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## **PROCEDURE FOR DISCIPLINARY ENQUIRY AND ACTION STUDENT DISCIPLINARY COMMITTEE, JOY UNIVERSITY**

### **1. OBJECTIVE**

- 1.1 The objective of this procedure is to ensure a fair, transparent and legally compliant mechanism for addressing student indiscipline.
- 1.2 The procedure safeguards the interests of the University, students, faculty, and staff in accordance with:
  - The Constitution of India
  - Principles of natural justice
  - UGC regulations
  - University statutes and rules

### **2. REPORTING OF INDISCIPLINE**

- 2.1 Any incident of indiscipline shall be reported in writing to the Disciplinary Committee (DC) by the concerned authority (faculty, warden, security or administration).
- 2.2 The written complaint shall include:
  - Nature of the incident
  - Date, time and place of occurrence
  - Names and details of students involved
  - Supporting evidence, if any

### **3. Primary Enquiry by Disciplinary Committee**

- 3.1 Upon receipt of the written complaint, the Disciplinary Committee shall immediately conduct a preliminary (primary) enquiry to assess:
  - The seriousness of the issue
  - The immediacy of threat to discipline, safety or institutional order
- 3.2 Based on the depth and gravity of the issue, the Committee may recommend immediate interim measures, including:
  - Suspension from academic activities with immediate effect
  - Suspension from hostel premises
  - Stoppage of scholarships or institutional financial benefits (if applicable)

- 3.3 Such interim action is preventive in nature and shall not be treated as a final punishment.
- 3.4 The Dean/ Representative of the Dean of the student concerned shall attend the meeting as the special invitee.

#### **4. Constitution of Special Enquiry Committee**

- 4.1 For cases requiring detailed investigation beyond the scope of the primary enquiry, the existing Disciplinary Committee itself shall conduct the detailed enquiry.
- 4.2 However, in exceptional circumstances involving complexity, conflict of interest, or requirement of subject-specific expertise, the Chairman of the Disciplinary Committee may constitute a Special Enquiry Committee
- 4.3 The Enquiry Committee (where constituted) shall consist of appropriate members ensuring neutrality and absence of conflict of interest.
- 4.4 The mandate of the Enquiry Committee shall include:
  - Conducting a detailed enquiry
  - Ensuring adherence to principles of natural justice
  - Providing reasonable opportunity for representation

#### **5. Conduct of Detailed Enquiry**

- 5.1 The Enquiry Committee shall:
  - Issue formal notice to the concerned student(s)
  - Mandatorily require appearance of parents for serious or repeated violations
- 5.2 During the enquiry:
  - Written statements shall be obtained from students and parents/guardians
  - Relevant witnesses may be examined, if required
  - Documentary and digital evidence may be reviewed
- 5.3 The enquiry process shall be conducted in a fair, unbiased and confidential manner.

#### **6. Submission of Enquiry Report**

- 6.1 After completion of the enquiry, the Enquiry Committee shall prepare a detailed enquiry report, containing:

- Findings of fact
- Degree of involvement of each student
- Previous disciplinary history (if any)
- Recommendations for disciplinary action

6.2 The report shall be formally submitted to the Disciplinary Committee.

## **7. Recommendation of Disciplinary Action by DC**

7.1 After examining the enquiry report, the Disciplinary Committee shall recommend disciplinary action based on the nature and gravity of involvement, after the mandatory suspension.

7.2 Punishments shall be classified as follows:

7.2.1 Minor Misconduct (non-violent, first-level indiscipline, no serious impact)

- Written warning
- Counseling and parental undertaking
- Fine: ₹5,000

7.2.2 Major Misconduct (repeated violations, disruption of discipline and defiance of authority)

- Extended suspension
- Mandatory counseling and parental undertaking
- Fine ranging from ₹15,000 to ₹25,000

7.2.3 Grave / Non-tolerable Misconduct (violence, substance abuse, criminal acts, severe misconduct)

- Long-term suspension or expulsion
- Cancellation of institutional privileges
- Fine as deemed appropriate

7.3 In case of repeated misconduct by the same student, the fine amount shall be increased proportionately based on the number and seriousness of previous violations, in addition to any enhanced disciplinary action recommended. The student may be recommended for expulsion from the University.

## **8. Authority for Final Decision**

8.1 All recommendations of the Disciplinary Committee shall be forwarded to the University Authorities.

- 8.2 The final decision regarding punishment, suspension, fine or expulsion shall rest solely with the University, in accordance with University statutes and applicable laws.
- 8.3 Decisions shall be communicated formally to the concerned student(s), Dean and parents. The same shall be informed to the accounts and admissions Department of the University.

## **9. Compliance with Law and Natural Justice**

- 9.1 This procedure strictly adheres to:
  - Article 14 – Equality before law
  - Article 21 – Right to life and personal liberty
  - Principles of natural justice
  - Applicable UGC regulations and University statutes

## **10 Impact of Disciplinary Action on University Scholarships and Financial Assistance**

- 10.1 Students who are suspended after completion of a formal disciplinary enquiry and approval of punishment by the University shall be disqualified from receiving any University Scholarship, fee concession or institutional financial assistance for the immediate succeeding academic years.
- 10.2 This disqualification shall apply to:
  - Merit-based scholarships
  - Need-based scholarships
  - Institutional fee waivers or concessions
  - Any other financial benefit funded or administered by Joy University.
- 10.3 Student whose suspension is revoked without penalty or who are exonerated after enquiry shall not be subjected to scholarship disqualification.
- 10.4 In cases of expulsion, all existing scholarships or financial assistance shall stand automatically cancelled with immediate effect and no future claims shall be entertained.
- 10.5 The decision regarding scholarship disqualification shall be:
  - Implemented by the University
  - Communicated in writing to the student and parents/guardians
  - Recorded in the student's disciplinary and financial records for institutional reference.



Estd. vide TNPU Act, 2019 & TNPU (Amend.) Act, 2024;  
UGC Recognised and included under Section 2(f) of the UGC Act, 1956.

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10.6 This provision is intended as a corrective and deterrent measure to uphold discipline and institutional integrity and shall be enforced in compliance with UGC regulations, University statutes and principles of natural justice.

## 11 Academic Impact of Suspension

11.1 Students who are placed under suspension after completion of a formal disciplinary enquiry and approval of punishment by the University shall not be permitted to repeat or reappear for the Internal Examination components (CIA/Internal Assessment) missed during the suspension period.

11.2 Such internal components shall be treated as forfeited and shall not be re-conducted under any circumstances.

11.3 This provision shall apply only where suspension is imposed as a confirmed disciplinary punishment after due enquiry.



*✓*  
Registrar