

Symbiosis International (Deemed University), [Code of Conduct, Procedure to inquire and decide with Misconducts/ Indiscipline by students] Rules, 2019

[Under Rule 14 (xxxxi) of Memorandum of Association of the Symbiosis International (Deemed University)]

Chapter 1

1.1 Preamble

Every University strives to deliver its academic programmes in an environment that is conducive to learning, critical inquiry, development of scientific temper, sensitivity towards community and respect for diversity. These have been enshrined within the mission statements of the Symbiosis International (Deemed University) (SIU). Students being *raison d'être* for any Institution, a lot of effort goes into ensuring an enriching student experience. Discipline is an important ingredient to not only foster effective teaching-learning process but also to ensure the safety and security of all the stakeholders including students.

Any disturbance on account of student indiscipline impacts the harmony on the premises of the institute which is why institutes formulate code of conduct and lay down just and fair policies to inquire and decide with violation of code of conduct by students on its premises. It is binding upon any student, who seeks admission, to comply with the requirements of the code of conduct.

The Code of Conduct under these rules has been framed to foster and protect the core missions of the University, the scholarly and civic development of the students in a safe and secure learning environment, and to protect people, properties and processes that support the University and its missions. The establishment and maintenance of a community where there is freedom to teach and to learn is dependent on maintaining an appropriate sense of order that allows for the pursuit of objectives of the University in an environment that is both safe and free of invidious disruption.

Towards this end, the purpose of the Code of Conduct is to define limits of acceptable student conduct and defining violations thereof, as misconduct. Further, it lays down the disciplinary proceedings at the University within the applicable laws of the land ensuring that the actions taken are in pursuance of the same. However, the Code reserves the right of the University to take necessary disciplinary actions against the alleged delinquent in the event of him/ her having been found guilty or convicted by the appropriate authority under the law to which s/he is subjected.

Hence, rules are necessary to mark the boundaries of this needed order in the form of this Code of Conduct.

1.2 Short title and Commencement

1.2.1 Short Title: These Rules shall be called Symbiosis International (Deemed University) [Code of Conduct, Procedure to inquire and decide with Misconducts/ Indiscipline by Students] Rules, 2019, which hereinafter shall be called the Code of Conduct.

1.2.2 Commencement: The Code of Conduct shall come in force from the date of its notification and shall supersede all the existing Code of Conduct/ Rules/ Guidelines/ Policies issued in this regard.

1.3 Definitions

In these Rules, unless the context requires-

1.3.1 **‘Aggrieved’** means any complainant (and is not limited to stakeholders) who has suffered damage or injury either physically or mentally due to an act of the student, e.g. employees, fellow students and any person or institution related directly or indirectly to the University.

1.3.2 **‘Alleged Delinquent’** means the alleged delinquent student alleged to have committed the misconduct

1.3.3 **‘Campus’** means and includes the Main Campus and the Off Campuses of the University.

1.3.4 **‘Campus Disciplinary Committee’** means a committee constituted for each campus / location to inquire and decide with all (major and minor) issue(s) related to the disciplinary matters of students.

1.3.5 **‘Central Disciplinary Committee’** means a committee constituted to inquire and decide on matters of drug abuse/ substance abuse, after preliminary inquiry by Campus Disciplinary Committee or any other case as may be directed by the University. The Committee shall also act as an appellate authority for appeals preferred in matters decided by Campus Disciplinary Committee.

1.3.6 **‘Constituent’** means Institute/ School/ College/ Centre/ Department operating under the administrative, academic and financial control of the Sponsoring Body and declared as such under the Notification, issued from time to time and includes Institute/ School/ College/ Centre/ Department established and notified by University thereafter from time to time.

1.3.7 **‘Main Campus’** means Campus of the University at its headquarters, wherein its major facilities, faculty, staff, students and its’ academic departments, i.e., Pune, Maharashtra, India and includes all the campuses situated in the same territorial jurisdiction.

1.3.8 **‘Misbehaviour’** means any behaviour of a student which is contrary to the Code of Conduct of the University, Rules and Regulations of the University

1.3.9 **‘Misconduct’** as defined in the Article 7 of Chapter 2.

1.3.10 **‘Off-Campus Centre’** means a Centre of the University, approved/ permitted by the Government and situated beyond its main Campus within India.

1.3.11 **‘Off-shore Campus’** means a Campus of the University approved/ permitted by the Government of India and situated beyond its Campus outside India.

1.3.12 **‘Student’** means a person duly admitted and on roll, pursuing a programme of study either through regular mode or distance mode, including short-term training programmes in University;

Provided that a student who is in the process of taking admission in University, although not yet admitted shall be treated, for the purposes of these rules, as a student of the University, where any incident of misconduct takes place against such student, in the University:

Provided that a person, who is not a student of the University, but is participating in any of the activities of the University shall be treated as aggrieved student or aggrieved individual, as the case may be, for the purposes of these rules, where any incident of misconduct takes place against such student within the University or at any other venue where the University has organised the activities;

1.3.13 **‘University’** means Symbiosis International (Deemed University), declared by the Central Government under Section 3 of the UGC Act 1956;

1.3.14 **‘University Community’** means Students, Faculty, Staff and the Employees of service providers working in the University.

All words and expressions not defined in this Code of Conduct shall have the same meaning as defined in any other Rules/ Regulations of the University.

1.4 Applicability

1.4.1 The Code of Conduct is applicable to all students, admitted to the programmes at all Constituents of the University at its main campus/ off-campus/ off-shore campus, pursuing degree/ diploma/ certificate programmes through full-time/part-time/ distance /open and online learning mode(s) and includes all on-campus and outside campus activities. The outside campus activities shall include internship(s), training(s), outbound activities, study visits, excursions, field visits, international exchange programs, representation or participation in sports and other co-curricular and extra-curricular activities or festivities or any other, as prescribed by the University from time to time.

