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SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

(Established under section 3 of the UGC Act, 1956)
Re-accredited by NAAC with 'A++' Grade | Awarded Category – I by UGC
Founder: Prof. Dr. S. B. Mujumdar, M. Sc., Ph. D. (Awarded Padma Bhushan and Padma Shri by President of India)

Notification No. SIU/U-28/1305 dated 14th July, 2023

Ref: Notification No. SIU/U-28/886 dated 02 November, 2019

Subject: Symbiosis International (Deemed University) [Code of Conduct, Procedure to deal with Misconducts/Indiscipline by students] Rules, 2023.

WHEREAS, the University has published [Code of Conduct, Procedure to inquire and decide with Misconducts/ Indiscipline by students], Rules, 2019. vide Notification No. SIU/U-28/886 dated 02 November, 2019;

2] **AND WHEREAS,** the Disciplinary Committees faced some difficulties due to inadequacy of some rules while dealing with certain cases and to address these difficulties the University has modified some clauses to the existing rules.

3] **NOW THEREFORE**, in exercise of the powers conferred by clause 13(e) of the UGC (Institutions Deemed to be University's) Regulations, 2023 and in supersession of the Symbiosis International (Deemed University) [Code of Conduct, Procedure to deal with Misconducts/Indiscipline by students] Rules, 2019, the university makes the rules for [Code of Conduct, Procedure to deal with Misconducts/Indiscipline by students] Rules, 2023. These rules shall come in force from the date of issuance of this notification.

The copy of said rules is attached as Annexure A.

Authority: Resolution No. A19 BoM:13.06.2023

SIU/U-28/2023/ 3607
Dated: 14th July, 2023

Dr. M. S. Shejul
Registrar

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Copy for information to: The Hon'ble Chancellor, Pro Chancellor, Vice Chancellor, Provost-FoMHS, Principal Director- Symbiosis, Dean-Academics and Administration, Deans of Faculties, Directors/ Heads, Deputy Directors/ Deputy Heads, Administrative Officers/ Assistant Administrative Officers/ Office Superintendents of Constituents/ Research Centres/ Support Departments/ Skills and Continuing Education Departments and Officers of the Symbiosis Society and Symbiosis International (Deemed University)

Annexure A

Symbiosis International (Deemed University) [Code of Conduct, Procedure to deal with Misconducts/Indiscipline by students], 2023

In exercise of the powers conferred by clause 13(e) of the UGC (Institutions Deemed to be University's) Regulations, 2023 and in supersession of the Symbiosis International (Deemed University) [Code of Conduct, Procedure to deal with Misconducts/Indiscipline by students] Rules, 2019, the university makes the following rules for [Code of Conduct, Procedure to deal with Misconducts/Indiscipline by students] Rules, 2023. These rules shall come in force from the date of issuance of this notification

Chapter 1

1.1 Preamble

Every University strives to deliver its academic programmes in an environment that is conducive to learning, critical inquiry, development of scientific temper, sensitivity towards community and respect for diversity. These have been enshrined within the mission statements of the Symbiosis International (Deemed University) [SIU]. Students being *raison d'etre* for any Institution, a lot of effort goes into ensuring an enriching student experience. Discipline is an important ingredient to not only foster effective teaching-learning process, but also to ensure the safety and security of all the stakeholders including students.

Any disturbance on account of student indiscipline impacts the harmony on the premises of the institute which is why institutes formulate Code of Conduct and lay down just and fair policies to inquire and decide with violation of Code of Conduct by students on its premises. It is binding upon any student, who seeks admission, to comply with the requirements of the Code of Conduct.

The Code of Conduct under these rules has been framed to foster and protect the core missions of the University, the scholarly and civic development of the students in a safe and secure learning environment, and to protect people, properties and processes that support the University and its missions. The establishment and maintenance of a community where there is freedom to teach and to learn is dependent on maintaining an appropriate sense of order that allows for the pursuit of objectives of the University in an environment that is both safe and free of invidious disruption.

Towards this end, the purpose of the Code of Conduct is to define limits of acceptable student conduct and defining violations thereof, as misconducts. Further, it lays down the disciplinary proceedings at the University within the applicable laws of the land ensuring that the actions taken are in pursuance of the same. However, the Code reserves the right of the University to take necessary disciplinary-actions against the alleged delinquent in the event of him/ her having been found guilty or convicted by the appropriate authority under the law to which s/he is subjected.

Hence, rules are necessary to mark the boundaries of this needed order in the form of this Code of Conduct.

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1.2 Short title and Commencement

1.2.1 Short Title: These Rules shall be called Symbiosis International (Deemed University)[Code of Conduct, Procedure to inquire and decide with Misconducts/ Indiscipline by Students] Rules, 2023.

1.2.2 Applicability: These Rules shall apply to all students who are pursuing/ pursued a programme of study either through regular mode or online mode, including short-term training programmes in any Constituent/ Continuing Education Departments of the University.

1.2.3 Commencement: The Code of Conduct shall come in force from the date of its notification and shall supersede all the existing Code of Conduct/ Rules/ Guidelines/ Policies issued in this regard.

1.3 Definitions

In these Rules, unless the context requires-

1.3.1 'Aggrieved' means any complainant (and is not limited to stakeholders) who has suffered damage or injury either physically or mentally due to an act of the student, e.g. employees, fellow students and any person or institution related directly or indirectly tothe University.

1.3.2 'Alleged Delinquent' means the alleged delinquent student alleged to have committedthe misconduct

1.3.3 'Campus' means and includes the Main Campus and the Off Campuses of the University.

1.3.4 'Campus Disciplinary Committee' means a committee constituted for each campus /location to inquire and decide all issue(s) related to the disciplinary matters of studentsincluding matters of drug abuse/ substance abuse.

1.3.5 'Constituent' means Institute/ School/ College/ Centre/ Department operating under the administrative, academic and financial control of the Sponsoring Body and declared as such under the Notification, issued from time to time and includes Institute/ School/ College/ Centre/ Department established and notified by University thereafter from time to time.

1.3.6 'Disciplinary Appeals Committee' means the Committee to hear and decide on the appeals challenging the decision of Campus Disciplinary Committee

1.3.7 'Main Campus' means Campus of the University at its headquarters, wherein its major facilities, faculty, staff, students and its' academic departments, i.e., Pune, Maharashtra, India and includes all the campuses situated in the same territorial jurisdiction.

1.3.8 'Misconduct' as defined in the Article 7 of Chapter 2

1.3.9 'Off-Campus Centre' means a Centre of the University, approved/ permitted by the Government and situated beyond its main Campus within India.

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1.3.10 'Off-shore Campus' means a Campus of the University approved/ permitted by the Government of India and situated beyond its Campus outside India.

1.3.11 'Scrutiny cum Approval Committee' means the Committee which shall scrutinise whether the process laid down for conducting inquiry is followed and recommendationsgiven by the Campus Disciplinary Committee, are in accordance with the provisions ofthe Code of Conduct and approve/ disapprove/ pass on instructions/ modify the recommendations on matters.

1.3.12 'Student' means a person duly admitted and on roll, pursuing a programme of study either through regular mode, open and distance mode and online mode, including short-term training programmes in University;

Provided that a student who is in the process of taking admission in University, although not yet admitted shall be treated, for the purposes of these rules, as a student of the University, where any incident of misconduct takes place by/ against such student, in the University;

Provided that a person, who is not a student of the University, but is participating in any of the activities of the University shall be treated as aggrieved student or aggrieved individual or the respondent, as the case may be, for the purposes of these rules, where any incident of misconduct takes place by/ against such student within the University or at any other venue where the University has organised the activities;

1.3.13 'University' means Symbiosis International (Deemed University), declared by the Central Government under Section 3 of the UGC Act 1956;

1.3.14 'University Community' means Students, Faculty, Staff and the Employees of service providers working in the University.

All words and expressions not defined in this Code of Conduct shall have the same meaningas defined in any other Rules/ Regulations of the University.

1.4 Applicability

1.4.1 The Code of Conduct is applicable to all students, admitted to the programmes at all Constituents of the University at its main campus/ off-campus/ off-shore campus, pursuing degree/ diploma/ certificate programmes through full-time/part-time/ distance /open and online learning mode(s) and includes all on-campus and outside campus activities. The outside campus activities shall include internship(s), training(s), outbound activities, study visits, excursions, field visits, international exchange programs, representation or participation in sports and other co-curricular and extra-curricular activities or festivities or any other, as prescribed by the University from time to time.

1.4.2 The Code of Conduct applies to all the students in direct connection with:

a. academic programme/ course requirements or any credit-bearing experiences, such as internships, field trips, study abroad / student exchange programme;
b. any activity supporting pursuit of a 'title' (degree/ diploma/ certificate/ credit), such asresearch at another Institution or a professional practice assignment;
c. any activity sponsored, conducted, or authorized by the University;
d. any activity that causes any destruction of property belonging to the University or members of the University community or causes any harm to the health or safety of members of the University community; or

e. any activity in which a police report has been filed, a summon or indictment has been issued, or an arrest has occurred for any act or omission.
f. any activity or event where students are representing or participating as students of the University which may lead to damage to goodwill or reputation of the University;
g. any act via electronic means, such as email or social media or print media or any othermedium wherein the reputation/ goodwill of the university or its officials is adversely affected; and
h. refusal to cooperate in the process duly prescribed and the implementation of correctivemeasure, it shall also be construed as 'Gross Misconduct' under the Code and shall subject the alleged delinquent/ individual to the proportionate penalty over and above the punishment, they are liable to for the original act for which they shall be found guilty.
i. While at the University, students continue to be subject to the laws of the land and violations of those laws may also constitute violations of the Code of Conduct. In suchinstances, the University may proceed with disciplinary action under the Code of Conduct simultaneously with any judicial proceedings involving the same conduct andmay impose sanctions for violation of the code even if such proceeding is not yet resolved.

1.5 Responsibilities of Students

Students are members of the University community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and also, they are responsible towards the academic community of the University.

1.5.1 Admission to the University carries with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrolment, all students are required to abide by the rules and policies of the University and Code of Conduct of the University; and required to assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of the academic community. They are expected to practice high standards of academic and professional honesty and integrity and also to respect the rights, privileges, and property of other members of the academic community and the society at large. They should refrain from any conduct that would interfere with University functions or endanger the health, welfare, or safety of other persons.

1.5.2 As citizens of the State, students should not discriminate on the basis of race, colour, creed, age, religion, gender, national or ethnic origin, marital status, sexual preference, physical disability, or any other legally protected status. They should at all times conduct themselves in a manner, which is not prejudicial to any law of the land. Their conduct should aim to achieve the meaning, mandate and manifestation as enshrined in the Constitution of India.

1.6 Jurisdiction

For students who feel aggrieved with the action taken by the competent authorities of the University for any breach of the Code of Conduct and who wish to avail legal recourse, the Judicial Jurisdiction shall be Pune.

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Chapter 2

2.1 Disciplinary Misconduct (DMC)

The students are expected to maintain absolute integrity at all times, observing courtesy and consideration towards one another and acting in the best interest of the university. However, in the event of any misconduct being reported by any person against any student of the university, measures may be taken by the competent authority depending upon whether the misconduct is of major or minor nature.

Students found to have committed or to have attempted to commit the following misconduct are subject to appropriate disciplinary action under this Code of Conduct. The instances of misconduct are not to be interpreted as all-inclusive of situations in which disciplinary action will be invoked. These instances are illustrative, and the University reserves the right to initiate disciplinary action in appropriate circumstances not set out in this article.

