



# TECHNO INSTITUTE OF HIGHER STUDIES

(AFFILIATED TO UNIVERSITY OF LUCKNOW, LUCKNOW)

## ROLES AND RESPONSIBILITIES OF THE PROCTORIAL BOARD

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## PROCEDURE FOR ENQUIRIES AND PUNISHMENTS ON DISCIPLINARY CASES OF STUDENTS

(These rules are applicable other than UFM Cases)

Techno institute of Higher Studies (TIHS) has a Proctorial system that resolves student related matters pertaining to all acts of indiscipline. Proctorial Board is chiefly responsible for ensuring that rules and regulation framed by Institute are being followed by the students.

The Proctorial Board of TGI comprises of following members-

1. The Chief Proctor of the institution will be appointed by respected management of the institute and assisted by additional Proctorial board members (Minimum 5 members). All HoDs will be the default members of the Proctorial board and will have a deciding role in decision making if student involved are of their departments.
2. The Proctorial board will have at least one lady member other than HODs and will be the chairman of the committee (Internal Complaint Council), for enquiry against sexual harassment Eve-teasing or disrespectful behaviour or any misbehavior with a girl student or any female member.

### **SOME SPECIFIC RESPONSIBILITIES OF THE PROCTORIAL BOARD ARE AS FOLLOWS:**

1. To maintain discipline in the Institute; ensure Institute rules are understood and followed.
2. To keep an eye on the general moral behavior of the students.
3. To prevent the students from indulging in any unethical/political activities on Institute premises.
4. Cases of indiscipline or indecent behaviour of any student, cases of individual/ group harassment, threats, manhandling etc. are dealt strictly by the Proctorial Board.
5. The Institute Rules and Regulations have to be strictly followed. However, the Proctorial Board at its discretion can add additional norms or delete existing ones separately relate to discipline, depending on the nature and need of the situation.

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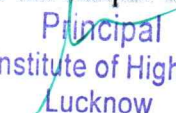
6. To combat ragging and avoid any unwanted incident in the Institute an 'Anti Ragging Committee' in institute has been constituted. On any motion moved by any member of the institute, after a primary enquiry, the board recommends suitable actions to be taken against those found guilty.
7. Inside hostels, the administrative authorities (Warden/s) appointed by the institute, maintain the discipline and thus assist the Proctorial board. Any matter found against the rule(s) is brought into notice of the board for further disciplinary action.
8. Though all the preventive measures against ragging are implemented, nevertheless, all the students are required to submit an undertaking before the relevant/ admission authorities at the time of admission, to the effect that they will not get involved in any type of misconduct and will abide by the ragging rules.
9. In case of any report obtained from anti-ragging committee, the Proctorial board primarily conducts an enquiry and recommends suitable punishments to those found guilty as per rule.
10. With the assistance of Central Security System/CCTV established in the institute, the Proctorial board maintains the discipline and order during various celebrations, events and other activities where large gathering of students are common with the assistance of staff of the institute.


**PROCEDURE FOR ENQUIRIES AND PUNISHMENTS ON DISCIPLINARY CASES**  
**OF STUDENTS (These rules are applicable other than UFM Cases)**

The welfare and discipline of students are two integral parts of an Institutional behavior. Student's behavior and discipline will therefore be assessed and will receive the same attention as the academic work. Discipline includes the observance of good conduct and orderly behavior by the students of the Institute. All students pursuing a course of studies at the institute shall observe a code of conduct and maintain discipline and consider it his/her duty to behave decently at all places. They must follow the rules pertaining to discipline, as may be laid down by the Management of the Institute and also abide by all rules and regulations of the Institute framed and notified from time to time. Students of the Institute must study the Standing Orders and suggestion carefully and also make themselves familiar with these instructions, pertaining to their academic, co-curricular and other activities. The plea of ignorance will not be entertained for any breach of orders/Notices/ Suggestions in force from time to time. Therefore, students must see the notices on the Notice Boards/Website/Student information system/WhatsApp groups regularly.

1. The discipline of the students will therefore be closely monitored in the campus, classrooms, laboratories, playgrounds, Mess, hostels and outside the campus in respect to adherence to

  
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discipline norms, will be evaluated at the end of each semester and may reflected in the grade sheet.

2. Any violation of the code of conduct or breach of any rules or regulations of the Institute by any student shall constitute an act of indiscipline and shall make him liable for disciplinary action against him. The following acts, in particular, shall constitute acts of gross indiscipline and any student indulging in any of them shall render him/herself liable for disciplinary action against him. The list is neither comprehensive nor complete as each case shall be dealt with on its own merit-
  - a. Disobeying the teacher/officials or misbehaving in the class.
  - b. Quarrelling or fighting in the campus or hostels amongst themselves or indulging in any activity which amounts to ragging and or harassment of other students.
  - c. Quarrelling, disrespecting or fighting with an institute employee or any employee of the mess/canteen/cafeteria/security or any other public utility functioning in the campus.
  - d. Behaving in the institute campus or outside in a manner which is indecent or which is meant to annoy or harass the students, teacher, office bearers or employee of the Institute.
  - e. Visiting socially unacceptable websites, consuming liquor or banned substances like drugs etc.
  - f. Damage to the Institute property.
  - g. Indulging in acts of theft, stealing and misappropriating.
  - h. Any other activity that defames the Institute and constitutes indiscipline. It shall also include inciting others to do any of the aforesaid acts;
  - i. Use of mobile in the class/academic area during examination or prohibited area.
  - j. Irregularity in attendance, persistent idleness, negligence or indifference towards the work assigned;
  - k. Any other conduct anywhere which is considered to be not fitting or appropriate of a student.