1.4.2 The Code of Conduct applies to all students in direct connection with:

- i) academic programme/ course requirements or any credit-bearing experiences, such as internships, field trips, study abroad / student exchange programme;
- ii) any activity supporting pursuit of a ‘title’ (degree/diploma/certificate/credit), such as research at another Institution or a professional practice assignment;
- iii) any activity sponsored, conducted, or authorized by the University;
- iv) any activity that causes any destruction of property belonging to the University or members of the University community or causes any harm to the health or safety of members of the University community; or

- v) any activity in which a police report has been filed, a summon or indictment has been issued, or an arrest has occurred for any act or omission.
- vi) any activity or event where a student is representing or participating as student of the University which may lead to damage to goodwill or reputation of the University;
- vii) any act via electronic means, such as email or social media or print media or any other medium wherein the reputation/ goodwill of the university or its officials is adversely affected; and
- viii) Refusal to cooperate in the process duly prescribed and the implementation of corrective measure, it shall also be construed as ‘Gross Misconduct’ under the Code and shall subject the alleged delinquent/ individual to the proportionate penalty over and above the punishment s/he is liable to for the original act for which s/he shall be found guilty.

While at the University, students continue to be subject to the laws of the land and violations of those laws may also constitute violations of the Code of Conduct. In such instances, the University may proceed with disciplinary action under the Code of Conduct simultaneously with any judicial proceedings involving the same conduct and may impose sanctions for violation of the code even if such proceeding is not yet resolved.

1.5 Responsibilities of Students

Students are members of the University community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and also they are responsible to the academic community of the University.

- 1.5.1 Admission to the University carries with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrolment, all students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of the academic community. They are expected to practice high standards of academic and professional honesty and integrity and also to respect the rights, privileges, and property of other members of the academic community and the society at large. They should refrain from any conduct that would interfere with University functions or endanger the health, welfare, or safety of other persons.
- 1.5.2 As a citizen of State, a student should not discriminate on the basis of race, colour, creed, age, religion, gender, national or ethnic origin, marital status, sexual preference, physical disability, or any other legally protected status. They should at all times conduct themselves in a manner, which is not prejudicial to any law of the land. Their conduct should aim to achieve the meaning, mandate and manifestation as enshrined in the Constitution of India.

1.6 Jurisdiction

For any student who feels aggrieved with the action taken by the competent authorities of the University for any breach of the Code of Conduct and who wishes to avail legal recourse, the Judicial Jurisdiction shall be Pune.

Chapter 2

2.1 Disciplinary Misconduct (DMC)

The students are expected to maintain absolute integrity at all times, observing courtesy and consideration towards one another and acting in the best interest of the university. However, in the event of any misconduct being reported by any person against any student of the university, measures may be taken by the competent authority depending upon whether the misconduct is of major or minor nature.

Any student found to have committed or to have attempted to commit the following misconduct is subject to appropriate disciplinary action under this Code of Conduct. The instances of misconduct are not to be interpreted as all-inclusive of situations in which disciplinary action will be invoked. These instances are illustrative, and the University reserves the right to initiate disciplinary action in appropriate circumstances not set out in this article.

2.2 The illustrative list of misconduct is as follows (Not exhaustive):

DMC 1: Academic Misconducts: Academic Misconducts means misconducts which include (a) unfair means used in examinations/ evaluations and or (b) plagiarism as defined in respective Rules/ Regulations.

DMC 1 (a): Unfair means: ‘Unfair means’ denotes any unethical means and malpractices adopted by the student during examinations or in submission of any assignments or any activity leading to internal and/or external evaluation.

DMC 1 (b): Plagiarism: ‘Plagiarism’ means the practice of taking someone else’s work or idea and passing them as one’s own.

DMC 2: Disruptive Conduct: Disruptive Conduct means conduct that obstruct or disrupt teaching or freedom of movement or other lawful activities including workshops/ seminars/ conventions/ moot courts/ student gatherings/ functions etc. on University premises or in connection with any University-sponsored event or activity, protesting against decisions, rude/ unruly behaviour towards staff/ faculty, instigating students against the decisions.

DMC 3: Discrimination: Discrimination means Engaging in verbal or physical behaviour directed at an individual or group based on origin, race, creed, gender, religious beliefs, or sexual orientation that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment that impedes the access of other students, faculty and staff to the educational benefits available to them. It also includes wearing articles of clothing with derogatory,

racist, discriminatory, patently offensive, profane, sexually explicit, or graphic messages either in words or pictures, which demonstrate bias or discrimination against any individual or group within the University.

DMC 4: Falsification: Falsification means wilfully providing false, misleading, or incomplete information, whether oral or in writing or in the form of document(s); to University offices or officials; forging or altering official University records or documents or conspiring with or inducing others to forge or alter University records or documents.

DMC 5: Refusal to Identify or Impersonation: Refusal to identify or falsely identifying one's self when requested by an authorized University Official or impersonating.

DMC 6: Illegal or Unauthorized Possession or Use of Weapons: Illegal or unauthorized possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents.

DMC 7: Illegal or Unauthorized Possession, Distribution or Use of Drugs: Symbiosis strongly advocates Drug Free Campuses. It is the policy of Symbiosis that no student shall distribute, possess, or use illegal drugs, a controlled substance, on its premises. Possession of paraphernalia associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited. A student having knowledge of occurrence of this misconduct shall report the same to Director/ Administrative Officer of the concerned Institute immediately. If the student fails to report despite knowledge he/ she shall be liable for breaching this rule and shall be subjected to disciplinary action under the Code of Conduct.

DMC 8 (a): Smoking of cigarettes, tobacco: Smoking of cigarettes and tobacco is prohibited on the premises of the University and its Constituents. Any such behaviour shall amount to violation of the Code of Conduct.

DMC 8 (b): Possession, consumption or distribution of Alcohol/ Alcoholic Beverages: It is a policy of Symbiosis that no student shall possess, consume or distribute alcohol or alcoholic beverages on premises of the University and its constituents. Any such behaviour shall amount to violation of the Code of Conduct. A student having knowledge of occurrence of this misconduct shall report the same to Director/ Administrative Officer of the concerned Institute immediately. If student fails to report despite knowledge he/ she shall be liable for breaching this rule and shall be subjected to disciplinary action under the Code of Conduct.

DMC 9: Unauthorized Access and Use of property & facilities: Unauthorized access means accessing without authorization University property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys, access cards, or access codes.

DMC 10: Act of Violence, Threatening, Harassing, or Assaultive Conduct: Act of Violence, Threatening, abusing, harassing, or assaultive conduct means engaging in conduct that has caused injury to other person/ students of the campus, endangers or threatens to endanger the health, safety, or welfare of another person, including, but not limited to, threatening, harassing, fighting or assaultive behaviour, disturbing academic and administrative environment on the campus.

