

# SHIV NADAR

INSTITUTION OF EMINENCE DEEMED TO BE

UNIVERSITY

DELHI NCR



## Policy for dealing with Violation of the Student Code of Conduct

**Policy #ST212 Policy for  
dealing with Violation of the  
Student Code of Conduct V1**

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# RELEASE CONTROL

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# POLICY DETAILS

## I. INTRODUCTION

In any organization or community, maintaining a respectful and inclusive environment is crucial for fostering positive interactions and achieving shared goals. One key aspect of upholding such standards is the implementation of a comprehensive policy for dealing with violations of the code of conduct. We believe in reformative actions more as our endeavor is to make our students responsible citizens. This policy serves as a guiding framework that outlines the expectations for behavior and established clear consequences for any breaches. By establishing a policy that addressed violations in a fair and consistent manner, the institution can ensure accountability, protect its members, and promote a culture of respect, professionalism, and mutual understanding. In this policy document, we will explore the importance of such a policy and its role in creating a safe and welcoming environment for all individuals involved.

## II. OBJECTIVE

The objective of a policy for dealing with violations of a code of conduct is to maintain a safe, inclusive, and respectful environment for all individuals within an organization or community. This policy serves important purposes;

1. **Establishing clear expectations:** The policy outlines the expected standards of behaviour and conducts that all students must adhere to. By clarifying these expectations, individuals are aware of the boundaries and norms that govern their interactions.
2. **Promoting accountability:** The policy sets forth a system of accountability for violations of the code of conduct. It ensures that individuals who engage in inappropriate behaviour or actions face appropriate consequences, which many include disciplinary measures or corrective actions.
3. **Protecting individuals and preventing harm:** The policy aims to safeguard the well-being and rights of all students. By addressing violations promptly and effectively, it helps prevent further harm and creates an environment where individuals feel safe, supported, and respected.
4. **Fostering a positive culture:** The policy for dealing with violations reinforces the organization's commitment to a positive and inclusive culture. It sends a strong message that inappropriate behaviour will not be tolerated and promotes a sense of trust and fairness among members.
5. **Encouraging reporting and addressing concerns:** The policy provides a clear procedure for reporting violations and handling complaints. By establishing a structured process, it encourages individuals to come forward with their concerns, knowing that they will be taken seriously and appropriately addressed.

Overall, the objective for this policy document is to uphold the organization's values, maintain a healthy and supportive environment, and ensure that all members are treated with dignity

and respect. Possible jobs under this policy may include but are not limited to, assisting students in behavior modification through reformative measures employed, monitoring their performances, and suggesting improvements through periodic interventions. These documents will aid the Disciplinary Committee and Proctoral Board to carry out their functions.

Dean of Students' is the owner of the policy and any clarifications or exceptions should be routed to Dean of Students'. This policy is effective immediately on release.

### III. INFRACTIONS AND INDISCIPLINE

Shiv Nadar IoE in order to maintain strict discipline and harmony amongst students on campus has classified acts of indiscipline and violations into minor, major, and zero tolerance offences depending upon the gravity and the severity of the offence including the guidelines issued by the University Grants Commission.

There are some acts of indiscipline/ infractions that may be common in the minor/ major acts of indiscipline. They will be taken up as per the gravity/ intensity and consequence of the offense

#### **A. MINOR ACTS OF INDISCIPLINE: The following acts of indiscipline, including but not limiting thereto, will be considered as minor offences;**

1. Non Co-operation with the hostel authorities at the time of Hostel Checks (Student Welfare Intervention)
2. Non Co-operation with the Security at the gates.
3. Mutilation of tree, shrub, or herbaceous plant or remove any identification sign or tag attached to it.
4. Littering inside the campus, near and inside the lake disturbing flora and fauna.
5. PDA -Public Display of Affection inside the University premises.
6. Using mobile phones in Classrooms / Laboratories.
7. Violation of security and safety rules notified by the Institute like out-of-bound areas including any terraces, Faculty & Staff Apartments, Campus housing podium, construction sites, clubhouse, etc. as notified from time to time.
8. Coercing the medical staff to provide medical assistance to non-eligible individuals or engaging in any other disruptive conduct within the Health Centre. Not following the protocol established by Health Centre staff.
9. Feeding stray dogs at unauthorized or non- designated areas.
10. Taking Utensils from the Dining hall and not returning back.
11. Change of rooms in the hostel without permission.
12. Identity Card is the University property and any teaching staff and non-teaching staff shall have the right to peruse it. Denial to show the Identity Card will invite disciplinary action.
13. Indulging in altercations with fellow student(s).



