



**WOMEN UNIVERSITY, SWABI**

## **Students Disciplinary Rules and Regulations**



**Discipline is the bridge between goals and accomplishment.**

**Jim Ruhn**

Women University Swabi ,Swabi,Khyber Pakhtunkhwa , Pakistan

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## List of Abbreviations

CP.....	Chief Proctor
DC.....	Disciplinary Committee
HoDs.....	Head of Departments
IC.....	Inquiry Committee
PB.....	Proctorial Board
WUS.....	Women University, Swabi
VC.....	Vice Chancellor

## **Basic Definition**

### **i. University**

University means the Women University Swabi (WUS) where these rules and regulations (amended from time to time) are to be implemented.

### **ii. University Premises**

University premises means all the lands, buildings, facilities and resources owned, leased, managed, or operated by the WUS.

### **iii. Proctorial Board (PB)**

The board constituted by the competent authority in consultation with HoDs and Director Administration to check, monitor and regulate students actions, behavior, ethics and etiquette to maintain and sustain students discipline on routine basis that ensures smooth and conflict-free running of academic, research and administrative business of WUS.

### **iii. Student**

An individual who has paid admission fee, registered for classes, or otherwise entered into any other contractual relationship with the university to take instruction, conduct research or undertake project.

It also include a person who is eligible or entitled to receive any of the rights and privileges enrolled at WUS , including but not limited to, those individuals admitted to the university and attending orientation programs.

Student status lasts until an individual graduates, is dismissed, or is not in attendance for two (02) complete, consecutive semesters

### **iv. Misconduct**

“Any on-campus or off-campus act, omission or behavior on part of the students that adversely affects the sanctity and good reputation of institute and / or disrupts the smooth functioning, proper operations, as well as routine academic, research and administrative business of WUS shall constitute misconduct under these Rules and Regulations”.

### **vii. Complainant.**

Any person from WUS (student, faculty members or administrative staff) and outsider who files a complaint against another student or group of students on grounds of alleged misconduct.

### **viii. Accused/Respondent/Defendant**

A person who is alleged to have violated the WUS Students Disciplinary Rules and Regulations.

### **ix. Witness.**

A person who possesses relevant information or digital, video, audio or other documentary form of proofs/evidences concerning an event of minor, major or gross misconduct on part of the student within or beyond WUS premises.

### **x. Suspension**

Suspension means temporary removal of a student from routine academic activity (classes, assignment, research, field trips, functions, seminars, workshops, trainings and exams etc) on charges of alleged misconduct in an event that is subject to an official

inquiry. During the time student charged of alleged misconduct shall stand suspended and will be entitled to avail any rights, privileges, services and facilities that he/she otherwise entitled to.

**xi. Rustication**

Rustication, whenever imposed on University student, shall always mean the loss of one academic year so far as his/her Examination is concerned. The period of absence from the University Teaching Department will, however, depend upon the time of the year when the penalty is impose.

**Xii Expulsion**

A student found guilty of major or gross misconduct shall be expelled from WUS expulsion means no re-admission in the university in any program, course, semester or other academic category created and defined from time to time.

## Chapter No.1 Introduction

### 1.1 Disciplinary Rules and Regulations

These rules and regulations aim at achieving and sustaining discipline amongst students. These rules will create an environment; where students feel safe and secure on their academic flight; where diverse social, cultural, religious, ethical and ethnical norms, values and beliefs are respected; and where smooth and conflict-free operations of academic, research and administrative business of WUS is ensured.

### 1.2 University has to Take Disciplinary Measures

- i. Disciplinary action may be invoked against a student (studying in or registered at WUS) if she is found guilty of misconduct (see 1.4).
- ii. Students shall also be subject to disciplinary measures if there is written or verbal charges, allegations or complaint from any person from within (students, teachers, administrative staff, student's proctors or teacher's proctor) WUS that a student has committed misconduct.

### 1.3 Principles of Justice for Dealing the Cases of Misconduct at WUS

Process and principles of natural justices will automatically find its way to investigate any case of suspected, unproven and supposed misconduct on part of the student at the WUS. These principles are:

- i. All information pertaining to allegations and charges of misconduct shall be provided to the student being accused of misconduct except in cases of exceptional nature;
- ii. All parties facing the charges/allegations of misconduct shall be given equal opportunity to make their views known;
- iii. All parties relating to charges/allegations of misconduct shall be informed of the results/outcome of the investigation process being adopted and carried out;

### 1.4 Definition of Misconduct

“Any on-campus or off-campus act, omission or behavior on part of the students that adversely affects the sanctity and good reputation of the institute or disrupts the smooth functioning, proper operations, as well as routine academic, research and administrative business of WUS shall constitute misconduct under these Rules and Regulations”.

