

REVISED REPORT ON THE GUIDELINES FOR DEALING WITH STUDENT INDISCIPLINE AND MISCONDUCT CASES

Senate in its meeting held on 18th July 2013 had decided that Dean, Student Welfare Division, BITS Pilani, Pilani Campus along with his counterparts in other campuses will deliberate and come out with guidelines for the students to eradicate and educate on ill effects of substance abuse and other misconducts on campus and come out with standard guidelines to be used across campuses. Different campuses after holding meetings amongst wardens had submitted their suggestions which were further classified into certain broad categories to suggest standard punishments and or approaches to rectify individual student's behaviour who indulge in such misconducts. Subsequently Senate in its meeting held on 14th March 2014 considered Guidelines for Award of Punishment to Indiscipline cases as per the report submitted by Dean, SWD. Members gave a number of suggestions and feedback. Senate advised to hold wider discussions on the subject and present the revised report again to the Senate.

Some of the general observations that were identified while deliberating on nature of misconducts and the way these could be handled are as under:

1. There is a large similarity of cases in the three campuses mainly involving smoking/drinking/drug abuse. Other acts of misconduct involve manhandling, arguments, forgery of leave permits etc. In certain campuses cases related to severe violation of gender related Hostel rules (Girls staying in boy's hostel room) and cases of harassment of girls were also noticed in the past.
2. Broadly the range of punishments is warning, public apology, fines, social service on campus, regular consultation with counselor/mentor, One/Two Semester cancellation of registration for cases of increasing seriousness. However the magnitude and severity of punishment have been differing from campus to campus.
3. As regards social service or other character building options, some attempts were made in the past in different campuses involving - Book reading course, Art of Living course, Library service, contribution to NSS/NIRMAN initiatives by way of spending fixed number of hours per week, associating with a mentor and deciding about contribution to be made by the student concerned during the semester etc.
4. Wordings of the DC announcement do not appear to distinguish between the seriousness of the different acts. The wording is uniformly **“guilty of gross misconduct”** and **“severely warned”**.

It may be mentioned that perfect standardization may not be feasible especially in discipline related matters as nature of the cases differ and intensity of involvement may differ from student to student in same or similar cases. It takes lot of effort on the part of the Disciplinary Committee to clearly identify the involvement of each student in a given case of indiscipline. However, it is observed that wherever clear identification of involvement of a student in specific case of indiscipline gets established, almost similar approach to rectification and/or punishment as suggested below under illustrative classification of cases can be adopted across campuses.

Level	Category	Illustrative Cases	Actions First Time
Category 1	Minor violation of Hostel/Campus rules, misconduct	Smoking inside hostel/inside the campus. Tampering with leave permit, Misbehavior in public place. Possession and use of Appliances or any other item not permitted in the hostel.	Warning + Parent Undertaking + Counseling. Warning + Fine up to Rs 5000/ and Parent Undertaking. Warning + Confiscate Appliances + Cost towards Replacement of damages + Parent Undertaking.
Category 2	Serious violation of Hostel/ Campus rules/ Serious misconduct	Thefts from hostel. Consuming/Carrying alcohol and found in drunken state inside the Campus/Hostel Room/Hostel Premises. Misuse of other's belonging through Impersonation/ Identity Theft Damage to Peers and/ or Institute Property	Warning + Fine Rs 5000/ + Amount equivalent to Replacement of Theft Item+ Parents Undertaking. Warning + Fine Rs 10000/ + Parent Undertaking + Social Service by attaching with a Mentor and counseling. Warning + Fine Rs 25000/ + Parent Undertaking + Replacement to the extent of misuse. Social Service by attaching with a Mentor. Warning + Fine Rs 5000/ + Amount equivalent to Replacement cost for damage property + Parent Undertaking.

Category 3	Grave violation of Hostel/ Campus rules/Grave misconduct, fraud	Entry to Girl's/Boy's hostel against rule	Expulsion for a semester + Parent Undertaking. Stipulating monitoring mechanism through various modes during next semester.
		Illegal entry into faculty chamber, Bribing, Objectionable material possession and/or consumption	Fine up to Rs 50000/ + Cancellation of Registration for one Semester or higher + Parents Undertaking.
		Consuming/Carrying intoxicants/abuse of drugs or any other substance in Hostel/Hostel Premises and Campus.	Two semesters cancellation subject to review at the end of one semester + certificate from a counselor/rehabilitation center to the satisfaction of the institute + Parent Undertaking. Stipulating monitoring mechanism through various modes during next semester.
		Misuse of cyber space for malacious activities.	Two semesters cancellation subject to review at the end of one semester + Parent Undertaking. Stipulating monitoring mechanism through various modes during next semester.
		Selling of drugs or any other substance in Hostel/Hostel Premises and Campus	Expulsion from the institute.

Note: 1. In case of Dubai campus fine stipulated above can be suitably stipulated into UAE Dirham.

2. Students against whom action is taken by Disciplinary Committee will not be eligible to apply for any institute scholarship.

In addition to above mentioned actions; for cases under Category 2 and 3, it is suggested to stipulate the following:

- i) Mandatory Community Service such as working in library, cooperative store, Gymnasium, NSS, NIRMAL, Divisions such as SWD, Instruction, ARCD etc.. Nature of service and time to be devoted in such service would be decided by the Disciplinary Committee depending upon the category and Nature of indiscipline.
- ii) Students will be advised to meet Counselor and report would be obtained from him.

- iii) Compulsory attendance to the extent of at least 80% would be stipulated for one semester or more depending upon the nature of case.
- iv) Depending upon the feasibility to be ensured in consultation with ARCD, students would be asked to register and get a satisfactory Grade D or above in an additional course on **Morals and Ethics** (Humanities Department will be requested to come out with a 1 unit course) which can be taken as Humanities Elective by all other students. Pending introduction of such a course, students will be required to register at the time of next registration as and when applicable one of the course from amongst the following courses offered by Humanities and Social Science Dept. and get a satisfactory Grade D or above:

- HUM C383 Srimad Bhagwad Gita
- HUM C411 Professional Ethics
- HUM C412 Comparative Religion
- HUM C382 Sankara's Thought

For second offense in any category, Disciplinary Committee may decide a fine/cancellation of registration for one or more semesters/Discontinuation from the programme, on a case by case basis depending upon the gravity of the offense and the general conduct of the concerned student.

Ragging cases will be dealt strictly as per undertaking taken from each student and as per Government Guidelines.

Pilani campus had started taking an undertaking from First Semester 2013-14 from all students in a specified format highlighting that "consumption or possession of substance is not only an act of indiscipline, it is also serious offence..... I am aware that in case, I am found involved in either consuming or possessing and such substance when I am a student of BITS Pilani, I shall be liable for appropriate action against me which may include rustication from the institute." This undertaking is also duly signed by Fee Paying Parent/Guardian. This has partly helped and hence it is suggested that all campuses take such undertaking.

It is suggested that notification issued in such cases may also include certain details of misconduct so that other students understand institute's intolerance to different indiscipline's and misconduct and do not indulge themselves in any misconduct on campus.