14. Misusing institute resources and facilities such as library, software, computers.
15. Political activity in any form is not permitted on campus and/or off-campus by the students. Unauthorized meetings, propaganda work, processions or unapproved fund collections are forbidden within the campus and off-campus areas.
16. Disturbing roommate and other students in campus including hostel by playing loud music or in any other manner.
17. Any form of destruction or defacement of University property or the property of a member of the University Community.
18. Improper behavior while on tour or excursion towards fellow students/scholars or any employee of the university, and / or outsiders.
19. Any other act which may be considered as violation of discipline by the competent authorities and in their discretion can be classified as Minor Offence by the Competent Authorities.

After punishment for two minor offenses, a subsequent act of minor offense will be treated as a major act of indiscipline and will attract a major penalty.

**B. MAJOR ACTS OF INDISCIPLINE The following acts of indiscipline, including but not limiting thereto, will be considered as major offences.**

1. Passing colored (caste, gender, communal, religion, race, place of birth, region, etc.) or sensitive remarks either spoken or written or sarcastic comments or gestures and/ or promoting disharmony and enmity towards Students /Faculty /Staff /University community members.
2. Tampering, stealing, editing and damaging, with other people's work, intellectual property /project.
3. Display or practicing or photography /videography of obscenity in any form inside or outside the university campus.
4. Furnishing false certificates or false information in any manner to the University for admission or any other purpose.
5. Keeping pets inside the hostel.
6. Cooking inside the hostel room. Using appliances and devices which are prohibited in hostel rooms.
7. Any act of moral turpitude.
8. Theft of any property committed inside/outside University campus.
9. Misconduct or misbehaving of any nature during the examination.
10. Any nature of academic malpractices including plagiarism and use of unfair means in examinations held by the University.
11. Staying absent from the hostel without permission.

12. Allowing unauthorized guests/ persons/ non-residents in the hostel rooms. Causing or colluding in the unauthorized entry of any person into the Campus or in the hostel. Unauthorized occupation of any University property including furniture in one's hostel room, or elsewhere.
13. Attempt to hurt oneself/ others on campus.
14. Misusing internet or causing any type of damage to intranet and computer security system of the institute.
15. Abusing/ Misbehaving /verbal or gestural threat with the Faculty and Staff on and off-campus. Disrespectful, abusive, defamatory, derogatory, or threatening language directed at any member of the University Community. Use of abusive and derogatory slogans or intimidatory language or incitement of violence or any act calculated to further the same.
16. Possession, consumption & distribution of Cigarettes and vapes / Possession, consumption & distribution of Alcohol/ Possession, consumption & distribution of tobacco and ghutkas in the University Campus.
17. All acts of violence and forms of coercion such as protests, sit-ins, forcible entry into the premises of any academic or administrative department/office/center, or any laboratory or any building housing any equipment or property of university community, library, guest houses, sports complexes, stores, residence quarters, hostels or any other space, which disrupt the normal academic and administrative functioning of the University, and/or any act which incites or leads to violence inside or outside of the campus of University.
18. Laying siege or staging demonstrations around the residence of any member of the university community or any other form of coercion, intimidation or disturbance and/or invasion of right to privacy of the residents of the campus.
19. Any form of strikes, dharnas, group bargaining and any other form of protest by blocking entrance or exit of any of the academic and/or administrative complexes/ units, sports complexes or disrupting the movements of any member of the university community & preventing any employee including teaching & non-teaching staff of the university from carrying out their duties.
20. Committing forgery, tampering with Identity Card/s or university records, impersonation, misusing university property, (movable or immovable), funds, documents and records, tearing of pages, defacing, burning or in any way destroying books, journals, magazines and any material of university libraries or laboratory or unauthorized photocopying or possession of library books, journals, magazines or any other material.
21. Instigating/involvement of mass bunk/boycott of examination/assignments.
22. Any type of physical assault, threat to use physical force, or any other intimidating behaviour, violence of any kind or any act that disturbs the peace and harmony.
23. Indulging in acts of gambling, stealing, money lending and borrowing in the campus and the residential premises.
24. Any form of destruction or defacement of University property or the property of a member of the University Community.

25. Disrupt or disturb in any manner in the teaching and other works of the Institution. Misusing/tampering with the teaching aids and devices including digital devices.
26. Cyber Bullying: Using electronic communication to bully a person, typically by sending explicit messages of an intimidating or threatening nature.
27. Harming the reputation of the institute or individual (fellow students and institute faculty, staff) through social and electronic media. Doing an act that causes, encourages or implies the interference of outside persons, organizations or authorities.
28. Indulging in fighting and thereby causing hurt, simple and/or grievous to Individuals on and off-campus.
29. Stalking, Voyeurism of a student/ University community.
30. Possession, display, threat to use and/or use of any weapon such as knives including improvised, lathis, rods, chains, explosives, firearms licensed and/or otherwise.
31. Any interaction with press or broad-casting agencies and placement companies without permission and approval.
32. Convening any kind of meeting in the campus or any sort of fund collected without the permission of the HOD/ Dean of Students or to circulate/display any kind of notice among students or on blackboards or on noticeboards without the written permission of the competent authorities.
33. Any student who by words either spoken or intended to be read, or by signs or by visible representations, makes or publishes any charge concerning any person and/or institution intending to harm, or knowing or having reason to believe that such charges will harm, the reputation of such person/ institution shall be defaming the person and/or the institution.
34. Any other act which may be considered as violation of discipline by the competent authorities and in their discretion can be classified as Major Offence by the Competent Authorities.
35. Any other offence under the law of land.