### 1.5 Jurisdiction of WUS Disciplinary Rules and Regulations

The jurisdiction of these rules cover the entire university's premises. However, the WUS has to take disciplinary action against a student in respect of any misconduct wherever it may have taken place. In this regard, these rules are also applicable to any misconduct on part of the student committed off campus that has a direct connection with:

- i. Academic course requirements or any credit bearing experience, such as internships, field trips, study abroad or student teaching;
- ii. Any activity supporting pursuit of a degree, such as research at another institution or professional practice assignment.
- iii. Any activity in which a police report has been filed, a summon or indictment issued, or an arrest has been occurred for a crime of violence;
- iv. Any kind of strike/protest organized, supported, facilitated, incited and provoked by WUS regular students outside the university premises.

## Chapter No.2 Student's Disciplinary Rules and Regulations

### Chapter No.2. Rules and Regulations

#### 2. Rules and Regulations Pertaining to Discipline at WUS

The following acts, behavior, conduct, languages, performances, operations, and processes on part of the students studying in or registered at WUS are absolutely, unconditionally, unquestionably and categorically prohibited, forbidden and banned (unless otherwise permitted) and its violation may invoke prompt and strict disciplinary action. The penalty clauses of Chapter 2 have been mentioned in below table No.1.

## Chapter No.3. Penalties for Breach of Rules and Regulations

### 3. Penalties for Breaches of Rules and Regulations

Breach or violation of any WUS disciplinary rules and regulations shall invoke prompt disciplinary action. If a student is found guilty for a breach of local rules and regulations of various categories prescribed in the previous section, then one or many of the following penalties may be imposed:

**(Table No.1) Student General Discipline/Misconduct and its Penalties**

Sr. No	Nature of Case	Penalty	Authority
1	i.students entry to campus without visibly displaying their Student Identity Card	2.1(i) i. Violation of sub-section (i) of Section (2.1), student may be given caution, in case of repeated violation, a written reprimand may be served and even then, if the same violation happens on part of her entry to campus may be banned; or may be fined individually Rs.100 for each single day. Or may be Barring from classroom, laboratory, workshop or field work for not more than two such consecutive periods.	Teacher In charge/ Security Members at WUS premises
2	ii.Misbehavior, disobedience, disrespect, disorderly or unreasonable act, behavior, language or messages expressed on-campus against anyone (student, faculty member,	2.1(ii) ii. Depending on the nature, gravity, magnitude and extent of violation of sub-section (ii) of section (2.1) one or more of the	Head of the Department

	<p>administrative staff, support staff or visitor) either verbally or in writing including the electronic form that is conflicting, contradictory and incompatible to the equal opportunities policies of the university</p>	<p>following penalties may be imposed:</p> <p>a. The matter may be reported to the parents/guardians and they may be requested to visit University if necessary;</p> <p>b. A student may be fined. Fine may range from Rs.500 to Rs. 10,000 depending upon on the nature of violation;</p> <p>c. A student may be turned out of the class by the inquiry committee upon the advice/request of concerned teacher/staff and not be permitted to attend the same course or any class or all classes for a period of 1 to 2 weeks depending on the gravity of violation;</p> <p>d. A student may be placed on probation for a fixed period not exceeding 3 months. If during the period of probation, he/she fails to improve his conduct, she may be fined Rs: 2000-10000, rusticated or expelled;</p> <p>e. A student may be rusticated, expelled or asked to withdraw from the Department, in the manner hereinafter mentioned;</p> <p>f. In case of intentional absence all students from class on a study day, they may be individually fined Rs: 100/- for one single day.</p>	
3	<p>iii.Use of any electronic or digital devices (mobile phones, loud speakers or any other digital or electronic devices etc.) in a way and manner that disturb, disrupt, interrupt, distract and violate the privacy and sanctity of other students, faculty members, staff</p>	<p>2.1(iii) iii.Violation of sub-section (iii) of section 2.1. may invoke written reprimand, report to parents/guardian and fine ranges from Rs.500 to Rs. 10, 000 depending on gravity of violation;</p>	<p>Teacher or Teacher Member of Proctorial Board</p>

