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Policy Document

For

Disciplinary Rules

Applicable to

Department of Technology Students

(w.e.f Academic Year: 2024-2025)

A Policy Document about Disciplinary Rules for the Department of Technology Students

Rule 1. Mandatory ID Cards: All students must wear their University-issued ID cards at all times while on campus.

Rule 2. Uniform Code: Students are required to wear the Department-prescribed uniform (formal suiting/shirting) on designated days (Monday, Tuesday, Thursday & Friday). Non-compliance will result in disciplinary action.

Rule 3. Attendance:

- i. Students must report to all scheduled classes and laboratory sessions on time. Late entry after 10 minutes of the start of the session will not be permitted.
- ii. A minimum of 75% attendance in theory and practical classes is mandatory to be eligible for final examinations.

However for students appearing in semester eight, in case of their placement chances through internships for more than 2 months, with assurance of their placements with authentic documentary evidence, such candidates will be excused from attendance to theory classes while their practical work will be completed by them in a week preferably at the end of the semester.

Rule 4. Classroom Conduct:

- i. Students must maintain decorum during lectures and practical sessions. Any form of disturbance will lead to corrective actions.
- ii. Mobile phones must be switched off or on silent mode during lectures and practical sessions.

Rule 5. Behavior: Respectful behavior towards faculty members, non-teaching staff, and peers is expected at all times.

Rule 6. Cleanliness: Students are expected to maintain cleanliness in classrooms, labs, and common areas. Any violation may attract fines or disciplinary action.

Rule 7. Disciplinary Action: Repeated violations of any of the above rules may result in suspension from classes or other disciplinary measures.

Penalty System for Rules Violation

Penalty System

The policy includes a structured penalty system for non-compliance, progressively increasing from warnings to fines, suspension, or expulsion, as applicable. A Disciplinary Committee will oversee and enforce these rules to maintain an optimal academic environment.

1. **Non-Wearing of ID Cards:**
 - i. **First Offense:** Verbal warning.
 - ii. **Second Offense:** Fine of INR 50.
 - iii. **Third Offense and Beyond:** INR 100 fine and a written warning to parents.

2. **Uniform Violations** (Failure to wear Department-prescribed uniform on designated days):
 - i. **First Offense:** Warning and counselling session.
 - ii. **Second Offense:** INR 50 fine.
 - iii. **Third Offense:** INR 100 fine and exclusion from some class activities until compliant.

3. **Late to Class:**
 - i. **First Offense:** Verbal warning.
 - ii. **Second Offense:** INR 50 fine.
 - iii. **Third Offense:** INR 100 fine and no attendance for the day.

4. **Failure to Attend Classes/Low Attendance:**
 - i. **First Time:** Counselling with mentor or Program Head.
 - ii. **Repeated Violations:** Suspension from upcoming examinations or internal assessment withheld until attendance is regularized. A fine of INR 200 per day may be imposed for habitual absenteeism.
 - iii. **Defaulter students with low attendance for the entire semester will invite risk of term cancellation.** Based on the remarks by the disciplinary committee, decision regarding the term cancellation on the ground of attendance shortfall will be finalised. However the final semester students getting opportunity for placements with early start of internship for more than 2 months will be relaxed for the attendance as mentioned in the attendance rule (Rule No. 3).

5. **Misconduct in Class or Campus:**

- i. **First Offense:** Written warning.
- ii. **Second Offense:** INR 100 fine and notification to parents.
- iii. **Third Offense:** Suspension from Department activities for a week.

6. **Mobile Phone Use in Class:**

- i. **First Offense:** Warning and confiscation of phone for the day.
- ii. **Second Offense:** INR 50 fine.
- iii. **Third Offense:** INR 100 fine and confiscation of the phone for one week.

7. **Damage to Department Property:**

- i. **Minor Damage:** Fine equivalent to the cost of repair/replacement.
- ii. **Major Damage:** Fine equal to the cost of repair/replacement and suspension for a week.

Rule 8. Prohibition of Drug Addiction and Substance Abuse for Students

8.1 Zero Tolerance Policy:

- i. The Department of Technology upholds a **Zero Tolerance Policy** towards the possession, consumption, distribution, or sale of illegal drugs, narcotics, or any controlled substances on university premises or during any university-related events.
- ii. Any student found engaging in drug-related activities, either on-campus or off-campus, will face **immediate suspension** and potential **expulsion** from the university. This action may also include reporting to law enforcement authorities as per prevailing legal guidelines.

8.2 Prohibition of Substance Abuse on Campus:

- i. The consumption of alcohol or other addictive substances, including misuse of prescription medications, on campus or during university-sponsored activities, is strictly forbidden.
- ii. Violators will face strict disciplinary action, including immediate suspension from classes and a mandatory fine of INR 1000.

8.3 Penalties for Drug-Related Offenses:

- i. **First Offense:**
 - Immediate suspension for up to one week.
 - Mandatory attendance at counselling sessions and participation in a drug rehabilitation awareness program.
- ii. **Second Offense:**
 - A fine of INR 2000.