*After punishment for two major offenses, a subsequent act of major offense will lead to termination/ expulsion from the University.*



**C. ZERO TOLERANCE ACTS Shiv Nadar IoE Deemed to be University observes zero tolerance for offences as is detailed herein below: -**

Shiv Nadar University observes zero tolerance for:

- a. No person who is a student of a University shall commit ragging, which includes but is not limited to teasing, embarrassing, humiliating, assaulting and/or using criminal force or criminal intimidation, wrongfully restraining, or confining or causing hurt and /or taking introduction. In interpreting the acts of ragging recourse would also be taken to the definition of ragging as is stipulated in Vishwa Jagriti Matter (1999) and the UGC Regulation on curbing the menace of ragging in Higher Educational Institutions, 2019.
- b. No persons shall cause sexual harassment at study place and extended study place and every person is expected not to commit offences as is detailed in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and University Grants Commission (Prevention, prohibition, and redressal of sexual harassment of women employees and students in higher educational institutions) Regulation 2015.
- c. Procuring and/or Possessing and/or Consumption and/or Aiding and/or Selling of any narcotic drug or psychotropic substances.
- d. Causing injury to the faculty, staff, administrative members of the University in and off-campus.
- e. Any other act which may be considered as gross violation of discipline by the competent authorities.

## **IV. STUDENT WELFARE INTERVENTION (SWI)**

Student Welfare Intervention (SWI) is a facility created to ensure that hostel rooms are used for the right purposes and no untoward and unwarranted activities are happening inside the hostel premises. Under SWI all rooms are subject to periodic and/or an unscheduled inspection by the hostel authorities. The authorities shall be entitled to inspect the entire room, including personal bags and belongings.

### **Prerequisites for SWI**

A team of SWI needs to be formed comprising of at least 3 members from among the wardens, hostel attendants, student council members, hostel representatives or students from other hostels and 2 Security Guards. The SWI team to be briefed about the method of conducting searches. The following needs to be considered while conducting an SWI-

1. Whenever the SWI team conducts a check, it should be conducted in the student's presence who is the room's incumbent. If any student is not present, and the room is open, no checking will be conducted, however, lock should be placed on the door and windows be closed and it should be checked in the presence of student as and when he reports to the concerned Warden.

2. As it will be a double/ triple sharing room, they should enquire before checking through cross-questioning to find out the original occupant of the table, bed and the cupboard. The Warden of the Hostel should have prepared the name of the occupants in a room, the bed/wardrobe used by the respective occupants in a room.
3. If the SWI team finds any unwarranted material inside the hostel room, they should immediately capture the photograph of the material as it is in the first place wherever it is found and prepare the seizure memo (Annexure 5).
4. The SWI team should call that student and ask him to open that unidentified unwarranted material. This whole process can be video recorded. The confidentiality of the video will be preserved and will be used only for determining the offence and corresponding punishment. After opening if the material found is banned (cigarettes or alcohol banned by the institution) or prohibited (contrabands or substances prohibited by the Law) the SWI team should keep it in a plastic bag/ envelope and seal it in the student's presence and obtain thereupon the offending students' signature.
5. The cover of the envelope should have a date, time and details of the material(s) confiscated including the quantity, if could be measured. It should have the student's particulars, including his name, SNU ID, and Program. The material confiscated need to be documented as per the details given in the Seizure list subsequently. Seizure list template (Annexure 5) to be used for filing the information. All these materials will then be sealed with proper labelling.
6. After the above-mentioned process, the envelope will be sealed in front of all. The sealed envelope will then be signed by the SWI team and the student(s) as an acknowledgment that the mentioned material was recovered from their room in their presence.
7. The seizure list, the seized material along with SWI report (Annexure 6) will be placed before the Disciplinary Committee in sealed cover which will be opened by the Disciplinary Committee at the time of hearing and in presence of the offending student for the purposes of adjudication and awarding punishment to him. The photographs taken and the video prepared in the course of the raid would be presented to the Disciplinary Committee by the respective persons taking photograph and/or video recording the raid.

While conducting SWI, if the students are cooperative, remorseful or contesting needs to be brought out in the comments section of the SWI report.

