



DISCIPLINARY REGULATION FOR STUDENTS, 2012

CHAPTER I

These regulations may not be called J. D. Birla Institute's Disciplinary Regulation for students, 2012.

1. These regulations shall apply to all students in all the campuses of the J. D. Birla Institute situated at 11, Lower Rawdon Street, Kolkata-700020 & 1, Moira street, Kolkata-700017 or elsewhere and affiliated to Jadavpur University, Kolkata.
2. They shall come into effect on 1st July 2012.
3. The Governing Body reserves the right to amend, alter, delete or add to any of these regulations and to bring such amendment, alteration, deletion or addition into effect from such date as it may fix by due notice.
4. The power of interpreting these regulations vests in the Governing Body of the Institute.
5. Nothing in these regulations shall be construed to limit or abridge the power of the Head of the Institute/Head of the Department or his/her delegates to relax any of these regulations to such extent and subject to such conditions, as he/she may consider necessary for dealing with a case in a just and equitable manner.
6. Wherever under these regulations any authority has ordinarily been vested with the power to issue any order/notice/circular, the exercise of such power may be subjected to such directions as the Governing Body or the Head of the Institute/Head of the Department or his/her delegates, as the case may be, may from time to time issue in its/his/her behalf.
7. Repeal and savings – All rules/regulations, or orders or notices corresponding to these regulations in force immediately before the commencement of these regulations and applicable to the students to whom these regulations apply are repealed immediately on application of these regulations.

Provided however that in respect of anything done, any act committed or any omission made before the commencement of these regulations, the rules/regulations, or orders or notices which were in force wherein the thing was done, the act was committed or the omission was made, shall be deemed to continue and to have always continued to apply.

CHAPTER – II

8. Unless there be anything repugnant to the subject on context, the terms defined in this chapter are used in their regulations in the sense here explained:
- i. *‘Appropriate authority’* means and includes the Chief Administrator, Principal or Director or their delegates in their respective spheres of activity;
 - ii. *‘Faculty’* means the teaching and any other academic staff of this Institute;
 - iii. *‘Student’* means a scholar who is admitted in the Institute for pursuing his/her Course of Study in any of the Departments of the Institute;
 - iv. Parent/guardian means who is responsible for the studentship of his/her ward.
 - v. *‘Office Staff’* means the Group ‘C’ staff including personal Secretary responsible for discharging the assigned clerical duties;
 - vi. *‘Management’* means and includes persons working in managerial or supervisory capacity;
 - vii. *‘Security Staff’* means persons engaged for the purpose of security checking and guarding the premises and assets of the institute;
 - viii. *‘Supporting Staff’* means and includes the Group ‘D’ staff (commonly called as Class-IV staff);
 - ix. *‘Head of the Institute’* means the Principal who is entrusted with the overall administration and academic affairs of the Institute or part of it;
 - x. *‘Disciplinary authority’*, means the Head of the Departments in their respective spheres of activity.
 - xi. *‘Appellate authority’* means the Principal or Director as the case may be.
 - xii. *‘officer’* means the non- teaching employee superior to clerical and Group-D staff;
 - xiii. *‘Academic session’* means the same as the academic year of the Institute;
 - xiv. *‘Institute’* means all the campuses of the J. D. Birla Institute;
 - xv. *‘Week’* means as English calendar week;
 - xvi. *‘Month’* means an English calendar month;
 - xvii. *‘Year’* means English calendar year or financial year or an academic year, as the case may be;
 - xviii. Words imparting the masculine gender shall be taken to include females and words in the singular shall include the plural and vice versa.