2.2 The illustrative list of disciplinary misconduct is as follows (Not exhaustive):

DMC 1: Academic Misconducts: Academic Misconducts means misconducts which include (a) unfair means used in examinations/ evaluations and or (b) plagiarism as defined in respective Rules/ Regulations.

DMC 1 (a): Unfair means: 'Unfair means' denote any unethical means and malpractices adopted by students during examination or in submission of any assignments leading to internal and/or external evaluation;

OR

unfair means adopted by students under semester exchange programme, twinning programme, credit transfer arrangement like fabricating/ forging/ altering of Grade sheets/ marksheets given by other Indian / foreign university/ institution under multiple entry/ exit options or any exchange related programme, twinning programme, credit transfer arrangement, etc. and noticed by the University

DMC 1 (b): Plagiarism: 'Plagiarism' means the practice of taking someone else's work or idea and passing them as one's own.

DMC 2: Disruptive Conduct:

2.1 Disruptive Conduct means a conduct that intentionally or substantially obstructs or disrupts teaching or freedom of movement or other lawful activities including workshops/ seminars/conventions/ moot courts/ student gatherings/ functions etc. on Universitypremises or in connection with any University-sponsored event or activity,

2.2 Protesting against decisions, in the manner not prescribed/ expected and or instigating students to protest against the decisions of the University officials/ staff, in the manner not prescribed/ expected.

2.3 Rude/ unruly behaviour and or use of foul language towards staff/ faculty/ campus administration staff, fellow students.

2.4 Rash driving, over speeding, breaching traffic rules, wrong parking, honking of horns on campus

DMC 3: Discrimination:

3.1 'Discrimination' means engaging in verbal or physical behaviour directed at an individual or group based on origin, race, creed, gender, religious beliefs, or sexual orientation that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment that impedesthe access of other students, faculty and staff to the educational benefits available to them.

3.2 It also includes wearing articles of clothing with derogatory, racist, discriminatory, patently offensive, profane, sexually explicit, or graphic messages either in words or pictures, which demonstrate bias or discrimination against any individual or group within the University.

DMC 4: Falsification:

a. 'Falsification' means willfully providing false, misleading, or incomplete information, whether oral or in writing or in the form of document(s) with the intention of concealing the material facts; to Institutes/ Sections/ Departments/ University offices or officials;
b. Forging or altering official University records or documents or conspiring with or inducing others to forge or alter University records or documents.
c. Fabrication/ forging of degree certificates of the University (SIU/ other Indian/ Foreign)

DMC 5: Refusal to Identify or Impersonation: Refusal to show/ provide Identity Card to University staff when demanded or falsely identify oneself when requested by an authorized University Official or impersonating.

DMC 6: Illegal or Unauthorized Possession or Use of Weapons:

6.1 Illegal or unauthorized possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, firearms,incendiary devices, explosives, and dangerous biological or chemical agents.

6.2 Not informing the concerned authorities in-spite of knowing presence of weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents

DMC 7: Illegal or Unauthorized Possession, Distribution or Use of Drugs or electronic cigarettes: Symbiosis strongly advocates Drug Free Campuses and has zero tolerance towards any such practice. It is the strict policy of Symbiosis that no student shall possess on their person, personal belongings (such as bags, room, vehicle, wardrobe, desks, beds etc.) or use, distribute or sell, illegal drugs, or controlled substance, or e- cigarettes on its premises. Possession of paraphernalia associated with the illegal distribution, sale, use, possession, or manufacture of a controlled substance or electronic cigarettes is also strictly prohibited. It is incumbent on the student to prove that the banned substance is not theirs if found on their person/ personal belongings.

Students having knowledge of this misconduct shall report the same to Director/ Administrative Officer of the concerned Institute immediately. If students fail to report despite knowledge they shall be liable for breaching this rule and shall be subjected to disciplinary action under the Code of Conduct.

DMC 8 (a): Possession, consumption, distribution, and or sale of tobacco: Possession, consumption, distribution, sale of cigarettes and or tobacco, is strictly prohibited on the premises of the University and its Constituents. Any such behaviour shall amount to violation of the Code of Conduct.

DMC 8 (b): Possession, consumption, distribution, sale of Alcohol/ Alcoholic Beverages: It is a strict policy of Symbiosis that students shall not possess, consume, distribute or sell alcohol or alcoholic beverages on premises of the University and its constituents. Any such behaviour shall amount to violation of the Code of Conduct.

Students having knowledge of occurrence of this misconduct shall report the same to Director/ Administrative Officer of the concerned Institute immediately. If students fail to report despite knowledge, they shall be liable for breaching this rule and shall be subjected to disciplinary action under the Code of Conduct.

DMC 9: Unauthorized Access and Use of Property & Facilities: Unauthorized access means accessing without authorization University property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys, access cards, or access codes.

DMC 10: Act of Violence, Threatening, Harassing, or Assaultive Conduct: Act of Violence, Threatening, abusing, harassing, or assaultive conduct means engaging in conduct that has caused injury to/ death of other person/ students of the campus, a conduct that endangers or threatens to endanger the health, safety, or welfare of another person, including, but not limited to, threatening, harassing, fighting or assaultive behaviour, disturbing academic and administrative environment on the campus. Being a part of the actual act or accompanying the main defaulter in the act.

DMC 11: Theft, Property Damage, and Vandalism:

11.1 Theft, property damage, and vandalism include theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property belonging to University/ residents/ students/ or any other person on the campus.

11.2 Misuse of/ damage to property/ facilities like hostel, gym, gym equipment, swimming pool, playground, mess and cafe facilities and not abiding by the basic guidelines of using the facilities.

DMC 12: Recording of Images without Knowledge/ Altering of a Photograph of a Student(s)/ Person(s): Using electronic or other means to make a video or photographicrecord of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, or altering/ enhancing/ distorting/ photograph ofa student/ person, which photograph may/ may not have been taken with consent, whensuch a recording/ altering/ enhancing/ distorting is likely to cause injury,

distress, or damage to reputation of such student/ person. This includes, but is not limited to, takingvideo or photographic images in shower/ locker rooms, residence hall rooms, and restrooms. The storing, sharing, and/ or distributing of such unauthorized records by any means is also prohibited.

DMC 13: Causing Disrepute to other students/ faculty: Engaging or inciting other students to engage by any means whatsoever and performing or attempting to perform an act, which bring disrepute to other students/ faculty of the University. Students shall also not engage in filing a complaint on behalf of another student without the consent of such a student.

DMC 14: Ragging: Any act which amounts to ragging in any form as defined under UGC Regulations, 2009 on 'Curbing the Menace of Ragging in Higher Educational Institutions' and subsequent amendments thereto from time to time.

DMC 15: Sexual Harassment:

15.1 Any conduct or act which amounts to sexual harassment in any form as defined under University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students inHigher Educational Institutions) Regulations, 2015, the Sexual Harassment of Womenat Workplace (Prevention, Prohibition and Redressal) Act, 2013 and subsequent amendments from time to time.

15.2 In case of misuse of the provision of the act; OR in case of a false or malicious complaint OR in case the complainant or respondent do not appear for the hearing despite at least three reminders; OR do not submit mandatory documents despite at least three reminders.

DMC 16: Unauthorised Agreements/ Contracts: Students are prohibited from entering into verbal or written agreements or contracts with third parties that purport to bind, obligate, or create liability of any kind for the University. The University will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorized actions.

DMC 17: Abuse of Electronic Communication: Using University or personal telecommunications, data communication networks for illegal or improper purposes or in violation of University regulations and policies, or related laws. Using social media platforms to malign the image, bring disrepute to the University, its officials, staff and other students, or make them subject of ridicule by the members of the community or society.

DMC 18: Media Contact: Speaking on behalf of or for the University with any media organization or publication, or from inviting the same to any University-owned or operated property, facility, or event, without the express prior written permission of the University is treated as a serious misconduct.

DMC 19: Organization and Event Registration: A Student or group of Students shall not form any organization, society or organize any event or collect any fund or subscription without the specific written permission of the University.

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DMC 20: Presenting False Testimony: Knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process.

DMC 21: Denial/ Failure to comply with the directives of the University or any other authority: Denial/ Failure to comply with legitimate directives of authorized University officials, law enforcement agency in the performance of their duties or violation of the terms of a disciplinary code and rules of the University.

DMC 22: Misuse of Learning Resources: Misuse of Learning Resources including theft, tearing pages, damage to e-resources, not returning books in time, any purposeful activity with respect to learning resources which is harmful to other students, staff and faculty.

DMC 23: Causing Harm/ Disrepute while involved in External Activities (Sports/ Internship/ Excursions/ Study Tours/ Cultural Events):

(a) Any behaviour causing damage/ harm/ disrepute to the University and its employees/ students and persons of the visiting place for external activity shall amount to violation of Code of Conduct

(b) Students or persons from other Universities/ Institutions visiting our University/ Constituent for event and cause damage/ harm/ disrepute to the University and its employees/ students shall be liable for action under this Code.

DMC 24: Violation of Hostel Rules: Any misconduct in the Hostel shall amount to violation of Code of Conduct.

DMC 25: Violation of Examination Rules: Any conduct adversely affecting sanctity of the examination in any form as mentioned in the examination rule book as notified from time to time shall amount to violation of Code of Conduct. SIU has notified a separate Examination Rules, viz. Examination Rules Any conduct of student against the Examination rules not defined herein will also amount to misconduct under these rules.

DMC 26: Violation of University Rules: Violation of all other University policies, or rules, or violations of law, or UGC Regulations. These University policies or rules include, but are not limited to, those rules, that regulate dress code (any violation of dress code specified by the Constituent Institutes while students are in the academic area and or functions organised by the Constituent/ University), that regulate submission of assignments, which regulate examinations, that prohibit the misuse of library, misuse of computing resources, misuse of laboratory, that regulate acts which amount to sexual harassment, rules for student and hostel rules and regulations.

DMC 27: Public display of affection: Any conduct involving objectionable physical display of affection of any form, adversely affecting the sanctity of the University premises (academic blocks, hostel premises, mess, gym, or any other place inside the University campus) shall amount to violation of the Code of Conduct.

DMC 28: Non-Cooperation in inquiry process: Exhibiting a conduct indicating non-compliance with the direction of any inquiry committee, this shall also include not extending the required/ obvious assistance and cooperation in conducting any inquiry/ appeal

Note: The quantum of punishment to be given to the student who has violated the Code of Conduct is as far as possible in proportion to the gravity of the misconduct. However, the respective Disciplinary Authority after taking considered view, can take appropriate decision as it deems fit.

It may be noted that, this list though elaborate is not exhaustive. Any type of misconduct not covered herein, may still be construed as misconduct and may be inquired and decided with under the Code and any other penalty or punishment as deemed fit may be imposed by the competent authority on case to case basis. Further, punishment and penalty may be in combination and concurrent on case to case basis.

A separate Appendix I, which is not exhaustive, has been appended regarding the Competent Disciplinary Officer/Authority to inquire and decide with misconducts and punishments that may be awarded.