DMC 11: Theft, Property Damage, and Vandalism: Theft, property damage, and vandalism include theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property belonging to University/ residents/ students/ or any other person on the campus.

DMC 12: Recording of Images without Knowledge/ altering of photograph of a student(s)/ person(s): Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, or altering/ enhancing/ distorting/ photograph of a student/ person, which photograph may/ may not have been taken with consent, when such a recording/ altering/ enhancing/ distorting is likely to cause injury, distress, or damage to reputation of such student/ person. This includes, but is not limited to, taking video or photographic images in shower/ locker rooms, residence hall rooms, and restrooms. The storing, sharing, and/ or distributing of such unauthorized records by any means is also prohibited.

DMC 13: Causing Disrepute to other students/ faculty: Engaging or inciting other students to engage by any means whatsoever and performing or attempting to perform an act, which bring disrepute to other students/ faculty of the University. A student shall also not engage in filing a complaint on behalf of another student without the consent of such student.

DMC 14: Ragging: Any act which amounts to ragging in any form as defined under UGC Regulations, 2009 on 'Curbing the Menace of Ragging in Higher Educational Institutions' and subsequent amendment's thereto from time to time.

DMC 15: Sexual Harassment: Any conduct or act which amounts to sexual harassment in any form as defined under University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015 and The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and subsequent amendment's from time to time.

DMC 16: Unauthorised Agreements/ Contracts: Students are prohibited from entering into verbal or written agreements or contracts with third parties that purport to bind, obligate, or create liability of any kind for the University. The University will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorized actions.

DMC 17: Abuse of Electronic Communication: Using University or personal telecommunications, data communication networks for illegal or improper purposes or in violation of University regulations and policies, or related laws. Using social media platforms to malign the image, bring disrepute to the University, its officials, staff and other students, or make them subject of ridicule by the members of the community or society.

DMC 18: Media Contact: Students are expressly prohibited from speaking on behalf of, or for, University with any media organization or publication, or from inviting the same to any University-owned or operated property, facility, or event without the express prior written permission of the University.

DMC 19: Organization and Event Registration: A Student or group of Students shall not form any organization, society or organize any event or collect any fund or subscription without the specific written permission of the University.

DMC 20: Presenting False Testimony: Knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process.

DMC 21: Denial/ Failure to comply with University or any other authority: Denial/ Failure to comply with legitimate directives of authorized University officials, law enforcement agency in the performance of their duties or violation of the terms of a disciplinary code.

DMC 22: Non-Payment of Fees: Failure to pay the prescribed fees within the stipulated time shall amount to violation of Code of Conduct.

DMC 23: Misuse of Learning Resources: Misuse of Learning Resources including theft, tearing pages, damage to e-resources, not returning books in time, any purposeful activity with respect to learning resources which is harmful to other students, staff and faculty shall amount to violation of Code of Conduct.

DMC 24: Causing Harm/ Disrepute While Involved in External Activities (Sports/ Internship/ Excursions/ Study Tours/ Cultural Events): Any behaviour causing damage/ harm/ disrepute to the University and its employees and students and the property and persons of the place of general external activity shall amount to violation of Code of Conduct.

DMC 25: Violation of Hostel Rules: Any misbehaviour in the Hostel shall amount to violation of Code of Conduct.

DMC 26: Violation of Examination Rules: Any conduct adversely affecting sanctity of the examination in any form as mentioned in the examination rule book as notified from time to time shall amount to violation of Code of Conduct.

DMC 27: Violation of University Rules: Violation of other published University policies, or rules, or violations of law, or UGC Regulations in behalf of Prevention of Sexual Harassment, Ant-ragging etc. These University policies or rules include, but are not limited to, those rules, which regulate dress code, which regulate submission of assignments, which regulate examinations, which prohibit the misuse of library, misuse of computing resources, miscues of laboratory, which regulate acts which amount to sexual harassment, rules for student and hostel rules and regulations.

It may be noted that, this list though elaborate is not exhaustive. Any type of misconduct not covered herein, may still be construed as misconduct and may be inquired and decided with under the Code and any other penalty or punishment as deemed fit may be imposed by the competent authority on case to case basis. Further, punishment and penalty may be in combination and concurrent on case to case basis. A separate Appendix I, which is not exhaustive, has been appended regarding the Competent Disciplinary Officer/Authority to inquire and decide with misconducts and punishments that may be awarded.

Chapter 3

Classification of Misconducts and Punishments

3.1 Misconducts:

- i) Major misconduct is a misconduct which is serious enough that it calls into question the student's registration, admission or association with the University.
- ii) Minor Misconduct is a misconduct which is not serious in nature but not acceptable from the view point of maintenance of discipline in the University and its Constituents.
- iii) Instances of major misconduct may also include, but are not limited to, repeated or persistent minor misconducts, multiple concurrent minor misconduct or refusal to comply with an interim measure or penalty imposed under this Code.
- iv) The penalty imposed for an alleged misconduct shall be also decided keeping in view whether the alleged delinquent/ individual is guilty of an illustrative misconduct or is a repetitive alleged delinquent/ individual. For this purpose, the behavioral history of the student shall be taken into consideration.
- v) Where the alleged misconduct could also constitute an offence under the criminal law, special provisions will apply and the University's own misconduct investigations or proceedings may be delayed until such time as the police and/or courts have completed their investigation and proceeding.

3.2 Classification of Misconducts (Not Exhaustive)

The Guidelines on classification of misconducts mentioned below are only indicative and the Committee shall take appropriate decision on the class of misconduct that is major or minor.