## **Seizure List (Annexure 5)**

1. Prepare a list of evidence material collected from the room, in compliance with the template attached hereto.
2. Two witnesses should sign the list, including their designation and addresses. It should also be signed by the offending student, if he refuses, the room partner signature should be obtained and if both refuse to sign then action as per Code of Conduct be taken against both the students.
3. The packets/parcels containing evidence material should be labeled describing its contents (exhibits), and case references and should be signed by the SWI team Lead for that day.

4. A forwarding email should be filled with a brief history of the case for conducting a disciplinary inquiry. Please attach the scanned copy of the reporting template of Student Welfare Intervention given in the template section having details of the parcels and their contents along with the email.
5. Entire documentation along with the confiscated items need to be submitted then at the Office of Dean of Students for records and conduct of disciplinary inquiry. Proper acknowledgment needs to be sought for the same.

## End of SWI Search

Before leaving the room the SWI team Lead should ensure that:

1. The room search has been done thoroughly.
2. All evidence collected at the room is properly packed, labeled and sealed.
3. All annexures are duly filled in and all other formalities in respect of procedures are completed.

The University has a process of seizure of banned substance, collecting and preserving of evidence and destroying the same after the decision on such complaints has attained finality.

## V. REGULATORY BODIES

### Students Disciplinary Committee [SDC]:

Students Disciplinary Committee (SDC) at Shiv Nadar IoE, is a body constituted to deal with the student related disciplinary complaints. It is empowered to receive all student related disciplinary complaints and is to adjudicate all minor offences complaint against the students. All major offences complaint relating to students will be forwarded to the Proctoral Board immediately on receipt of such complaint. The SDC includes Faculty, Staff and Students as its members. The above follows the philosophy of reducing misbehaviour by a structured system of timely interventions, and to maintain a safe, engaged and inspired learning environment through reformative practices, counselling, community service and other similar tools.

The Chairperson of SDC will be Associate Director and Head of Student Life and will be assisted by such other members of the Faculty, Staff and Students as may be notified by the Registrar SNIoE in consultation with the Competent Authority.

### Proctoral Board

The Proctor of SNIoE is the Chairman of the Proctoral Board [PB] and the PB is empowered to adjudicate upon the major offence complaint against the students.

The PB is to also act as an Appellate Body, if an Appeal against the decision of the SDC is preferred by the Student.

The Proctoral Board shall have such other members from the Faculty, Staff and Students as may be notified by the Registrar SNIoE in consultation with the Competent Authority.

## Powers and Functions of the Proctoral Board

It shall be the duty of the Proctoral Board to review and maintain discipline among the student body of Shiv Nadar IOE and shall on this behalf exercise the following powers:

- (i) Hold inquiries with respect to incidents of major misconduct of a student(s);
- (ii) Take necessary disciplinary action;
- (iii) The students subjected to any disciplinary action by the Proctoral Board shall have option of one-time appeal, and the Vice Chancellor shall be the appellate authority for the same. The decision of the Vice Chancellor shall be final.
- (iv) Evaluating the process in place in Shiv Nadar IOE to control discipline amongst the students; and
- (v) Exercise any other powers and functions as may be conferred upon it by the Board of Management.

The matters related with discipline can be referred to this board as per following procedures:

- Directly to the Proctor or Proctoral Board in Emergency situations.
- Forwarded from Disciplinary Committee
- Forwarded from all Deans/ HODs/any other Committees

## Procedure for Enquiry and Punishment

1. Chief Source of complaint includes- Hostel, Security, Health Centre, Food and Amenities vendors, Faculty, Staff, Parents and Students.
2. The Hostel/ Security/ Faculty/ Staff/ Parents, and Students shall report to Member Secretary DC/ PB in writing through e-mail followed by Incident Report (Annexure I) given at the end of the document within 24 hours and without losing any time from the time of the occurrence/ Information received.
3. The incidence reported, if require immediate intervention and/or if SWI are required to be conducted will be conducted without any loss of time.
4. The Member Secretary on receipt of complaint in consultation with the Chairperson- DC/ PB within 3 days will issue a convening order of the DC/ PB. The DC/ PB will basis the complaint, reports if any, examine the complainant, record the statement in writing, examine the witnesses if any, and after recording the statement of such available witness would place the evidence against the offending students(s) and seek their reply and thereafter adjudicate on the complaint and pass its decision.
5. Once the case is scheduled for hearing, no member of the committee shall directly engage with students for individual discussion. Students approaching different members must be discouraged.
6. The DC/ PB shall hold its meeting within 5 working days of the offence and submit recommendations within the next 3 working days.