Chapter 3

Classification of Misconducts and Punishments

3.1 Misconducts:

a. Major misconduct is a misconduct which is serious enough that it calls into question the student's registration, admission or association with the University.

b. Minor Misconduct is a misconduct which is not serious in nature but not acceptable from the view point of maintenance of discipline in the University and its Constituents.

c. Instances of major misconduct may also include, but are not limited to, repeated or persistent minor misconducts, multiple concurrent minor misconduct or refusal to comply with an interim measure or penalty imposed under this Code.

d. The penalty imposed for an alleged misconduct shall be also decided keeping in view whether the alleged delinquent/ individual is guilty of an illustrative misconduct or is arepetitive alleged delinquent/ individual. For this purpose, the behavioral history of thestudent shall be taken into consideration.

e. Where the misconduct could also constitute an offence under the criminal law or any other special statute in such case, the victim / student is at liberty to institute appropriate proceedings before the appropriate authority, simultaneous to University authorities. Insuch cases depending on the facts and circumstances, the University may either proceedwith the inquiry or adjourn the inquiry until such time as the police and/or courts havecompleted their investigation and proceeding.

3.2 Classification of Misconducts (Not Exhaustive)

The Guidelines on classification of misconducts mentioned below are only indicative and the Committee shall take appropriate decision on the class of misconduct that is major or minor.

Category	Major	Minor
Physical DMC 3: Discrimination DMC 6: Illegal or Unauthorized Possession or Use of Weapons DMC 10: Act of Violence, Threatening, Harassing, or Assaultive Conduct DMC 11: Theft, Property Damage, and Vandalism DMC 14: Ragging DMC 15: SexualHarassment	• Abusive/ racist /discriminatory comments • Intimidating • Harming using weapons • Threatening • Harassing • Stalking • Fighting • Any other form of battery • Damage to/ destruction of Property and facilities of University/ Institute or others • Ragging* • Sexual Harassment*	• Foul mouthing • Verbal abuse • Hostile demeanour • Shoving • Affray • Punching • Slapping • Biting • Kicking

Category	Major	Minor
Academic: DMC 1:- Academic Misconducts DMC 4: Falsification DMC 5: Refusal to Identify or Impersonation DMC 20: Presenting False Testimony DMC 21: Denial/ Failure to comply with University or any other authority DMC 22: Misuse ofLearning Resources DMC 25: Violation of Examination Rules	**Major:** • Fraud • Forging or altering records/ documents/ Grade sheets/ marksheets willfully providing false, misleading, or incomplete information • Misguiding an inquiry committeeor not cooperating with the committee and whiling away the valuable time of committee members • Cheating • Unfair means under Exam rules • Plagiarism • Refusal to attend classes • Impersonation • Damaging e-resources • Tearing of Books • Presenting False Testimony • Denial/ Failure to comply with University or any other authority • Violation of Examination Rules • Rude and unruly behaviourtowards University staff	**Minor:** • Continuous absence without permission less than 4 days • Not returning of Books • Non-Payment of Fees • Refusal to showID card to University staff
Behavioural: DMC 2: Disruptive Conduct DMC 3: Discrimination DMC 7: Illegal or Unauthorized Possession, Distribution or Use ofDrugs, Vaping or using e- cigarettes DMC 8 (a): Smoking of cigarettes, tobacco DMC 8(b): Possession, consumption or Sale or distribution of Alcohol/ Alcoholic Beverages DMC 24: Violation ofHostel Rules DMC 26: Violation of University Rules DMC 27: Any form of physical display of affection	• Abusive/ racist/ discriminatory comments • Intimidating • Threatening • Harassing • Stalking • Violating Bye-laws/ Rules/ Regulations/ Code of Conduct of the University • Causing Disrepute to another Student • Ragging* • Sexual Harassment* • Consumption/ Possession/ Distribution of Alcohol/Alcohol Beverages • Rash driving, over speeding, wrong parking, breach of traffic rules • Consumption/ Possession/ Distribution of Drugs, Banned Substances	• Foul mouthing • Verbal abuse • Hostile demeanour • Consumption/ Possession/ Distribution of Tobacco/ cigarettes • Causing Disrepute to other students • filing a complainton behalf of another student without the consent of such student • Indulging in physical display of affection inside the University campus
Property of the Campus/ University DMC 9: Unauthorized Access and Use of property & facilities DMC 11: Theft, Property	• Destruction or damage to University property or facility in academic block or hostel or anywhere on University campus • Theft • Vandalism	• Misuse of Universityresources • Damaging books in library

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Category	Major	Minor
Damage, and Vandalism	• Unauthorized Access and Use of property & facilities	
Reputation of University	• Defamation of University/ university through any form of media	
DMC 12: Recording of Images without Knowledge/ altering of photograph of a student(s)/person(s) DMC 16: Unauthorised Agreements/ Contracts DMC 17: Abuse of Electronic Communication DMC 18: Media Contact DMC 19: Organization and Event Registration DMC 23: Causing Harm/ Disrepute While Involvedin External Activities (Sports/ Internship/ Excursions/ Study Tours/Cultural Events)	• Abuse of Electronic Communication including Spreading false and unverified information causing harm to fellow students, their reputationand future prospects, through personal email or social media • Causing Harm or disrepute by misbehaviour with dignitaries or authorities during events • Causing Harm/ Disrepute While Involved in External Activities (Sports/ Internship/ Excursions/ Study Tours/ Cultural Events) • Recording of Images without Knowledge/ altering of photograph ofa student(s)/ person(s) • Causing Disrepute to other students or any of the SIU Employee • Unauthorised Agreements/ Contracts • Unauthorised Organization and Event Registration	

*These Misconducts are in more than one category.

3.3 Punishments/ Penalties:

The punishments for the misconducts in University Code of Conduct are provided below:

a. **Warning:** A written letter of reprimand resulting from a student's misconduct.

b. **Suspension:** Suspension is an action that suspends the privileges of the students for a specified period of time. Suspension depending upon the nature of misconduct can be imposed either in respect of residential, academic privileges including appearing in examinations or both.

c. **Monetary Fine:** Monetary Fine is a sanction resulting from misconduct in which a student is required to deposit amount as penalty or any amount deposited by him is forfeited or adjusted. It also includes restitution, which means making compensation for loss, injury, or damage caused to other students or Institution/ University.

d. **Confiscation:** Confiscation means confiscation of goods possessed by a student involved in a misconduct.

e. **Restriction of Privileges:** Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to a student

facility, placement/ internship programmes, University events for a defined period of time.

f. **Not allowing to take semester exams in full or in parts:** Not allowing to take semesterexams in full or in parts means not allowing the student to appear for the semester examination for all courses prescribed for that particular semester or for some courses prescribed for that particular semester.

g. **Cancellation of Admission/ Termination of Studentship**: Cancellation of Admission/Termination of Studentship means separation of a student from the University with theopportunity to re-enrol by following the selection process in the future after a gap of minimum one academic year with necessary undertakings as may be prescribed.

h. **Rustication:** Rustication is an action which permanently separates a student from the University without opportunity to re-enrol in the future.

i. **Other sanctions:** Other appropriate sanctions may be imposed by the Competent Authority of the University singularly or in combination with any of the above-listed sanctions.

j. **Expulsion:** Expulsion is an action forcing student to separate from the University/ constituent with the opportunity to re-enrol by following the selection process in the future after a gap of minimum one academic year with necessary undertakings as may be prescribed.

k. **Community Service:** Contributing physical hours to an NGO (Community service) fora given period of time.

The Guidelines on types of punishments mentioned below are only indicative. The Disciplinary Officer/ Committee/ Cell shall take appropriate decision based on the Quantum of Punishment(s) prescribed in Appendix I:

Type of Misconduct	Punishments
Major	• Suspension for a month or more
	• Not allowing to take semester exams in full or in parts • Withholding of Examination Results • Termination of Studentship / Expulsion • Rustication • Cancellation of Admission • No summer internships/ placements assistance

Minor	• Suspension for 7 to 15 days • Warning/ Reprimand • Monetary Fine as specified • Seizure as a temporary measure • Restriction of privileges • Not allowed to participate in University activities for one year- moots, fests or any other University activity • Reformative action in the form of Community Service

NOTE- It may be noted that, this list though elaborate is not exhaustive. Any type of conduct not covered herein, may still be construed as misconduct and may be inquiredand decided with under the Code and any other penalty or punishment as deemed fit may be imposed by the competent authority on case to case basis. Further, punishment and penalty may be in combination and concurrent on case to case basis.

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Chapter 4

Disciplinary Committees/ Cells

4. 1 Disciplinary Officer(s)/ Committee(s)/ Cell(s) and their Jurisdiction:

The University has entrusted the responsibility to Disciplinary Officer(s) (Director or Campus Administrator)/ Committee(s)/ Cell(s) who shall take cognizance of misconduct by any student and further inquire into such incidences of misconducts.

i) Directors/ Heads of Constituents/ Campus Administrators shall be the first Authority(ies) to take cognizance of any misconduct by students reported to them as per their jurisdiction. They will conduct a preliminary inquiry and decide whether the case/ matter has to be forwarded to the Campus Disciplinary Committee/ Appropriate Disciplinary Committee or take disciplinary action as provided in the Appendix I for enlisted disciplinary misconducts therein, in such cases, by awarding appropriate quantum of punishment.

The Campus Disciplinary Committee shall inquire in the cases reported to itunder the provisions of this Code and award punishments.

Cases related to ragging/ sexual harassment shall be dealt by the respectiveDisciplinary Committees.

ii) Following Disciplinary Officer(s)/ Committee(s)/ Cell(s) shall be established for attending any matter related to the violation of the provision(s) of the Code of Conduct by the student(s):

Sr. No.	Disciplinary Officer/ Committee/ Cell	Jurisdiction
1.	Director/ Head/ Campus Administrator	To inquire and decide with the matters related to violation of the Code of Conduct by the students **in the Academic premises**, decide on summary disposal. The jurisdiction for Campus Administrator - in case of violation of Code of Conduct by students/ personsin the hostel, mess and campus. More serious matters should be referred to the Campus Disciplinary Committee by the Directors/ Campus Administrators.

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2.	Campus Disciplinary Committee (CDC)	To inquire and decide on matters related to violation of the Code of Conduct by the students including those referred by the Director/ Head/ Campus Administrator. (i) Those major/ serious disciplinary matters which cannot be disposed of by the Director/ Head/ Campus Administrator, and (ii) To conduct inquiry in the matters of drug abuse/ substance abuse/ electric cigarettes, consumption or use of alcohol/ tobacco/ and all such disciplinary misconducts which are detailed in theAppendix I. (iii) To send a detailed report with recommended punishments to the Scrutiny cum Approval Committee (SAC). (iv) Head, Student Welfare will remain present as member in the Campus Disciplinary Committee meetings only related to Substance abuse/ drug abuse/ e-cigarettes as University Representative. S/he shall observe that the provisions of the Code of Conduct are strictly adhered to and shall help in inquiry and decision making. (v) The Campus Disciplinary Committee shall also act as an Appellate Authority for the appeals in the matters decided by Director/ Head/ Campus Administrator.
3.	Scrutiny cum Approval Committee (SAC)	To scrutinise the report, evidence, statements, audio-video footage etc. submitted by the Campus Disciplinary Committee along with the recommendations

Sr. No.	Disciplinary Officer/ Committee/ Cell	Jurisdiction
		Upon scrutiny thereof, approve/ modify the punishment recommended by the Campus Disciplinary committee or make any other suggestion(s) or amendments in the same, if needed.
4.	The Disciplinary Appeals Committee (DAC)	An aggrieved student can file an appeal within 7 (seven) working days to the Disciplinary Appeals Committee (DAC) through the Head-Student Welfare.
5.	Internal Committee	To inquire and decide with the matters related to Prevention, Prohibition and Redressal of Sexual Harassment of Employees and Students in the Constituent Institutes/ Departments/ Sections/ Offices/ Work Places. The Rules have been elucidated under IC Rules, 2019.
6.	Anti-Ragging Committee/ Squad/ Monitoring Cell	To inquire and decide with matters related to Ragging. The Rules have been elucidated under Anti Ragging Rules, 2019.
7.	Grievance Redressal Committee	To redress the grievances of the students as prescribed in the University Grants Commission (Grievance Redressal) Regulations, 2019 and its amendments from time to time.
8.	Equal Opportunity Cell/ Anti-Discrimination Cell/ Equal Opportunity Facilitation Cell/ IC for Differently Abled	To safeguard the interest of students without any prejudice to their caste, creed, religion, language, ethnicity, gender and disability; eliminate discrimination or harassment in all forms; promote equality in accordance University Grants Commission (Promotion of Equity in Higher Educational Institutions) Regulations, 2012 and its amendments from time to time.
9.	Special Committee	The University may in due consideration of the exigency of the circumstances may constitute a Special Committee by any name, to inquire and decide/ recommend into any matter relating to any discipline.

