

# Disciplinary Manual



**AJEENKYA**  
D Y PATIL UNIVERSITY

THE INNOVATION  
UNIVERSITY

# MANUAL OF STUDENT DISCIPLINE



**AJEENKYA**  
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# Contents

Preamble

Section I: Ethics for Students

Section II: Advisory Note

Section III: List of possible deterrents that may be recommended

Section IV: Typical offences to be considered

## Preamble

An academic campus, with several thousand young students drawn from varying backgrounds, is like a country in micro scale. Students have varying perceptions of their rights and responsibilities, Dos and Don'ts. Acts of indiscipline are bound to be committed, albeit only by a handful of students. The victim of such acts is sometimes the institute, and more frequently another student or group of students.

This manual presents a systematic procedure for making the process of discipline administration more predictable and simpler to operate. An attempt has been made to make the provisions fair to all concerned. It is important that justice is not only fair but also appears to be so. The proposed system is administered through collective decision making, the deciding authority consisting of faculty and students. Needless to say the ultimate responsibility of deciding between the right and wrong rests with the Senate and, as provided for in the Act, with the Director. The most desirable use of this Discipline Manual is its non-use. It is hoped that no student of ADYPU shall ever be a victim of an act of indiscipline and that no student shall have to face a disciplinary proceeding.

## Section I: Ethics for Students

Students are committed to promote and practice the profession for the common good of the community bearing in mind the following concerns:

- Concern for ethical standard.
- Concern for social justice, social order and human rights.
- Concern for protection of the environment.
- Concern for sustainable development.
- Public safety and tranquillity.

### **The Tenets of the Code of Ethics:**

- A Student shall utilize his knowledge and expertise for the welfare, health and safety of the community without any discrimination for sectional or private interests.
- A Student shall maintain the honour, integrity and dignity in all his professional actions to be worthy of the trust of the community and the profession.
- A Student shall act only in the domains of his competence and with diligence, care, sincerity, and honesty.
- A Student shall apply his knowledge and expertise in the interest of his employer or the clients for whom he shall work without compromising with other obligations to these Tenets.
- A Student shall not falsify or misrepresent on his own or his associates' qualifications, experience, etc.
- A Student, wherever necessary and relevant, shall take all reasonable steps to inform himself, his employer, or clients, of the environmental, economic, and social and other possible consequences, which may arise out of his actions.
- A Student shall maintain utmost honesty and fairness in making statements or giving witness and shall do so based on adequate knowledge.
- A Student shall not directly or indirectly injure the professional reputation of another member.
- A Student shall reject any kind of offer that may involve unfair practice or may cause avoidable damage to the ecosystem.
- A Student shall be concerned about and shall act in the best of his abilities for maintenance of sustainability of the process of development.
- A Student shall not act in any manner which may injure the reputation of the Institution, or which may cause any damage to the Institution financially or otherwise.

## Section II: Advisory Note

At Ajeenkya D Y Patil University we take pride in providing a safe and fair environment so that each and every person studying and working here develops to their full potential. To help us in this effort, we need your support in maintaining a positive culture. To achieve this aim kindly bear in mind a few simple principles during your interactions with each other.

**Mutual Respect:** Your classmates and faculty come from diverse social and economic backgrounds. While having fun and making jokes is an integral part of university life, be aware that people have different levels of sensitivity when it comes to jokes or remarks based on their gender, religion, caste, skin tone, body shape, language skills, place of birth and so on. Remember someone with a real sense of humor has the ability to laugh at themselves rather than laugh at someone else's expense.

**Privacy:** We value your right to privacy as adults and urge you to understand and respect boundaries of others. A glance at today's headlines will tell you how frequently personal information is spread causing harm to someone's personal and professional reputation and also their emotional and psychological well-being. Do not share and do not forward visual verbal or written information. Perhaps you might not know, but this is a criminal offence under the information technology act with the consequent damage to your professional career. For eg: Accessing other mobile, computer etc will land you in jail as per Section 43- A IT Act.

**Physical harm:** Regardless of the provocation, anyone who resorts to physical violence or verbal abuse on or outside campus is not appropriate behaviour. It harms the relationship and brings the person to disrepute. Over and above this, it is also a criminal offence. If the aggrieved party lodges a police complaint, it could result into a possibility of a jail sentence, financial fine, and permanent blot on your character resulting into denial of job opportunities and not getting the passport or visa and much more.

**Safety & Dignity of Women:** All women shall be treated with dignity. Any obscene act, remark, gestures, communication verbal or written is an offence under section 354 IPC.