7. During the period of inquiry, the PB will be empowered to suspend the student if it is merited in the larger interest of the student community (reasons for suspension will be stated in the PB proceedings. Nonetheless, on completion of the proceedings, such suspension will be revoked as soon as feasible. The period of suspension undergone will be considered while awarding the penalty).
8. The Disciplinary Committee on the receipt of the major infraction complaint will transfer it to the Proctoral Board. And the Proctoral Board after following the due process would adjudicate on the complaint and pass its decision.
9. If further investigation is required, the DC/ PB may inform the student in writing about the next appearance date and time.
10. The Disciplinary Committee and the Proctoral Board would follow the due process and will ensure that the statement of the complainant, witnesses, medical records, if any, duly attested, seizures list, if any, SWI report, if any, statement of the offending student(s), and all such documents and evidences are on record, basis which the DC and the PB will pass the decision in writing.
11. The DC and the PB are required to record the written statement (Annexure 2) of the offending student(s), if they admit to their acts of indiscipline, and the statement so recorded should be signed by the student themselves.
12. The DC is required to record the statement of the complainant, if they desire to withdraw the minor complaint, such statement in writing should be signed by the complainant in the presence of the DC and such statement should be counter-signed by DC. However, the complainant and the settlement will be informed to the respective parents/ guardians.
13. The complainant may also be informed about their rights to file a police complaint. However, if the complainant wishes not to file a Police complaint the same may be obtained in writing.
14. If the complainant or the defendant fails to appear before the DC/ PB they can send an email to the DC/ PB explaining their absence. In such case, the DC/ PB will give them two more chances to appear before the committee failing which the DC/PB may close the case or proceed for an ex-parte decision as the case may be.
15. All infractions reported against the student should also be informed to the students' parent. The parents of the complainant should also be informed of the incident. The final decision shall be communicated to the convicted student(s) and to their parents/ concerned departments by the Member Secretary DC/ PB through a decision letter.
16. The complaint if found frivolous, or closed because of lack of evidence should be informed to the complainants' parents and also to the student alleged to have committed the acts of indiscipline. In appropriate cases, for frivolous complaints, the complainant should be warned and made to pay a fine to act as a deterrent from filing frivolous case.
17. Dean of Students has to ensure that the punishment awarded as the outcome of the adjudication on complaint should be duly complied with and if the student fails to comply with the punishment so awarded, actions may be initiated which may lead to expulsion of such student from the University.



18. A student having been awarded a penalty for any act(s) of indiscipline or misconduct, shall have the right to file an appeal (in writing) for review of the decision to the Chairperson Proctoral Board (PB) or Vice Chancellor for the DC/ PB respectively within 10 days of the service of the order.
19. The Chairperson Proctoral Board (PB) /the Vice Chancellor, may either maintain the earlier decision, moderate (add) or refer it back to the Chairperson DC / PB respectively for review in light of any new submissions made by the student in their appeal.
20. Violation of disciplinary probation automatically leads to the case being placed before the Proctoral Committee.
21. Case proceedings will be recorded in the minutes by the Member Secretary of the DC/ PB which will be duly vetted by the Chairperson DC/ PB before other members sign on it.
22. Chairperson DC / PB is the confirming authority for cases being disposed off up to DC/ PB level.
23. Member Secretary, DC/ PB will maintain databases of all discipline cases.
24. For serious cases VC to be directly informed, by the Dean of Students or Chairperson DC/ PB.

*Note: \* It is assumed that all members of the reporting chain are present.*

- \* If the Chairperson is temporarily out of station person nominated by him/ her will take charge.
- \* Delegation to this effect will be carried out by the Chairperson before proceeding away.
- \* The student/s under investigation will not be sent on leave/ outside commitment without permission of the Chairperson. He/ they will not be made member of any co-curricular/ extra-curricular organizing committee.

## VI. SANCTIONS AND REFORMATIVE MEASURES

If a student is found to be responsible for an act of indiscipline, the university may impose a variety of sanctions. Depending on the severity of the offence, these could include but not limited to warnings, probation, fines, mandatory counselling, suspension or expulsion. If a student is found guilty of one or more acts of indiscipline or misconduct, the competent authority may, for good and sufficient reasons, impose one or more of the following sanctions.

### **A. Minor Penalties: Offences committed by a student may be awarded one or combination of the penalties as is detailed hereunder.**

1. Admonition/ Reprimand /Written warning.
2. Academic/Disciplinary Probation: Notice to the student that any further major disciplinary violation may result in suspension. Disciplinary probation might also include one or more of the following: the setting of restriction, the issuing of a reprimand, restitution.
3. Financial penalty up to Rs. 20000- depending on the gravity of indiscipline or misconduct.