4.2 The procedure to report the misconducts/ indiscipline by students shall be asunder:

a. Student(s) aggrieved or even otherwise, by an act of misconduct/ indiscipline by other student(s) on the campus shall submit their complaint in writing/ email within a periodof seven (7) working days to the concerned Director/ Head of the Constituent / Campus Administrator/ Senior Campus Administrator;

OR

b. Whenever any act of misconduct/ indiscipline by student(s) on the campus is noticed/ identified by any other person or any person gains knowledge in any other manner, s/he may report such misconduct to the concerned Director/ Head of the Constituent / Campus Administrator/ Senior Campus Administrator;

c. Provided that where such complaint cannot be made in writing, by the aggrieved student(s) the Director/ Head of the Constituent/ Campus Administrator/ Senior Campus Administrator shall render all reasonable assistance to the student(s) for making the complaint in writing;

4.3 The Rules/ Procedures for attending any matter related to the violation of theCode of Conduct by the student(s):

4.3.1 Summary Disposal by Disciplinary Officer (Director/ Head/ Campus Administrator)

a. On receipt of the complaint, the Director of the Constituent/ Campus Administrator of the respective campus shall be the first Authority to inquire and decide on action to be taken on any misconduct(s) by the student, as per their jurisdiction in just and fair manner.

b. Accordingly, the Disciplinary Officer/ Director(s) of the Constituent/ Campus Administrator shall inquire into such matter and decide on the disciplinary action to be initiated and summarily dispose such cases by awarding appropriate punishment as provided in the Appendix I for enlisted disciplinary misconducts therein.

c. Punishment for all other disciplinary misconducts will be awarded by the Campus Disciplinary Committee (CDC) on a case to case basis, taking cognizance of the gravity of misconduct. The matters related to substance abuse and alcohōlism should be referred to the CDC and not disposed of summarily by the Directors/ Campus Administrators.

d. The Directors/ Heads of the Constituent shall communicate the decision, under their signature, to the concerned student(s) involved in the matter and their parents within four (4) working days with a copy to the Head, Student Welfare;

e. The Director/ Head of the Constituent shall also inform the concerned student/s about the provisions for appeal under the University Rules. The Director/ Head of the Constituent shall follow all the principles of natural justice while deciding any complaint.

f. The Director/ Head of the concerned Constituent shall communicate the decision, to the Controller of Examinations, Finance Officer, Assistant Registrar (dealing with Eligibility) and Head, Student Welfare.

g. Any aggrieved student can file an appeal against the decision of the Director/ Campus Administrator before the **Campus Disciplinary Committee (CDC)** within a period of seven (7) working days from the date of receipt of the communication.

h. Director/ Head of the concerned Constituent shall act on the decisions taken by themselves after completion of seven (7) working days, to allow the student scope to appeal against the decisions. In case an appeal is filed the Director/ Head of the Constituent shall defer the implementation of the decision.

A report of disciplinary cases disposed of summarily should be sent to the Head, Student Welfare on monthly basis.

4.3.2 Campus Disciplinary Committee:

There shall be a Campus Disciplinary Committee for each **campus/ location** to inquireand decide with all (major and minor) issue(s) related to the disciplinary matters of students including those which are referred to it and/ or have not been disposed of summarily by the Disciplinary Officer/ (Director(s) of the Constituent/ Campus Administrator).

(i) **The composition of the 'Campus Disciplinary Committee' shall be as under:**

a)	The Director on campus by rotation	Chairperson
b)	Head, Student Welfare (only in cases related to substance abuse)	Special invitee
c)	Director/ One (Professor/ Associate Professor/ Assistant Professor) of the Constituent Institute/ Department from where the student is involved in the disciplinary matter	Member
d)	One person not below the rank of Office Superintendent/ Admin Officer from the Constituent Institutes/ Department on the campus	Member
e)	One student, preferably a female student from a postgraduate programme	Member
f)	One Senior Faculty (Professor/ Associate Professor/ Assistant Professor) from any of the Constituent Institute/ Department from the Campus/ location	Member
g)	Campus Administrator/ Senior Campus Administrator of the respective Campus/ Location	Member Secretary

The members of the committee shall be nominated by the Vice Chancellor.

(ii) The term of the office of the member shall be for a period of two (2) academic years.

In case a vacancy is created due to retirement/ resignation/ transfer / loss of studentship due to some reason / or any other reason of a member of the committee, the respective Director of the institute from where the member is leaving shall inform the same to the Head, DSW within five (5) working days. The DSW shall process the nomination and reconstitute the committee

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within fifteen (15) working days. The member so nominated shall hold the office for remaining period of the tenure of the committee.

Powers, Functions and Procedures of the Campus Disciplinary Committee:

a. To inquire and decide on matters related to violation of the Code of Conduct bythe students referred by the Director/ Head/ Campus Administrator.

b. Those major/ serious disciplinary matters which cannot be disposed of by theDirector/ Head/ Campus Administrator

c. To conduct inquiry in the matters of drug abuse/ substance abuse, consumption oruse of alcohol/ tobacco/ electric cigarettes and all such disciplinary misconducts which are detailed in the Appendix I.

d. To act as an Appellate Authority for appeals against the decision of the Director/Campus Administrator.

e. The Campus Disciplinary Committee shall comply with the principles of natural justice while attending matters related to discipline in just and fair manner and shallinquire into the disciplinary matters of students classified under major and minor misconducts and also in Appendix I.

f. The Campus Disciplinary Committee shall take the decision on all the major or minor misconducts, involving cases of physical assault, vandalism, threats, alcohol, cigarettes, etc., and award punishments as provided in the Appendix I. The Member Secretary shall send the report to Head-Student Welfare for approval of the punishment allotted. The Head-Student Welfare shall ascertain that the provisions of Code of Conduct are followed before approval.

g. The CDC shall send a detailed report of only the cases of substance abuse with recommended punishments to the Scrutiny cum Approval Committee (SAC).

h. A Representative from the University will remain present as a special invitee in the Campus Disciplinary Committee meetings only related to Substance abuse/ drug abuse/ e-cigarettes. S/he shall observe that the provisions of the Code of Conduct are strictly adhered to and shall help in inquiry and decision making.

(iii) The procedure to inquire and decide with the misconducts/ indiscipline bystudents shall be as under:

On receipt of the complaint referred by the Disciplinary Officer/ Director(s) of the Constituent/ Warden or others, in writing, the Member Secretary, i.e. the Campus Administrator, inconsultation with the Chairperson of the Campus Disciplinary Committee shall convene a meeting of the Campus Disciplinary Committee within a period of seven (7) working days, provided that for the purpose of the administrative convenience, the communication may alsobe circulated by way of e-mail.

Such cases which warrant a decision by the Campus Disciplinary Committee, shall proceed asunder:

1. After the complaint is received, the CDC conducts a thorough inquiry of the matter, gathers evidence, statements, CCTV footage, witnesses, etc.

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2. The Member Secretary shall ensure that the notice is served to the Complainant(s)/ Respondent(s) along with the copy of specific charges/ complaints;

3. The committee shall allow inspection of all the documents to the complainant(s) and the respondents for their knowledge;

4. The identity of the complainants, respondents and witnesses shall be protected inaccordance with rules/ regulations/ acts etc.;

5. The Respondents shall have no right to cross examine complainant and witnesses;

6. The meeting should be scheduled within seven (7) days of the receipt of the complaint.

7. The presence of the Head, Student Welfare is mandatory in the meetings related to substance abuse cases.

8. Subject to point 7, the quorum for the meeting shall be at least four (4).

9. The Chairperson shall ascertain the quorum after 15 minutes of the scheduled time of the meeting. The meeting shall be adjourned for further 15 minutes for want of quorum. If the requirement of quorum is not fulfilled even after half an hour of the scheduled time of the meeting, the Chairperson shall conduct the meeting without the required quorum and the business before the meeting shall be transacted;

10. A student involved in the act of misconduct/ indiscipline shall be called before the Campus Disciplinary Committee by the Member Secretary and he/ she shall be given full opportunity of being heard. He/ She shall be asked to submit statement in writing under his/ her signature to the committee;

11. The Member Secretary shall ensure that the notice is served to the Complainant(s)/ Respondent(s) along with the copy of specific charges/ complaints;

12. The committee shall take into consideration all the aspects and shall decide the procedure for investigation in a suitable manner including inviting the witness/es, if needed;

13. The student(s) who are involved in an act of major/ severe/ gross misconduct/ indiscipline,like vandalism, severe physical assault, substance abuse, etc. their parent(s) shall also be informed and called before the committee, if required. Such parent(s) shall be given full opportunity of being heard and asked to put their statement(s) in writing under their signatures to the committee;

14. The Committee shall take into consideration the documents/ material/ depositions/ facts investigated, written statements given by the student(s) and or Parent(s) and or witness/es etc. and shall submit its findings and recommendation(s).

15. The committee shall ascertain that the quantum of punishment(s) is in proportion with thenature of violation of Code of Conduct/ hostel rules/ University rules and regulations. Thetemplate of violation of Code of Conduct and quantum of punishment(s) is provided;

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16. The report of the decision taken in case of other major/ minor misconducts including alcohol, cigarettes, physical assault, vandalism, etc. and will be sent to the Head, Student Welfare for information within five (5) working days. The decision is conveyed to the Director for further implementation.

17. The detailed report of substance abuse cases of the Campus Disciplinary Committee shall be sent to the Scrutiny cum Approval Committee (SAC) for approval within three (3) working days after the finalization of the recommendation of the Campus Disciplinary Committee.

18. The inventory of the substance abuse case to be submitted to the Campus Disciplinary Committee shall include:
    - Photographs of the seized suspected drug/ banned substances and other incriminating articles and person (s) involved in the matter and present at the time of search,
    - Confidentially written search report by the Campus Administrator/ Hostel Wardenduly signed
    - Written statements of the students involved in the matter duly signed by them
    - Written statements of the witnesses duly signed by them
    - Sealed seized suspected drugs/ banned substances and other incriminating articles confiscated at the time of search with signatures of the (a) Hostel Warden/ CampusAdministrator (Searching Officer) (b) student/s from whom the substance has beenseized and (c) the witnesses.
    - CCTV footage, or any audio or video evidence, if any

19. The SAC shall examine the substance abuse case report, evidence, statements, etc. in detailand approves the decision or requests for some amendments in the punishment, if need be. Accordingly, the SAC shall communicate its recommendation to the CDC. On receipt thereof, the CDC shall make appropriate changes and pronounce the decision. Accordingly,the Member Secretary shall communicate to the Director/ Head of the Constituent. On receipt thereof, the Director/ Head shall communicate the decision to the concerned student.