Please ensure at all time, the dignity of women is upheld and your behaviour should be reflective of that.

To summarize, we urge you to foster and maintain an atmosphere of mutual trust and respect in the university which would be conducive to your intellectual and all-round development. Should you require any clarification regarding these issues kindly contact the student services division or your faculty.

### Section III: List of possible deterrents that may be recommended

(This list is given only as a basic guideline for the sake of uniformity across separate incidents, NOT intended to limit the powers and responsibilities of the Standing Disciplinary Committee. The committee is expected to use this list and the guideline given in Section II, and also to create innovative combination of the recommended deterrents.)

D-1	Warning. [only for mild offences, committed first time]
D-2	Social work. [helping in Library, Social activity, another department under supervision of a faculty member]
D-3	Debarment from elected committees, Class Representatives, and captaincy / Member of sports teams / clubs.
D-4	Deduction of 10 marks in any Continuous Assessment.
D-5	Joining a non-credit course and securing a grade of B or above / Joining a MOOCs and produce a completion certificate
D-6	Debarment from Medals & prizes linked to academic performance, and competitions.
D-7	Placement facility withdrawn till mid semester exam of pre-final Semester or for remaining period of pre-final and final semesters for final year students with one job offer.
D-8	Debarred from one Continuous Assessment.
D-9	Debarred from two Continuous Assessments.
D-10	Placement facility withdrawn for pre-final semester including winter vacation.
D-11	Reduction of grade by one or more steps in one* course * Course with least marks
D-12	Reduction of grade by one or more steps in two* or more courses * Courses with least marks
D-13	Reduction of grade by one or more step in all courses of one semester.
D-14	Awarding F grade in one paper* [For examination related offences only]. * Course with least marks
D-15	Awarding F grade in two or more papers. [For examination related offences only].



D-16	Awarding F grade in all theory papers of a semester [ For examination related offences only ].
D-17	Placement facility withdrawn totally (Cancellation of offers to final year student if already given).
D-18	Suspended from the academics for 30 days. Letter of recommendation not to be issued.
D-19	Suspended from the academics for 60 days. Letter of recommendation not to be issued.
D-20	Suspended from the academics for 120 days. Letter of recommendation not to be issued.
D-21	Suspended from the academics for 180 days. Letter of recommendation not to be issued.
D-22	Award of “Unregistered” status to all courses of 1 semester forcing repeat of the semester. Letter of recommendation not to be issued.
D-23	Award of “Unregistered” status to all courses of 2 semesters forcing repeat of whole year. No issue of Letter of recommendation. Mention of “Bad Conduct” in Conduct Certificate.
D-24	Outright expulsion from the Institute.
D-25	Outright expulsion from the Institute + FIR in police station

**Notes:**

1. D-3 (Debarment from elected offices and captaincy of sports teams) will be automatically added to all punishments from deterrent D-5 onwards.
2. D-5 (Debarment from Medals & prizes linked to academic performance) and will be automatically added to all punishment from deterrent D-7 onwards.
3. D-7 (Placement facility withdrawn till mid semester exam of 7<sup>th</sup> Semester, or for remaining period of 7<sup>th</sup> and 8<sup>th</sup> semesters for final year students with one job offer) will be automatically added to all punishment from deterrent D- 8 and D-9..
4. D-10 (Placement facility withdrawn for one semester including winter vacation) will be automatically added to deterrents D-11 and D-16.
5. D-17 (Placement facility withdrawn totally) will be automatically added to deterrents D-18 to D- 25.

For causing damage to Institute property by irresponsible behaviour: Recovery of cost at the rate of 3 times the replacement cost of the damage, in addition to

other disciplinary measures. [If specific persons cannot be identified, it may be divided among a group of students.]

Financial dishonesty or stealing private or public property (conscious attempt to benefit illegally, successful or unsuccessful): Three times the possible gain to the culprit + other punishment.

For repeat offenders, i.e., for being penalized the second time by the ISDC for the same or a different offence, the punishment shall be higher by 1 step or more depending on the circumstances.

In case of research students (Ph.D., M. Tech.(R) and MTech. (2<sup>nd</sup> year)), the ISDC will work out equivalent deterrents (with appropriate consideration for the greater sense of responsibility expected out of senior students) in terms of loss of course or research credits, loss of fellowship, delay in despatch of thesis for evaluation after it is received by the Academic Section, or partial or total expulsion from the institute.