4. Recovery of any kind, cost of damages/ loss to university property etc.
5. Involvement in Community Service: Assignment for social service/unpaid OCJ up to 30 working days.
6. Mandatory/non-mandatory counseling.
7. Debarment from clubs/ ISC (Indoor Sports Complex)/UARC (University Activity and Recreation Centre)/ Hostels.
8. Disqualification from holding any representative positions or participation in any non-academic activity.
9. Students/Parents/Guardians Undertaking: Parents and guardians are expected to cooperate with the authorities of the Institution by prevailing upon and motivating their wards not to take part in any antisocial activities. Member Secretary DC/ PB will furnish the undertaking template given in (Annexures 3 & 4) along with the decision copy.
10. Restrict Biometric for Day out, blocking Fast Track Exit/Entry up to 30 days.
11. Successful completion of prescribed Value/ethics & positive psychology courses/ Assignments: However, if students improve their conduct, behavior, attendance, and percentage of marks and takes keen interest in student welfare, they can apply to the Discipline Committee/ Proctoral Board to reconsider or review the decisions. If the board is satisfied with the improvement, then the DC/ PB may reconsider/review and/or lift a few penalties from the student's profile.

## **B. Major Penalties**

1. Recovery of any kind, cost of damages/ loss to university property etc.
2. Financial penalty up to Rs. 50000- depending on the gravity of indiscipline or misconduct.
3. Withdrawal of any or all privileges extended to a student including scholarship/fellowship/ summer internship/campus placements or any monetary assistance irrespective of the source of funding.
4. Restrict Biometric for Day out, blocking Fast Track Exit/Entry from 30 days to complete tenure.
5. Students/Parents/Guardians Undertaking: Parents and guardians are expected to cooperate with the authorities of the Institution by prevailing upon and motivating their wards not to take part in any antisocial activities. Member Secretary DC/ PB will furnish the undertaking template given in Annexure 3 along with the decision copy.
6. Stop to attend Convocation: In the case of final year students, they should not be
  - a. allowed to attend and cross the stage during the Convocation, but
  - b. they can take the degree after the Convocation.
7. Withhold of SNU Alumni Card for a certain period.

8. **Hostel Expulsion:** The students awarded the decision of 'Hostel Expulsion' by the internal disciplinary committees will be asked to vacate the hostel with immediate effect and will be expelled from the hostel, for the entire duration of the mentioned semester. Further, the hostel fees will have to be paid in full by them for the entire mentioned semester; or, if they would have already paid the hostel fees, in this case, the hostel fees would not be refunded by the university. For students who are awarded the decision of Hostel Expulsion, once they re-join and resume the academic session and residential stay in their respective places, they will be under the academic and disciplinary probation during their remaining stay in the university. Any second offence would lead to serious punishment including termination from the university.
9. **Suspension:** Temporary severance of the student's relationship with the Institution for a Specific Period of time. It may involve suspension/rustication from classes, hostels, examination, Institution etc. **Suspension:** Student suspension is a disciplinary action taken by a university in which a student is temporarily barred from attending classes, not allowed to stay inside hostels, barred from giving examinations, or participating in any university activities. This is a form of punishment for violating regulations or engaging in any kind of misconduct/indiscipline behaviour (for more information please refer to the Policy for dealing with Violation of the Student Code of Conduct). The length of the suspension can vary based on the gravity of the offence and the rules of the institution. The purpose of suspension is to serve as a deterrent and allow the student to reflect on their actions and make positive changes. Most suspensions are temporary, giving students time to improve their conduct and reintegrate into the university community after the allotted time has passed.
10. **Cancellation of admission or withdrawal/withhold of degree or denial of registration completely or for a specific period.**
11. **Awarding 'F' grade in one graded component of course or full course in cases of Academic malpractice.**
12. **Rustication up to four semester period to full term and/or declaring any part or the entire University Campus out of bounds.**
13. **Disqualifying from further studies, prohibition of further admission or readmission in Shiv Nadar IoE.**
14. **Expulsion / Termination:** Permanent severance of the student's relationship with the Institution. Any student found guilty of persistent violation of guidelines shall be expelled or terminated from the Institution by the Proctoral Board.
15. **Handing over of the case to the police and filing an FIR.**

### **C. ZERO TOLERANCE PENALTIES:**

Acts of Zero tolerance will be taken up immediately and parents will be informed at the first instance. The matter will be taken up immediately by the Disciplinary Committee and referred to the Proctoral Board if required. Acts mapped to zero tolerance will be applicable inside as well as outside the University campus.

The penalty for offences classified under Zero Tolerance, Shiv Nadar IoE Deemed to be University would follow the UGC Guidelines/Notifications including the judgment of the

Supreme Court on the subject and violations thereof may also lead to suspension and expulsion from University from case-to-case basis.

The University in all such cases will advise the victim of their right to file an FIR. The University may assist the Victim in filing an FIR, if the Victim so chooses. However, if the victim chooses not to file an FIR, the University will obtain it in writing and keep it in the case file.