- Expulsion from the Department and a formal recommendation for university expulsion.
- The student will also be permanently banned from all department-related activities, programs, and events.
- The case will be referred to university authorities for further action, including possible legal proceedings.

8.4. Support and Rehabilitation:

Students who voluntarily seek help for substance abuse **before being caught** in violation of this policy will be offered support for rehabilitation. The Department will provide access to counselling services and treatment programs, maintaining strict confidentiality.

Voluntary admission to a rehabilitation program may lead to reduced disciplinary actions, such as exemption from fines or suspension, at the discretion of the Disciplinary Committee.

8.5. Random Drug Testing:

The Department reserves the right to conduct **random drug testing** if there is a reasonable suspicion of substance abuse. Students are expected to comply fully with any such testing procedures.

Refusal to undergo a drug test will be treated as an admission of guilt, resulting in immediate suspension and possible expulsion.

8.6. Reporting and Investigations:

Students are encouraged to report any suspicious behavior or drug-related activity they observe on campus to the appropriate authorities, including Department Heads, Program Heads or university security.

All reports will be handled with strict confidentiality, and the identities of the reporting individuals will be protected.

8.7. Appeals and Review:

Students may appeal any disciplinary action related to substance abuse by submitting a formal appeal to the **Disciplinary Committee** within 7 days of the action being taken.

The Committee will review the case and may, at its discretion, revise the penalties, provided there are valid grounds for the appeal.

Rule 9. Hostel Discipline:

Hostel residents must adhere to hostel-specific conduct rules. Violations, such as substance abuse, vandalism, or curfew breaches, will incur strict penalties.

- Trespassing: Unauthorized entry by non-residents is prohibited. Violators, including guests, may face legal action.
- Unauthorized Stay: Allowing unapproved individuals to stay within hostel premises is prohibited and may lead to expulsion from the hostel.

For hostel related matter, other rules if any will be applicable as per the University's rules.

Rule 10. Student Grievance Procedure

Students need to necessarily follow the below stated hierarchy for complaints:

Mentor Teacher > Class Teacher > Program Head > Discipline Committee > Director, Department of Technology.

Unresolved issues may be escalated to the University through the Department of Students' Welfare (DSW).

- **Complaint Filing:** All grievances must be submitted in writing, signed by the complainant, and deposited in the suggestion/complaint box. Anonymous complaints will not be entertained or considered.
- **External Representation:** Students must not involve external entities in Department issues without following the prescribed grievance hierarchy.

Rule 11. Celebrations and Events

Prior permission is required for all celebrations on campus, including sports and cultural achievements etc. Celebrations must be conducted respectfully, maintaining the Department's as well as University's reputation. Director, faculty members and staff of the Department of Technology will not be held responsible for any inappropriate behaviour or mis-conduct by the students, and defaulters or violators will face penalties and consequences.

Rule 12. University-Wide Disciplinary Policies

In addition to all the 11 rules, all the students of Department of Technology must comply with and follow Shivaji University's policies on examination conduct, anti-ragging, and all other rules & regulations as updated by the University from time to time.

Enforcement of Rules

- The Department will form a **Disciplinary Committee** responsible for monitoring and implementing the above rules.
- **Warning:** The first violation of any rule will result in a written warning. The concerned section or the authority will issue the written warning to the defaulter/s.
- **Penalties:** Repeated violations will lead to fines, suspension, or other corrective measures deemed appropriate by the Disciplinary Committee.
- **Following is a synoptic table for Discipline Committee Constitution**
- Here's a tabular chart that outlines the constitution of the proposed **Discipline Committee**.

Sr. No.	Position	Designation	Role & Responsibilities
1.	Chairperson	Director or Senior Faculty	Leads the committee, makes final decisions on disciplinary matters, ensures rules align with university policies.
2.	Faculty Members	Senior Faculty (UG Program)	Represents undergraduate program concerns, investigates and advises on UG student disciplinary issues.
3.		Senior Faculty (PG Program)	Represents postgraduate program concerns, handles PG/PhD student-related issues and enforces discipline policies.
4.		Senior Female faculty member from the Department	Represents undergraduate program concerns, investigates and advises on UG student disciplinary issues.
5.		Senior Faculty Member from any other University Department	Overall guidance and observation on the related issues
6.		Administrative Rep	Senior Admin Staff
7.	Hostel Rector	Hostel Administrator	Oversees hostel discipline, manages complaints regarding hostel conduct, trespassing, and unauthorized entry.
8.	Student Representatives	Senior UG Student	Acts as student voice on general policy (excluded from sensitive cases), promotes awareness of

			rules among students.
9.		Representative from female students from UG	Addresses issues among research students, participates in policy discussions, and ensures fair representation.
10.	Advisors (Optional)	Legal Advisor (if needed)	Provides legal guidance on disciplinary decisions, ensures compliance with state and university regulations.
11.		Counsellor/Psychologist	Offers counselling support for cases involving behavioural issues, substance abuse, or mental health concerns.