from different campuses after holding meetings amongst wardens, faculty members and students which were discussed in senate meetings held in March and April 2014. Some of the general observations that were identified while deliberating on nature of misconducts and the way these could be handled are as under:

1. There is a large similarity of cases in the four campuses mainly involving smoking/drinking/drug abuse). Other acts of misconduct involve manhandling, arguments, forgery of leave permits etc. In certain campuses cases related to severe violation of gender related Hostel rules (Girls staying in boys hostel room) and cases of harassment of girls were also noticed in the past.
2. Broadly the range of punishments is warning, public apology, fines, social service on campus, regular consultation with counselor/mentor, One/Two Semester cancellation of registration for cases of increasing seriousness. However the magnitude and severity of punishment have been differing from campus to campus.
3. As regards social service or other character building options, some attempts were made in the past in different campuses involving - Book reading course, Art of Living course , Library service, contribution to NSS/NIRMAN initiatives by way of spending fixed number of hours per week, associating with a mentor and deciding about contribution to be made by the student concerned during the semester etc.
4. Wordings of the DC announcement do not appear to distinguish between the seriousness of the different acts. The wording is uniformly “guilty of gross misconduct” and “severely warned”.

It may be mentioned that perfect standardization may not be feasible especially in discipline related matters as nature of the cases differ, intensity of involvement may differ from student to student in same or similar cases and gravity associated with year in which student is studying. It takes lot of effort on the part of the Disciplinary Committee to clearly identify the involvement of each student in a given case of indiscipline. However, it is observed that wherever clear identification of involvement of a student in specific case of indiscipline gets established, almost similar approach to **rectification and/or punishment** as suggested below under **illustrative classification** of cases can be adopted across campuses.

Level	Category	Illustrative Cases	Actions First Time
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<b>Category 1</b>	Violation of Hostel/Campus rules, misconduct	Smoking inside hostel/inside the campus.  Tampering with leave permit, Misbehavior in public place .  Possession and use of Appliances or any other item not permitted in the hostel.	Warning + Counseling.  Warning + Fine up to Rs 5000/  Warning + Confiscate Appliances + Cost towards Replacement of damages
<b>Category 2</b>	Serious violation of Hostel/Campus rules/ Serious misconduct	Thefts from hostel/institute.  Damage to Peers and/ or Institute Property  Consuming/Carrying alcohol and found in drunken state inside the Campus/Hostel Room/Hostel Premises.  Impersonation/ Identity Theft	Warning + Fine Rs 5000/ + Amount equivalent to Replacement of Theft Item  Warning + Fine Rs 5000/ + Amount equivalent to Replacement cost for damaged property  Warning + Fine Rs 10000/ + Social Service and counseling by attaching with a Mentor.  Warning + Fine Rs 25000/ + Replacement to the extent of misuse + Social Service and counseling by attaching with a Mentor.
<b>Category 3</b>	Grave violation of Hostel/Campus rules/Grave misconduct, fraud	Entry to Girl's/Boy's hostel against rule  Illegal entry into faculty chamber  Consuming/Possessing substance abuse in Hostel/Hostel Premises and Campus	Fine up to Rs. 50000/- or Cancellation of registration for ongoing semester and Stipulating monitoring mechanism through various modes.  Fine up to Rs 50000/ + Cancellation of Registration for ongoing semester + Stipulating monitoring mechanism through various modes.  Fine up to Rs 50000/ + Cancellation of registration for ongoing semester + Debar from registration during

		<p>Misuse of cyber space for malicious activities such as hacking others account, harassing other people or posting of objectionable content and tampering with institutes server.</p> <p>Intent of selling and sharing of substance abuse in Hostel/Hostel Premises and Campus</p>	<p>next semester + certificate from a professional doctor of related specialisation /rehabilitation center to the satisfaction of the institute + Stipulating monitoring mechanism through various modes.</p> <p>Fine up to Rs 50000/ + Cancellation of registration for ongoing semester + Debar from registration in the next semester + Stipulating monitoring mechanism through various modes.</p> <p>Expulsion from the institute .</p>
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Note: 1. A suitable undertaking from parents will be taken in all cases against whom Disciplinary action is taken.

2. In case of Dubai campus conversion ratio for fine stipulated above would be Rs 5 : 1 AED (UAE Dirham) .

3. Any student against whom action is taken under Disciplinary Committee will not be eligible to apply for any institute scholarship.

In addition to above mentioned actions; for cases under Category 2 and 3, it is suggested to stipulate monitoring mechanism through one or more of the following modes:

i) Mandatory Community Service such as working in library, cooperative store, gymnasium, NSS, NIRMAN, Divisions such as SWD, Instruction, ARCD etc.. Nature of service and time to be devoted on such service would be decided by the Disciplinary Committee depending upon the category and Nature of indiscipline.

ii) Students will be advised to meet Counselor and report would be obtained from him.

iii) Compulsory attendance to the extent of at least 80% would be stipulated for one semester or more depending upon the nature of case.

For second offense in any category, Disciplinary Committee may decide a fine/cancellation of registration for one or more semesters/discontinuation from the programme, on a case by case basis depending upon the gravity of the offense and the general conduct of the concerned student.

Standing Committee for Students' Discipline is authorised to take appropriate action or impose any suitable penalty in other than illustrative cases given above.

Appeal matters would be handled by Standing Committee for Students' Discipline.

Ragging cases will be dealt strictly as per undertaking taken from each student as per Government Guidelines.

Pilani campus had started taking an undertaking from First Semester 2013-14 from all students in a specified format highlighting that " consumption or possession of substance is not only an act of indiscipline, it is also serious offence..... I am aware that in case , I am found involved in either consuming or possessing and such substance when I am a student of BITS Pilani, I shall be liable for appropriate action against me which may include rustication from the institute." This undertaking is duly signed by Fee Paying Parent/Guardian. This has partly helped and hence it is suggested that all campuses take such undertaking.