

# Disciplinary Rules and Regulations



**“Whoever loves discipline loves knowledge, but he who hates reproof is stupid.”**

**Proverbs 12:1**

Dear Students,

You are an honorable person and a family member of this great University. The University expects you to behave like a decent, well mannered polite and highly academic man/woman both within and out side of Campus to keep the glory and fame of the University. University does not expect any indiscipline or indecent behavior from you.

There are certain rules and regulations framed by the University, which are to be followed to maintain the cordiality and family atmosphere in the campus (among the students and staff-teachers and non-teaching). The Proctorial Board, disciplinary authority of the University, has been formed to help you out from any difficulty and to see that the disciplinary rules are followed properly by you. If you find any indiscipline or indecent behavior of any student in the campus of this University, it is your responsibility to bring that to the notice of Proctorial Board.

In case of any indiscipline or unwanted behavior or defying of rules by you, framed by Proctorial Board, your attention will be drawn by the Proctorial Board to give you an opportunity to explain your points. If you are found guilty, after enquiry, then the Proctorial Board will award punishment, and Proctorial Board's decision will be binding on you.

Proctorial Board (which includes Chief Proctor and Proctors) is conscious of and is concerned about your interests and future. They would help how to build good character. If any body harasses you, threats you, steals your belongings, manhandles you, beats you, terrorizes you with arms ammunitions etc. Then take the help of proctors or Chief Proctor by reporting the matter to the Board without any hesitation.

I wish you a pleasant atmosphere, here in SHIATS.

(Dr. Deva Raj Badugu)  
Chief Proctor

## **RESTRICTION/PROHIBITIONS/FORBIDDEN**

It is expected of you to be well mannered, well disciplined, well cultured student of the University. In this respect the following things are forbidden/prohibited or restricted.

1. Smoking in class rooms, verandas and any part of the buildings of various Departments and offices.
2. Walking on lawns, driving of vehicles on lawns, crossing the boundary walls, fencing, damaging the gardens, flowers, spoiling the landscape of the campus.
3. Destroying or damaging the buildings, furniture and fixtures of the departments, offices and campus building.
4. Writing or pasting posters on any wall, boundary wall of the Campus.
5. Shouting loudly or demonstrating by which classes are disturbed.
6. Passing any indecent/foul/obscene/intolerable remarks on your fellow students, teachers, and officers of the University. Using any abusive, vulgar or lascivious language against any other student, teachers, non teaching staff, officers, guests etc.
7. Refusing or ignoring the Proctorial Board's, Hon'ble Vice Chancellor, Pro-Vice Chancellor, Registrar, All Directors and University authority's summons of any kind.
8. Carrying or keeping any illicit arms/ammunitions or explosive material.
9. Walking or roaming in the University premises or residential area or girl's hostel during late night.
10. Using liquor, contraband drugs and substances in the Campus. Entering the Campus after consuming such intoxicants.
11. Misusing the University stationary, Letter Pads or Officer's name, seal or stamp.
12. Refusing to show the Identity Card to the University's Officers.

## **SERIOUS CRIME**

The following act comes under serious punishable crime.

1. Insulting (by words or act) any teacher, officers or employee of the University.
2. Defying the rules and regulations of the University. Defying or ignoring the notices of Proctorial Board, Hon'ble Vice Chancellor, Pro-Hon'ble Vice Chancellor and other officers of the University. Destroying the notices of such authorities placed on prescribed notice boards etc.
3. Violence, vandalism, acting rage, man handling, beating or threatening the teachers, officers, employee, guests or fellow students of the University.
4. Keeping or carrying illicit arms, contraband drugs and objectionable literature in the Campus.
5. Insulting (by act or words), using filthy language, teasing, abusing or harassing any female student in the Campus or even outside of Campus.
6. Making false or forged signature of University's officer, teachers.