	and institute are prohibited unless otherwise permitted.		
4	<p>iv. Any activity on part of the students that obstruct, disturb, hinder and interrupt routine academic and research activity, management practices, and day-to-day administrative operations of the University, including wasting of staff time; Including but not limited to the following act:</p> <p>a. Any kind of fooling activities with fellow students, junior students, new comers or fresh students, staff and visitors;</p> <p>b. Inciting, provoking protests/strikes</p> <p>c. Staging protest/strike;</p> <p>d. Walkouts or instigating students for walkouts from the classrooms, examination hall, or other important functions/events without following proper defined procedure;</p> <p>e. Raising slogans against university or its designated officials;</p> <p>f. Student's unions carrying colours, badges, flags and agendas of different political or religious parties/organizations etc.</p>	<p>2.1(iv)</p> <p>iv. Violation of sub-section (iv) of section 2.1 may invoke strict disciplinary including heavy fine (from Rs. 1000 to 10,000) and written warning, or suspension, or expulsion or rustication depending upon the magnitude and extent of the violation;</p>	<p>Head of the Department Director Academics /Registrar</p>
5	<p>v. A breach of the regulations of any of the University's established student's societies;</p>	<p>2.1(v)</p> <p>v. Violation of sub-section (v) of section (2.1) may invoke written reprimand, fine Rs: 500-10,000, or cancellation of society membership and ban on his/her entry to any function organized by the same student society;</p>	<p>In charge of the Societies or Chief Organizer of society</p>
6	<p>vi. Failure to comply with any ruling made as a result of disciplinary proceedings;</p>	<p>2.1(vi)</p> <p>vi. Violation of sub-section (vi) of section (2.1.) may result in</p>	<p>Chief Proctor Or Teacher Member Of PB</p>

		expulsion (for specific time) or rustication of the student.	
7	vii. Any act or behavior on part of the students which the Vice-Chancellor, the Proctorial Board or its Proctors, students members and Faculty Members or Administrative staff of the WUS has a reason to believe is a breach of good discipline, ethical and moral character;	2.1(vii) vii. Violation of sub-section (vii) of section (2.1.), the discipline committee on the recommendations of inquiry committee can impose anyone of the above-mentioned penalties.	Inquiry Committee
8	viii. Use of internet or social media to threaten some student or university employee;	2.1(viii) viii. Violation of sub-section (viii) of section (2.1.), the discipline committee on the recommendations of inquiry committee can impose anyone of the above-mentioned penalties.	Inquiry Committee
9	ix. Representing herself/herself on internet, print or electronic media as representative of University without any permission to do so.	2.1(ix) ix. Violation of sub-section (ix) of section (2.1.), the discipline committee on the recommendations of inquiry committee can impose anyone of the above-mentioned penalties.	Inquiry Committee
	<b>2.2. Academic Misconduct</b>		
10	i. Unauthorized entrance or presence in or on university premises such as scientific and IT labs, halls, seminars, conferences, workshops, Library, trainings, functions/parties, faculty and administrative staff offices.	2.2(i) i. Violation of sub-section (i) of section (2.2.) students may be served written warning or fine Rs: 500 to 5000, upon repeated violation fine ranging from Rs.5000 to Rs. 10,000 may be imposed;	Head of the Department Or Director Academics / Dy Director Academics
11	ii. Breach of the regulations for the use of the Scientific Laboratories, IT Laboratories, Central Library and other facilities, whether in the University or accessed through the University internet	2.2(ii) ii. Violation of sub-section (ii) of section (2.2.) will result in imposition of temporary or permanent ban on student entry to the designated area, use of defined facility or resources as	In charge of Library or Concerned Laboratory In Charge or Teacher

		well imposition of fine of Rs. Rs.500 to Rs. 10,000;	
12	iii. Violation of course rules as contained in the course syllabus or other information provided to the students;	2.2(iii) iii. Violation of sub-section (iii) of section (2.2.) may result in written warning, fine ranging from Rs.500 to Rs. 10,000, suspension for 1-2 weeks from the classes, drop out from the same semester, or expulsion from the department depending on the nature of violation;	Head of Department
13	iv. Submitting plagiarized work for an academic requirement	2.2(iv) iv. Violation of sub-section (iv) of section (2.2.) may result in cancellation of the research work submitted plus written warning whereas repeated violation may result in extra semester registration or cancellation of academic degree in cases of sever nature. Furthermore, committee may follow the HEC rules and penalties related to plagiarized work submitted by student;	Concern Teacher or Supervisor
14	v. Falsification, fabrication, or dishonesty in creating, or reporting laboratory results, research results or any other assignment;	2.2(v) v. Violation of sub-section (v) of section (2.2.) may result in cancellation of the work being done or submitted or cancellation of academic degree in case of gross academic misconduct	Head of the Department Or Director Academics / Dy Director Academics
15	vi. Alteration grades or marks by the student in an effort to change the earned grades or credits;	2.2(vi) vi. Violation of sub-section (vi) of section (2.2.) may lead to cancellation of transcript with heavy fine Rs. 2000-10,000 or cancellation of academic degree or both;	Concern Examination Authorities