CHAPTER – III

GENERAL CONDITIONS OF BEHAVIOR OF STUDENTS

9. Basically the students are to bear in mind that sobriety is a basic quality of a student which he/she should not lack in any circumstance.
10. No student shall individually or collectively interfere in any manner in the matter of administration of the Institute.
11. The whole time of attendance of a student is at the disposal of the Institute and subject to the rules of the university and regulations of the Institute.
12. No student shall act in any manner detrimental or prejudicial to the interest of the Institute.
13. Students are expected to preserve and enhance the reputation of the Institute.
14. Students shall all abide by the rules/regulation governing their studentship.
15. Students are required to be attentive, daily, to the concerned notices displayed in the Notice Board.
16. Production of Identity Cards by the students is a must at the time of ingress/egress of the Institute and also as and when required by the authorities of the Institute.
 - a) For failing to produce the Identity Card, the student may not be allowed to join classes, appear in examination or enjoy any facility that the Institute provides.
 - b) The Identity Card is not transferable.
 - c) Loss of Identity card must immediately be reported to the Principal / Director as the case maybe and complaint about it to be logged with the Police station, On Completion of these formalities a duplicate Identity card may be issued on request and on payment of requisite fee by the student.
 - d) In case of transfer or withdrawal from the Institute, the Identity card must be returned by the student to the Institute's office.
17. Students are to maintain punctuality in all matters – particularly in class and examination attendance.
18. Involvement and/or instigation of any kind of violent activity in the campus by or on behalf of any student is strictly prohibited.
19. Obey all safety norms and/or rules.
20. To wear restrained dress befitting a pupil. In the event of any controversy in this matter, the decision of the Principal or Director will be final and binding.
21. Not to cause any damage to the college property in any manner.
22. To inform the office of the Institute about change of address with proof.
23. Not to pursue any other course of study that may come in conflict with the course schedule in which he/she takes admission in this institute.

24. Not to indulge in any kind of political activity in the campus.

CHAPTER – IV

MANDATORY PROHIBITION BY STATUTE / REGULATIONS

25. Ragging of any kind and magnitude.
26. Criminality of sexual abuse.
27. Smoking or chewing tobacco in the campus
28. Use of drugs/alcohol.
29. Use of mobile phone in the campus
- i. A fine of Rs.500/- to be imposed for the first offence
 - ii. Seizure and impounding of the instrument for any subsequent offence.
30. Chewing gum.
31. Bringing outsiders in the Institute.
32. Littering the campus of the Institute.
33. Any kind of criminal activity

CHAPTER – V

ATTENDANCE

34. In case of class attendance the following rules of the University and regulations of the Institute shall have to be adhered to:-

- a) 60% attendance including sanctioned leave on medical grounds in each semester is mandatory in accordance with University Regulation for eligibility for appearing in the university examination at the end of the said semester.

In the absence of the required attendance eligibility, students may, of course, repeat the year as per Examination rules. As shortage of percentage is a disqualification for appearing in any university examination; students must always remain alert in this regard.

Absence during internal class-tests and practical classes will lead to a student being awarded a zero (0) in that component of the internal assessment for the semester.

In case of class attendance, further rules of the University and College shall be adhered to.

A student must obtain a minimum of 50% attendance in each subject/paper. A student who has between 50% and 60% attendance on grounds of illness or involvement in extra-curricular activities will have to seek condonation from the Principal/Director as the case may be, producing valid documents.

- b) A student will be debarred from appearing for the End Semesters Final Examination if he/she has less than the required percentage of attendance without condonation.
- c) In case of illness, a student must submit a doctor's medical certificate and supporting documents along with the application for leave. Leave application must be submitted within three days of the student's absence. Submission of leave application in itself will not suffice for the purpose of obtaining condonation.

MEDICAL LEAVE

- 35. a) Sanctioned leave on medical ground may be counted towards the percentage of attendance required to qualify for appearing in any university examination after condonation of the same by the Principal/Director as the case may be.
- b) Application for grant of leave on medical grounds must invariably be supported by a valid medical certificate from a registered medical practitioner about the ailment, its likely duration and medical treatment to be followed by the certificate of fitness at the time of joining after recovery.

