

Disciplinary Rules

*[indicating the standard procedures and practices for
the Students]*

**Dr. B. C. Roy Engineering College,
Durgapur**

1. PREAMBLE

The Disciplinary Rules indicate the standard procedures and practices of **Dr. B. C. Roy Engineering College, Durgapur**, (hereinafter referred to as the 'Institute') for all the students enrolling with the Institute for pursuing varied UG & PG courses, viz. B.Tech in Computer Science & Engineering (CSE), Information Technology (IT), Electronics & Communication Engineering (ECE), Electrical Engineering (EE), Mechanical Engineering (ME), Civil Engineering (CE), Computer Science & Design (CSD), Computer Science & Engineering (Artificial Intelligence & Machine Learning) and Computer Science & Engineering (Data Science). M.Tech in Power Systems, Electronics & Communication Engineering, Computer Science and Engineering and Mechanical Engineering and Masters in Business Administration (MBA) and Masters in Computer Applications (MCA). All students should be well aware with this **Disciplinary Rules** and must know that it is incumbent upon them to abide by these Disciplinary Rules and the restrictions flowing from it.

2. JURISDICTION

The Institute shall have the jurisdiction over the conduct of the students enrolled with the Institute and to take notice of all acts of misconduct and indiscipline as laid down in the Disciplinary Rules and other Regulations (Hostel Rule & Prospectus of the Institute), including incidents of ragging or otherwise which occurs on-campus or off-campus that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.

3. PRIMARY ETHICS AND CONDUCT RULE

At the time of admission, each student must sign a statement accepting the **Disciplinary Rule** of the Institute/hostel by giving an undertaking that

- He/she shall be regular and must complete his/her studies in the Institute.
- In the event, a student is forced to discontinue studies for any legitimate reason; he/she may be relieved from the Institute as per policy of the Institute.
- As a result of such relieving, the student shall be required to clear pending college/hostel dues and if a student had joined the Institute on a scholarship, the said grant shall be revoked.

2. Institute believes in promoting a safe and protected environment by enforcing behavioural standards. All students must uphold academic integrity, respect all faculty/staff members and their rights and property and safety of others; etc.

3. All students must deter from indulging in any and all forms of misconduct including partaking in any activity on-campus/off-campus which can affect the **Institute's interests and reputation** substantially.

4. CONSTITUTION OF DISCIPLINARY COMMITTEE

The Principal as Chairman of the Central Disciplinary Committee will appoint other members who are listed below:

- **Vice-Principal**
- **Registrar**
- **Dean (Students' Welfare & Alumni)**
- **Campus Administrator**
- **Heads of Departments**
- **Hostel Superintendents**
- **Faculty Representatives (from each branch)**

No inquiry may be conducted by fewer than half the committee members.

5. ROLES & RESPONSIBILITIES OF DISCIPLINARY COMMITTEE

- The committee will look after the discipline in the classroom, campus as well as in the college premises.
- In the event of any indiscipline activities, the committee will ensure a fair, impartial and consistent enquiry and recommend disciplinary action to the Principal of the Institute.
- A record is to be maintained by the Committee on indiscipline activities of the students referred to the Committee and action taken thereof.
- To maintain the rules and regulations of the Institute given in the Prospectus brochure, which are given to the students during admission.
- The committee will take inputs as and when required from the Grievance Redressal Cell, Anti Ragging Committee, Internal Complaint Committee, Hostel Council and initiate necessary action.

6. PROCEDURE TO BE FOLLOWED FOR BREACH OF CODE OF CONDUCT

If there is a case against a student for a possible breach of code of conduct for engaging in unruly behaviour, misconduct, or for any other reason on-campus/off-campus, the matter will be raised to the Central Disciplinary Committee. If the Disciplinary Committee determines that this warrants disciplinary action in accordance with the rules, the charges will be formalized and notified to the student/(s). The subsequent procedure will be followed:

- i) Parents/Students will receive a Show Cause Notice in writing;
- ii) A certain amount of time will be given for response;

iii) If the Disciplinary Committee determines that there is prima facie substance to the allegation after reviewing the show-cause reply or if the student/parent fails to respond within the allotted time, the matter will be referred for further investigation;

iv) The Committee will hold a meeting with the accused as well as the victim within five days of the receipt of the complaint, but not later than a week in any case;

v) At the first meeting, the Committee members shall hear the complainant and note his/her allegations. The complainant can also submit any corroborative material with a documentary proof, oral or written material etc. to substantiate the complaint;

vi) The accused/(s) against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him/her to give an explanation, thereafter an “**Enquiry**” will be conducted.

vii) After detailed investigation, a suitable recommendation will be sent to the Principal.