16	vii. Engaging in activities that unfairly place other students at a disadvantage, such as talking, hiding or altering resource material.	2.2(vii) vii. Violation of sub-section (vii) of section (2.2.) will result in imposition of written warning, fine ranging from Rs.500 to Rs. 1000 depending on the nature of violation and suspension from classes from 1 to 2 weeks;	Discipline Committee
17	viii. Disturbing and disrupting normal class conduction and classroom environment;  <b>Note:</b> Cases of cheating and plagiarism will normally be dealt with by separate procedures established by the Directorate of Examination. However, circumstances may arise where the University or the Directorate of Examination decides the merit of case to be dealt with as a disciplinary matter instead of being considered as purely an academic matter;	2.2(viii) viii. Violation of sub-section (viii) of section (2.2.) will have same penalties as for (vii)	Concern Teacher
	<b>2.3. Rules pertaining to Health and Safety</b>		
18	i. Any act of attack, beating, stabbing, mugging, battering that might threaten or endanger the safety, physical or mental health and can create or is likely to create law and order problem within the university's premises;	2.3(i) i. Violation of sub-section (i) of section (2.3.) will results in imposition of fine ranging from Rs. 3000 to Rs. 20,000 plus written warning or drop out for 01 semester or direct expulsion from WUS or any two or all penalties;	Inquiry Committee on Recommendation of Competent Authority
19	ii. Any form of harassment other than sexual harassment based on race, gender, ethnicity, religion or	2.3(ii) ii. Violation of sub-section (ii) of section (2.3.) shall result in direct rustication and imposition of lifelong ban on his/her entry to	Inquiry Committee on Recommendation of Competent Authority

		belief on part of student which causes suffering, pain, sorrow, annoyance, irritation, aggravation, immense fear and intense distress amongst others,	WUS premises for education and job purposes and shall stand ineligible for availing any kind of services or facilities related to WUS.	
20	iii.	Keep or carry licensed or unlicensed weapons within WUS premises that have potential or capability to put other's life at risk;	2.3(iii) iii. Violation of sub-section (iii) of section (2.3.) may invoke suspension for 01 month from classes or fine of Rs. 5000 to Rs. 20,000, or suspension for one semester or rustication in extreme cases or any two or more of these penalties at a time;	Inquiry Committee on Recommendation of Competent Authority
21	iv.	Storage or possession of dangerous devices or substances that are toxic, ignitable, explosive or corrosive except unless otherwise authorized;	2.3(iv) iv. Violation of sub-section (iv) of section (2.3) may invoke direct fine of Rs. 3000 for possession and Rs. 10,000 for showcasing of any fire arms in the WUS premises. In addition, report in nearest police station may be filed against the accused to initiate necessary proceedings as per prevailing law of the land;	Inquiry Committee on Recommendation of Competent Authority
22	v.	Consumption and possession of narcotics, intoxicating drugs, liquor, alcohol, hashish, cigarettes and other material and substances used for such purpose anywhere within the Campus premises;	2.3(v) v. a. Violation of sub-section (v) of section (2.3) may reported instantly to the concerned law enforcing agencies to initiate necessary criminal proceedings against the accused as per contemporary laws of the land; b. Violation of sub-section (v) of section (2.3) may invoke one or many of the abovementioned penalties (concerning violation of health and safety rules) depending upon the nature,	Inquiry Committee on Recommendation of Competent Authority

		extent, magnitude and gravity of violation.	
23	vi. Any act that can constitute, likely to constitute or have the potential to constitute a health hazard;	2.3(vi) vi. Violation of sub-section (vi) of section (2.3) may invoke fine of Rs. 2000 to Rs. 10,000 and the matter may be reported to their parents and they shall be requested to visit the university. Subsequent violation on part of same students may result in temporary suspension (02 weeks) from classes in addition to the above-mentioned penalties. Repeated violation on part of the same student may lead to his/her expulsion from the university;	Chief Proctor
	<b>2.4. Financial Dishonesty, Theft and Unauthorized Use of WUS Property, Resources and Facilities</b>		
24	i. Financial embezzlement, fraud, deceit, deception or dishonesty in relation to the University, its resources, its staff, students or visitors;	2.4(i) i. Written reprimand, calling of parents/guardian to university and recovery of the damages.	Inquiry Committee or Chief Proctor
25	ii. Theft, misuse and misappropriation of any assets, possessions, resources and funds, belonging to or in the control and custody of the University, its staff, students or visitors;	2.4(ii) ii. Imposition of fine ranging from Rs. 5,000 to Rs. 30,000	Inquiry Committee or Chief Proctor or Teacher Member of PB
26	iii. Misuse or falsification of any records or documents belonging to or in the possession of the University, its staff, students or visitors;	2.4(iii) iii. Suspension, direct expulsion and rustication.	Inquiry Committee on Recommendation of Competent Authority Head of the Department Or Director Academics / Dy

