

## TERI School of Advanced Studies Policy on dealing with the Student Disciplinary Cases

### Preamble

1. The TERI School of Advanced Studies (TERI SAS) expects all students to conduct themselves within and outside precincts of the campus in an honorable and ethical manner, befitting the students of a research institution. TERI SAS students must maintain discipline, bear a good moral character and display responsible behavior towards it and the society. A student discipline system exists to handle infractions against TERI SAS rules and regulations. Students will be penalized for breach of prescribed rules and regulations and the nature of penalty will be decided following a disciplinary procedure and guidelines.

### Scope

2. These procedures, here onwards, are referred as **TERI SAS Policy and Guidelines on dealing with the Student Disciplinary Cases**. This Policy shall be applicable to all disciplinary cases involving Students (including regular and distance learning mode) based within the campuses, hostels, or any other location visited by the student for educational purpose facilitated by the TERI SAS.

### Definitions

3. **Student.** All Research Scholars, Interns and Students at the TERI SAS who have enrolled/registered/given acceptance for a programme/internship/research work at the University. Students from other universities studying at deemed university under the provision of a Memorandum/Contract agreed between the institutes shall be dealt as per the terms and conditions laid down in the agreement.
4. **Member of TERI SAS Community.** Any person on the rolls of TERI SAS including temporary, part-time or honorary employees including any person engaged on a casual or a project basis, and also those engaged through a contractor, students and campus residents.
5. **Honour Code.** A personal and ethical code of conduct, expected out of a Student of deemed university to facilitate a healthy academic environment during his/her study/research work at the University.

### General Rules

6. Each student must show due respect and courtesy to all members of TERI SAS community; they must not infringe upon the fundamental rights of fellow students.
7. It is the responsibility of the student to ensure a comprehensive understanding of deemed university policies.
8. In the event of Students' involvement in any activity which is punishable by the law of the land, the University will not be responsible and is not obliged to provide any support.
9. In the event of an illegal activity on the campus, on the approval from VC, the University is obligated to permit the police to take action as deemed fit.

**Violation of Honour Code.**

10. Any one or combination of the following actions shall constitute violation of Honour Code and shall be subject to disciplinary sanctions by the Deemed University:-
- 10.1 Being convicted under any law of the country.** Any conviction for an offence involving moral turpitude under the Indian Penal Code or any other law enforced for the time being.
  - 10.2 Noncompliance of TERI SAS policies, Academic & Examination rules or regulations and Memorandum with partner institute** as promulgated from time to time.
  - 10.3 Academic and Research Misconduct.** Impersonation, committing forgery, furnishing false **certificate** or information, tampering with TERI SAS documents or records, accessing confidential records/ data of University without permission, adopting unfair means and disorderly conduct during exams, interfering in the laboratory/research work of colleagues, revising/resubmitting a marked test /quiz for re-grading without the instructor's consent and receiving or giving unpermitted aid in any assignment (like take-home tests), misconduct while undertaking an academic/research study or survey or study visit outside the campus and any other activity universally accepted as acts of academic dishonesty.
    - 10.3.1 **Violation of Research Integrity.** Distorting research procedures by fabrication of data, generating and reporting fraudulent data or distortion of the research process in any other ways.
    - 10.3.2 **Plagiarism and Unauthorized Stealing of Others' Intellectual Works.** Plagiarizing from printed or electronic (web-based) material, hijacking ideas discussed, representing someone else's work as own and misleading faculty members about the condition under which the work was prepared.
  - 10.4 Misuse of Technology Resources.** Using technology to gain unfairly *and disrupt* system/*process*, committing cyber offences like *hacking*, spamming, breaking into another's account, defacing website, hosting sexually explicit material, using social media to host material that goes against the prevailing laws, sending derogatory emails, copying(*cheating*) electronically, planting viruses etc.
  - 10.5 Misuse of Alcoholic Beverages and Controlled Substances.** Consuming or possessing alcoholic drinks without the explicit permission of University authorities. Possessing and consuming prohibited narcotic drugs and intoxicants in the University premises. Smoking in the campus including hostel rooms.
  - 10.6 Assault, Harassment, Injury and Threat.** Any assault (verbal or physical) upon or intimidation of or insulting behaviour towards a member of TERI SAS Community inside or outside the Deemed University campus.
  - 10.7 Indecent Exposure.** Conduct and exposure undertaken in publicly viewable location, which is deemed obscene.
  - 10.8 Sexual Misconduct, Sexual Assault and Sexual Harassment.** Offences committed under the relevant law and UGC/AICTE/TERI SAS Policy & guidelines for the prevention, prohibition and punishment of Sexual Harassment of Women. Complaints are to be handled as per the relevant policy on the issue.