## Section IV: Typical offences to be considered

<b>A. General Offences</b>		
A-1	Misbehaving with a student in the hostel.	D1-D2
A-2	Misbehaving with a student in academic area, sports field or other activity area	D1-D2
A-3	Riding motorbike without crash helmet, at high speed or with 2 pillion riders.	D2-D3
A-4	Obstructing a student from pursuing his studies peacefully by persistent disturbance, loud noise etc.	D2-D3
A-5	Throwing trash or spitting on the road, corridors, or public places	D2-D3
A-6	Smoking or chewing tobacco in academic area, including roads and open space, canteens, playgrounds, and other public spaces.	D2-D3, D-5
A-7	Willfully causing minor damage to buildings, washroom fittings, furniture, or other resources.	D3, D5-D7
A-8	Misbehaving with a faculty, support staffs, security staff, or visitor anywhere, outside the classroom.	D3, D5-D7
A-9	Misbehaving with a faculty, support staffs, security staff, or visitor anywhere in drunken /intoxicated state outside the classroom.	D5-D9
A-10	Making unauthorized statements before print or electronic media on matters related to institute administration.	D5-D9
A-11	Damaging Institute property in a drunken / intoxicated state.	D5-D9
A-12	Entering an outside water body, roof top or any location understood to be out of bounds to students for maintaining safety and security.	D5-D9
A-13	Stealing private or public property.	D7-D10
A-14	Misusing an elected office in university or school committee for personal gain.	D7-D10
A-15	Tampering I-card, transcript, letter head and authorized signatories of the university.	D7-D10
A-16	Consciously not reporting an offence to authorities or withholding information from an enquiry officer/ committee.	D7-D11
A-17	Forgery, impersonation and other ways of using the identity of another student.	D7-D11
A-18	Willingly damaging, defacing or destroying a building, furniture, equipment, book or other property owned or controlled by the university or otherwise located within the precincts of the university.	D7-D13
A-19	Smoking in class, laboratory, library, seminar halls or auditorium	D7-D13

A-20	Physically obstructing a faculty or staff member from performing his duty.	D7-D13
A-21	Systematically harassing another student.	D7-D13
A-22	Harassing female students through verbal abuse or written abuse.	D7-D13
A-23	Participating in a group (3 or more students) to quarrel with or to intimidate another student or an outsider.	D7-D13
A-24	Participating in a group (3 or more students) to quarrel with or to intimidate another group of students	D7-D13
A-25	Threatening, abusing or assaulting an institute staff including contract labor.	D7-D13
A-26	Stealing Institute property (e.g., computer parts, Lab instruments, Stationary, Electronic fittings, ICT devices).	D7-D13
A-27	Creating division among students based on religion, caste, home state or any other criteria	D7-D13
A-28	Impersonating or signing for a faculty or employee of the institute or producing a forged document; taking over function of an Institute staff or officer without authority.	D7-D13
A-29	Lying or showing disrespect to any Standing Disciplinary Committee of the university or another enquiry committee.	D10-D13
A-30	Sexual harassment of a fellow student or of another person. ["sexual harassment" means any unwanted sexual attention, in the form of physical contact, comments, inappropriate gestures, suggestions, hints, innuendo or similar conduct which the perpetrator knows, or ought reasonably to know, will create an environment in which the person subject to the conduct is humiliated or denied his or her dignity.]	D17-D19
A-31	Interfering with a disciplinary proceeding by bribing, threatening or intimidating a witness or any other person related to a disciplinary case.	D17-D19
A-32	Fighting with a student or outsider leading to physical injury.	D10-D13, D17-D19
A-33	Assaulting and injuring another student without sufficient fight back.	D11-D13, D17-D20
A-34	Threatening, abusing or assaulting a faculty member or academic staff.	D12-D13, D17-D21
A-35	Leading a group (3 or more students) to quarrel with or to intimidate another group of students	D13, D17-D21
A-36	Leading a group (3 or more students) to quarrel with or to intimidate an outsider, whatever the cause	D13, D17-D21
A-37	Using motor vehicle (2 or 4-wheeler) to intimidate a student or employee of the institute.	D17-D21
A-38	Harassing female students through photographic, print or electronic media	D17-D22
A-39	Participating in a group fight leading to physical injury	D20-D23
A-40	Organizing or leading a scuffle, fight, or abusive quarrel between groups of students in or around a student function.	D20-D23
A-41	Possessing or using hallucinogenic drug	D21-D22