			Director Academics
27	iv. Collection of money or receiving donations or monetary/financial assistance privately or on behalf of the university or by university organization except with the permission of the competent authority;	2.4(iv) iv. Violation of sub-section (iv) of section (2.4.), the discipline committee on the recommendations of inquiry committee can impose anyone of the above-mentioned penalties.	Discipline Committee on the recommendations of inquiry committee
28	v. Any kind of unauthorized use of any WUS physical, technological or material resources, property or facilities within or beyond WUS premises;	2.4(v) v. Violation of sub-section (v) of section (2.4.), the discipline committee on the recommendations of inquiry committee can impose anyone of the above-mentioned penalties.	discipline committee on the recommendations of inquiry committee
	<b>2.5. Moral Turpitude, Indecent Exposure and Behaviour</b>		
29	i. Direct participation in sexual activity that includes but not limited to the following: Direct involvement in sexual or physical involvement within WUS premises;  Any other activities that can or have the potential to provoke or incite sexual feelings;  Any other activities that can or have the potential to provoke or incite sexual feelings;	2.5(i) i. Written reprimand may be served and the matter may be reported to the parents/guardians and they may be requested to visit University if necessary;  .A student may be fined. Fine may range from Rs.500 to Rs. 10,000 depending upon on the nature of violation; or written warning and drop out for 01 semester or direct expulsion from WUS or any two or all penalties;	Inquiry Committee or Chief Proctor on the recommendation of Competent Authority
30	ii. Possession and storage of immoral video, audio or published materials as well as rebellious literature banned under the prevailing law of the land;	2.5(ii) ii. A student may be suspended from the rolls for a period not exceeding four weeks at a time, pending inquiry into the misconduct of the student/s;	Teacher or Head of the Department

31	iii. Co-gathering, coupling and gender mixing anywhere in any form except in otherwise defined academic and research activity;	2.5(iii) iii. A student may be placed on probation for a fixed period not exceeding 3 months. If during the period of probation, he/she fails to improve his/her conduct, he may be expelled or rusticated;	Teacher or Head of the Department
32	iv. Wearing of dress contrary to the social, cultural and religious values, norms, traditions such as sleeveless, very close-fitting, <b>Explanation:</b> Students shall observe strict modesty in dress. Girls can wear Shalwar-Kamees, or Kurta. Girls must not wear T-shirt and tight fit wears. For girls without sleeve shirt and T-shirt, Tight fit laggie sand other wears are strictly banned.	2.5(iv) iv. A student may be placed on probation for a fixed period not exceeding 01 week. If during the period of probation, he/she fails to improve his/her conduct, he may be expelled or rusticated;	Chief Proctor or Teacher Member
33	v.Using electronic or other means to make a video or photographic record without person prior knowledge a person in a location where there is expectation of reasonable privacy and such recordings have the potential or likely to cause distress, mental agony, damage to reputation, self-respect and prestige; <i>Rules concerning taking photos or video recording of other students without any prior knowledge or information of the person include but not limited to the following;</i>  a.Taking photos or making video of other students in wash rooms, common rooms, lawns etc  b. In classrooms sessions, seminars, workshops, trainings etc.  c. In field trips, internships, class assignments, cafeteria etc.	2.5(v) v. A student may be placed on probation for a fixed period not exceeding 02 months. If during the period of probation, he/she fails to improve his/her conduct, he may be expelled or rusticated;	Inquiry Committee on the recommendation of Competent Authority

	d. However, Chief proctor or member of Proctorial board may take photo and/or video when and where required without informing the concerned student to collect/save the moments as evidence or proof for reporting purpose. where required without informing the concerned student to collect/save the moments as evidence or proof for reporting purpose		
34	vi. Any action/behavior which interferes with the religious belief, cultural values, social norms, freedom of speech, thought, action or enquiry of any other student or staff or lawful visitor to the University;	2.5(vi) vi.The discipline committee on the recommendations of inquiry committee can impose any one of the above-mentioned penalties.	Inquiry Committee on the recommendation of Competent Authority.
	<b>2.6. Damage to WUS Property</b>		
35	i. Damaging or defacing or polluting WUS academic and administrative buildings, boundary walls, lawns, playgrounds, sign boards or any other kind of physical asset;	2.6.(i) i. Recovery of the damages (at a rate of twice against the prevailing market rate of the damaged asset, resource and facility) plus imposition of fine ranging from Rs.500 to Rs.10,000 and calling of parents/guardian to the university;	Chief Proctor or Teacher Member
36	ii. Damaging WUS technological resources including computers, multimedia projectors, lab equipment's, telephonic, internet and other electrical devices installed anywhere within WUS premises;	2.6(ii) ii. Suspension of accused student during inquiry phase not exceeding 2 months, drop out for 01 semester, expulsion and rustication depending upon the nature of violation.	Teacher or Head of the Department Or Director Academics / Dy Director Academics
37	iii. Damaging WUS operational vehicles, furniture and fixtures.	2.6(iii) iii. Suspension of accused student during inquiry phase not exceeding 2 months, drop out for	Inquiry Committee on the recommendation