- 10.9 **Discrimination.** Discriminating against any one on any ground and creating disharmony among students on grounds of religion, caste, nationality, race disability, gender and culture as defined in TERI SAS Policy on Equality, Diversity and Inclusion.
- 10.10 **Theft or Damage to Property or Services & Disruption of activities.** Attempt to prevent the members of TERI SAS community from discharging their duty, vandalizing or defacing the Deemed University property, causing or colluding in unauthorised entry of any person in the campus. Willful violation of biohazard/chemical/radioactive safety, fire safety and security rules of the Deemed University.
- 10.11 **Possession or Misuse of Weapons.** Possessing or misusing weapons such as explosives, firearms, knives, lathis, iron chains and iron rods in the University premises or any other instrument which can cause bodily harm.
- 10.12 **Violation of Study Abroad/Internship Contracts.** Willful violation of contractual terms and conditions agreed with an Institution/Agency/Organisation. Professional misconduct during study abroad and short or longer internships while at any external institution as part of academic engagement.
- 10.13 **Ragging.** Committing an act of ragging in any form as laid under UGC, AICTE and TERI SAS policy on the issue.
- 10.14 **Failure to obey instructions of any TERI SAS disciplinary authority.** Failure to comply with written or oral communications from an authorized TU official to appear for a meeting or hearing.
- 10.15 **Engage in any conduct which is unbecoming of a student of the TERI SAS.**

### Undertaking

11. An Undertaking in the format placed at **Annexure I** is to be obtained from all the Students joining the University stating that they have understood what constitutes violation of **Honour Code** and the same may invite disciplinary action from the University.

### Disciplinary Committee

12. The formal procedure of a complaint will be heard and adjudicated by the TU **Disciplinary Committee (DC)** consisting of the following:-
- |     |                                     |             |
|-----|-------------------------------------|-------------|
| (a) | Nominee of VC                       | Chairperson |
| (b) | Deans                               | Member      |
| (c) | Concerned Head of Centre/Department | Member      |
| (d) | Registrar                           | Secretary   |

### Procedure to handle Complaints

13. Anyone can lodge a complaint with the Head of the Department about a perceived breach of honour code by a student. All such complaints will be forwarded to the Dean (Academic) who will, in consultation with the Course Instructor and/or Ph.D. supervisor, determine the severity of the breach of conduct and discipline and decide to either deal with the complaint informally or formally. If the case has to be dealt formally, it must be forwarded to the Vice Chancellor for convening a DC.