7. Giving false statements or producing false or tempered certificate documents, etc.
8. Stealing the University's property, books from the University's Library, equipments from departments. Destroying the books of library by tearing off the pages, despoiling the items from gardens, stores or vendors in the University Campus.
9. Damaging the furniture, burning or destroying the University's property, documents, fixtures, vehicles, etc.
10. Illegal "Ghero" of teachers, officers and employee without any proper notice to prescribed authorities.
11. Ragging, harassing new comers (Freshers).
12. Iluding or to deceive the teachers, officers and fellow students.
13. Creating any disturbances to normal classes, teaching, and examinations in the University or denying any rules of the examination.
14. Any other such acts which disturb the normalcy or peace of the campus. Any act of indiscipline or disturbances in various activities of the University or any function, ceremony, etc., being held in the campus.
15. Making false allegations, character assassinations of teachers, officers and employees.
16. Involvement in illegal strikes and agitation.

## **PUNISHMENT**

In case of breaking or defying any rule or committing any crime listed above or any prohibitory work, the following punishments may be given by the Hon'ble Vice Chancellor on recommendation of Proctorial Board.

1. Fine
2. Black listing (for further admission, appointments, or any privilege in the University)
3. Suspension from classes, Hostels or Campus.
4. Expulsion
5. Rustication
6. Withdrawal of Medals, degrees, certificates or their cancellation.
7. Debar from admission in our or any other University/Institutions.
8. Any legal or police action.
9. Expulsion from the Hostels.
10. Declaring out of bound from University premises, Library, Hostel, Sports fields, departments, etc.
11. Withdrawal of fellowships, scholarships or any other facility provided by the University or any other Organization through the University.
12. Any other punishment according to University's rule or University's standard.

## **PROCTOR-MANAGEMENT**

### **1) Notice and information:**

It is advised not to take the law in your hands under any circumstances. If you have any problem, complaint, dispute with your fellow students, then report the matter to the Proctors/Proctorial Board in writing for proper inquiry and action. The Proctorial Board will inquire the matter and will take necessary action, against the guilty.

### **2) Proctorial Summons(Proctor Office Call Slip):**

If Proctor or Proctorial Board wants you to meet or wants you to come and explain your points/statements in case of any complaint against you or even if you are called as a witness, then a notice of summons will be sent to you by Peon/Messenger. You must accept the summons/notice/proctor office Call Slip and present yourself on the given date, time and place. Your absence without any valid reasons or defying the proctors summons/ notice/proctor office Call Slip is a punishable offence.

### **3) Notice displayed:**

It is expected that you see the notices displayed on the notice boards. Proctor may notify by Peon/local Newspaper/written note/or by post. You must be alert and be conscious of the notices of the Proctor's Office and act accordingly.

### **4) Punishments:**

In case of doing prohibited work, crime or defying or breaking any rules above, the Proctorial Board will inquire into the matter and recommend the various punishments as shown above, according to the crime and involvement of the students. The punishments will be binding on the students. The amount of fine as decided by the Proctorial Board must be deposited by the time given, otherwise the tuition fee, Examination fee may not be accepted. After payment of fine or compliance of punishments given, the Proctorial Board will issue a clearance certificate/note for your records.

### **5) Proctors:**

All the Proctors and Chief Proctor are to help you and to do justice to you. Do not argue unnecessarily or behave rudely with Proctors. You may place your statements politely in a decent manner. Do not disturb or put any obstacle in the normal functioning of Proctors, especially during inquiry, etc.

### **6) Identity Card:**

The Proctor's Office will issue you the Identity Card, which is a valuable and important document, you are advised to keep the identity card always with you and show whenever you are asked to show by officers of the University. Remember that it is punishable if you refuse to show Identity Card. It is also advisable to keep the Identity Card whenever you go out of the Campus. It is valid for one year only and get it endorsed every year till you leave

the University. It is punishable if your identity card carries any false signature/stamp or tampered entries and you will be held responsible.

**7) Vehicle:**

If you have any bicycle/two wheeler/four wheeler etc., you must park at the prescribed place of parking/stand with proper lock. The University will not take the responsibility of loss of your vehicle. You have to get your vehicle registered. Do not keep any vehicle unregistered in the Campus. Do not drive your vehicle fast, rashly, without silencer, without helmet & more than two person in the Campus.

**8) Character Certificate:**

- a) Proctor's Office will issue your character certificate or testimonial if your behavior is satisfactory and there is no complaint or pending case against you. In case you are black listed/ punished, you may be refused testimonial from any officer, teacher or Hon'ble Vice Chancellor of the University, unless and until you get the clearance from the Proctor's Office.
- b) If you are found guilty in any complaint against you or you are punished in any crime, the Proctor may refuse to issue any Character Certificate or testimonial unless you get the clearance from Proctor's Office.
- c) If you require any certificate testimonial from any officer of the University you have to get your request application endorsed by the Proctor's Office.