		01 semester, expulsion and rustication depending upon the nature of violation.	of Competent Authority.
	<b>2.7. Rules for Student's Societies and other Functions/ Events organizations and Days Celebration</b>		
38	i. Rules for Student's Societies and other Functions/ Events organizations and Days Celebration	2.7(i) i. Violation of student's society's rules may invoke a written reprimand and fine of Rs.500 to 1000 depending upon the nature of violation.	Discipline Committee or Faculty Organizer of concern Society
39	ii. Non payment of University dues or any other charges	2.7(ii) Withholding of results, certificates of good moral character, etc.	Dean of Faculty, Discipline Committee
40	iii. Extreme misconduct  Continuously disobeying of orders of concerned authority	2.7(iii) Rustication from the University	Discipline Committee with the approval of Vice chancellor
41	iv. Entertaining outsiders, friends and relatives during study hours without prior permission of the Competent Authority	2.7(iv) Fine not exceeding Rs. 1000/-	Chairman of the Department
42	v. Intentionally absence of whole class	2.7(v) Imposition of fine ranging from Rs. 50 to Rs. 100 for each single day from individual student	Teacher
43	vi. Unnecessary movement of students from one campus to another without obtaining permission from concern teacher	2.7(vi) Imposition of fine ranging from Rs. 50 to Rs. 100 for each single day from individual student	Teacher

Students societies shall be established and registered through proper procedure as laid down and amended from time to time by the competent forum of WUS;

1. Funding sources, process and procedure for any society's event, function or program shall be clearly defined before seeking approval for the said event;
2. All student's societies and general events, functions, programs shall be organized through following procedure:

- a. Fill and submit prescribed application form (attached as appendix-II) for taking prior approval for any event, functions, programs etc.;
- b. The application submitted shall follow the defined channel to grant approval;
- c. Chief Proctor will nominate a committee of 3 members from PB who shall look after all matters related to societies functions.
- d. The committee (mentioned in section c above) shall review the case in light of its need, significance, importance in the context of broader interests, strategic aims and objectives of WUS;
- e. Sponsoring agencies terms and condition shall be discussed in details before granting approval for any event, functions or programs;
- f. The committee shall approve, suggest changes or disapprove the event/functions/programs etc. by 2/3rd majority and forward it to competent authority for onward approval if approved by the committee.

## Chapter No.4 Bodies for Dealing the Cases of Student's Misconduct

### **Bodies for Dealing with the Cases of Students' Misconduct**

#### **4.1. The Disciplinary Committee (DC)**

The disciplinary committee shall be the apex body to decide the fate of gross misconduct cases on part of the student within or beyond the premises of WUS. The Vice Chancellor will constitute the University Discipline Committee for a term of 02 years. DC shall deal with or decide upon the cases being put forward by the Proctorial Board (PB), WUS. The Convener shall convene meeting upon receiving case of misconduct from PB.

##### **4.1.1. Powers and Functions of DC**

###### **4.1.1.1. Functions of DC**

*The disciplinary committee shall perform the following functions.*

1. Discuss, review and decide the cases of student's expulsion and rustication in matters of gross misconduct committed on part of the student forwarded by PB;
2. Deal with cases of criminal offense committed within or beyond campus that has a direct relation and relevance with WUS.
3. Arrange and conduct hearing of appeals submitted by students as prescribed in the Model Statute against the decisions of inquiry committees submitted by Proctorial Board

##### **4.1.2. The Proctorial Board (PB)**

The VC shall constitute the Proctorial Board comprised of, preferably, one faculty proctor from each department with consultation of HoD concerned and one representative from administration. PB would be constituted for a period of two years. The Chief Proctor nominated by the competent authority shall be the convener of PB. All members of the PB shall have equal decision making power.

###### **4.1.2.1. Powers of Proctorial Board**

*The PB shall have the powers to:*

1. Implementation of all disciplinary rules in the university and propose new regulations or suggest improvement in existing disciplinary rules to DC for approval;
2. Issues written reprimand, call parents/guardian of accused students, suspension of students for 02 weeks, impose fine of Rs.100 to Rs.20000.
3. Recommend and forward cases of student's expulsion, rustication and criminal offense to DC along with relevant documents, proof sand witnesses etc. based in inquiry report.

###### **4.1.2.2. Functions of Proctorial Board**

1. Establish, maintain and sustain discipline through established rules, regulations and set procedures at WUS;
2. Deal with all kind of student's disciplinary matters that disturb and disrupt academic, research and administrative activities of WUS;
3. Work in tandem with relevant administrative departments to ensure smooth and conflict free operations of academic and administrative function in university.

## Chapter No.5 Procedure for Dealing the Cases of Student's Misconduct

### 5. Procedure for Dealing the Cases of Misconduct

**The following procedure shall be adopted for dealing the cases of general or gross misconduct committed on part of the student within the jurisdiction of these rules.**

#### 5.1. Stage No.1. The Preliminary Stage

5.1.1. Written complaint shall be filed by the complainant against the accused in the office of Chief Proctor (CP) preferably on prescribed form (see appendix 1.) or written application. The complainant could be a student, student proctor, teacher proctor, faculty member, administrative staff or visitor to WUS.

