

## **DISCIPLINARY RULES AND REGULATIONS**

Dear Students,

You are an honorable person and a family member of this great Institute. The Institute expects you to behave like a decent, well-mannered, polite and highly academic man/woman both within and outside of Campus to keep the glory and fame of the Institute. The Institute does not expect any indiscipline or indecent behavior from you.

There are certain rules and regulations framed by the Institute, which are to be followed to maintain cordiality and family atmosphere in the campus (among the students and staff-teachers and non-teaching). The Disciplinary Board, disciplinary authority of the Institute, has been formed to help you out from any difficulty and to see that the disciplinary rules are followed properly by you. If you find any indiscipline or indecent behavior of any student in the campus of this Institute, it is your responsibility to bring that to the notice of the Disciplinary Board.

In case of any indiscipline or unwanted behavior or defying of rules by you, framed by the Disciplinary Board, your attention will be drawn by the Disciplinary Board to give you an opportunity to explain your points. If you are found guilty, after enquiry, then the Disciplinary Board will award punishment, and the Disciplinary Board's decision will be binding on you.

The Disciplinary Board is conscious of and is concerned about your interests and future. They would help you build good character. If anybody harasses you, threatens you, steals your belongings, manhandles you, beats you, terrorizes you with arms and ammunitions etc. then take the help of Disciplinary member or Chief by reporting the matter to the Board without any hesitation.

Wishing you all a safe and fruitful stay in this Institute.

Director  
Anti Ragging Committee  
& Chief Disciplinary Head  
Meenashri Institute of Nursing

## **STUDENT CODE OF CONDUCT**

### **RULES FOR STUDENTS**

1. The code shall be called the MSIN student code of conduct
2. Students are advised to wear their Valid/latest Identity Cards while entering the Institute premises, Identity Cards are to be worn round the neck and it is compulsory for all students. Any violation of these will lead to disciplinary action.
3. Students are required to read Disciplinary Rules & Regulation of Institute. It is also advised to read notices/circulars displayed on the Institute's various notice board and Website. Ignorance of not reading any notice/circular displayed shall not be accepted as an excuse for failing to comply with the directions contained in it.
4. Do not be a part of any union or group or organization. Students are strictly forbidden from engaging themselves in any political or other activities. Gathering in groups at roads, entrance, exit, pathways, gardens etc, is strictly prohibited.
5. Students are advised not to walk or roam in the Institute premise during unspecified hour.
6. In case the students go for hiking/tours/picnics/swimming organized by Private groups or unofficially on their own, the Institute will not bear responsibility for any mishap and the students will go at their own risk
7. Institute authorities will not be responsible for loss/damage of any property such as mobile, any vehicle, laptop, jewelry etc. of the students.

### **RESTRICTION / PROHIBITIONS / FORBIDDEN**

It is expected of you to be well mannered, well disciplined, well cultured student of the Institute. In this respect the following things are forbidden/prohibited or restricted.

1. Smoking in class rooms, verandas and any part of the buildings of various Departments and offices.
2. Indulging in acts of gambling, possessing or consuming or distributing alcohol, harmful drugs, illegal narcotics, contraband drugs or substances and tobacco/gutka/pan masala in the Institute premises.
3. Destroying or damaging the buildings, furniture and fixtures of the departments, offices and campus building.
4. Writing or pasting posters or spitting on any walls/desks/boundary wall and various other places in the Institute premises is strictly prohibited.
5. Shouting loudly in the corridor or demonstrating by which classes or office are disturbed.
6. Passing any indecent/foul/obscene/intolerable remarks on your fellow students, teachers, and officers of the Institute. Using any abusive, vulgar or lascivious language against any other student, teachers, non teaching staff, officers, guests etc.
7. Possessing or using any weapons such as knives, Lathis, iron chains, iron rods, sticks, explosives and fire arms in the Institute premises.

8. Walking or roaming in the Institute premises or residential area or around the girl's hostel during late night.
9. Boys and Girls displaying indecent behavior in the Institute premises are strictly prohibited. If anyone found doing such type of obscene things in the Institute premises strict disciplinary action will be initiated against him/her.
10. Eve-teasing or disrespectful behavior or any misbehavior with a girl student, woman staff member/visitor.
11. Misusing the Institute stationary, Letter Pads or Officer's name, seal or stamp.
12. Refusing to show the Identity Card to the Institute's Officers/staffs.

## SERIOUS CRIME

The following act comes under serious punishable crime.