Category	Major	Minor
<p>Physical</p> <p>DMC 3: Discrimination</p> <p>DMC 6: Illegal or Unauthorized Possession or Use of Weapons</p> <p>DMC 10: Act of Violence, Threatening, Harassing, or Assaultive Conduct</p> <p>DMC 11: Theft, Property Damage, and Vandalism</p> <p>DMC 14: Ragging</p>	<ul style="list-style-type: none"> • Abusive/ racist /discriminatory comments • Intimidating • Threatening • Harassing • Stalking • Fighting • Harming using weapons • Any other form of battery • Damage to Property of University/ Institute or others • Ragging* • Sexual Harassment* 	<ul style="list-style-type: none"> • Foul mouthing • Verbal abuse • Hostile demeanour • Shoving • Affray • Punching • Slapping • Biting • Kicking

Category	Major	Minor
DMC 15: Sexual Harassment		
Academic DMC 1: Academic Misconducts DMC 4: Falsification DMC 5: Refusal to Identify or Impersonation DMC 20: Presenting False Testimony DMC 21: Denial/ Failure to comply with University or any other authority DMC 22: Non-Payment of Fees DMC 23: Misuse of Learning Resources DMC 26: Violation of Examination Rules	<ul style="list-style-type: none"> • Fraud • Forging or altering records/ documents • Cheating • Unfair means under Exam rules • Plagiarism • Refusal to attend classes • Impersonation • Damaging e-resources • Tearing of Books • Presenting False Testimony • Denial/ Failure to comply with University or any other authority • Violation of Examination Rules 	<ul style="list-style-type: none"> • Continuous absence without permission • Not returning of Books • Non-Payment of Fees
Behavioural DMC 2: Disruptive Conduct DMC 3: Discrimination DMC 7: Illegal or Unauthorized Possession, Distribution or Use of Drugs DMC 8 (a): Smoking of cigarettes, tobacco DMC 8(b): Possession, consumption or distribution of Alcohol/ Alcoholic Beverages DMC 10: Act of Violence, Threatening, Harassing, or Assaultive Conduct DMC 13: Causing Disrepute to other students DMC 14: Ragging DMC 15: Sexual Harassment	<ul style="list-style-type: none"> • Abusive/ racist/ discriminatory comments • Intimidating • Threatening • Harassing • Stalking • Violating Bye-laws/ Rules/ Regulations/ Code of Conduct of the University • Causing Disrepute to other Student • Ragging* • Sexual Harassment* <hr/> <ul style="list-style-type: none"> • Consumption/ Possession/ Distribution of Drugs, Banned Substances 	<ul style="list-style-type: none"> • Foul mouthing • Verbal abuse • Hostile demeanour • Consumption/ Possession/ Distribution of Tobacco/ cigarettes • Consumption/ Possession/ Distribution of Alcohol/Alcohol Beverages • Causing Disrepute to other students • filing a complaint on behalf of another student without the consent of such student

Category	Major	Minor
<p>DMC 25: Violation of Hostel Rules</p> <p>DMC 27: Violation of University Rules</p>		
<p>Property of the Campus/ University</p> <p>DMC 9: Unauthorized Access and Use of property & facilities</p> <p>DMC 11: Theft, Property Damage, and Vandalism</p>	<ul style="list-style-type: none"> • Destruction • Theft • Vandalism • Unauthorized Access and Use of property & facilities 	<p>Misuse of University resources</p> <p>Damaging books in library</p>
<p>Reputation of University</p> <p>DMC 12: Recording of Images without Knowledge/ altering of photograph of a student(s)/ person(s)</p> <p>DMC 16: Unauthorised Agreements/ Contracts</p> <p>DMC 17: Abuse of Electronic Communication</p> <p>DMC 18: Media Contact</p> <p>DMC 19: Organization and Event Registration</p> <p>DMC 24: Causing Harm/ Disrepute While Involved in External Activities (Sports/ Internship/ Excursions/ Study Tours/ Cultural Events)</p>	<ul style="list-style-type: none"> • Defamation of University/ university through any form of media • Abuse of Electronic Communication including Spreading false and unverified information causing harm to fellow students, their reputation and future prospects, through personal email or social media • Causing Harm or disrepute by misbehaviour with dignitaries or authorities during events • Causing Harm/ Disrepute While Involved in External Activities (Sports/ Internship/ Excursions/ Study Tours/ Cultural Events) • Recording of Images without Knowledge/ altering of photograph of a student(s)/ person(s) • Causing Disrepute to other students or any of the SIU Employee • Unauthorised Agreements/ Contracts • Unauthorised Organization and Event Registration 	

*These Misconducts are in more than one category

3.3 Punishments/ Penalties:

The punishments for the misconducts in University Code of Conduct are provided below:

- i) **Warning:** A written letter of reprimand resulting from a student's misconduct.
- ii) **Suspension:** Suspension is an action that suspends the student's enrolment at the University for a specified period of time. Suspension depending upon the nature of misconduct can be imposed either in respect of residential, academic privileges including appearing in examinations or both.
- iii) **Monetary Fine:** Monetary Fine is a sanction resulting from misconduct in which a student is required to deposit amount as penalty or any amount deposited by him is forfeited or adjusted. It also includes restitution, which means making compensation for loss, injury, or damage caused to other students or Institution/ University.
- iv) **Confiscation:** Confiscation means confiscation of goods used or possessed by a student involved in a conduct, in violation of University rules.
- v) **Restriction of Privileges:** Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to a student facilities, placement programmes, University events for a defined period of time.
- vi) **Not allowing to take semester exams in full or in parts:** Not allowing to take semester exams in full or in parts means not allowing the student to appear for the semester examination for all courses prescribed for that particular semester or for some courses prescribed for that particular semester.
- vii) **Withholding of Examination Results:** Withholding examination results means not declaring results of examinations (semester/ practical or otherwise) in totality, for a specified period of time, in respect of which examination a student has appeared.
- viii) **Withholding of Academic Awards:** Withholding of Academic Awards (certificate, diploma or degree) means the withholding of certificate, diploma or degree otherwise earned, for a defined period of time or until the completion of awarded sanctions. It is clarified that withholding in this case would mean that results of examinations may have been announced but because of awarded sanctions, academic award cannot be conferred. In such case even statement of marks/ grade sheet, passing certificate, transference certificate, migration, etc. will not be given.
- ix) **Withdrawal of Academic Awards:** Withdrawal of Academic Awards (statement of grade/ marks/ passing, certificate, diploma or degree) means cancellation of the academic award already conferred on a person on the ground of submission of false information leading to admission, submission of forged documents for eligibility purpose or submission of any other mandatory documents, as may be prescribed/ required.

- x) **Cancellation of Admission/ Termination of Studentship:** Cancellation of Admission/ Termination of Studentship means separation of a student from the University with the opportunity to re-enrol by following the selection process in the future after a gap of minimum one academic year with necessary undertakings as may be prescribed.
- xi) **Rustication:** Rustication is an action which permanently separates a student from the University without opportunity to re-enrol in the future.
- xii) **Other sanctions:** Other appropriate sanctions may be imposed by the Competent Authority of the University singularly or in combination with any of the above-listed sanctions.
- xiii) **Expulsion:** Expulsion is an action forcing student to separate from the University/ constituent with the opportunity to re-enrol by following the selection process in the future after a gap of minimum one academic year with necessary undertakings as may be prescribed.