5.1.2. The competent authority will constitute an inquiry committee of one to five members depending upon the gravity of complain.

5.1.3. One member committee will be from PB and others from relevant department and/or faculty as the case may be.

5.1.4. Inquiry committee will frame a charge sheet and shall communicate it to the accused together with the statement of allegations.

5.1.5. The accused will be directed reply against the charges being levelled by inquiry committee within a reasonable time (depending on the nature of allegations).

#### 5.2. Stage No.2. The Informal Stage

5.2.1. Upon receipt of reply and personal hearing of the complainant and accused, the inquiry committee will analyse the charges/allegations in the light of available reports, evidences, and witness's responses to the allegations, the inquiry committee may decide the fate of the case in one of the following ways. It is likely that most cases will be of a minor nature and will be dealt with locally and informally by the inquiry committee simply and quickly. The inquiry committee may resolve the case through:

5.2.1.1. Issuance of a written warning to correct her behaviour or conduct and the same warning may be communicated to their parents/guardian as well *or*

5.2.1.2. Imposition of fine ranging from Rs.100 to Rs.5000 in addition to written warning;  
(*Provided the charges/allegations prove true and correct*)

5.2.1.3. The final decision of PB shall be communicated in writing form to the complainant, accused, Convenor DC, CP and concerned HoDs.

5.2.2. However, if the alleged misconduct charges are of more serious and grave nature (where of student's rustication/expulsion or termination chances are possible), or if it calls for an exhaustive and detailed investigations, or the alleged misconduct is of criminal nature, or the alleged offence is outside the normal jurisdiction of the staff directly involved, the matter should be referred to Disciplinary Committee (DC) by PB along with report of inquiry committee, available relevant and related material, charge sheets etc. for the initiation of the Stage 3 (Formal Stage).

5.2.3. CP will hold the meeting of PB in first week of each month. CP will present all the decision of inquiries and cases which have to be forwarded to DC for further decision or further inquiry.

5.2.4. CP will keep record of all complains and inquiries.

#### 5.3. Stage No.3. The formal Stage

On receipt of the case regarding an allegation of Misconduct from PB to DC, the Convenor shall convene DC meeting as quickly as possible to determine the nature of the case on the grounds that:

a. Due to the serious nature of the alleged misconduct the possibility of Suspension, Expulsion or Rustication should be considered and may impose the penalty (based on inquiry report submitted by PB/CP) or the matter may be referred for further detailed inquiry or

b. It may constitute an offence under the criminal law and a decision is taken to report it to the Police.

#### **5.4. Appeal**

The student(s) who has/have been rusticated/expelled may submit a written appeal to the worthy Vice-Chancellor within 15 days following the date of notification of rustication/expulsion or withdrawal.

The Vice-Chancellor shall have the power to pass such orders as he may deem fit.

The Vice Chancellor, if wish to do so, may delegate his power to any committee to hear the appeals and make decisions accordingly.

#### **Procedure to be observed by the Inquiry Committee**

1. Where an Inquiry Committee is appointed by Chief proctor or DC, the Convener of the committee shall:

*a. Frame a charge and communicate it to the accused/defendant, together with the statement of allegations within three days;*

*b. Direct accused/defendant to submit a written defence in response to the charges/allegations within a reasonable time, which shall not be less than three days or more than seven days from the day, the charge has been communicated to her*

*c. Direct all parties to the case (the complainant, the accused, the general witnesses, the eye witnesses etc.) to appear before the committee on specified date to be heard in person.*

2. The Inquiry Committee shall enquire into the charge and may examine such oral or documentary evidence in support of the charge or in defence of the defendant as may be considered necessary and the defendant shall be entitled to cross examine the witnesses against her.

3. The Inquiry Committee shall hear the case and will conclude the case within reasonable time. Inquiry Committee shall submit its report within the shortest possible time which shall not be more than one month, after receipt of reply to the charge sheet/statement of allegations.

4. Where the Inquiry Committee, is satisfied that the defendant is hampering, or attempting to hamper, the progress of the inquiry, shall administer a warning, and if thereafter it is satisfied that the defendant is acting in disregard of the warning, it shall record a finding to that effect and proceed to complete the inquiry in such manner as committee thinks best suited to do substantial justice.