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14. Where an offence is clearly established based on TU official records i.e shortage in attendance, submitting forged document for admission, absence from a certain academic activity like internship etc. the office of the Registrar shall be responsible for taking punitive action and formally communicating the nature of punishments applicable to the student as per the existing orders/policies on the issue.
15. The Warden-in-Charge of the Hostel shall have power to take action against any resident as per the Hostel rules. If the violation is of repeated or of aggravated nature then it is to be raised with Dean (Academics) for further necessary action.
16. In case of a formal procedure a DC has to be convened by the VC which shall assemble within 48 hours of issue of orders, hear all parties concerned in the case and submit its report to the VC within 14 days. Wherever DC is not able to submit the report within the stipulated period, an extension may be obtained by the Chairperson, DC from the VC in writing after providing sufficient reason for such delay. However, such delay will not cross maximum four weeks.
17. The respondent/s shall be notified of the date of the inquiry by the chairperson, DC through a confidential note/email. The DC shall serve the student with a charge sheet containing specific charges requesting to send the reply in writing within the time period granted. If the respondent/s plead/s not guilty a formal inquiry to be conducted and report thereof submitted.
18. The DC shall have the power to summon any faculty, staff and student of the Deemed University as the case may be to render whatever assistance needed to conduct inquiries on matters pertaining to the case. A student who does not so comply shall be guilty of a punishable offence. The student shall be provided with relevant documents or extracts which have been used to frame charges against him/her.
19. If the DC finds an offence has been committed then it shall recommend suitable penalty for the same.
20. The DC after finalizing its recommendations shall submit its report to the VC giving reasons for such findings and the verdict. The VC shall consider the report of the above Committee and decide on the penalty to be imposed on the student/s. The decision of the VC shall be intimated to the Registrar.
21. Sufficient opportunity of being heard may be given to the student(s) in case of punishment by the DC, and the VC if necessary.

**Punishments**

22. If a student is found responsible for violation(s) of the Honour Code, disciplinary action will be taken as under:-

**22.1 Minor Punishment**

22.1.1.**Oral Reprimand.** Advised and cautioned about misconduct orally.

22.1.2.**Written Reprimand.** Advised and cautioned about misconduct in writing.

22.1.3.**Written Warning.** Warning may be imposed for a period of not more than one calendar year. To be communicated in writing mentioning that further violations of any section of Honour Code, will result in more severe disciplinary action.

**22.2 Major Penalties**

**22.2.1 Academic Penalties:-**

22.2.1.1 **Debar from Exam.** Based on the rules promulgated by Controller of Examination.

22.2.1.2. **Reduced Grade/F Grade.** Based on Deemed University policy on various issues other than a legitimate performance in the exam.

22.2.2 **Cancellation of registration and/or Denial of Credit.** Applicable to cases where the student is found guilty of withholding information relating to the student's admission, transfer credits, academic status, records, etc.

22.2.3 **Restrictions/Suspension of Privilege.** Prohibits participation in or attendance at certain events, activities, or class/lab; restricts specific campus student privileges.

22.2.3.1 Hostel Privileges

22.2.3.2 Use of Lab Facilities

22.2.3.3 Use of Library facilities

22.2.3.4 Use of Cafeteria Block

22. 2.3.5 Use of Sports Facilities

22.2.3.6 Membership in Clubs and Other bodies

22.2.3.7 Placement Activity

22.2.3.8 Internship/academic association with partner institution

22.2.4 **Fine for Damage.** An appropriate fine to be levied in addition to the compensation for damage caused by the student.

22.2.5 **Disciplinary Probation.** Written notification that further violations of Honour Code may result in suspension. The terms of disciplinary probation shall be determined on case-to case basis.

22.2.6 **Suspension.** Student will be withdrawn from all courses carried in that semester and forfeit fees. Student shall be refrained from visiting the university premises unless approved in writing by the Dean (Academics). Suspension may involve course drop, semester drop, rustication for a specified period depending on the severity of the offence(s). The student can be reinstated on receipt of a written request from him/her after completion of the suspension period.

22.2.7 **Expulsion.** Forfeiture of all rights and degrees not actually conferred at the time of the expulsion , forfeiture of right to study and fees. Student can only visit the university premises only if the permission is issued in writing by the Dean (academics).

**Communicating the Punishment**

23. **Minor Punishment.** The minor punishments will be communicated by the Head of Department/ Centre and Programme Instructor as the case may be.