## Informing parents

With respect to all zero-tolerance areas, parents will be informed immediately. Otherwise, parents will be informed if:

- Involvement in any kind of indiscipline/ misconduct.
- Tendency/ indication to self-harm

## VII. APPEAL PROVISIONS

### Provisions for a student who wishes to appeal against a DC decision

- A student having been awarded a punishment for his act(s) of indiscipline or misconduct by the Disciplinary Committee shall have the right to file an appeal before the Proctoral Board in writing within 10 days from the date of receipt of the order of punishment. The hard copy of the Appeal in writing, signed by the student should be submitted in the office of the Proctor and within the stipulated period a soft copy of the Appeal thus served should also be mailed to the office of the Proctor on email ID proctor.office@snu.edu.in

The Chairperson Proctoral Board (PB), as the case, as may be, acting as the appellate body shall have the power to review the decision of the Discipline Committee initiating the disciplinary actions. The Chairperson Proctoral Board (PB), may either maintain the earlier decision, moderate or escalate the penalty awarded. In exceptional case, it may be referred it back to the Disciplinary Committee for review. A decision on an appeal, where possible, shall be made within 15 days from the date of receipt of the application to appeal or as soon as possible and will be communicated to the student keeping the Chairperson of DC in the loop.

- An appeal shall only be entertained if:
  - Fresh evidence is adduced which for good reason had not been available previously;
- The outcome of the Appeal should be conveyed as a report to the Chairperson-DC/ Dean-Students and also to the Vice-Chancellor. There shall be no further Appeal to the decision of a Disciplinary Authority. The decision of the PB in such cases would be final.

### Provisions for a student who wishes to appeal against a Proctoral Board decision

- A student having been awarded a penalty for any act(s) of indiscipline or misconduct shall have the right to file an appeal (in writing) for review of the decision to the Vice-Chancellor (VC) in writing within 10 working days of the service of the order. The Appeal thus served should also be mailed to the office of the Vice-Chancellor on email ID vc@snu.edu.in

- The Vice Chancellor (VC) as the appellate body shall have the power to confirm, vary or set aside the decision of the Proctoral Board initiating the disciplinary actions. The Vice Chancellor (VC), may either maintain the earlier decision, moderate or escalate the penalty awarded. It will be in the discretion of the Vice-Chancellor to accord a hearing to the appealing student. In exceptional case, it may be referred it back to the Proctoral Board for review. A decision on an appeal, where possible, shall be made within 30 days from the date of receipt of the application to appeal or as soon as possible and will be communicated to the student keeping the Chairperson Proctoral Board (PB) and Chairperson DC in the loop from the Office of the Vice Chancellor.

- An appeal shall only be entertained if:

Fresh evidence is adduced which for good reason had not been available previously;

The outcome of the Appeal will be conveyed to the PB and the office of the Dean Students/ Chairperson DC who shall thereafter convey it to the Appealing student.

There shall be no further Appeal to the decision of a Vice-Chancellor. The decision of the Vice-Chancellor shall be final.



## ANNEXURE 1

### INCIDENT REPORT TEMPLATE

Date & Time of the incident.....

Location of the incident.....

Date of Report to DC.....

Reported by self/ source concerned.....

Reporting Time.....

**Particulars of the students involved:**

S.No.	Name	SNU ID	Program	Phone no.	Room No.	Hostel Name
1.						
2.						
3.						
4.						
5.						
6.						

S.No.	Name	Designation	Phone No.
1.			
2.			
3.			
4.			
5.			

Brief of the incident (whatever is known): (please attach a separate sheet if required)

.....

.....

.....

.....

Warden (concerned).....

Authority reported to.....

Reason found for the incident (please attach a separate written document from students if required)

.....  
.....  
.....  
.....  
.....

Property damage/ missing articles/ articles found:

.....  
.....  
.....

Remarks (if any):

.....  
.....  
.....

**Signature**.....

## FOLLOW-UP REPORT SHEET

Recommendations of the Chairperson DC

.....

.....

.....

.....

**Signature**.....

## ANNEXURE 2

Case No: \_\_\_\_\_

Name \_\_\_\_\_ Course \_\_\_\_\_ Sem \_\_\_\_\_

SNU ID \_\_\_\_\_ Mob \_\_\_\_\_

Hostel address \_\_\_\_\_ Email id \_\_\_\_\_

Permanent address \_\_\_\_\_

Father's name \_\_\_\_\_ Occupation \_\_\_\_\_

Mobile no \_\_\_\_\_ Email id \_\_\_\_\_ City \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_ Current CGPA \_\_\_\_\_

Attendance % \_\_\_\_\_ Faculty Advisor \_\_\_\_\_

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### Written Statement of Student

## ANNEXURE 3

DATE: \_\_\_\_\_

### LETTER OF UNDERTAKING BY PARENT/ GUARDIAN

I, \_\_\_\_\_, Parent / Guardian of Mr./Ms. \_\_\_\_\_, who is a student at the Shiv Nadar [Institution of Eminence Deemed to be University] (“Shiv Nadar IoE”), acknowledge and understand that if my ward Mr./Ms. \_\_\_\_\_, commits a subsequent violation of the Rules and Regulations of the University and/or non-compliance of the Code of Conduct prescribed for Students of the University (“Code of Conduct”), then the University has the authority to take increasingly stringent punitive actions against my ward Mr./Ms. \_\_\_\_\_, which may lead to their suspension, expulsion, or cancellation of admission.