## Complaint Application Template

<b>Details of Complainant</b>		<b>Detail of the event/misconduct(attached additional sheet if required)</b>	
<b>Name:</b>			
<b>Department:</b>			
<b>Roll No:</b>			
<b>Employee No:</b>			
<b>Signature:</b>			
<b>Complaint Against (Accused Details)</b>			
<b>Name</b>			
<b>Department</b>			
<b>Roll No</b>			
<b>Complaint Submission Detail</b>			
<b>Submission Date</b>			
<b>Submission Time</b>			
<b>Received By (Name of Official)</b>			
<b>Signature</b>			
<b>Administrative Processes(To be filled by the Chief Proctor or Deputy Chief Proctor)</b>			
<b>Case No:</b>	<b>Category/Nature of Case(based on preliminary assessment of CP/DCP)</b>	<input type="radio"/> <b>Minor Misconduct</b> <input type="radio"/> <b>Major Misconduct</b> <input type="radio"/> <b>Gross Misconduct</b> <input type="radio"/> <b>Case does no need any inquiry</b>	
<b>Members of Inquiry Committee</b>	<b>Member:01</b> Name_____ Designation:_____ Department :_____ Status: Convener/Member <b>Member:02</b> <b>Name</b> _____ Designation:_____ Department :_____ Status: Convener/Member <b>Member:03</b> Name_____ Designation:_____ Department :_____ Status: Convener/Member <b>Member:04</b> Name_____ Designation:_____ Department :_____ Status: Convener/Member		
<b>Name and Signature of CP/DCP</b>		<b>Date:</b>	

**Requisition Form for WUS-Students Societies Seeking Approval for Events/Days Celebrations, Organizing and Conduction Functions, Gathering, Seminars, parties, Workshops, Walks on Special Occasion etc.**

<b>Title of the Event</b>			
<b>Date</b>			
<b>Venue</b>			
<b>Name of Society</b>			
<b>Name of Resource Person</b>			
<b>Objectives of Events/Event etc.</b>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>		
<b>Estimated Cost of the Function/Event etc. Rs.</b>	<b>Funding Source(Tick relevant box)</b> <ul style="list-style-type: none"> <li>▪ Society own sources</li> <li>▪ Requested from WUS</li> <li>▪ Donor Organization</li> </ul>		
<b>If Donor Organization?</b>	<ul style="list-style-type: none"> <li>▪ Name of the organization</li> <li>▪ Term of sponsorship if any</li> <li>▪ Relevance with society and WUS aims</li> </ul>		
<b>Decision of PB(tick the relevant box)</b>	Approved	<input type="radio"/> Disproved	Approved with Amendments
<b>Reason of disapproval</b>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>		
<b>Suggested amendment if any</b>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>		
<b>Signature of PB members</b>	<ol style="list-style-type: none"> <li>1. Sign _____ Date: Name</li> <li>2. Sign _____ Date: Name</li> <li>3. Sign _____ Date: Name:</li> </ol>		

<b>Minor Misconduct</b>	<b>Major Misconduct</b>	<b>Gross Misconduct</b>
<ol style="list-style-type: none"> <li>1. Misbehavior</li> <li>2. Disobedience</li> <li>3. Disrespect</li> <li>4. Disorderly or unreasonable act behavior, language or messages expressed on-campus</li> <li>5. Not Displaying Student ID card</li> <li>6. Loud Mobile Voice (music or Religious sermons etc.)</li> <li>7. Defacing or wall chalking inside campus</li> <li>8. Unauthorized entrance or presence in or on university premises</li> <li>9. Noise in class</li> <li>10. Hooting against others</li> <li>11. Raising slogans against university or its designated officials;</li> <li>12. Using electronic or other means to make a video or photographic record of other</li> </ol>	<ol style="list-style-type: none"> <li>1. Co-gathering, coupling and gender mixing</li> <li>2. Student's unions carrying colours, badges, flags and agendas of different political or religious Parties/organizations etc.</li> <li>3. Any kind of fooling activity</li> <li>4. Inciting, provoking protests/strikes</li> <li>5. Staging protest/strike;</li> <li>6. Walkouts or instigating students for walkouts from the classrooms, examination hall, or other important functions</li> <li>7. Licenced or unlicensed weapons within WUS premises</li> <li>8. Narcotics, intoxicating drugs, liquor, alcohol, hashish, cigarettes</li> <li>9. Theft, misuse and misappropriation of any assets, possessions, resources and funds,</li> <li>10. Possession and storage of immoral video, audio and published materials as well as rebellious literature</li> </ol>	<ol style="list-style-type: none"> <li>1. Direct indulgent in or sexual or immoral activities</li> <li>2. Sexual harassment including sexual advances, sexual solicitation, request for sexual favours, and other verbal or physical conduct of sexual nature;</li> <li>3. Any act of attack, beating, stabbing, mugging, battering</li> <li>4. Financial embezzlement, fraud</li> <li>5. Possession of dangerous devices or substances that are toxic, ignitable, explosive or corrosive</li> <li>6. Damaging or defacing WUS property, physical and technological resources</li> <li>7. Any form of harassment other than sexual harassment based on race, gender, ethnicity, religion or belief on part of student which causes suffering, pain, immense fear and intense distress amongst others;</li> </ol>