



## **Doon University, Dehradun**

### **Proctorial Board rules**

#### **Statute 20 of the Statutes & Regulations 14(3) of the University**

As per this statute and regulation, the University has a Central Disciplinary Committee rechristened as Proctorial Board by the 16<sup>th</sup> Executive Council held on the 16<sup>th</sup> September 2012 (on the recommendation of 16<sup>th</sup> Academic Council meeting) where administration of student related matters pertaining to all acts of indiscipline and misconduct are delegated to the Chief Proctor. He/She shall be assisted by three additional proctors; one of the members of the proctorial board shall be a woman and one shall be from SC/ST category. Thus, the Proctorial Board comprises four members.

#### **Norms and Procedures followed during enquiry:**

After receipt of a complaint (directly to the Chief Proctor or forwarded by the Vice Chancellor) it is scrutinized by the Proctorial Board (PB) to ascertain if it pertains to the jurisdiction of Proctorial enquiry. Three members of the PB will constitute the quorum for such enquiry. Proctorial enquiry is an internal enquiry of Doon University and hence, no other person except the Board members is allowed to be present during hearings. The accused or complainants is not allowed to be represented by a third party. Similarly, he/she cannot have an observer during the process of enquiry. After it is ascertained that an enquiry is required, following procedure/norm is generally followed:

- (1) The complainant is called for hearing and his/her deposition is recorded.
- (2) The accused person(s) is/are called for recording his/her statement.
- (3) Witnesses mentioned by both parties are listed and they are called for recording their depositions.
- (4) Any evidence, from security staff/University staff or other persons, who were present there and had witnessed the incident, are called and their statements recorded.
- (5) A cross-examination of the accused and the complainant is conducted.
- (6) If any material evidence, like audio/video tapes/paper documents etc. is available, the same is examined. The veracity is established from the person who submits these.
- (7) Finally a comprehensive report is prepared where specific charge against the accused is framed and a show cause notice is issued.

- (8) The defense given by the accused persons in the show cause notice is studied and examined.
  - (9) Finally, a report is prepared and as per the “Rules of discipline and proper conduct of students of Doon University,” appropriate disciplinary action is recommended. (Rules of discipline and proper conduct of students of Doon University is given in appendix).
  - (10) Final report and recommendations are submitted to the Vice-Chancellor for approval & final decision.
  - (11) Consequently, the award of punishment is conveyed to the student.
  - (12) The punished student has the right to appeal against the punishment and Vice-Chancellor is the empowered authority to deal with appeals.
  - (13) The above mentioned norms and procedures are generally followed. However, the Proctorial Board at its discretion can add additional norms or delete existing ones separately depending on the nature and need of the enquiry.
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## **APPENDIX**

### **PREAMBLE**

Whereas by virtue of Doon University Statutes, the Vice-Chancellor has been vested with all the powers relating to discipline and disciplinary action in relation to students and whereas Statute 20 and regulation 14(3) empower the University to frame detailed rules of discipline and proper conduct; and now in pursuance of the same the Vice-Chancellor has approved the following rules of discipline and proper conduct among the students of the University.

### **1. SHORT TITLE AND COMMENCEMENT**

- i. These Rules shall be called “Doon University Students’ Discipline and conduct Rules” hereafter referred to as the ‘Rules’.
- ii. These Rules shall come into force with effect from the date of notification.

### **2. APPLICATION OF RULES**

- i. These rules are not meant to deny the democratic rights of the students to dissent/air their grievances/protest in a peaceful manner.
- ii. Peaceful sit-ins/*dharanas* at a designated place with prior intimation to the university administration will not invite any punishment under these rules.
- iii. These Rules shall apply to all students of the University (including part-time students) whether admitted prior to the commencement of these Rules or after the commencement of these Rules.
- iv. Any breach of discipline and conduct committed by a student inside or outside the University Campus shall fall under the purview of these Rules.

- v. Without prejudice to the generality of the power to enforce discipline under Statute 20 of the Statutes and regulation 14(3) of the University, the acts mentioned in Rules 3 shall amount to acts of misconduct or indiscipline or both.

### **3. CATEGORIES OF MISCONDUCT AND INDISCIPLINE**

#### **CATEGORY-I**

- i. All acts of violence and all forms of coercion which disrupt the normal academic and administrative functioning of the University and/or any act which encourages, abets or leads to disorder and violence on campus.
- ii. Any form of coercion, intimidation or disturbance of right to privacy of the residents of the campus.
- iii. Sexual harassment of any kind which shall also include: Unwelcome sexual proposition/advancements, sexually graphic comments of a body, unwelcome touching, patting, pinching or leering of parts of the body or persistent offensive or unwelcome sexual jokes and/or comments.