1. Ragging and harassing the new comers (Freshers).
2. Insulting (by words or act) any teacher, officers or employee of the Institute.
3. Defying the rules and regulations of the Institute. Defying or ignoring the notices of Disciplinary Board and other officers of the Institute. Destroying the notices of such authorities placed on prescribed notice boards etc.
4. Violence, vandalism, acting rage, man handling, beating or threatening the teachers, officers, employee, guests or fellow students of the Institute.
5. Keeping or carrying illicit arms, contraband drugs and objectionable literature in the Campus.
6. Insulting (by act or words), using filthy language, teasing, abusing or harassing any female student in the Campus or even outside of Campus.
7. Making false or forged signature of Institute officers and teachers.
8. Giving false statements or producing false or tempered certificate documents, etc.
9. Stealing the Institute's property, books from the Institute's Library and equipments from departments. Destroying the books of library by tearing off the pages, despoiling the items from gardens, stores or venders in the Institute Campus.
10. Damaging the furniture, burning or destroying the Institute's property, documents, fixtures, vehicles, etc.
11. Illegal "Ghero" of teachers, officers and employee without any proper notice to prescribed authorities.
12. Creating any disturbances to normal classes, teaching, and examinations in the Institute or denying any rules of the examination.
13. Any other such acts which disturbs the normalcy or peace of the campus. Any act of indiscipline or disturbances in various activities of the Institute or any function, ceremony, etc., being held in the campus.
14. Making false allegations, character assassinations of teachers, officers, employees and fellow students.
15. Involvement in illegal strikes and agitation.
16. Involvement of one selves in acts/comments of racism on the basis of caste, creed, nationality, colour, culture and religion.

17. Misutilization of Institute wifi to download and watch unpreserved and unethical material from internet, such as pornography, video games etc.
18. Any act of public inconvenience such as hurling abusive words in campus, sending/sharing unparliamentary language files/videos/pictures through social media, unsportsmanlike behavior in sports field, rash driving etc.

## PUNISHMENT

In case of breaking or defying any rule or committing any crime listed above or any prohibitory work, the following punishments may be given by the Hon'ble Vice Chancellor on recommendation of Disciplinary Board

1. Fine
2. Black listing (for further admission, appointments, or any privilege in the Institute)
3. Suspension from classes, Hostels or Campus.
4. Expulsion
5. Rustication
6. Withdrawal of Medals, degrees, certificates or their cancellation.
7. Debar from admission in our or any other University/Institutions.
8. Any legal or police action.
9. Expulsion from the Hostels.
10. Declaring out of bound from Institute premises, Library, Hostel, Sports fields, departments, etc.
11. Withdrawal of fellowships, scholarships or any other facility provided by the University or any other Organization through the University.
12. Any other punishment according to Institute's rule or Institute's standard.

## CHIEF-MANAGEMENT

### 1) Disciplinary Board:

The Chief and all the Disciplinary member are to help you and to do justice to you. Do not argue unnecessarily or behave rudely with Disciplinary member. You may place your statements politely in a decent manner. Do not disturb or put any obstacle in the normal functioning of Disciplinary member, especially during inquiry, etc.

### 2) Notice and information:

It is advised not to take the law in your hands under any circumstances. If you have any problem, complaint, dispute with your fellow students, then report the matter to the Disciplinary member /Disciplinary Board in writing for proper inquiry and action. The Disciplinary Board will inquire the matter and will take necessary action, against the guilty.

**3) Disciplinary Summons( Chief office Call Slip):**

If Chief or Disciplinary Board wants you to meet or wants you to come and explain your points/statements in case of any complaint against you or even if you are called as a witness, then a notice of summons will be sent to you by Peon/Messenger. You must accept the summons/notice/Chief office Call Slip and present yourself on the given date, time and place. Your absence without any valid reasons or defying the Disciplinary member summons/notice/Chief office Call Slip is a punishable offence.

**4) Notice displayed:**

It is expected that you see the notices displayed on the notice boards. Chief may notify by Peon/written note/or by post. You must be alert and be conscious of the notices of the Disciplinary member's Office and act accordingly.

**5) Punishments:**

In case of doing prohibited work, crime or defying or breaking any rules above, the Disciplinary Board will inquire into the matter and recommend the various punishments as shown above, according to the crime and involvement of the students. The punishments will be binding on the students. The amount of fine as decided by the Disciplinary Board must be deposited by the time given, otherwise the tuition fee, Examination fee may not be accepted. After payment of fine or compliance of punishments given, the Disciplinary Board will issue a clearance certificate/note for your records.

**6) Identity Card:**

The Disciplinary member's Office will issue you the Identity Card, which is a valuable and important document, you are advised to keep the identity card always with you and show whenever you are asked to show by officers of the Institute. Remember that it is punishable if you refuse to show Identity Card. It is also advisable to keep the Identity Card whenever you go out of the Campus. It is punishable if your identity card carries any falls signature/stamp or tempered entries and you will be held responsible.