The Guidelines on types of punishments mentioned below are only indicative. The Disciplinary Officer/ Committee/ Cell shall take appropriate decision based on the Quantum of Punishment(s) prescribed in Appendix I:

Type of Misconduct	Punishments
Major	<ul style="list-style-type: none"> • Suspension • Termination of Studentship / Expulsion • Rustication • Cancellation of Admission • Withdrawal of Academic Awards
Minor	<ul style="list-style-type: none"> • Warning/ Reprimand • Notifying parents • Monetary Fine as specified • Not allowing to take semester exams in full or in parts • Withholding of Examination Results • Not allowed to participate in University activities for one year-moots, fests or any other University activity • Reformative action in the form of Community Service

NOTE- It may be noted that, this list though elaborate is not exhaustive. Any type of conduct not covered herein, may still be construed as misconduct and may be inquired and decided with under the Code and any other penalty or punishment as deemed fit may be imposed by the competent authority on case to case basis. Further, punishment and penalty may be in combination and concurrent on case to case basis.

Chapter 4

4. 1 Disciplinary Officer(s)/ Committee(s)/ Cell(s) and their Jurisdiction:

The University has entrusted the responsibility to Disciplinary Officer(s)/ Committee(s)/ Cell(s) who shall take cognizance of misconduct by any student and further inquire into such incidences of misconducts.

- i) Director/ Head of the Constituent/ Campus Administrator shall be the first Authority(ies) to take cognizance of any misconduct by student reported to them as per their jurisdiction. He/ She will conduct a preliminary inquiry and decide on the disciplinary action required to be initiated and summary of disposal of such cases by awarding appropriate quantum of punishment as provided in the Appendix I for enlisted disciplinary misconducts therein.

Punishments for all other disciplinary misconducts will be awarded by the Disciplinary Officer/ Cell/ Committee on case to case basis taking cognizance of the gravity of misconduct.

- ii) Following Disciplinary Officer(s)/ Committee(s)/ Cell(s) shall be established for attending any matter related to the violation of the provision(s) of the Code of Conduct by the student(s):

Sr. No.	Disciplinary Officer/ Committee/ Cell	Jurisdiction
1.	Director/ Head/ Campus Administrator	To inquire and decide with the matters related to violation of the Code of Conduct by the students, decide on summary disposal or refer to the Campus Disciplinary Committee. The jurisdiction for Campus Administrator - in case of violation of Code of Conduct by a student/ person in hostel, campus.
2.	Campus Disciplinary Committee	To inquire and decide on matters related to violation of the Code of Conduct by the students referred by the Director/ Head/ Campus Administrator. Which cannot be disposed by the Director/ Head/ Campus Administrator and to conduct inquiry in the matters of drug abuse/ substance abuse, and all such disciplinary misconducts which are detailed in column 1 of the Appendix I. This Campus Disciplinary Committee shall also act as an Appellate Authority for all the matters decided by Director/ Campus Administrator.
3.	Central Disciplinary Committee	To inquire and decide with the matters of drug abuse/ substance abuse, after preliminary inquiry by Campus

Sr. No.	Disciplinary Officer/ Committee/ Cell	Jurisdiction
		<p>Disciplinary Committee or any other case as may be directed by the University.</p> <p>This Committee shall also act as Appellate Authority for all the matters decided by Campus Disciplinary Committee, save as provided above.</p>
4.	Internal Committee	To inquire and decide with the matters related to Prevention, Prohibition and Redressal of Sexual Harassment of Employees and Students in the Constituent Institutes/ Departments/ Sections/ Offices/ Work Places. The Rules have been elucidated under IC Rules, 2019.
5.	Anti-Ragging Committee/ Squad/ Monitoring Cell	To inquire and decide with matters related to Ragging. The Rules have been elucidated under Anti Ragging Rules, 2019.
6.	Grievance Redressal Cell/ Committee	To redress the grievances of the students as prescribed in the University Grants Commission (Grievance Redressal) Regulations, 2019 and its amendments from time to time.
7.	Equal Opportunity Cell/ Anti-Discrimination Cell	To safeguard the interest of students without any prejudice to their caste, creed, religion, language, ethnicity, gender and disability; eliminate discrimination or harassment in all forms; promote equality in accordance University Grants Commission (Promotion of Equity in Higher Educational Institutions) Regulations, 2012 and its amendments from time to time.
8.	Special Committee	The University may in due consideration of the exigency of the circumstances may constitute a Special Committee to inquire and decide/ recommend into any matter relating to any discipline.

4.2 The procedure to report the misconducts/ indiscipline by students shall be as under:

- i) A student aggrieved or even otherwise by an act of misconduct/ indiscipline by other student(s) on the campus shall submit his/ her complaint in writing within a period of seven (7) days to the concerned Director/ Head of the Constituent / Campus Administrator/ Senior Campus Administrator;

OR

Whenever any act of misconduct/ indiscipline by student(s) on the campus is noticed/ identified by any other person, the same shall be reported by such person to the concerned Director/ Head of the Constituent / Campus Administrator/ Senior Campus Administrator;

- ii) Provided that where such complaint cannot be made in writing, by the aggrieved student the Director/ Head of the Constituent / Campus Administrator/ Senior Campus Administrator shall render all reasonable assistance to the student(s) for making the complaint in writing;

4.3 The Rules/ Procedures for attending any matter related to the violation of the Code of Conduct by the student(s):

4.3.1 Summary Disposal by Disciplinary Officer (Director/ Head/ Campus Administrator)

- i) On receipt of the complaint in writing, The Director of the Constituent/ Campus Administrator of the respective campus shall be the first Authority to inquire and decide on action to be taken on any misconduct(s) by student, reported to them, as per their jurisdiction in just and fair manner.
- ii) Accordingly, the Disciplinary Officer/ (Director(s) of the Constituent/ Campus Administrator) shall investigate the matter brought before them and decide whether it is appropriate to dispose off the cases summarily as per the jurisdiction and award any of the punishment(s) prescribed thereto in the Appendix I.

If the disciplinary matters of students have not been disposed off summarily by the Disciplinary Officer/ (Director(s) of the Constituent/ Campus Administrator), then such matters will be referred to the Campus Disciplinary Committee.

- iii) The cases disposed off summarily will be reported to the Head-Student Affairs on monthly basis.