#### **CATEGORY-II**

- iv. Committing forgery, tempering with the Identity Card or University records, impersonation, misusing University property (movable or immovable), documents and records, tearing of pages, defacing, burning or in any way destroying the books, journals, magazines and any material of library or unauthorized possession (without due process of issue) of library books, journals, magazines or any other material.
- v. Any form of protest by blocking university gate(s)/ entrance or exit of any of the academic and/or administrative complexes or disrupting the movements of any member of the University Community.
- vi. Furnishing false certificates or false information in any manner to the University.
- vii. Any act of moral turpitude.
- viii. Eve-teasing or disrespectful behavior or any misbehavior with a girl student, woman staff member/visitor.
- ix. Arousing communal, caste or regional feeling or creating disharmony among students.
- x. Use of abusive, defamatory, derogatory or intimidatory language against any member of University Community.
- xi. Causing or colluding in the unauthorized entry of any person into the Campus or in the unauthorized occupation of any portion of the University premises, including halls of residences, by any person.

- xii. Unauthorized occupation of the hostel room or unauthorized acquisition and use of University furniture in one's hostel room or elsewhere.
- xiii. Indulging in acts of gambling in the University premises.
- xiv. Consuming or possessing dangerous drugs or other intoxicants in the University premises.
- xv. Damaging or defacing, in any form, or theft of any property of the University or the property of any member of the University Community.
- xvi. Not disclosing one's identity when asked to do so by a faculty member or employee of the University who is authorized to ask for such identity.
- xvii. Improper behavior while on tour or excursion.
- xviii. Coercing the medical staff to render medical assistance to persons not entitled for the same or any other disorderly behaviour in the Health Centre.
- xix. Blockade or forceful prevention of any normal movement of traffic, violation of security, safety rules notified by the University.
- xx. Any other offence under the law of land.
- xxi. Ragging in any form.
- xxii. Accommodating unauthorized guests or other persons in the halls of residence.
- xxiii. Engaging in any attempt at wrongful confinement of any member of the faculty, staff, student or anyone camping inside the campus.
- xxiv. Any intimidation or insulting behaviour towards a student, staff or faculty or any other person.
- xxv. Any other act which may be considered by the V.C. or any other competent authority to be an act of violation of discipline and conduct.

#### **4. PUNISHMENT**

The competent authority may impose any of the following punishments on any student found guilty of any of the acts of indiscipline or misconduct mentioned in Category-I or Category-II, as the case may be in Rule 3.

### **CATEGORY- I**

- i. Cancellation of admission or withdrawal of degree or denial of registration for a specified period.
- ii. Rustication up to four semester period and/or declaring any part or the entire University Campus out of bounds.
- iii. Expulsion.

### **CATEGORY II**

- i. Admonition/Reprimand.
- ii. Fine up to Rs. 10,000/-
- iii. Recovery of any kind, such as scholarship/fellowship, any dues, cost of damages etc.
- iv. In case of damaging, defacing or theft of any property of the University or the property of any member of the University Community, cost of damaged/defaced/stolen property plus a fine up to a maximum amount of Rs 10,000/- (Rs Ten Thousand only) may be imposed upon the persons(s) found guilty by the Proctorial Board.
- v. Withdrawal of any or all facilities available to a student as per University Rules (such as Scholarship/Fellowship, hostel etc.)
- vi. Stoppage of any or all academic processes.
- vii. Declaring any Halls of Residences, premises, building or the entire University Campus out of bounds to any student.
- viii. Rustication up to two semesters.

## **5. GENERAL**

- i. No punishment shall ordinarily be imposed on a student unless he/she is found guilty of the offence for which he/she has been charged by a proctorial or any other inquiry after following the normal procedure and providing due opportunity to the student charged for the offence to defend himself/herself.
- ii. In case the Vice-Chancellor or any competent authority is of the opinion that on the basis of the available material and evidence on record, a prima facie case exists against a student, s/he may order suspension of the student including withdrawal of any or all facilities available a to bona fide student pending proctorial or any other inquiry.

- iii. Notwithstanding any punishment mentioned in Rule 4, the Vice-Chancellor may keeping in view the gravity/nature of misconduct/act of indiscipline, the manner and the circumstances in which the misconduct/indiscipline has been committed, award a punishment in excess of or less than or other than what has been mentioned thereon for reasons to be recorded.

## **6. INTERPRETATION**

In case any dispute arises with regard to the interpretation of any of these Rules, the matter shall be referred to the Vice-Chancellor, whose decision thereon shall be final.