**7) Character Certificate:**

Disciplinary member's Office will issue your character certificate or testimonial if your behavior is satisfactory and there is no complaint or pending case against you. In case you are black listed/ punished, you may be refused testimonial from any officer, teacher, Institute, unless and until you get the clearance from the Disciplinary member's Office. If you are found guilty in any complaint against you or you are punished in any crime, the Chief may refuse to issue any Character Certificate or testimonial unless you get the clearance from Disciplinary member's Office.

If you require any certificate testimonial from any officer of the University you have to get your request application endorsed by the Disciplinary member's Office.

### **8) Parents or Guardian address:**

It is necessary to give the temporary and permanent Mailing Address of your parents and guardians. The Disciplinary member's Office will keep the record of your parent's and guardian's address you must fill the INDEX CARD which is available in Disciplinary member's Office. It will be your responsibility to intimate any change of your parent's & local address. Your parents may be informed accordingly if you indulge in any act of indiscipline.

## **EXAMINATION**

Students are advised not to create any disturbance during Institute Examination at the Campus. Students causing following disturbances in examination shall be punished.

1. Intimidating or threatening or manhandling or using violence or show of force in any form against any examinee or examinees or invigilator or person on duty in the examination hall or place of examination.
2. Shouting or breaking furniture or tippling furniture or snatching answer books or tearing answer books or throwing stones or other objects to the examinee or invigilator or any person on duty in the examination hall or place of examination.
3. Causing commotion in any manner or inciting or otherwise persuading candidates to leave or walkout from the place of examination.
4. Creating or contributing to situation leading to violence or disruption or obstruction to smooth function of the examination.

On receipt of a complaint against a student or group of students causing disturbances in examination, the matter shall be referred to Disciplinary board for necessary action.

The Chief shall consider the complaint against the student or students charged with causing disturbances in examinations and on his or their reply or replies, if any, and any other relevant material, he shall award the following punishments after placing on record that he has examined all the relevant documents and that he has satisfy himself regarding the facts of the matter.

- A. For causing disturbances leading to or involving in violence or leading to a walkout by candidates or disruption of examinations.

### **Punishment**

Rustication from the Institute for a period which may extend to 5 years but shall not be less than one year.

- B. For causing disturbances in examinations but not involving physical violence and not leading to a walkout or disruption in the examination.

### **Punishment**

Rustication from the Institute for a period which may extend to 2 years but shall not be less than one year.

## **Important Clauses of UGC Regulations on CURBING THE MENACE OF RAGGING in Higher Educational Institutions 2009 to be noted by the students.**

### **CLAUSE 3: WHAT CONSTITUTES RAGGING?**

Ragging constitutes one or more of any of the following acts:

- a)** Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- b)** Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c)** Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- d)** Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e)** Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f)** Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students
- g)** Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h)** Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- i)** Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
- j)** Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background. (Third amendment), Regulations, 2016.

### **CLAUSE 7: ACTION TO BE TAKEN BY THE HEAD OF THE INSTITUTION:**

On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of Institution shall immediately determine if a case under the panel laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee, authorized by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;

- i.** Abetment to ragging;
- ii.** Criminal conspiracy to rag;
- iii.** Unlawful assembly and rioting while ragging;
- iv.** Public nuisance created during ragging;
- v.** Violation of decency and morals through ragging;
- vi.** Injury to body, causing hurt or grievous hurt;
- vii.** Wrongful restraint;
- viii.** Wrongful confinement;
- ix.** Use of criminal force;

- x.** Assault as well as sexual offences or unnatural offences;
- xi.** Extortion;
- xii.** Criminal trespass;
- xiii.** Offences against property;
- xiv.** Criminal intimidation;
- xv.** Attempts to commit any or all of the above mentioned offences against the victim(s);
- xvi.** Threat to commit any or all of the above mentioned offence against the victim(s);
- xvii.** Physical or psychological humiliation;
- xviii.** All other offence following from the definition of "ragging"

Provided that the Head of the Institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the affiliating University, if the institution is an affiliated institution.

Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the indent of ragging.

#### **CLAUSE 9: ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING:**

**9.1** The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed here in under:

- a)** The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- b)** The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
  - i.** Suspension from attending classes and academic privileges.
  - ii.** Withholding/ withdrawing scholarship/ fellowship and other benefits.
  - iii.** Debarring from appearing in any test/ examination or other evaluation process.
  - iv.** Withholding results.
  - v.** Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
  - vi.** Suspension/ expulsion from the hostel.
  - vii.** Cancellation of admission.
  - viii.** Rustication from the institution for period ranging from one to four semesters.
  - ix.** Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

- c)** An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
  - (i)** in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice- Chancellor of the University;
  - (ii)** in case of an order of a University, to its Chancellor.
  - (iii)** in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.