20. The Director/ Head of the concerned Constituent shall communicate the decision to the Controller of Examinations, Finance Officer, Assistant Registrar (dealing with Eligibility)and Head, Student Welfare immediately after the '7-day' period given to the student to appeal.

21. The Director/ Head of the Constituent shall also inform the concerned student/s about the provisions for appeal under the University Rules. The student can appeal against the decision of the Campus Disciplinary Committee within seven (7) working days.

22. Subject to the filing of the appeal, the punishment shall be implemented after 4 days after the decision is taken.

23. Any inquiry of major/minor misconduct shall be completed as expeditiously as possible but not later than twenty (20) working days from the receipt of the complaint andconcluding the entire process as expeditiously as possible but not later than thirty (30) working days.

24. A case of substance abuse shall be completed as expeditiously as possible but not later than twenty-one (21) working days from the receipt of the complaint and concluding the entireprocess as expeditiously as possible but not later than thirty (30) working days.

25. A report of all cases handled by the Campus Disciplinary Committee should be sent to Head, DSW, on a monthly basis.

4.3.3 Scrutiny cum Approval Committee to decide with the matters related to substance abuse:

There shall be a '**Scrutiny cum Approval Committee**' at the University level.

i) The composition of the '**Scrutiny cum Approval Committee**' shall be as under:

- Director, Academics: Chairperson nominated by the Vice Chancellor
- Deputy Registrar: Member
- Head-DSW: Member Secretary

ii) The term of office of the Scrutiny cum Approval Committee shall be for a period oftwo (2) academic years;

Any vacancy created due to retirement/ resignation/ transfer or due to any reason whatsoever, shall be filled within fifteen (15) days by the competent authority/ officer.The member so nominated shall hold the office for remaining term of the committee;

Provided that in case the vacancy is caused during an ongoing or pending inquiry, in such case Vice Chancellor shall appoint a suitable person against the vacant post, suchappointed person shall continue to be member till completion of the pending inquiry.

It shall be the responsibility of the Head-Student Welfare to constitute/ reconstitute the committee under the instructions of the Competent Authority, before the expiry of the tenure of the existing committee;

iii) Powers, Functions and Procedures of the Scrutiny cum Approval Committee:

a. The Campus Disciplinary Committee shall recommend punishments in a report to the Scrutiny cum Approval Committee.

b. The Scrutiny cum Approval Committee shall scrutinise the recommendations in the light of the SIU Code of Conduct and the following documents:
    a. the findings and recommendations of the Campus Disciplinary Committee,
    b. written statements of the student(s)
    c. other evidences submitted,
    d. interactions with the witness(es), and the committee,
    e. CCTV footage/ audio-visual evidence, if any

c. It examines the quantum of recommended punishment(s), procedure followed by the Campus Disciplinary Committee and renders approval/ modifications to the Member Secretary of the Campus Disciplinary committee within seven (7) working days.

d. In-case the Scrutiny cum Approval Committee decides to enhance/ reduce the punishment(s), it shall provide adequate reasons and justifications for such enhancement/ reduction.

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e. The Head, Student Welfare acting on behalf of the SAC shall communicate the decision/ approval to the Member Secretary of the Campus Disciplinary Committee.

f. The entire process up to communicating the decision to the student concerned shall be completed as expeditiously as possible and preferably within a period of twenty (20) working days from the date of receipt of the complaint.

g. In case an international student is involved in gross misconduct/ indiscipline including 'substance abuse' the case(s) shall be dealt separately by the Scrutiny cum Approval Committee, wherein the nominee of the Director, Symbiosis Centre for International Education (SCIE) shall be the invitee on the committee. However, the procedure to deal with the misconduct shall remain the same as prescribed under the rules.



Chapter 5

Appeals

Any student (s) aggrieved by the decision of the Director/ Head/ Campus Administrator may prefer an appeal before the Campus Disciplinary Committee within a period of seven (7) working days.

Any person aggrieved by the decision of Campus Disciplinary Committee, and in cases of international students aggrieved by the decision of Scrutiny cum Approval Committee may prefer an appeal before the **Disciplinary Appeals Committee (DAC)** within a period of seven (7) working days.

5.1 Constitution of the Disciplinary Appeals Committee (DAC)

The Disciplinary Appeals Committee (DAC) shall consist of:

a. Dean-Academics & Administration: Chairperson
b. Director of a Constituent: to be nominated by the Vice Chancellor
c. One Professor/ Associate Professor: to be nominated by the Vice Chancellor

The tenure of the Committee shall be for a period of two years.
In case of any vacancy created due to retirement/ resignation/ transfer / or any other reason theHead, Student Welfare shall process the nomination and reconstitute the committee within fifteen (15) working days. The member so nominated shall hold the office for remaining period of the tenure of the committee.

5. 2 Procedure for Appeal:

The student aggrieved by the decision of the Director of the Constituent /Campus Administrator/ may prefer an appeal in the prescribed format before the Campus Disciplinary Committee within a period of seven (7) working days.

The students aggrieved by the decision of the Campus Disciplinary Committee may prefer an appeal in the prescribed format before the Disciplinary Appeals Committee within a period ofseven (7) working days.

International students aggrieved by the decision of the Scrutiny cum Approval Committee mayprefer an appeal in the prescribed format before the Disciplinary Appeals Committee appointedby the University for this purpose.

i) Appeals before the Campus Disciplinary Committee:

The following procedure shall be followed to inquire and decide with the appeals before the Campus Disciplinary Committee:

a) Any aggrieved student can file an appeal with the Campus Disciplinary Committee within seven (7) working days.

b) The Member Secretary of the Campus Disciplinary Committee shall send a notice of hearing to the appealing student(s) and/ or parents (wherever applicable) and/ or the Director of the concerned institute within five (5) working days from receipt of the appeal in the prescribed format.

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c) The appealing student(s)shall be given a just and fair opportunity of hearing. They may,if they so desire, file their written statements. Under exceptional circumstances, either party may produce additional document(s) or lead additional evidence(s).

d) The Campus Disciplinary Committee, in appropriate cases may permit the appearance of party through electronic means.

e) Either party does not have right to legal representation during the appeal.

f) The University shall arrange for inspection of documents, material, statements etc., if so desired, on the respective campus. The Committee shall follow the principles of natural justice while inquiring and deciding with the appeal.

g) After hearing all the concerned parties and considering all the available materials on record, the Campus Disciplinary Committee shall take just and fair decision. The Member Secretary of the Campus Disciplinary Committee shall communicate the decision of the Campus Disciplinary Committee to the appealing students/ concerned parties, with a copy to the Head, Student Welfare, within three days after the hearing.

h) Either party may prefer **second appeal** against the decision of **Campus Disciplinary Committee** before the 'Disciplinary Appeals Committee' within three (3) working days after receiving the decision;

ii) Appeals before the Disciplinary Appeals Committee (DAC)

The Head-Student Welfare shall prepare a brief note on the Appeal(s) made by the student(s) aggrieved by the decision of the Campus Disciplinary Committee and shall place it before the Disciplinary Appeals Committee through Registrar with all relevant documents, findings and recommendation(s).

The Disciplinary Appeals Committee / Campus Disciplinary Committee shall decide the appeal on merits by complying with all principles of natural justice;

iii) The following procedure shall be followed to deal with the appeals before the Disciplinary Appeals Committee (DAC):

a) The Member Secretary of DAC shall send a notice of hearing to the appealing student(s) and/ or parents (wherever applicable) and/ or the Director of the concernedinstitute within seven (7) working days from receipt of the appeal in the prescribed format.

b) The appealing student (s)/ shall be given just and fair opportunity of hearing. They may, if they so desire file their written statements. Under exceptional circumstances,either party may produce additional document(s) or lead additional evidence(s).

c) The Disciplinary Appeals Committee, in appropriate cases may permit the appearance of party through electronic means.

d) Either party does not have right to legal representation during the appeal.

e) The University shall arrange for inspection of documents, material, statements etc.,if so desired, on the university campus.

f) The Disciplinary Appeals Committee shall follow the principles of natural justice while dealing with the appeal.

g) The Disciplinary Appeals Committee may in appropriate cases seek assistance of an external expert to arrive at a just and fair decision.

h) After hearing all the concerned parties and considering all the available materials onrecord, the Disciplinary Appeals Committee shall take just and fair decision.

i) The decision of the Disciplinary Appeals shall be final and binding on both the parties.

j) The Member Secretary shall communicate the decision of the appeal(s) to the appealing student(s)/ parent(s) and to the Director of the Constituent to which the student concerned belongs, with a copy to the Registrar, SIU, and the Campus Disciplinary Committee.

iv) The Head-Student Welfare shall make a monthly report of its working and submit it tothe Vice Chancellor through the Registrar.

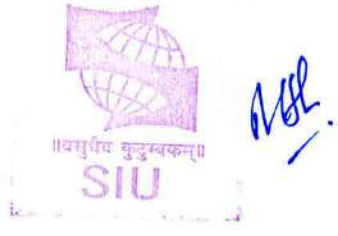
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Appendix I

DEALING WITH ACADEMIC MISCONDUCT [DMC 1]				
Jurisdiction of Disciplinary Officer/ Committee/ Cell				
1	2	3	4	5
Details of Misconduct	**Disciplinary Authority at the Institute level**	**Punishments to be given by Institute level Committee**	**Disciplinary Authority for second time or repeated offence**	**Punishments/ Actions to be given by Unfair Means Committee**
Academic Misconduct				
1(a) 'Unfair means' denotes any unethical means and malpractices adopted by the student during examinations or in submission of any assignments leading to internal and/or external evaluation or 'unfair means' adopted by the student under semester exchange programme, twinning programme, credit transfer arrangement or forging/ altering of Grade sheet/ marksheets given by other Indian / foreign university/ institution under any exchange related programme, twinning	Institute level committee to deal with Unfair means cases in continuous evaluation.	As per the rules prescribed in the Examination Rule Book	Unfair Means Committee for term end examination	As per the rules prescribed by the Examination Rule Book

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programme, credit transfer arrangement, etc.				
1(b) Plagiarism - practice of taking someone else's work or idea and passing them as one's own.	(i) Academic Integrity Committee (AIC)	Academic Integrity Committee (AIC) to recommend to the Faculty Academic Integrity Panel (FAIP) as per the Symbiosis International (Deemed University) Rules for Promotion of Academic Integrity and Prevention of Plagiarism, 2019.	University Academic Integrity Panel (UAIP)	Recommendation of the Faculty Academic Integrity Panel (FAIP) will be considered by the UAIP and appropriate action will be taken by University Academic Integrity Panel (UAIP)