**9) Parents or Guardian address:**

It is necessary to give the temporary and permanent Mailing Address of your parents and guardians. The Proctor's Office will keep the record of your parent's and guardian's address you must fill the PROCTOR's INDEX FORM which is available in Proctor's Office.. It will be your responsibility to intimate any change of your parent's & local address. Your parents may be informed accordingly if you indulge in any act of indiscipline.

## **EXAMINATION**

Students are advised not to create any disturbance during University Examination at the Campus. Students causing following disturbances in examination shall be punished.

- 1)** Intimidating or threatening or manhandling or using violence or show of force in any form against any examinee or examinees or invigilator or person on duty in the examination hall or place of examination.
- 2)** Shouting or breaking furniture or tipping furniture or snatching answer books or tearing answer books or throwing stones or other objects to the examinee or invigilator or any person on duty in the examination hall or place of examination.
- 3)** Causing commotion in any manner or inciting or otherwise persuading candidates to leave or walkout from the place of examination.

- 4) Creating or contributing to situation leading to violence or disruption or obstruction to smooth function of the examination.

On receipt of a complaint against a student or group of students causing disturbances in examination, the matter shall be referred to Proctorial board for necessary action.

The proctor shall consider the complaint against the student or students charged with causing disturbances in examinations and on his or their reply or replies, if any, and any other relevant material, he shall award the following punishments after placing on record that he has examined all the relevant documents and that he has satisfy himself regarding the facts of the matter.

- A. For causing disturbances leading to or involving in violence or leading to a walkout by candidates or disruption of examinations.

**Punishment**

Rustication from the University for a period which may extend to 5 years but shall not be less than one year.

- B. For causing disturbances in examinations but not involving physical violence and not leading to a walkout or disruption in the examination.

**Punishment**

Rustication from the University for a period which may extend to 2 years but shall not be less than one year.

**Important Clauses of UGC Regulations on CURBING THE MENACE OF RAGGING in Higher Educational Institutions 2009 to be noted by the students.**

**CLAUSE 3: WHAT CONSTITUTES RAGGING?**

Ragging constitutes one or more of any of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- b) Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students

- g)** Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h)** Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- i)** Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

**CLAUSE 7: ACTION TO BE TAKEN BY THE HEAD OF THE INSTITUTION:**

On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of Institution shall immediately determine if a case under the panel laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee, authorized by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation. with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;

- i.** Abetment to ragging;
- ii.** Criminal conspiracy to rag;
- iii.** Unlawful assembly and rioting while ragging;
- iv.** Public nuisance created during ragging;
- v.** Violation of decency and morals through ragging;
- vi.** Injury to body, causing hurt or grievous hurt;
- vii.** Wrongful restraint;
- viii.** Wrongful confinement;
- ix.** Use of criminal force;
- x.** Assault as well as sexual offences or unnatural offences;
- xi.** Extortion;
- xii.** Criminal trespass;
- xiii.** Offences against property;
- xiv.** Criminal intimidation;
- xv.** Attempts to commit any or all of the above mentioned offences against the victim(s);
- xvi.** Threat to commit any or all of the above mentioned offence against the victim(s);
- xvii.** Physical or psychological humiliation;
- xviii.** All other offence following from the definition of “ragging”

Provided that the Head of the Institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the affiliating University, if the institution is an affiliated institution.

Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the

police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the indent of ragging.

**CLAUSE 9: ADIMINISTRATIVE ACTION IN THE EVENT OF RAGGING:**

9.1 The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed here in under:

- a) The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
  - i. Suspension from attending classes and academic privileges.
  - ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.
  - iii. Debarring from appearing in any test/ examination or other evaluation process.
  - iv. Withholding results.
  - v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
  - vi. Suspension/ expulsion from the hostel.
  - vii. Cancellation of admission.
  - viii. Rustication from the institution for period ranging from one to four semesters.
  - ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

- c) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
  - (i) in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;
  - (ii) in case of an order of a University, to its Chancellor.
  - (iii) in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.