24. **Major Punishment.**

24.1 The penalty will be communicated in writing to the student by the office of the Registrar, TERI SAS.

- 24.2 Student found guilty of some major offence may not be recommended to Board of Management (BoM) for the award of a degree/diploma/certificate even if all the academic requirements have been satisfactorily completed by the concerned student.
- 24.3 The action will be noted on the student's disciplinary record.
25. Copy of all disciplinary proceeding and final decision and communications shall be forwarded to Office of the Registrar, TERI SAS for record.
26. Discipline records are confidential in accordance with laws of the nation and therefore the contents of the student discipline record may not be released to anyone not associated with campus discipline except upon written approval of the student or court order or order by a competent authority established by law.
27. The case of a defaulting student recommended for expulsion or dismissal from the University shall ordinarily be referred to the Board of Management for its final decision.

### Appellate Authority

28. A student who feels aggrieved with the punishment can appeal to the Vice Chancellor who will be the appellate authority for all punishments. The student should appeal within two weeks' time with proper justification.

Annexure I  
(Refers to Para 11 of Policy )

### THE STUDENT'S HONOUR CODE

1. I ..... registration no. .... do hereby undertake that as a student at the TERI SAS: -
2. I will conduct myself within and outside the Deemed University's premises in a manner befitting the students of a research university, and consider the following as actions that are in violation of the Student's Honour Code of the University, and which would invite disciplinary action:-
- 2.1 Being convicted under any law of the country. *Any conviction for an offence involving moral turpitude under the Indian Penal Code or any other law enforced for the time being.*
  - 2.2 Noncompliance of TERI SAS policies, Academic & Examination rules or regulations *and Memorandum with partner institute as promulgated from time to time.*
  - 2.3 Academic and Research Misconduct. Impersonation, committing forgery, furnishing false certificate or information, tampering with TERI SAS documents or records, accessing confidential records/ data of University without permission, adopting unfair means and disorderly conduct during exams, interfering in the laboratory/*research* work of colleagues, revising/resubmitting a marked test /quiz for re-grading without the instructor's consent and receiving or giving unpermitted aid in any assignment (like take-home tests), *misconduct while undertaking an academic/research study or survey or study visit outside the campus and any other activity universally accepted as acts of academic dishonesty.*

- 2.3.1 Violation of Research Integrity. Distorting research procedures by fabrication of data, generating and reporting fraudulent data or distortion of the research process in any other ways.
- 2.3.2 Plagiarism and Unauthorized Stealing of Others' Intellectual Works. Plagiarizing from printed or electronic (web- based) material, hijacking ideas discussed, representing someone else's work as own and misleading faculty members about the condition under which the work was prepared.
- 2.4 Misuse of Technology Resources. Using technology to gain unfairly *and disrupt system/process*, committing cyber offences like *hacking*, spamming, breaking into another's account, defacing website, hosting sexually explicit material, using social media to host material that goes against the prevailing laws, sending derogatory emails, copying (*cheating*) electronically, planting viruses etc.
- 2.5 Misuse of Alcoholic Beverages and Controlled Substances. Consuming or possessing alcoholic drinks without the explicit permission of University authorities. *Possessing and consuming* prohibited narcotic drugs *and* intoxicants in the University premises. Smoking in the campus including hostel rooms.
- 2.6 Assault, Harassment, Injury and Threat. Any assault (verbal or physical) upon or intimidation of or insulting behaviour towards a member of TERI SAS Community inside or outside the University campus.
- 2.7 Indecent Exposure. Conduct and exposure undertaken in publicly viewable location, which is deemed obscene.
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- 2.11 Possession or Misuse of Weapons Possessing or misusing weapons such as explosives, firearms, knives, lathis, iron chains and iron rods in the University premises or any other instrument which can cause bodily harm.
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- 2.13 Ragging. Committing an act of ragging in any form as laid under UGC, AICTE and TERI SAS policy on the issue.

- 2.14 Failure to obey instructions of any TERI SAS disciplinary authority. Failure to comply with written or oral communications from an authorized TERI SAS official to appear for a meeting or hearing.
- 2.15 Engage in any conduct which is unbecoming of a student of the TERI SAS.

Date. ....

Place.....

Student's  
signature.....

Name  
.....

Registration  
No.....

---xxx---