4.3.2 Campus Disciplinary Committee:

There shall be a Campus Disciplinary Committee for each **campus/ location** to inquire and decide with all (major and minor) issue(s) related to the disciplinary matters of students which are referred to it and/ or have not been disposed off summarily by the Disciplinary Officer/ (Director(s) of the Constituent/ Campus Administrator).

- i) Which cannot be disposed by the Director/ Campus Administrator and to conduct preliminary inquiry in the matters of drug abuse/ substance abuse, and all such disciplinary misconducts which are detailed in column 1 of the Appendix I.

The Campus Disciplinary Committee shall also act as an Appellate Authority for all the matters decided by the Director/ Campus Administrator.

- ii) The committee shall comply with the principles of natural justice while attending matters related to discipline in just and fair manner and shall inquire into the disciplinary matters of students classified under major and minor misconducts and also in Appendix I. The committee shall take decision on the misconducts in consultation with Head-Student Affairs or any other person so designated in that behalf and award punishments as provided for in the Appendix I.

Proceedings of Campus Disciplinary Committee related to substance abuse/ drug cases after preliminary inquiry shall invariably be referred to the Central Disciplinary Committee.

- i) The composition of the ‘Campus Disciplinary Committee’ shall be as under:
- a) The Director on campus by rotation - Chairperson
 - b) One (Professors/ Associate Professors/ Assistant Professors) of the Constituent Institute/ Department from where the student is involved in the disciplinary matter - Member
 - c) One person not below the rank of Office Superintendent from the either of the Constituent Institutes/ Department on the campus - Member
 - d) One student, preferably a female student from the Post graduate Programme - Member
 - e) Campus Administrator/ Senior Campus Administrator of the respective Campus/ Location - Member Secretary

The members of the committee shall be nominated by the Vice Chancellor.

- ii) The term of the office of the member shall be for a period of two (2) academic years, and that of the student member shall be for a period of one academic year.

Any vacancy created due to retirement/ resignation/ transfer / loss of studentship due to some reason / or any other reason of a member of the committee, shall be filled within fifteen (15) days by the respective authority/ officer. The member so nominated shall hold the office for remaining period of the tenure of the committee.

- iii) **The procedure to inquire and decide with the misconducts/ indiscipline by students shall be as under:**

- a) A student aggrieved or even otherwise by an act of misconduct/ indiscipline by other student(s) on the campus shall submit his/ her complaint in writing within a period of seven (7) days to the concerned Director/ Head of the Constituent / Campus Administrator/ Senior Campus Administrator;

Provided that where such complaint cannot be made in writing, by the aggrieved student or even otherwise, the Campus Administrator/ Director shall render all reasonable assistance to the student(s) for making the complaint in writing;

Provided further that the Committee, for the reasons to be accorded in the writing as per the format enclosed as Appendix II, extend the time limit not exceeding fifteen (15) days, if it is satisfied that the circumstances prevented the person from filing the complaint.

OR

Whenever any act of misconduct/ indiscipline by student(s) on the campus is noticed/ identified by any other person, the same shall be reported by such person to the concerned Director/ Head of the Constituent / Campus Administrator/ Senior Campus Administrator;

- b) On receipt of the complaint in writing, the Member Secretary, in consultation with the Chairperson of the Campus Disciplinary Committee shall convene a meeting of the Campus Disciplinary Committee within period of ten (10) days, provided that for the purpose of the administrative convenience the communication may also be circulated by a way of e-mail.
- c) In case the matter cannot be disposed off summarily and warrants decision of the Campus Disciplinary Committee, it shall be proceeded as such.
- i) The Member Secretary shall ensure that the notice is served to the complainant(s)/ Respondent(s) along with the copy of specific charges/ complaints;
- ii) The committee shall allow inspection of all the documents to the complainant(s) and the respondents for their knowledge;
- iii) The identity of the complainants, respondents and witnesses shall be protected in accordance with rules/ regulations/ acts etc.;
- iv) The respondents shall have no right to cross examine complainant and witnesses;
- v) The quorum for the meeting shall be three (3). As far as possible the meetings of the Campus Disciplinary Committee shall be held during the non-vacation period/ days.
- vi) The Chairperson shall ascertain the quorum after 15 minutes of the scheduled time of the meeting. The meeting shall be adjourned for further 15 minutes for want of quorum. If the requirement of quorum is not fulfilled even after half an hour of the scheduled time of the meeting, the Chairperson shall conduct the meeting without the required quorum and the business before the meeting shall be transacted;
- vii) A student involved in the act of misconduct/ indiscipline shall be called before the Campus Disciplinary Committee by the Member Secretary and he/ she shall be given full opportunity of being heard. He/ She shall be asked to submit statement in writing under his/ her signature to the committee;
- viii) The committee shall take into consideration all the aspects and shall decide the procedure for investigation in a suitable manner including inviting the witness/es, if needed;
- ix) The student(s) who are involved in an act of major/ severe/ gross misconduct/ indiscipline, their parent(s) shall also be informed and called before the committee. Such Parent(s) shall

be given full opportunity of being heard and asked to put their statement(s) in writing under their signatures to the committee;

- x) The Committee shall take into consideration the documents/ material/ depositions/ facts investigated, written statements given by the student(s) and or Parent(s) and or witness/es etc. and shall submit its findings and recommendation(s). The committee shall ascertain that the quantum of punishment(s) is in proportion with the nature of violation of Code of Conduct/ hostel rules/ University rules and regulations. The template of violation of Code of Conduct and quantum of punishment(s) is provided in section B and C;
- xi) The Member Secretary shall forward the proceedings of the meeting, approved by the Chairperson, within three (3) working days, to the Head-Student Affairs for the concurrence;
- xii) The Head-Student Affairs shall communicate consent/ objection to the member secretary, the objection(s) if, raised shall be resolved by the committee and such report shall be communicated to the Head-Student Affairs. Once agreed, the Head- Student Affairs shall communicate the consent for the action to be taken.
- xiii) The Member Secretary shall forward the proceedings of the meeting, approved by the Chairperson, within two (2) working days, to the Director/ Head of the Constituent Institute/ Department, to which the student(s) involved in the matter belong(s), for implementation;
- xiv) The Director/ Head of the concerned Constituent Institute/ Department shall communicate the action(s) taken to the Controller of Examinations, Finance Officer, Assistant Registrar (dealing with Eligibility) and Head-Student Affairs.
- xv) The inquiry shall be completed as expeditiously as possible not later than fifteen (15) working days from the receipt of the complaint and concluding the entire process as expeditiously as possible but not later than thirty (30) working days.
- xvi) The Campus Disciplinary Committee shall conduct inquiry into following misconducts and submit its findings and recommendations to the Central Disciplinary Committee:

Use, possession and distribution of banned substances

4.3.3 The procedure to inquire and decide with student(s) involved in violation of Code of Conduct in substance abuse case(s):

- i) whenever a complaint is received or it is noticed that a student or a group of students is involved in ‘the substance abuse’, the matter(s) shall be reported immediately to the Chairperson/ Member Secretary of the Campus Disciplinary Committee;
- ii) The Member Secretary of the Campus Disciplinary Committee shall collect all the information and evidences regarding the ‘substance abuse’ case(s). Once the evidences collected, an inventory of all items shall be made in presence of the concerned students. Inventory shall be signed by the Member Secretary, Hostel Warden, concerned student and other witnesses. He/ She shall inform the Head-Student Affairs about the case(s). He/ She

shall call a meeting of the Campus Disciplinary Committee to inquire and decide with such case(s);

- iii) Similar Procedure of issuing notices and meeting to inquire and decide with the misconducts/ indiscipline by students as mentioned in 4.3.2 (iv) shall be followed;

Notwithstanding anything contained in this Code of Conduct instance of misconduct cases of drugs substance abuse shall when noticed, be reported within reasonable time to the local police station along with the names of students found in possession and other required details.

- iv) The student(s) involved in substance abuse case(s) and their parents shall be called before the Campus Disciplinary Committee. They shall be given full opportunity of being heard. They shall be asked to submit their written statement(s) under their signatures to the Committee;
- v) The committee shall comply with the principles of natural justice while attending matters in just and fair manner;
- vi) The Committee shall take into consideration all the fact(s), evidences, written statements of student(s) and or parent(s) and or witness/es and shall forward its finding(s) with quantum of punishment(s) recommended, to the Central Disciplinary Committee through the Head-Student Affairs (Member Secretary of Central Disciplinary Committee), within three (3) days from the conclusion of the proceedings. The Head-Student Affairs shall place the report of Campus Disciplinary Committee before the Central Disciplinary Committee;
- vii) The committee shall allow inspection of all the documents to the complainant(s) and the respondents for their knowledge;
- viii) The identity of the complainants, respondents and witnesses shall be protected in accordance with rules/ regulations/ acts etc.;
- ix) The respondents shall have no right to cross examine complainant and witnesses;
- x) The Member Secretary of the Campus Disciplinary Committee shall keep the minutes of the meeting signed by the Chairperson. The entire process before the Campus Disciplinary Committee shall be completed as expeditiously as possible, and preferably within fifteen (15) days from the date of receipt of the complaint
- xi) The Member Secretary shall make monthly report of the working of Campus Disciplinary Committee and forward to the Head-Student Affairs and Director/ Head of Constituents/ Departments of the University in the prescribed format.
- xii) The Member Secretary shall forward report of the Campus Disciplinary Committee to the Head-Student Affairs within a period of three (3) days after conclusion of the proceedings.

4.3.4 Central Disciplinary Committee (CDC) to inquire and decide with the matters related to violation of the Code of Conduct, by the students

There shall be a 'Central Disciplinary Committee' at the University level.

- i) The composition of the 'Central Disciplinary Committee' shall be as under:
- | | | |
|----|--|--------------------|
| a) | Dean-Academics and Administration, SIU | - Chairperson |
| b) | Registrar, SIU | - Member |
| c) | Chief-Administration, Symbiosis | - Member |
| d) | Director(s) of Constituent to which Student(s) belongs | - Member |
| e) | One (Professor/ Associate Professor) who shall be a woman nominated by the Vice Chancellor | - Member |
| f) | Head-Student Affairs | - Member Secretary |

- ii) The term of office of the Central Disciplinary Committee shall be for a period of two (2) academic years;

Any vacancy created due to retirement/ resignation/ transfer or due to any reason whatsoever, shall be filled within fifteen (15) days by the competent authority/ officer. The member so nominated shall hold the office for remaining term of the committee;

Provided that in case the vacancy is caused during in an ongoing or pending inquiry, in such case Vice Chancellor shall appoint a suitable person against the vacant post, such appointed person shall continue to be member till completion of the pending inquiry.

It shall be the responsibility of the Head-Student Affairs to constitute/ reconstitute the committee under the instructions of the Competent Authority, before the expiry of the tenure of the existing committee;

iii) **Functions of the Committee:**

- a) The Central Disciplinary Committee shall guide the Campus Disciplinary Committees in the matters of the acts of misconduct and the violation of the Code of Conduct of the University, by the students.
- b) The committee shall inquire and decide in cases of the following misconducts:
- Substance abuse
 - Possession and use of banned substances on campus
 - Any other disciplinary cases referred by the Campus Disciplinary Committee
- c) It shall act as the appellate authority in cases of the students preferring appeals against the decision of the Campus Disciplinary Committee.

- iv) **Central Disciplinary Committee shall follow the following procedure for conducting inquiry:**
- a) The Member Secretary shall convene a meeting of the Central Disciplinary Committee in consultation with the Chairperson within seven (7) days, from the receipt of report of the Campus Disciplinary Committee. The similar procedure to inquire and decide with the misconducts/ indiscipline by students as prescribed above shall be followed;
 - b) The Member Secretary shall communicate the charges against the student(s), findings and recommendations of the Campus Disciplinary Committee to the student(s) involved in the misconduct.
 - c) The Central Disciplinary Committee shall consider and scrutinise the recommended cases. The concerned student(s) and their parents shall be informed to remain present before the committee on scheduled dates. They shall be given full opportunity of being heard, and they shall be asked to file their written statements. The committee shall examine the witness/es also, if any and shall be asked to file their written statements. All the documents forming part of the proceedings shall be made available to the concerned student within the university premises for the purpose of inspection. All such material will also be made readily available to the students for his/ her reference during the proceedings. The Central Disciplinary Committee in exceptional cases, may allow either party to lead fresh evidences.
 - d) The committee shall consider findings and recommendations of the Campus Disciplinary Committee, written statements of the student(s) placed before Campus Disciplinary Committee/ Central Disciplinary Committee, other evidences submitted, interactions with the witness(es), and the committee shall pass an appropriate speaking order in accordance with the Rules prescribed herein. In-case the Central Disciplinary Committee decides to enhance/ reduce the punishment(s), it shall provide adequate reasons and justifications for such enhancement/ reduction.
 - e) The Member Secretary shall keep the minutes of the meeting signed by the Chairperson and circulate the minutes to all the members;
 - f) He/ She shall forward the proceedings of the meeting to the Registrar, SIU, within three (3) days from the conclusion of the proceedings;
 - g) Thereafter, Member Secretary shall communicate the decision of the Central Disciplinary Committee, with findings, to the Director/ Head of the concerned Constituent to which the student(s) involved belongs and a copy to the Controller of Examinations and/ or Finance Officer and/ or Assistant Registrar (dealing with Eligibility);
 - h) The Director/ Head of the concerned Constituent on behalf of the Central Disciplinary Committee, shall communicate the decision, under his/ her signature, to the concerned student(s) and his/ her parents with a copy to Head-Student Affairs and the Registrar. The Director/ Head of the Constituent shall be the authority to implement the decision of the Central Disciplinary Committee. The Director of the Constituent shall also inform the concerned student about the provisions for appeal under the University Rules.