The committee after ascertaining the misconduct through investigation may suggest one or more of the following disciplinary actions based on the nature of misconduct.

The Principal will decide and impose the order of punishment coming under the purview of “**Major**” or “**Minor**” category in every case of indiscipline after reviewing the Disciplinary Committee's Recommendation.

The following penalties may be imposed on student/(s) for misconduct committed by him/her or for any other good and sufficient reasons:

Category – I [Major Misconduct]

- **Warning letter to students & parents (in all cases)**
- **Parent’s Call (in all cases)**
- **Suspension for certain period, as the case may be**
- **Expulsion from the college which will lead to year-lag, as the case may be**
- **Withdrawal of Scholarship, as per the direction of Disciplinary Committee**
- **Fine (Rs 20000/- to 25000/-) as per the direction of Disciplinary Committee**
- **Call to Local Administration, as the case may be**
- **Rustication from the college, if necessary, with an information to the University, as per the direction of Disciplinary Committee**

Category – II [Minor Misconduct]

- **Warning letter to students & parents (in all cases)**
- **Parent’s Call (in all cases)**
- **Expulsion from the hostel, as the case may be**
- **Deferring from exam for one semester which will lead to year-lag**
- **Debarring from appearing in two Internal Class Tests (2 CAs and 1 PCA)**
- **Debarring from holding any office**
- **Report to Mentor/HoD on daily basis on academic/administrative issues**
- **Report to Hostel Supdt/Dean (SW&A)/Campus Administrator on daily basis on hostel related issues**
- **Fine (Rs 15000/- or 10000/- or 5000/-) as per the direction of Disciplinary Committee**

Sl. No.	Types of Unlawful Activities	Categorization	Various Penalties
1	Unauthorized possession, carrying or use of any weapon, missiles, explosives, or potential weapons, fireworks, or lethal weapons (including lathi, knives) contrary to law or policy, in the hostel room or outside	Category-I [Major Misconduct]	<ul style="list-style-type: none"> ▪ Parent’s Call ▪ Warning letter to students & parents ▪ Withdrawal of Scholarship ▪ Fine (Rs 20000/-to 25000/-) ▪ Rustication from the college
2	Manufacture/Sale/Distribution/ Consuming of prohibited Drugs, Alcohol/ Smoking in Campus, etc;	Category-I [Major Misconduct]	<ul style="list-style-type: none"> ▪ Parent’s Call ▪ Warning letter to students & parents ▪ Withdrawal of Scholarship ▪ Fine (Rs 20000/-to 25000/-) ▪ Rustication from the college
3	Gambling in any form inside hostel or in the campus	Category-I [Major Misconduct]	<ul style="list-style-type: none"> Warning letter to students & parents ▪ Parent’s Call ▪ Withdrawal of Scholarship ▪ Fine (Rs 20000/-to 25000/-) ▪ Rustication from the college
4	Using deadly weapons to intimidate faculty & staff members, fellow students and hostel & security staff	Category-I [Major Misconduct]	<ul style="list-style-type: none"> Warning letter to students & parents ▪ Parent’s Call ▪ Withdrawal of Scholarship ▪ Fine (Rs 20000/-to 25000/-) ▪ Rustication from the college

5	Misbehaviour/Using abusive words/Physical assault, threats of violence, or using a mobile device or other method to harass that threatens the health or safety of Faculty, Senior officials and other staff members, Canteen & Security Staff, Fellow students, etc.	Category-I [Major Misconduct]	Warning letter to students & parents <ul style="list-style-type: none"> ▪ Parent's Call ▪ Withdrawal of Scholarship ▪ Fine (Rs 20000/-to 25000/-) ▪ Expulsion from the college which will lead to year-lag ▪ Rustication from the college
6	Accepting membership of religious or terrorist groups banned by the State Government/Govt of India	Category-I [Major Misconduct]	<ul style="list-style-type: none"> ▪ Parent's Call ▪ Warning letter to students & parents ▪ Withdrawal of Scholarship ▪ Fine (Rs 20000/-to 25000/-) ▪ Rustication from the college
7	Organizing political/religious meetings and processions without permission from the Institute	Category-I [Major Misconduct]	<ul style="list-style-type: none"> ▪ Parent's Call ▪ Warning letter to students & parents ▪ Withdrawal of Scholarship ▪ Fine (Rs 20000/-to 25000/-) ▪ Rustication from the college
8	Wrongful confinement and stopping normal ingress and egress of Principal, Faculty and other staff members. Blocking of Main Entrance of the Campus. Processions and unauthorized meetings near main gate or in the hostel or in any place of the campus that constitute a demonstration of any kind	Category-I [Major Misconduct]	<ul style="list-style-type: none"> ▪ Parent's Call ▪ Warning letter to students & parents ▪ Withdrawal of Scholarship ▪ Fine (Rs 20000/-to 25000/-) ▪ Expulsion from the college which will lead to year-lag ▪ Call to Local Administration ▪ Rustication from the college
9	Hunger Strikes or any other form of strike inside hostel or in the campus	Category-I [Major Misconduct]	<ul style="list-style-type: none"> ▪ Parent's Call ▪ Warning letter to students & parents ▪ Withdrawal of Scholarship ▪ Fine (Rs 20000/-to 25000/-) ▪ Expulsion from the college which will lead to year-lag ▪ Call to Local Administration ▪ Rustication from the college
10	Relying on violence, assault, rioting, arson, inciting others to commit violence or arson, stoking racial or caste animosities, or being charged with a crime	Category-I [Major Misconduct]	<ul style="list-style-type: none"> ▪ Parent's Call ▪ Warning letter to students & parents ▪ Withdrawal of Scholarship ▪ Fine (Rs 20000/-to 25000/-) ▪ Expulsion from the college which will lead to year-lag ▪ Call to Local Administration ▪ Rustication from the college