Dealing with Disruptive Conduct (DMC 2)				
Jurisdiction of Disciplinary Officer/ Committee/ Cell				
1	2	3	4	5
Details of Misconduct	**Disciplinary Authority**	**Punishments to be given by Director of the Institute/ Campus Administrator**	**Disciplinary Authority for second time or repeated offence**	**Punishments/ Actions by Campus Disciplinary Committee**
Disruptive Conduct				
2.1 Conduct that intentionally and substantially obstructs or disrupts teaching or freedom of movement or other lawful activities on university premises or in connection with any university sponsored event or activity otesting against decisions, and or instigating students against the decisions of the University officials/ staff de/ unruly behaviour and or use of foul language towards staff/ faculty/ campus administration staff sh driving, over speeding, breaching traffic rules, wrong parking, honking of horns on campus	Director of the Institute / Campus Administrator (Depending upon the Location of violation) will conduct Inquiry and the misconducts of grave nature shall be referred to the Campus Disciplinary Committee	**Any one or more of the following** i) Notifying parents (Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in disciplinary action) , ii) Written warning (Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action) iii) Undertaking of good conduct from the student and endorsed by the parents iv) Suspension from Classes and/ or Hostel up to 7 days	Campus Disciplinary Committee	**Any one or more of the following** i) Notifying parents, ii) Written warning, iii) Undertaking of good conduct from the student and endorsed by the parents iv) Suspension from Classes and/ or Hostel up to 15 days v) Any other Punishment as deemed fit

Dealing with Discrimination [DMC 3]				
Jurisdiction of Disciplinary Officer/ Committee/ Cell				
1	2	3	4	5
Details of Misconduct	**Disciplinary Authority**	**Punishments to be given by Director of the Institute/ Campus Administrator**	**Disciplinary Authority for second time or repeated offence**	**Punishments/ Actions by Campus Disciplinary Committee**
Discrimination				
3.1. Engaging in verbal or physical behaviour directed at an individual or group based on origin, race, creed, gender, religious beliefs, or sexual orientation that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment, that impedes the access of other students, faculty and staff to the educational benefits available to them. 3.2 It also includes wearing articles of clothing with derogatory, racist, discriminatory, patently offensive, profane, sexually explicit, or graphic messages either in words or pictures, which demonstrate bias or discrimination against any individual or group within the University.	Director of the Institute / Campus Administrator (Depending upon the Location of violation) will conduct Inquiry and the misconducts of grave nature shall be referred to the Campus Disciplinary Committee	**Any one or more of the following:** i) Notifying parents, ii) Written warning, iii) Undertaking of good conduct from the student and endorsed by the parents iv) Suspension from Classes and/ or Hostel up to 7 days v) Counselling by SCEW	Campus Disciplinary Authority	**Any one or more of the following:** i) Notifying parents ii) Written warning iii) Undertaking of good conduct from the student and endorsed by the parents iv) Suspension from Classes and/ or Hostel up to 15 days v) Counselling by SCEW vi) Any other Punishment as deemed fit

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Dealing with Falsification [DMC 4]				
Jurisdiction of Disciplinary Officer/ Committee/ Cell				
1	2	3	4	5
Details of Misconduct	**Disciplinary Authority**	**Punishments to be given by Director of the Institute/ Campus Administrator**	**Disciplinary Authority for second time or repeated offence**	**Punishments/ Actions by Campus Disciplinary Committee**
Falsification				
d. Falsification means wilfully providing false, misleading, or incomplete information, whether oral or in writing or in the form of document(s) with the intention of concealing the material facts; to Institutes/Sections/Departments/University offices or officials; e. forging or altering official University records or documents or conspiring with or inducing others to forge or alter University records or documents. f.Fabrication/forging of degree certificates of the University (SIU/ other Indian/ Foreign)	Director of the Institute / Campus Administrator to report to the Campus Disciplinary Committee	–	Campus Disciplinary Committee	**Any one or more of the following;** i) Notifying parents, ii) Written warning, iii) Withdrawal of facilities/ benefits accruing to student based on the false information provided. iv) Cancellation of Admission v) Filing an FIR at the nearest police station vi) Any other Punishment as deemed fit

DEALING WITH CASES REGARDING REFUSAL TO IDENTIFY OR IMPERSONATION (DMC 5)				
Jurisdiction of Disciplinary Officer/ Committee/ Cell				
1	2	3	4	5
Details of Misconduct	**Disciplinary Authority**	**Punishments to be given by Director of the Institute/ Campus Administrator**	**Disciplinary Authority for second time or repeated offence**	**Punishments/ Actions by Campus Disciplinary Committee**
Refusal to show/ provide ID Card to University staff	Director of the Institute / Campus Administrator	**Any one or more of the following** i) Notifying parents ii) Written warning iii) Undertaking of good conduct from the student and endorsed by the parents	--	--
Falsely identifying one's self when requested by an authorized University Official	Director of the Institute / Campus Administrator	**Any one or more of the following** i) Fine up to Rs.3000/- ii) Suspension from Classes and/ or Hostel up to 15 days iii)Filing an FIR at the nearest Police Station	--	--

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DEALING WITH ILLEGAL OR UNAUTHORIZED POSSESSION OR USE OF WEAPONS [DMC 6]				
Jurisdiction of Disciplinary Officer/ Committee/ Cell				
1	2	3	4	5
Details of Misconduct	**Disciplinary Authority**	**Punishments to be given by Director of the Institute/ Campus Administrator**	**Disciplinary Authority for second time or repeated offence**	**Punishments/ Actions by Campus Disciplinary Committee**
6.1 Illegal or unauthorized possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents.	Director of the Institute / Campus Administrator to report to the Campus Disciplinary Committee	--	Campus Disciplinary Committee	**Any one or more of the following:** i) Notify the parents; ii) Warning iii)Suspension from Classes and/ or Hostel for one month iv)Withdrawal/ Restriction of privileges/ recognitions/ awards v) Cancellation of Admission vi) Filing of FIR vii) Any other Punishment as deemed fit
6.2 Not informing the concerned authorities in-spite of knowing presence of weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents.	Director of the Institute / Campus Administrator to report to the Campus Disciplinary Committee	--	Campus Disciplinary Committee	**Any one or more of the following:** i) Notifying parents, ii) Written warning, iii) Undertaking of good conduct from the student and endorsed by the parents iv) Suspension from Classes and/ or Hostel up to 15 days

DEALING WITH DRUGS AND BANNED SUBSTANCE CASES & ELECTRONIC-CIGARETTES (DMC 7)			
Jurisdiction of Disciplinary Officer/ Committee/ Cell			
Details of Misconduct	**Disciplinary Authority**	**Vetting Authority**	**Punishments / Actions to be taken**
a) Consuming, Selling, Possessing and Distributing			
a. Sale/ Attempt to sale /use/ distribution of drugs and its paraphernalia on University premises including hostel rooms, sports facilities, gymnasiums, or academic buildings or at University-sponsored activities. b. Not taking ownership of banned substance found in possession/ in their vehicle	Campus Disciplinary Committee (CDC) will conduct the inquiry and a detailed report with its decision will be sent to the Scrutiny cum Approval Committee for final decision.	Scrutiny cum Approval Committee will review the report submitted by the CDC thoroughly, and may agree with / amend the punishment.	**Any one or more of the following:** i. Suspension from Classes and Hostel up to 6 months and shall not be permitted to appear for examinations during the suspension period ii. Expulsion from Hostel up to 6 months iii. Confiscation of goods used / possessed in violation of University Regulations. iv. Restriction of privileges for a period of suspension. v. No assistance in placements. vi. Community service of 2 months in an NGO working for addicts vii. Counselling by SCEW
Sale/ Attempt to sale /use/ distribution of e-cigarettes	Same as above		Same as above.
b) Not reporting violations			
Not informing the concerned authorities in-spite of knowing presence of drugs and its paraphernalia, in an area of a University building, or University property where such substances are being used, or are present in a vehicle.	The CDC will conduct inquiry and award requisite punishment. The detailed report shall be sent to **Scrutiny cum Approval Committee** for approval and final decision.	Scrutiny cum Approval Committee will review the report submitted by the CDC thoroughly, and may agree with /amend the punishment.	**Any one or more of the following:** **i)** Suspension from Classes and Hostel up to 1 month ii) Expulsion from Hostel up to 1 month iii) Restriction of privileges for a period of suspension / expulsion. iv) No exam during the period of suspension **v)** No privileges during the period of suspension.

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DEALING WITH TOBACCO AND TOBACCO RELATED CASES (DMC 8[a])				
Jurisdiction of Disciplinary Officer/ Committee/ Cell				
1	2	3	4	5
Details of Misconduct	**Disciplinary Authority**	**Punishments to be given by Director of the Institute/ Campus Administrator**	**Disciplinary Authority for second time or repeated offence**	**Punishments/ Actions by Campus Disciplinary Committee**
a) Consuming, Possessing and Distributing				
i) Attempted or actual Sale/ use/ distribution or possession, acquisition of tobacco and its paraphernalia on University premises including hostel rooms, sports facilities, gymnasiums, or academic buildings or at University-sponsored activities.	Director of the Institute / Campus Administrator (Depending upon the Location of violation) will conduct Inquiry and the misconducts of grave nature shall be referred to the Campus Disciplinary Committee	i) Notifying parents ii) Written warning iii) Undertaking of good conduct from the student and endorsed by the parents iv) Suspension from Classes and Hostel up to 07 days. v) No exams/ privileges during the period of suspension.	Campus Disciplinary Authority	i) Notifying parents ii) Fine of Rs.5000/- iii) Suspension from Classes and Hostel up to 07 days. iv) No exams/ privileges during the period of suspension.

DEALING WITH ALCOHOL AND ALCOHOL RELATED CASES (DMC 8[b])				
Jurisdiction of Disciplinary Officer/ Committee/ Cell				
1	2	3	4	5
Details of Misconduct	**Disciplinary Authority**	**Punishments to be given by Director of the Institute/ Campus Administrator for first time violation**	**Disciplinary Authority for second time or repeated offence**	**Punishments/ Actions by Campus Disciplinary Committee**
a) Consuming, Possessing and Distributing				
i) Attempted or actual Sale /use/ distribution or possession of alcohol on University premises including hostel rooms, sports facilities, gymnasiums, or academic buildings or at University-sponsored activities or in a vehicle on the University campus.	Director of the Institute / Campus Administrator (Depending upon the Location of violation) will conduct Inquiry and the misconducts of grave nature shall be referred to the Campus Disciplinary Committee	i) Notifying parents ii) Written warning iii) Suspension from Classes and Hostel up to 10 days. iv) No exams/ privileges during the period of suspension. v) Undertaking of good conduct from the student and endorsed by the parents	Campus Disciplinary Authority	i) Suspension from Classes and Hostel up to 15 days. ii) No exams/ privileges during the period of suspension. iii) Notifying parents iv) Any other Punishment as deemed fit
b) Not reporting violations				
Not informing the concerned authorities in-spite of knowing presence of alcohol and its paraphernalia in an area of a University building or University property where such substances are being used or are present or in a vehicle on the University campus	Director of the Institute / Campus Administrator (Depending upon the Location of violation) will conduct Inquiry and the misconducts of grave nature shall be referred to the Campus Disciplinary Committee	i) Suspension from Classes and Hostel up to 3 days ii) Written warning	--	--