Additionally, I undertake to ensure, that going forward, my ward Mr./Ms. \_\_\_\_\_, will strictly abide by the Rules and Regulations of the University and the Code of Conduct.

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**NAME OF THE PARENT**

---

**SIGNATURE OF THE PARENT**



## ANNEXURE 4

DATE: \_\_\_\_\_

### LETTER OF UNDERTAKING BY STUDENT

I, \_\_\_\_\_, am a Student of \_\_\_\_\_. In acknowledgment of the decision of the Shiv Nadar [Institution of Eminence Deemed to be University's] Shiv Nadar IoE Disciplinary Committee/ Appellate Committee in Case Number \_\_\_\_\_ / \_\_\_\_\_, and in continuation of my studies at the Shiv Nadar [Institution of Eminence Deemed to be University] ("Shiv Nadar IoE" or "University"), and as a bonafide student of the University, having read and understood all the Rules and Regulations of the University, I hereby undertake as under:

1. Abstain from committing any acts of indiscipline and/or the same infraction that is the cause of action in Case Number \_\_\_\_\_ / \_\_\_\_\_.
2. Be solely responsible for an increasingly harsher punishment for committing any subsequent infraction of a different or similar nature.
3. Abide by the Rules and Regulations of the University, including the Disciplinary Rules and to follow in entirety the Code of Conduct prescribed for Students of the University ("Code of Conduct"), as in force from time to time and any subsequent changes/ modifications/ amendment made to the Code of Conduct or any other Rules and Regulations of the University.
4. Not participate in any activity, be it physical / online / verbal / non-verbal / abusive / coercive / bullying, either directly or indirectly, with the students and/or the members of the University, which has the tendency to disturb peace and harmony on the University campus, including the Hostels.
5. Be solely responsible for my involvement in any kind of undesirable, and indisciplinary activities outside the campus proscribed by Law, and shall be liable for punishment as per the Law of the Land. I understand the University may also take stringent action against me for such infractions.

6. In case any student and/or member of the University provokes me, or if there is any dispute, I will report the same to the Security Officer / Wardens / Chairperson DC/ Associate Director and Head of Student Life/ Registrar/ Dean / Director or any other appropriate authority for a suitable action, and will abide by the procedures set up by the University. Under any circumstances, I will not take such matters in my own hands.
7. Assure you that I will completely focus on academics and co-curricular opportunities provided by the University. In my capacity as student of Shiv Nadar IoE, I will conduct myself in a highly disciplined and decent manner both inside / outside the classroom / campus.
8. Pledge to abide by the Rules and Regulations of the University, and acknowledge that the University has the authority to take increasingly stringent punitive actions against me for a subsequent violation and/or non-compliance of the Code of Conduct, which may lead to suspension, expulsion, or cancellation of admission.

---

**NAME OF THE STUDENT**

---

**SIGNATURE OF THE STUDENT**

---

**STUDENT ID**

## ANNEXURE 5

DATE: \_\_\_\_\_

### SEIZURE LIST/ MEMO

<b>Date:</b>		<b>Time:</b>	<b>Day:</b>
<b>Room No:</b>		<b>Hostel Name:</b>	
Sr. No.	Items Recovered	Quantity	

**Signature of Witness 1**

Name:  
Designation:  
Address:

Contact details:

**Signature of Witness 2**

Name:  
Designation:  
Address:

Contact details:

**Signature of Student Welfare Intervention Team Lead for the day**

Name:  
Designation:  
Address:  
Contact details:

**Signature of Students present in room:**

## ANNEXURE 6

### REPORT OF STUDENT WELFARE INTERVENTION (SWI)- TO BE FILLED BY THE ON-DUTY WARDEN PRESENT AT THE TIME OF SURPRISE CHECK

Date				Time	
Hostel Block				Room no.	
Sr. No.	Name of Room Occupant	SNU ID	Program	Details of item recovered with time and location	Signature
1					
2					
3					
4					
I hereby testify that I/ We are/ were present in the SWI room number ..... and agree to the particulars listed above					
Sr. No.	Name of the Non-occupants present in the room	SNU ID	Program	Details of the items recovered with time and location	Signature
1					
2					
3					
4					
I hereby testify that I/ we have conducted the Surprise hostel check and have recovered the aforementioned substances					
Sr. No.	Name of the SWI team member		Designation	Signature	
1					
2					
3					
4					
Comments if any,					



**SHIV NADAR**

INSTITUTION OF EMINENCE DEEMED TO BE  
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DELHI NCR

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