

## Regulation - 12

### Guidelines for the Proctorial Board

1. The students of Jagan Nath University are expected to behave with responsibility at all times and show a caring attitude, accepting diversity and respect for the feelings of other students. A student is expected to behave in a manner which reflects cooperation, good judgment, and appropriate standards. The University reserves the right to take any action that it deems necessary or appropriate to protect the intellectual integrity, safety, and well being of the campus community.

Students are responsible for their conduct to the Dean/HoD and are prohibited from doing anything either inside or outside the University that will amount to a breach of discipline or interference in the disciplinary and normal working of the University. A student shall be liable to disciplinary action for violation of any of the rules of discipline. Disciplinary action may involve warning and/or suspension from classes, from the examination, from use of the University library or even from the University as such, or any such action as provided for in the guidelines.

2. **Prohibited Students Conduct:**

- (i) Students should not make noise within the university premises. Students are forbidden to sing, whistle, hoot, shout or indulge in any objectionable behavior or activity in university premises at anytime or during travelling in University bus.
- (ii) Punctuality in class timings and proper discipline in class rooms should be strictly observed. Students must behave properly both inside the class room and in the university premises and he/she must refrain from doing anything that will cause disturbance to the ongoing classes or their fellow students.
- (iii) Loitering in the corridors or sitting on steps or corners is strictly prohibited. No student is allowed to wander and move aimlessly in or around the university.
- (iv) Every part of the university building shall be kept clean. No wall fixtures, models, specimens or charts, notices should be pierced, defaced, mutilated, or damaged in any way.
- (v) Damage in any form caused by a student due to his / her negligence or deliberate intention shall be repaired at the expense of the student(s) responsible for the negligence.
- (vi) No student should address any conference including press conference, nor write to the press on a political subject or matter concerning the administration of the university. No posters or banners can be displayed without the approval of the concerned Coordinator.

- (vii) Stealing or attempting to steal, university property or another person's personal property is considered a serious offence and any such incident will be taken up seriously.
- (viii) Harassment in any form, is considered a serious offence as the respect, dignity and self esteem of another individual are affected. Any reported case of harassment will result in severe disciplinary action. Harassment includes sexual harassment, which is defined as repeated and unwanted verbal or physical sexual advances, derogatory statements or remarks which cause the recipient discomfort or humiliation.
- (ix) During the classes if any student is found in canteen area, playgrounds and any Labs then strict action will be taken against him/her.
- (x) Using, possessing, distributing, purchasing, or selling tobacco materials, alcoholic beverages are strictly prohibited. Students sound under the influence of any of the above was not permitted to attend university or university functions. Use of liquor, drugs any other forms of addiction or smoking is strictly prohibited in the university premises.
- (xi) Using, possessing, controlling, or transferring of a weapon shall be severely dealt with.
- (xii) Use of cellular phone, digital camera or other electronic devices in any manner that disrupts the educational environment or violates the rights of others should be strictly avoided. All electronic devices must be kept out of sight during the regular university days, unless: (i) the supervising teacher grants permission; (ii) use of the device is provided in a student's IEP; or (iii) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- (xiii) Engaging in academic dishonesty, including but not limited to cheating, intentionally Plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores will not be tolerated by the authorities.
- (xiv) Using any form or type of aggressive behavior that does physical or mental harm to someone else and/or urging other students to engage in such conduct is banned. (***Prohibited Aggressive behavior*** includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, cyber bullying, hazing, or other comparable conduct;  
***Cyber bullying*** is the use of e-mail, instant/text messaging, chat room s, pagers, cell phones, or other forms of information technology to deliberately harass, threaten, or intimidate someone. Cyber bullying can include such acts as making threats, sending provocative insults or cultural or ethnic slurs, gay bashing, religious, attempting to infect the victim's computer with a virus, and flooding an e-mail inbox with nonsense messages;  
***Bullying*** may be defined as intimidation with a harsh look and or physical and verbal threats. This is also against the rules.)

- (xv) Violation of any criminal law, such as assault, battery, arson, theft, gambling, and hazing will result in striking off names of the defaulters from university rolls.
- (xvi) Students shall leave their bicycles, scooters or motorcycles in the shed provided for this purpose. No bicycles, scooters or motorcycles shall be parked in any other part of the University premises.
- (xvii) Students shall conduct themselves in a polite manner, both towards the members of the staff (teaching and administrative) and towards their fellow students. Insubordination, unbecoming language or unacceptable conduct including teasing etc., shall be severely dealt with.

### **3. Composition of the Proctorial Board**

(1) The Board shall be constituted by the Vice-Chancellor as follows:

- (i) Chief Proctor (Chairperson)
- (ii) Deputy Chief Proctor(s)
- (iii) Not more than eight members representing various departments.

Provided that the chairperson of the Board may associate any other teaching or administrative staff, as he deems fit, with the proceedings of the Board.

(2) The quorum for meetings or hearings of the Board shall be 3 (provided that the Chief Proctor or Dy. Chief Proctor is present, plus at least two other members).

(3) Before taking disciplinary action, the student shall be given an opportunity of hearing.

(4) The Board shall include in agenda any complaints of indiscipline, written, oral or Suo-moto, on the sole behest of the Chief Proctor.

(5) In event of a dead lock in case of voting on a decision, the Chief Proctor shall have a casting vote.

### **4. Role of the Proctorial Board**

(i) The Board has a general role to promote the welfare of the members of the University community.

(ii) The Board has a formal role to receive and act upon complaints of alleged breaches of these guidelines which are referred to it, whether by a Student, a member of staff or any other person or body.

(iii) The Board, in exercising its formal role under paragraph (ii) above, shall primarily hear less serious complaints of alleged breaches of these guidelines and will encourage informal resolution and mediation wherever appropriate.

### **5. Action against in disciplinary conduct:**

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct. Students who are under the influence of any prohibited substance will not be permitted to attend

university or university functions and will be treated as though they had the prohibited substance, as applicable, in their possession. Any complaint will be investigated by the Proctorial Board of the university and the recommendations will be forwarded to the VC office for taking necessary action.

**1. Expulsion:** Permanent severance of the student's relationship with the University. Any student found guilty of persistent violation of guidelines shall be rusticated or dismissed from the University by the Proctorial Board.

**2. Disciplinary Suspension:** Temporary severance of the student's relationship with the University for a Specific Period of time. It may involve suspension from classes, hostels, examination, university etc.

**3. 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.

**4. Reprimand and Warning:**

(a) **Oral Reprimand and Warning** - an oral reprimand issued to the student, possibly including warnings of further disciplinary action in the event of any future violation of the guidelines.

(b) **Letter of Reprimand and Warning**- a written statement of disapproval to the student, possibly including warnings of further disciplinary action in the event of any future violation of the guidelines.

**5. Restitution:** reimbursement for damage to or misappropriation of property; this may take the form of appropriate service or other compensation.

**6. Appeal:** The decision reached at the hearing will be communicated to the student; it will specify the action taken by the Board.

The student shall be notified of his/her right to appeal the decision of the hearing body to the Pro-Vice Chancellor, Vice Chancellor of the University. A copy of the final decision shall be transmitted to the student.

**7. Corporal punishment is prohibited:** Corporal punishment is defined as slapping, paddling, and intentional infliction of bodily harm or pain. However, members of the university staff may use reasonable force when necessary to maintain safety, protect the student and other individuals from bodily harm, or avoid damage to university property.

**8. Parents and guardians** are expected to co-operate with the authorities of the University by prevailing upon and motivating their wards not to take part in any antisocial activities