11	Eliminating or destroying any proof of involvement in an act of indiscretion committed to avoid punishment	Category-I [Major Misconduct]	<ul style="list-style-type: none"> ▪ Parent's Call ▪ Warning letter to students & parents ▪ Withdrawal of Scholarship ▪ Fine (Rs 20000/-to 25000/-) ▪ Expulsion from the college which will lead to year-lag
12	Misbehaviour/Manhandling inside the campus or outside Institute (if reported by the Law Enforcing Authorities/ Affected Parties / Media /News)	Category-I [Major Misconduct]	<ul style="list-style-type: none"> ▪ Parent's Call ▪ Warning letter to students & parents ▪ Withdrawal of Scholarship ▪ Fine (Rs 20000/-to 25000/-) ▪ Expulsion from the college which will lead to year-lag
13	Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community	Category-I [Major Misconduct]	<ul style="list-style-type: none"> ▪ Parent's Call ▪ Warning letter to students & parents ▪ Withdrawal of Scholarship ▪ Fine (Rs 20000/-to 25000/-)
14	Giving false testimony in front of the Disciplinary Committee/Hostel Council	Category-I [Major Misconduct]	<ul style="list-style-type: none"> ▪ Parent's Call ▪ Warning letter to students & parents ▪ Withdrawal of Scholarship ▪ Fine (Rs 20000/-to 25000/-) ▪ Expulsion from the college which will lead to year-lag
15	Damage/Pilferage/Destroy of Institute properties in Campus/ Laboratories/ Classrooms/ Computer Centre / Library / Hostels, Staff Quarter, etc.	Category-I [Major Misconduct]	<ul style="list-style-type: none"> ▪ Parent's Call ▪ Warning letter to students & parents ▪ Withdrawal of Scholarship ▪ Fine (Rs 20000/-to 25000/-) or Mass Fine in case of involvement of group of students ▪ Expulsion from the college which will lead to year-lag
16	Shortage in Attendance	Category-II [Minor Misconduct]	<ul style="list-style-type: none"> ▪ Parent's Call ▪ Warning letter to students & parents ▪ Withdrawal of Scholarship ▪ Debarring from holding any Office <ul style="list-style-type: none"> • Debarring from appearing in two Internal Class Tests (2 CAs and 1 PCA) ▪ Report to Mentor/HoD on daily basis on academic/ administrative issues

			<ul style="list-style-type: none"> ▪ Fine (Rs 5000/-)
17	Copying in Examination Hall	Category-II [Minor Misconduct]	<ul style="list-style-type: none"> ▪ Parent's Call ▪ Warning letter to students & parents ▪ Withdrawal of Scholarship ▪ Debarring from holding any Office <ul style="list-style-type: none"> • Debarring from appearing in two Internal Class Tests (2 CAs and 1 PCA) ▪ Deferring from exam for one semester which will lead to year-lag ▪ Report to Mentor/HoD on daily basis on academic/administrative issues ▪ Fine (Rs 15000/- or 10000/- or 5000/-)
18	Incitement to commit any act of indiscipline	Category-II [Minor Misconduct]	<ul style="list-style-type: none"> ▪ Parent's Call ▪ Warning letter to students & parents ▪ Withdrawal of Scholarship ▪ Debarring from holding any Office <ul style="list-style-type: none"> • Debarring from appearing in two Internal Class Tests (2 CAs and 1 PCA) ▪ Deferring from exam for one semester which will lead to year-lag ▪ Report to Mentor/HoD on daily basis on academic/administrative issues
19	Creating disturbances in own or other Hostel (Report from the Hostel through Warden)	Category-II [Minor Misconduct]	<ul style="list-style-type: none"> ▪ Parent's Call ▪ Warning letter to students & parents ▪ Withdrawal of Scholarship ▪ Debarring from holding any Office <ul style="list-style-type: none"> • Debarring from appearing in two Internal Class Tests (2 CAs and 1 PCA) ▪ Deferring from exam for one semester which will lead to year-lag ▪ Report to Mentor/HoD on daily basis on academic/administrative issues ▪ Report to Hostel