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DEALING WITH UNAUTHORIZED ACCESS AND USE OF PROPERTY & FACILITIES [DMC 9]				
Jurisdiction of Disciplinary Officer/ Committee/ Cell				
1	2	3	4	5
Details of Misconduct	**Disciplinary Authority**	**Punishments to be given by Director of the Institute/ Campus Administrator**	**Disciplinary Authority for second time or repeated offence**	**Punishments/ Actions by Campus Disciplinary Committee**
Unauthorized access means accessing without authorization University property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys, access cards, or access codes.	Director of the Institute / Campus Administrator (Depending upon the Location of violation) will conduct Inquiry and the misconducts of grave nature shall be referred to the Campus	**Any one or more of the following:** i) Fine up to Rs.500/- ii) Notifying parents, iii) Written warning, iv) Undertaking of good conduct from the student and endorsed by the parents v) Suspension from Classes and/ or Hostel up to 7 days	Campus Disciplinary Authority	**Any one or more of the following:** i) Fine up to Rs.1000/- ii) Notifying parents, iii) Written warning, iv) Undertaking of good conduct from the student and endorsed by the parents v) Suspension from Classes and/ or Hostel up to 15 days vi) Any other Punishment as deemed fit

DEALING WITH CASES OF VIOLENCE, THREATENING, HARASSING OR ASSAULTIVE CONDUCT (DMC 10)				
Jurisdiction of Disciplinary Officer/ Committee/ Cell				
1	2	3	4	5
Details of Misconduct	**Disciplinary Authority**	**Punishments to be given by Director of the Institute/ Campus Administrator**	**Disciplinary Authority for second time or repeated offence**	**Punishments/ Actions by Campus Disciplinary Committee**
Involvement in an Act of Violence would include being part of the actual act or accompanying the main defaulter in the Act or remotely supporting the following: i) violence, threatening, harassing or assaultive conduct that has caused injury/ death to other residents of the campus or staff ii) that endangers or threatens to endanger the health, safety, or welfare of another person.	Director of the Institute / Campus Administrator (Depending upon the Location of violation) will conduct preliminary Inquiry and report to the Campus Disciplinary Committee	--	Campus Disciplinary Committee	e) Notifying parents f) Suspension from Classes g) No examinations or any other privileges during the period of suspension. h) Expulsion from hostel for the term depending on the gravity of the act. i) Undertaking of good conduct from the student and endorsed by the parents j) Filing FIR, if necessary k) Any other Punishment as deemed fit

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DEALING WITH CASES OF THEFT, PROPERTY DAMAGE AND VANDALISM CONDUCT (DMC 11)				
Jurisdiction of Disciplinary Officer/ Committee/ Cell				
1	2	3	4	5
Details of Misconduct	**Disciplinary Authority**	**Punishments to be given by Director of the Institute/ Campus Administrator**	**Disciplinary Authority for second time or repeated offence**	**Punishments/ Actions by Campus Disciplinary Committee**
11.1 Theft, property damage and vandalism include theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property. 11.2 Misuse of/ damage to property/ facilities like hostel, gym, gym equipment, swimming pool, playground, mess and cafe facilities and not abiding by the basic guidelines of using the facilities	Director of the Institute / Campus Administrator (Depending upon the Location of violation) will conduct Inquiry and the misconducts of grave nature shall be referred to the Campus Disciplinary Committee	i) Notifying parents ii) Written warning iii) Undertaking of good conduct from the student and endorsed by the parents iv) Recovery of 1.5 times the cost of replacement/ repairs, wherever applicable	Campus Disciplinary Authority	i) Suspension from Classes and Hostel up to 1 month ii) Notifying parents iii) Recovery of 1.5 times the cost of damage/ replacement/ repairs Any other Punishment as deemed fit



DEALING WITH RECORDING OF IMAGES WITHOUT KNOWLEDGE/ ALTERING OF PHOTOGRAPH OF A STUDENT(S)/ PERSON(S) [DMC 12]				
Jurisdiction of Disciplinary Officer/ Committee/ Cell				
1	2	3	4	5
Details of Misconduct	**Disciplinary Authority**	**Punishments to be given by Director of the Institute/ Campus Administrator**	**Disciplinary Authority for second time or repeated offence**	**Punishments/ Actions by Campus Disciplinary Committee**
Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, or altering/ enhancing/ distorting/ photograph of a student/ person, which photograph may/ may not have been taken with consent, when such a recording/ altering/ enhancing/ distorting is likely to cause injury, distress, or damage to reputation of such student/ person. This includes, but is not limited to, taking video or photographic images in shower/ locker rooms, residence hall rooms, and restrooms. The storing, sharing, and/ or distributing of such unauthorized records by any means is also prohibited.	Director of the Institute / Campus Administrator (Depending upon the Location of violation) will conduct Inquiry and the misconducts of grave nature shall be referred to the Campus Disciplinary Committee	**Any one or more of the following:** i) Notifying parents, ii) Written warning, iii) Undertaking of good conduct from the student and endorsed by the parents iv) Suspension from Classes and/ or Hostel up to 15 days v) Restriction of privileges for the period of suspension.	Campus Disciplinary Committee	**Any one or more of the following:** i) Notifying parents, ii) Suspension from Classes and/ or Hostel up to 1 month v) Restriction of privileges for the period of suspension vi) Any other Punishment as deemed fit

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DEALING WITH CAUSING DISREPUTE TO OTHER STUDENTS/ FACULTY [DMC 13]				
Jurisdiction of Disciplinary Officer/ Committee/ Cell				
1	2	3	4	5
Details of Misconduct	**Disciplinary Authority**	**Punishments to be given by Director of the Institute/ Campus Administrator**	**Disciplinary Authority for second time or repeated offence**	**Punishments/ Actions by Campus Disciplinary Committee**
Engaging or inciting other students to engage by any means whatsoever and performing or attempting to perform an act which bring disrepute to other students/ faculty of the University. A student shall also not engage in filing a complaint on behalf of another student without the consent of such student.	Director of the Institute / Campus Administrator (Depending upon the Location of violation) will conduct Inquiry and the misconducts of grave nature shall be referred to the Campus Disciplinary Committee	**Any one or more of the following:** i) Notifying parents, ii) Written warning, iii) Undertaking of good conduct from the student and endorsed by the parents iv) Suspension from Classes and/ or Hostel up to 7 days	Campus Disciplinary Authority	**Any one or more of the following:** i) Notifying parents, ii) Suspension from Classes and/ or Hostel up to 15 days v) Any other Punishment as deemed fit.

DEALING WITH RAGGING [DMC 14]				
Jurisdiction of Disciplinary Officer/ Committee/ Cell				
1	2	3	4	5
Details of Misconduct	**Disciplinary Authority**	**Punishments to be given by Director of the Institute/ Campus Administrator**	**Disciplinary Authority for second time or repeated offence**	**Punishments/ Actions by Campus Disciplinary Committee**
Any act which amounts to ragging in any form as defined under UGC Regulations, 2009 on 'Curbing the Menace of Ragging in Higher Educational Institutions' and subsequent amendment's thereto from time to time.	as prescribed in the Anti-Ragging Rules of Symbiosis International (Deemed University).	Punishment as prescribed in the Anti-Ragging Rules of Symbiosis International (Deemed University).	as prescribed in the Anti-Ragging Rules of Symbiosis International (Deemed University).	Punishment as prescribed in the Anti-Ragging Rules of Symbiosis International (Deemed University).

DEALING WITH SEXUAL HARASSMENT [DMC 15]				
Jurisdiction of Disciplinary Officer/ Committee/ Cell				
1	2	3	4	5
Details of Misconduct	**Disciplinary Authority**	**Punishments to be by Vice Chancellor or as per Service Rules of the HR, SIU**	**Disciplinary Authority for second time or repeated offence**	**Punishments/ Actions by Campus Disciplinary Committee**
15.1 Any conduct or act which amounts to sexual harassment in any form as defined under University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015 and The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and subsequent amendments from time to time.	**Internal Committee at each Campus/ Location**	As per the IC Rules prescribed in Symbiosis International (Deemed University) [Prevention, Prohibition and Redressal of Sexual Harassment of Employees and Students in the University and its Constituents / Sections/ Offices/ Workplaces] Rules, 2019, the IC recommends punishment as per IC rules, to the Vice Chancellor.	**Not applicable**	**Not applicable**
15.2 In case of misuse of the provision of the act; OR in case of a false or malicious complaint OR in case the complainant or respondent do not appear for the hearing despite at least three reminders; OR do not submit mandatory documents despite at least three reminders	**Campus Disciplinary Committee**	i) Notifying parents, ii) Written warning, iii) Undertaking of good conduct from the student and endorsed by the parents iv) Suspension from Classes and/ or Hostel up to 7 days	**Not applicable**	**Not applicable**

DEALING WITH UNAUTHORISED AGREEMENTS/ CONTRACTS [DMC 16]				
Jurisdiction of Disciplinary Officer/ Committee/ Cell				
1	2	3	4	5
Details of Misconduct	**Disciplinary Authority**	**Punishments to be given**	**Disciplinary Authority**	**Punishments/ Actions by Campus Disciplinary Committee**
Students are prohibited from entering into verbal or written agreements or contracts with third parties that purport to bind, obligate, or create liability of any kind for the University. The University will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorized actions.	Campus Disciplinary Authority will conduct inquiry and report to the Scrutiny cum Approval Committee	-	Scrutiny cum Approval Committee will review the report submitted by the CDC thoroughly, and may agree with /amend the punishment.	**Any one or more of the following:** i. Suspension from Classes and Hostel up to 6 months and shall not be permitted to appear for examinations during the suspension period ii. Expulsion from Hostel up to 6 months iii. Confiscation of goods used / possessed in violation of University Regulations. iv. Restriction of privileges for a period of suspension. v. No assistance in placements. vi. Community service of 2 months in an NGO working for addicts vii. Filing FIR

DEALING WITH ABUSE OF ELECTRONIC COMMUNICATION [DMC 17]				
Jurisdiction of Disciplinary Officer/ Committee/ Cell				
1	2	3	4	5
Details of Misconduct	**Disciplinary Authority**	**Punishments to be given by Director of the Institute/ Campus Administrator**	**Disciplinary Authority for second time or repeated offence**	**Punishments/ Actions by Campus Disciplinary Committee**
Using University or personal telecommunications, data communication networks for illegal or improper purposes or in violation of University regulations and policies, or related laws. Using social media platforms to malign the image, bring disrepute to the University, its officials, staff and other students, or make them subject of ridicule by the members of the community or society.	**Campus Disciplinary Authority will conduct inquiry and report to the Scrutiny cum Approval Committee**	**Any one or more of the following:** i) Notifying parents **ii)** Warning Letter, ii) Undertaking of good conduct from the student and endorsed by the parents iii) Suspension from Classes and/ or Hostel up to 15 days **iii)** Restriction of privileges during the suspension period.	Scrutiny cum Approval Committee will review the report submitted by the CDC thoroughly, and may agree with /amend the punishment.	i) **Any one or more of the following:** Suspension from Classes and Hostel up to 6 months and shall not be permitted to appear for examinations during the suspension period ii) Expulsion from Hostel up to 6 months iii) Confiscation of goods used / possessed in violation of University Regulations. iv) Restriction of privileges for a period of suspension. v) No assistance in placements. vi) Community service of 2 months in an NGO working for addicts vii) Filing FIR wherever applicable

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DEALING WITH MEDIA CONTACT [DMC 18]				
Jurisdiction of Disciplinary Officer/ Committee/ Cell				
1	2	3	4	5
Details of Misconduct	**Disciplinary Authority**	**Punishments to be given by Director of the Institute/ Campus Administrator**	**Disciplinary Authority**	**Punishments/ Actions by Campus Disciplinary Committee**
Speaking on behalf of or for the University with any media organization or publication, or from inviting the same to any University-owned or operated property, facility, or event, without the express prior written permission of the University is treated as a serious misconduct.	Director of the Institute / Campus Administrator (Depending upon the Location of violation) will conduct Inquiry and the misconducts of grave nature shall be referred to the Campus Disciplinary Committee	**Any one or more of the following:** i)Notifying parents, ii) Warning iii) Undertaking of good conduct from the student and endorsed by the parents iv) Suspension from Classes and/ or Hostel up to 15 days v) Restriction of privileges during the suspension period.	Campus Disciplinary Authority	**Any one or more of the following:** i) Notifying parents, ii) Suspension from Classes and/ or Hostel up to 1 month iii) Restriction of privileges during the suspension period. iv) Withdrawing the statement publicly and issuing apology publicly. v) Any other punishment as deemed fit