- i) Furthermore, the Director/ Head of the concerned Constituent shall communicate the action taken in that behalf to Head-Student Affairs and the Registrar;
- j) The entire process upto communicating the decision to the concerned student shall be completed as expeditiously as possible and preferably within a period of twenty-one (21) days from the date of receipt of the report of the Campus Disciplinary Committee.
- k) Whenever it is found that an international student is involved in gross misconduct/ indiscipline including 'substance abuse' the case(s) shall be dealt separately by the Central Disciplinary Committee, wherein the nominee of the Executive Director, Symbiosis Centre for International Education (SCIE) shall be the invitee on the committee. However, the procedure to deal with the misconduct shall remain the same as prescribed under the rules.

Chapter 5

Appeals

Any person(s) aggrieved by the decision of the Director/ Head/ Campus Administrator may prefer an appeal before the Campus Disciplinary Committee within a period of fifteen (15) days. Any person aggrieved by the decision of Campus Disciplinary Committee may prefer an appeal before the Central Disciplinary Committee within a period of fifteen (15) days and any person aggrieved by the decision of the Central Disciplinary Committee may necessarily within a period of fifteen (15) days, prefer an appeal before the Special Appellate Authority appointed by the University for this purpose.

5. 1 Procedure for Appeals:

The student aggrieved by the decision of the Director of the Constituent /Campus Administrator/ may prefer an appeal before the Campus Disciplinary Committee within a period of fifteen (15) days.

The students aggrieved by the decision of the Campus Disciplinary Committee may prefer an appeal in the prescribed format before the Central Disciplinary Committee; and students aggrieved by the decision of the Central Disciplinary Committee may prefer an appeal in the prescribed format before the Special Appellate Authority appointed by the University for this purpose;

- i) The Head-Student Affairs shall prepare a brief note on the Appeal(s) made by the student(s) feeling aggrieved by the decision of the Campus Disciplinary Committee and shall place it before the Central Disciplinary Committee with all relevant documents, findings and recommendation(s) of the Campus Disciplinary Committee.
- ii) The Head-Student Affairs shall prepare a brief note on the Appeal(s) made by the student(s) feeling aggrieved by the decision of the Central Disciplinary Committee and shall place it before the Special Appellate Authority appointed by the University for this purpose, through

Registrar with all relevant documents, resolution(s) of the Campus Disciplinary Committee/ Central Disciplinary Committee.

- iii) The Special Appellate Authority/ Central Disciplinary Committee/ Campus Disciplinary Committee shall decide the appeal on merits;
- iv) The following procedure shall be followed to inquire and decide with the appeals before the Central Disciplinary Committee:
 - a) The Head-Student Affairs shall send a notice of hearing to the appealing student(s) and/ or parents (wherever applicable) and/ or the Director of the concerned institute within seven (7) days from receipt of the appeal in the prescribed format. The appealing student(s)/ Parent(s) shall be given just and fair opportunity of hearing. They may, if they so desire, file their written statements. Under exceptional circumstances, either party may produce additional document(s) or lead additional evidence(s). The Central Disciplinary Committee, in appropriate cases may permit the appearance of party through electronic means. Either party does not have right to legal representation during the appeal. The University shall arrange for inspection of documents, material, statements etc., if so desired, on the university campus. The Committee shall follow the principles of natural justice while inquiring and deciding with the appeal.
 - b) After hearing all the concerned parties and considering all the available materials on record, the Central Disciplinary Committee shall take just and fair decision. The Head-Student Affairs shall communicate the decision of the Central Disciplinary Committee to the appealing students/ concerned parties.
 - c) Either party may prefer second appeal against the decision of Central Disciplinary Committee before the Special Appellate Authority;
 - v) The following procedure shall be followed to deal with the appeals before the Special Appellate Authority:
 - a) The Head – Student Affairs shall send a notice of hearing to the appealing student(s) and/ or parents (wherever applicable) and/ or the Director of the concerned institute within seven (7) days from receipt of the appeal in the prescribed format. The appealing student(s)/ Parent(s) shall be given just and fair opportunity of hearing. They may, if they so desire file their written statements. Under exceptional circumstances, either party may produce additional document(s) or lead additional evidence(s). The Special Appellate Authority, in appropriate cases may permit the appearance of party through electronic means. Either party does not have right to legal representation during the appeal. The University shall arrange for inspection of documents, material, statements etc., if so desired, on the university campus. The Special Appellate Authority shall follow the principles of natural justice while dealing with the appeal. The Special Appellate Authority may in appropriate cases seek assistance of an expert to arrive a just and fair decision.
 - b) After hearing all the concerned parties and considering all the available materials on record, the Special Appellate Authority shall take just and fair decision.

- c) The decision of the Special Appellate Authority shall be final and binding on both the parties.
- d) The Head-Student Affairs shall communicate decision of the appeal(s) to the appealing student(s)/ parent(s) and to the Director of the Constituent to which the concern student belongs with a copy to the Registrar, SIU.
- vi) The Head-Student Affairs shall make a monthly report of its working and submit it to the Vice Chancellor through the Registrar.

Similar procedure shall be followed for the appeals before the Campus Disciplinary Committee