			<p>Superintendent/Dean(SW&A/ Campus Administrator on daily basis on hostel related issues</p> <ul style="list-style-type: none"> ▪ Fine (Rs 5000/-)
20	<p>Indecent activities within the Campus including Lounge, Administrative building & College buildings</p>	<p>Category-II [Minor Misconduct]</p>	<ul style="list-style-type: none"> ▪ Parent's Call ▪ Warning letter to students & parents ▪ Withdrawal of Scholarship ▪ Debarring from holding any Office <ul style="list-style-type: none"> • Debarring from appearing in two Internal Class Tests (2 CAs and 1 PCA) ▪ Deferring from exam for one semester which will lead to year-lag ▪ Report to Mentor/HoD on daily basis on academic/ administrative issues
21	<p>Displaying notices, pamphlets, or posters that have not been distributed by the the Hostel Superintendent or another authorized college official at the hostel/college Notice Boards or another location</p>	<p>Category-II [Minor Misconduct]</p>	<ul style="list-style-type: none"> ▪ Parent's Call ▪ Warning letter to students & parents ▪ Withdrawal of Scholarship ▪ Debarring from holding any Office <ul style="list-style-type: none"> • Debarring from appearing in two Internal Class Tests (2 CAs and 1 PCA) ▪ Deferring from exam for one semester which will lead to year-lag ▪ Report to Mentor/HoD on daily basis on academic/ administrative issues <ul style="list-style-type: none"> ▪ Report to Hostel Superintendent/Dean(SW&A/ Campus Administrator on daily basis on hostel related issues ▪ Fine (Rs 5000/-)
22	<p>Leaving Campus without authorization or with fraudulent authorization</p>	<p>Category-II [Minor Misconduct]</p>	<ul style="list-style-type: none"> ▪ Parent's Call ▪ Warning letter to students & parents ▪ Withdrawal of Scholarship ▪ Debarring from holding any Office <ul style="list-style-type: none"> ▪ Report to Hostel Superintendent/Dean(SW&A/

			Campus Administrator on daily basis on hostel related issues
23	Participating or organizing meetings inside the campus/hostel which are not allowed by the higher officials of the college		<ul style="list-style-type: none"> ▪ Parent's Call ▪ Warning letter to students & parents ▪ Withdrawal of Scholarship ▪ Debarring from holding any Office <ul style="list-style-type: none"> • Debarring from appearing in two Internal Class Tests (2 CAs and 1 PCA) ▪ Report to Mentor/HoD on daily basis on academic/administrative issues <ul style="list-style-type: none"> ▪ Report to Hostel Superintendent/Dean(SW&A/ Campus Administrator on daily basis on hostel related issues
24	Not Wearing College Uniform during College Hours		<ul style="list-style-type: none"> ▪ Parent's Call ▪ Warning letter to students & parents ▪ Withdrawal of Scholarship ▪ Debarring from holding any Office ▪ Report to Mentor/HoD on daily basis on academic/administrative issues
25	Use of Electrical Gadgets in the Hostel room without permission		<ul style="list-style-type: none"> ▪ Parent's Call ▪ Warning letter to students & parents ▪ Withdrawal of Scholarship ▪ Debarring from holding any Office ▪ Report to Mentor/HoD on daily basis on academic/administrative issues <ul style="list-style-type: none"> ▪ Report to Hostel Superintendent/Dean(SW&A/ Campus Administrator on daily basis on hostel related issues ▪ Fine (Rs 5000/-)
26	Any disruptive activity in a class room (both physical and virtual) or in an event sponsored by the Institute		<ul style="list-style-type: none"> ▪ Parent's Call ▪ Warning letter to students & parents ▪ Withdrawal of Scholarship ▪ Debarring from holding any