#### PROCEDURE FOR PROCESSING CASES OF INDISCIPLINE

- A student shall be guilty of misconduct and breach of discipline, if he or she violates any of the provisions of the standing orders issued by the Institute. Any case of indiscipline received / observed shall be reported to chief Proctor who in turn may thereafter :
- Dispose of the case, summary depending upon the nature of indiscipline/ misconduct in case of minor nature. The decision to dispose summary and the punishment shall be forwarded to the President for promulgation.
- Refer the case to standing Proctorial committee/ Board for enquiry
- Seek Guidelines from the President, for further action.

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- Pending enquiry, the Chief Proctor may suspend/gate a student(s), for an act of indiscipline which is detrimental to healthy atmosphere/law & order in the campus, if in his/her judgment a prima facie case of breach of discipline exists against the student(s) for a period not exceeding one week.
- If more duration is needed for investigation and disposal of the cases and student(s) need to be suspended/ gated for that period, permission of President shall be taken.

#### **PROCEDURE FOR ENQUIRY**

Proctorial committee/ Board on receipt of the case/offence report shall issue, a notice on letter head containing the substance of charge/imputation or misconduct against the student(s) concerned and requiring the student(s) to submit statement of defense within a specified period i.e. five days to maximum two weeks. This notice shall also specify the date on which the student(s) will appear before the committee in person to answer the charges. The committee will, after examination of the charged student(s) and such other persons whose testimony may have bearing on the incident, submit its detail report findings and fixing responsibilities to the Chief Proctor.

The Chief Proctor thereafter shall put up his/her recommendations to the President to obtain the directions there on.

#### **PROCEDURE FOR AWARD OF PUNISHMENT (CASES OTHER THAN MINOR NATURE)-**

- The President shall consider the report of the standing proctorial committee/board and recommendations of Chief Proctor and decide upon the quantum of punishment to be awarded (\*Note- The quantum of the punishment and disposal of the case will be discretionary power of the The President).
- In case of proposed punishment of suspension/rustication/expulsion or in any combination of these, the Principal/ Chief Proctor shall inform the student in writing of the charges, the proposed penalty and the clauses under which the Institute proposes to take action. The student will be given five to ten days notice to "Show Cause" why the proposed penalty should not be imposed.
- The reply if any, received shall again be placed before the Chief Proctor for views and thereafter to President, who after due consideration shall give the final verdict/punishment.
- In case no reply is received by the stipulated time, it will be presumed that the student has nothing to offer in his/her defense and the punishment proposed shall be imposed and will be binding and irrevocable.

**\*Note- Suspension from the institute cannot exceed the period of more than six**

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months at a time.

#### **GUIDELINE FOR PUNISHMENTS FOR ACTS OF INDISCIPLINE-**

1. Written Complaint Received against student(s) or self attention by Proctorial Team
2. Proctor will call the concerned student(s) to explain the matter
3. Proctorial Team will enquire the matter
4. If matter is falling under breach of Code of Conduct
5. Proctor will issue the Warning Letter (student(s) will receive it).
6. If the warned student(s) found involved in breach of Code of Conduct again
7. They will be suspended from the College (They will not be allowed to enter in the premises)

(The said student(s) will receive the suspension Letter, otherwise, it will be sent to their permanent/communication address through Registered Post.

The Letter will also be sent on -

- (a) Their class's Whatsapp Group through HoD/Mentor
  - (b) Student's Email
  - (c) All Notice Boards
  - (d) College Gate
8. Suspension will revoke when his/her parent/guardian will come to college and meet with Proctor along with written apology duly signed by student & parent/guardian
  9. If the student(s) once again repeats breach of Code of Conduct, he/she will be Rusticated from the College (Their name will be cut off from the college)

**Note- Final decision on acts of indiscipline would be communicated in writing to the concerned student and Guardian with an entry in his/her personal record.**

Any student who is expelled from the hostel on disciplinary ground shall forfeit the amount deposited by him/her towards the tuition fee or hostel charges for the session. No refunds on pro-rata basis shall be entitled under any circumstances irrespective of the date of expulsion. Student expelled for the complete semester or more shall be required to apply a fresh for the hostel accommodation.

#### **COMPETENT AUTHORITY TO AWARD VARIOUS PUNISHMENTS**

All cases of minor indiscipline shall be considered and disposed by the Chief Proctor. However, all cases of serious nature shall be disposed by the management after due investigation.

  
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