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DEALING WITH ORGANIZATION AND EVENT REGISTRATION [DMC 19]				
Jurisdiction of Disciplinary Officer/ Committee/ Cell				
1	2	3	4	5
Details of Misconduct	**Disciplinary Authority**	**Punishments to be given by Director of the Institute/ Campus Administrator**	**Disciplinary Authority**	**Punishments/ Actions by Campus Disciplinary Committee**
A Student or group of Students shall not form any organization, society or organize any event or collect any fund or subscription without the specific written permission of the University.	Director of the Institute / Campus Administrator (Depending upon the Location of violation) will conduct Inquiry and the misconducts of grave nature shall be referred to the Campus Disciplinary Committee	**Any one or more of the following:** i) Notifying parents, ii) Warning letter iii) Undertaking of good conduct from the student and endorsed by the parents iv) Suspension from Classes and/ or Hostel up to 15 days v) Restriction of privileges during the suspension period.	Campus Disciplinary Authority	**Any one or more of the following:** i) Notifying parents, ii) Suspension from Classes and/ or Hostel up to 1 month iii) Restriction of privileges during the suspension period. iv) Any other punishment as deemed fit

DEALING WITH PRESENTING FALSE TESTIMONY [DMC 20]				
Jurisdiction of Disciplinary Officer/ Committee/ Cell				
1	2	3	4	5
Details of Misconduct	**Disciplinary Authority**	**Punishments to be given by Director of the Institute/ Campus Administrator**	**Disciplinary Authority**	**Punishments/ Actions by Campus Disciplinary Committee**
Knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process.	Director of the Institute / Campus Administrator (Depending upon the Location of violation) will conduct Inquiry and the misconducts of grave nature shall be referred to the Campus Disciplinary Committee	**Any one or more of the following:** i)Notifying parents, ii) Warning letter iii)Undertaking of good conduct from the student and endorsed by the parents iii) Suspension from Classes and/ or Hostel up to 15 days iv) Restriction of privileges during the suspension period.	Campus Disciplinary Authority	**Any one or more of the following:** i) Notifying parents, ii) Suspension from Classes and/ or Hostel up to 1 month iii) Restriction of privileges during the suspension period. iv) Any other punishment as deemed fit

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DEALING WITH DENIAL/ FAILURE TO COMPLY WITH UNIVERSITY OR ANY OTHER AUTHORITY [DMC 21]				
Jurisdiction of Disciplinary Officer/ Committee/ Cell				
1	2	3	4	5
Details of Misconduct	**Disciplinary Authority**	**Punishments to be given by Director of the Institute/ Campus Administrator**	**Disciplinary Authority**	**Punishments/ Actions by Campus Disciplinary Committee**
Denial/ Failure to comply with legitimate directives of authorized University officials, law enforcement agency in the performance of their duties or violation of the terms of a disciplinary code.	Director of the Institute / Campus Administrator (Depending upon the Location of violation)	**Any one or more of the following:** i)Notifying parents, ii) Undertaking of good conduct from the student and endorsed by the parents iii) Suspension from Classes and/ or Hostel up to 15 days iv) Restriction of privileges during the suspension period.	Campus Disciplinary Authority	**Any one or more of the following:** i) Notifying parents, ii) Undertaking of good conduct from the student and endorsed by the parents iii) Suspension from Classes and/ or Hostel up to 1 month iv) Restriction of privileges during the suspension period. v) Any other punishment as deemed fit

DEALING WITH MISUSE OF LEARNING RESOURCES [DMC 22]				
Jurisdiction of Disciplinary Officer/ Committee/ Cell				
1	2	3	4	5
Details of Misconduct	**Disciplinary Authority**	**Punishments to be given by Director of the Institute/ Campus Administrator**	**Disciplinary Authority for second time or repeated offence**	**Punishments/ Actions by Campus Disciplinary Committee**
Misuse of Learning Resources including theft, tearing pages, damage to e-resources, not returning books in time, any purposeful activity with respect to learning resources which is harmful to other students, staff and faculty shall amount to violation of Code of Conduct.	Director of the Institute / Campus Administrator (Depending upon the Location of violation) in consultation with Librarian	i) Notifying parents, ii) Undertaking of good conduct from the student and endorsed by the parents iii) Punishment as per the provisions mentioned in SIU Library Manual	Campus Disciplinary Authority in consultation with Librarian	i) Notifying parents, ii) Undertaking of good conduct from the student and endorsed by the parents iii) Suspension from Classes and/ or Hostel up to 1 month iv) Restriction of privileges during the suspension period. v) Any other punishment as deemed fit

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DEALING WITH CAUSING HARM/ DISREPUTE WHILE INVOLVED IN EXTERNAL ACTIVITIES (SPORTS/ INTERNSHIP/ EXCURSIONS/ STUDY TOURS/ CULTURAL EVENTS) [DMC 23]				
Jurisdiction of Disciplinary Officer/ Committee/ Cell				
1	2	3	4	5
Details of Misconduct	**Disciplinary Authority**	**Punishments to be given by Director of the Institute/ Campus Administrator**	**Disciplinary Authority for second time or repeated offence**	**Punishments/ Actions by Campus Disciplinary Committee**
(a) In case of SIU students: Any behaviour causing damage/ harm/ disrepute to the University and its employees/ students and persons of the visiting place for external activity shall amount to violation of Code of Conduct.	Director of the Institute / Campus Administrator to report to the Campus Disciplinary Committee	--	Campus Disciplinary committee	**Any one or more of the following:** i) Notifying parents, ii) Undertaking of good conduct from the student and endorsed by the parents iii) Suspension from Classes and/ or Hostel up to 1 month iv) Restriction of privileges during the suspension period. v) Any other punishment as deemed fit
(b) Students or persons from other Universities/ Institutions visiting our University/ Constituent for event and cause damage/ harm/ disrepute to the University and its employees/ students shall be liable for action under this Code.	In-charge of the activity will report the case to the Campus Disciplinary Committee and the authorities of that parent HEI. CDC and Authority of the parent HEI will deal with the matter and punishment will be awarded as per the Code of Conduct of both the HEIs but not in duplication.			

DEALING WITH VIOLATION OF HOSTEL RULES [DMC 24]				
Jurisdiction of Disciplinary Officer/ Committee/ Cell				
1	2	3	4	5
Details of Misconduct	**Disciplinary Authority**	**Punishments to be given by Director of the Institute/ Campus Administrator**	**Disciplinary Authority for second time or repeated offence**	**Punishments/ Actions by Campus Disciplinary Committee**
Any misbehaviour in the Hostel shall amount to violation of Code of Conduct.	Director of the Institute / Campus Administrator (Depending upon the Location of violation) will conduct Inquiry and the misconducts of grave nature shall be referred to the Campus Disciplinary Committee	**Any one or more of the following:** i) Notifying parents, ii) Undertaking of good conduct from the student and endorsed by the parents iii) Suspension from Classes and/ or Hostel up to 15 days iv) Restriction of privileges during the suspension period.	Campus Disciplinary Authority	**Any one or more of the following:** i) Notifying parents, ii) Undertaking of good conduct from the student and endorsed by the parents iii) Suspension from Classes and/ or Hostel up to 1 month iv) Restriction of privileges during the suspension period. v) Any other punishment as deemed fit

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DEALING WITH VIOLATION OF EXAMINATION RULES [DMC 25]				
Jurisdiction of Disciplinary Officer/ Committee/ Cell				
1	2	3	4	5
Details of Misconduct	**Disciplinary Authority**	**Punishments to be given by Director of the Institute**	**Disciplinary Authority**	**Punishments/ Actions by Campus Disciplinary Committee**
Any conduct adversely affecting sanctity of the examination in any form as mentioned in the examination rule book and as notified from time to time shall amount to violation of Code of Conduct.	Institute level committee to deal with misconduct cases in continuous evaluation	As per the norms prescribed by the Examination Rule Book	Unfair Means Committee for term end examination	As per the norms prescribed by the Examination Rule Book

DMC 26: Violation of University Rules: Violation of other published University policies, or rules, or violations of law, or UGC Regulations in behalf of Prevention of Sexual Harassment, Ant-ragging etc. These University policies or rules include, but are not limited to, those rules, which regulate dress code, which regulate submission of assignments, which regulate examinations, which prohibit the misuse of library, misuse of computing resources, misuse of laboratory, which regulate acts which amount to sexual harassment, rules for student and hostel rules and regulations.

Public Display of Affection [DMC 27]				
Jurisdiction of Disciplinary Officer/ Committee/ Cell				
1	2	3	4	5
Details of Misconduct	**Disciplinary Authority**	**Punishments to be given by Director of the Institute/ Campus Administrator**	**Disciplinary Authority**	**Punishments/ Actions by Campus Disciplinary Committee**
Any kind of public display of affection: Any conduct involving objectionable physical display of affection of any form, adversely affecting the sanctity of the University premises (academic blocks, hostel premises, mess, gym, or any other place inside the University campus) shall amount to violation of the Code of Conduct.	Director/ Campus Administrator	1. Warning letter 2. Notification to parents 3. Suspension from hostel/ classes up to 7 days 4. Undertaking of good conduct from the student and endorsed by the parents	Campus Disciplinary Committee	1. Notification to parents 2. Suspension from classes up to one month 3. Any other punishment deemed fit

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Non-Cooperation in the Inquiry Process [DMC 28]				
Jurisdiction of Disciplinary Officer/ Committee/ Cell				
1	2	3	4	5
Details of Misconduct	**Disciplinary Authority**	**Punishments to be given by Director of the Institute/ Campus Administrator**	**Disciplinary Authority**	**Punishments/ Actions by Campus Disciplinary Committee**
Exhibiting a conduct indicating non- compliance with the direction of any inquiry committee, this shall also include not extending the required/ obvious assistance and cooperation in conducting any inquiry/ appeal	Director/ Campus Administrator	i. Warning letter ii. Notification to parents iii. Suspension from hostel classes up to 7 days iv. Undertaking of good conduct from the student and endorsed by the parents	Campus Disciplinary Committee	i. Notification to parents ii. Suspension from classes up to one month iii. Any other punishment deemed fit

Note: The quantum of punishment to be given to the student who has violated the Code of Conduct is as far as possible in proportion to the gravity of the misconduct. However, the respective Disciplinary Authority after taking considered view, can take appropriate decision as it deems fit.

It may be noted that, this list though elaborate is not exhaustive. Any type of misconduct not covered herein, may still be construed as misconduct and may be inquired and decided with under the Code and any other penalty or punishment as deemed fit may be imposed by the competent authority on case to case basis. Further, punishment and penalty may be in combination and concurrent on case to case basis.

Appendix II

Format for making a Complaint/ Appeal

Date: _____

Name of the Student: _____

Permanent Registration Number: _____

Name of the Programme: _____

Batch: _____

Name of the Institute: _____

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Complaint/ Appeal: _____

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