			<p>Office</p> <ul style="list-style-type: none"> • Debarring from appearing in two Internal Class Tests (2 CAs and 1 PCA) ▪ Report to Mentor/HoD on daily basis on academic/administrative issues
27	Indulging in any form of harassment, bullying, taunting, or discrimination (physical or verbal conduct) inside hostel or in the campus		<ul style="list-style-type: none"> ▪ Parent's Call ▪ Warning letter to students & parents ▪ Withdrawal of Scholarship ▪ Debarring from holding any Office <ul style="list-style-type: none"> • Debarring from appearing in two Internal Class Tests (2 CAs and 1 PCA) ▪ Deferring from exam for one semester which will lead to year-lag ▪ Report to Mentor/HoD on daily basis on academic/administrative issues <ul style="list-style-type: none"> ▪ Report to Hostel Superintendent/Dean(SW&A/Campus Administrator on daily basis on hostel related issues ▪ Fine (Rs10000/-or 5000/-)
28	Unable to produce the Identity Card, issued by the Institute/Hostel, or refusing to produce it on demand by Security Guards inside the campus/faculty members in the classroom		<ul style="list-style-type: none"> ▪ Parent's Call ▪ Warning letter to students & parents ▪ Withdrawal of Scholarship ▪ Debarring from holding any Office <ul style="list-style-type: none"> • Debarring from appearing in two Internal Class Tests (2 CAs and 1 PCA) ▪ Deferring from exam for one semester which will lead to year-lag ▪ Report to Mentor/HoD on daily basis on academic/administrative issues <ul style="list-style-type: none"> ▪ Report to Hostel Superintendent/Dean(SW&A/Campus Administrator on daily basis on hostel related issues
29	Parking a vehicle in a no parking		<ul style="list-style-type: none"> ▪ Parent's Call

	zone or Rash driving in the campus that may cause any inconvenience to others		<ul style="list-style-type: none"> ▪ Warning letter to students & parents ▪ Withdrawal of Scholarship ▪ Debarring from holding any Office <ul style="list-style-type: none"> • Debarring from appearing in two Internal Class Tests (2 CAs and 1 PCA) ▪ Deferring from exam for one semester which will lead to year-lag ▪ Report to Mentor/HoD on daily basis on academic/administrative issues <ul style="list-style-type: none"> ▪ Report to Hostel Superintendent/Dean(SW&A/ Campus Administrator on daily basis on hostel related issues ▪ Fine (Rs 5000/-)
30	Polluting the cleanliness of the campus/classrooms/ laboratories/ play ground		<ul style="list-style-type: none"> ▪ Parent's Call ▪ Warning letter to students & parents ▪ Report to Mentor/HoD on daily basis on academic/administrative issues <ul style="list-style-type: none"> ▪ Report to Hostel Superintendent/Dean(SW&A/ Campus Administrator on daily basis on hostel related issues ▪ Fine (Rs10000/-or 5000/-)
31	No interaction with media representatives on behalf of the Institute		<ul style="list-style-type: none"> ▪ Parent's Call ▪ Warning letter to students & parents ▪ Withdrawal of Scholarship ▪ Debarring from holding any Office <ul style="list-style-type: none"> • Debarring from appearing in two Internal Class Tests (2 CAs and 1 PCA) ▪ Report to Mentor/HoD on daily basis on academic/administrative issues <ul style="list-style-type: none"> ▪ Report to Hostel Superintendent/Dean(SW&A/ Campus Administrator on daily basis on hostel related issues

32	No posting of derogatory comments on the social media affecting the reputation of the Institute	<ul style="list-style-type: none"> ▪ Fine (Rs 10000/-or 5000/- ▪ Parent’s Call ▪ Warning letter to students & parents ▪ Withdrawal of Scholarship ▪ Debarring from holding any Office <ul style="list-style-type: none"> • Debarring from appearing in two Internal Class Tests (2 CAs and 1 PCA) ▪ Deferring from exam for one semester which will lead to year-lag ▪ Report to Mentor/HoD on daily basis on academic/ administrative issues <ul style="list-style-type: none"> ▪ Report to Hostel Superintendent/Dean(SW&A/ Campus Administrator on daily basis on hostel related issues ▪ Fine (Rs 15000/- or 10000/- or 5000/-)
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Disciplinary Committee is empowered to deal with other indisciplined activities of the students not referred to disciplinary matrix & can award punishment as per their discretion keeping in view **“Good Order & Discipline”** of the Institute.

7. APPEAL:

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Appellate Authority of the Institute i.e. Principal and his decision will be final and binding in all the cases where there is a possible misconduct by a student. The Principal may decide on one of the following:

- i. Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments commensurate with the gravity of the proven misconduct, or
- ii. Refer the case back to the committee for reconsideration, or
- iii. May refer the case to the General Secretary considering the magnitude of the offence.