CHAPTER VI

TEST & EXAMINATION

- 34. a) Students are not allowed to leave the examination room during the tests.
- b) Those coming late by more than 30 minutes for a 2 hr duration examination will on no account be allowed to sit for the tests.
- c) Students using unfair means in class tests will be marked Reported Against (RA) and face disciplinary actions. Unfair practices include not only using, but possessing cog sheets, passing on an answer sheet to a neighbour, talking, smuggling in answer sheets, possessing and/or using mobile phones, scientific calculator etc.
- d) If a student is absent from any class tests/seminar, it must be communicated to the Principal/Director as the case may be forthwith providing a letter from the Parent/Guardian giving reasons for the absence from tests. Submission of absence application in itself will not suffice for the purpose of obtaining condonation.

CHAPTER VII

CORRESPONDENCE WITH THE INSTITUTE

- 35. a) All correspondence to the college should be addressed to the Principal/Director, as the case may be

- b) In correspondences from students, it is necessary to state the class and roll-number of the student along with her name.

ATTESTATION

36. Those who wish to secure the Principal's/Director's signature, as the case may be, for issues of certificates, attestations, true copies, etc. should approach the office assistant with the photocopies of the documents to be attested along with the documents in original from 9:30 a.m. to 4:00 p.m. (Monday to Friday) in case of students from the main campus and from 12:30 p.m to 4:00 p.m for students from the satellite campus at least two days in advance.

CHAPTER VIII

DISCIPLINARY PROCEEDINGS

37. Disciplinary proceedings for violation of any of these regulations will be based solely on the principle of natural justice and fair play. All reasonable opportunities will be given to the delinquent for defending himself/herself without any assistance, legal or otherwise, from the outside.
38. Disciplinary measures will be initiated by the disciplinary authority, to be followed by an independent enquiry ordered, punishment, if any awarded.

CHAPTER IX

FORMS OF PUNISHMENT

39. The following are forms of Punishment:
- a) Imposition
 - b) Detention including extra drill
 - c) Fines
 - d) Rustication
 - e) Expulsion

Punishment and nature of it when due:

40. a) & b) Imposition or detention will be used in cases of idleness, inattention, neglect of work and such other technical offences.
- c) i. when guardianship of the pupil is partly to blame, e.g. in case of late or irregular attendance, where it is within the power of the guardians who are to see that their wards leave home in time;
 - ii. in cases where the teacher wishes to attract the notice of a guardian to a particular offence;

iii. in the case where damage to institute's property has been done, the fines in such cases will be used to pay the cost of repairing of damage. The Principal/Director, as the case may be, shall recover the fines based on the following norms. Any damage to institute's property caused by the students will be recovered from such students, if they can be identified or from the most identifiable group which includes suspects. In the event the suspects cannot be identified, the loss shall be recovered in the form of a collective fine on the entire student body.

- d) '*Rustication*' – means temporary exclusion of a pupil from the Institute for a definite period not exceeding one year depending on the exigency of the offence committed.
- e) '*Expulsion*' – means permanent exclusion of pupil from the Institute on the seriousness of the offence committed.

For gross misconduct or serious breach of discipline of the Institute, a pupil is liable to wither (a) rustication or (b) expulsion.

41. **Other forms of punishment:** The Head of the Department will often be able to import other punishments which will be more suitable to certain offences.

- a) The punishment will never be in any way cruel;
- b) When possible, the punishment may take the form of some useful occupation.

42. Treatment of students who take part in strikes/hartals - Disciplinary action will be taken against the ring leaders as well those who take active part in picketing and participating on strikes/bandhs.

43. Continued absence – Students remain absent from the Institute and whose continued absence, after due warning, in the opinion of the Head of the Institute/Director as the case may be, is justified will have their names struck off the rolls or be dealt with in such other way as the Head of the Institute/Director as the case may be thinks fit.

CHAPTER X

APPEAL

44. Appeal against punishment will lie with the appellate authority. The appeal, if any, will have to be filed within 30 days of awarding any punishment.