A-42	Leading a group fight leading to physical injury	D21-D24
A-43	Unauthorized entry into a professor's room, laboratory, library or similar place e.g. by using a duplicate key, breaking a lock or by any other means	D21-D24
A-44	Interacting with persons or groups believing in violence.	D24-D25
A-45	Supplying or selling hallucinogenic drug.	D24-D25
A-46	Possessing explosives, firearms or such dangerous items	D24-D25
A-47	Activities prejudicial to national security or communal harmony	D25
<b>B. Offences related to harassment of freshers [For Senior Students]</b>		
B-1	Calling First Year student to meet anywhere in campus or outside	D7-D11
B-2	Making phone calls, handing over used books, offering to show the market to First Year students	D8-D12
B-3	Meeting First Year students in a place where one of them does not have a reason to be present at that time	D10-D13, D17
B-4	Calling a first year student to a senior hall or room.	D11-D13, D17
B-5	Using abusive language, asking names in impolite language or similar threats	D11-D13, D17-D21
B-6	Entering a First Year Hall without permission of Warden or exceeding any other permitted limits	D17-D23
B-7	Organizing or participating in regimented activity such as walking with face down, wearing clothing of prescribed design or other modes of subjugation	D20-D23
B-8	Slapping or beating a fresher or inflicting another physical/mental torture on one or more students	D22-D24
B-9	Participating in a group of seniors inflicting physical or mental torture on freshers	D22-D24
B-10	Leading a group of seniors in a ragging activity	D23-D25
<b>C. Academic Offences</b>		
C-1	Creating disturbance in class, library, laboratory or seminar etc.	D1-D3, D5
C-2	Misbehaving with a professor in a class, laboratory, library etc.	D5-D9
C-3	Entering a class, laboratory, library, seminar or similar place in an inebriated state.	D7-D12
C-4	Stealing, damaging or removing pages from library books and other library material.	D11-D18
C-5	Submission of the same piece of one's own work for assessment and award of credit in two (or more) instances.	D8-D19
C-6	Consciously placing material from other sources in theses and publications without acknowledging the author.	D11-D19
C-7	Publishing (or otherwise claiming to be one's own) a work without consent of other researchers including one's research guide.	D18-D22

C-8	Manipulating attendance or other ordinary academic record by electronic or physical means.	D18-D-22
C-9	Presenting a substantial volume of another person's work as one's own in a thesis or publication.	D21-D24
C-10	Manipulating grades and vital academic records through electronic or physical means.	D22-D24
<b>D. Offences Related to Public Functions</b>		
D-1	Creating disturbance in a student function.	D8 – D11
D-2	Indecent behavior in a public function.	D12-D15
D-3	Entering a student function in an inebriated state.	D12-D15
D-4	Indecent behavior in a public function under influence of alcohol or another drug.	D17-D20
D-5	Violating barricades in an institute function without sufficient reason or authority.	D18-D21
D-6	Leading a disturbance in a student function through organizing boycott, protest or any other means.	D20-D24
D-7	Creating a group disturbance (violent or otherwise) in a student function.	D21-24
<b>E. Cyber Offences</b>		
E-1	Tampering with one's own electronic identification system normally employed for giving access or attendance.	D13, D17-D19
E-2	Placing indecent material or any material likely to disturb harmony within the university or other website.	D18-D19
E-3	Gaining access into the personal computer of another student and altering content without the owner's consent.	D18-D20
E-4	Gaining access into the computer account of another student in a departmental or central computer.	D19-D21
E-5	Harassing a fellow student by using electronic media [SMS, Email, Web site]	D19-D21
E-6	Stealing or otherwise possessing electronic password of a faculty, staff member or an outsider related to the institute without latter's consent.	D20-D22
E-7	Passing on electronic password of a faculty or staff member, or an official password to a third person without the consent of the owner	D20-D22
E-8	Gaining access and using the personal computer of a faculty or staff member or his account in a departmental or central computer by stealing his password or by other means.	D21-D23
E-9	Harassing or publicly humiliating a female student or another female individual by circulating of objectionable material over electronic media.	D22-D25
E-10	Using a computer (own account or that of another individual) for doing serious mischief or for personal gain.	D22-D25
E-11	Gaining access into administrative account of a university employ or IT systems or any official user account without authority, irrespective of the motive.	D24-D25

**Note:**

- 1) All other offences will be made equivalent to one of the above by the ISDC considering the nature of the offence and the circumstances.
- 2) Higher penalties may be given if so announced in advance under special situations for example, in a public function if it is announced that crossing barricades will invite expulsion from the Institute, such punishment may be given.
- 3) In case of multiple offences of comparable seriousness, the penalty shall be at least one step higher than the highest penalty of individual offences.
- 4) If a student makes a false complaint, against another student, the penalty on the former student will be at least one step higher than the highest penalty recommended for the offence charged.