



STANDING INSTRUCTION NO 01 DATED 06 JUL 2020

HANDLING OF CASES OF INDISCIPLINE

1. Reference Standing Instruction No 05 dated 19 Apr 2018.
2. The labelling of offences and their Points and Dots accrued thereto has facilitated the Institute Authority at large in dealing with the disciplinary aspects of students. However, it is found that a number of offences committed by the students has not been included in above Standing Instruction and needs to be incorporated. Hence, after a thoughtful deliberation, the aforesaid Standing Instructions No 05 dated 19 Apr 2018 has been re-framed duly incorporating the relevant offences often committed by the students.
3. **Acts of Indiscipline.** The following acts on the part of students during his/her course of studies at SMIT will be considered as acts of Indiscipline. Henceforth all acts of indiscipline will be labeled and graded as follows and their cumulative scores will be marked by dots as mentioned below. The acts not covered by the tables below will be examined separately in the Disciplinary Committee/Hostel Management Committee and these offences will be assigned points as deemed fit. The range of scores of each DOT and the list of offences and their individual scores are also summarized below :-

(a) **LEVELS OF OFFENCES AND THEIR POINTS AND DOTS :-**

(i) **Level –I Offences, Range: 1 – 5 (Points) • (1 dot)**

S/No	Descriptions	Points
(i)	Late Entry in the hostel	01
(ii)	Missing from allotted room without any information to hostel staff during night attendance but available in the hostel	01
(iii)	Late entry in the campus by hostellers in the evening (Beyond 08.00 P.M.)	02
(iv)	Present in campus but entering late in the hostel (after 10 P.M.) without permission from hostel authority, Floor Warden.	02
(v)	Not keeping the door open during night attendance check from 10 P.M. to 11.30 P.M.	02
(vi)	Unintentional damage of college property due to negligence, e.g; causing damage to window panes while playing at unauthorized places besides sharing the financial loss.	02
(vii)	Using unparliamentarily/abusive word/racial slur to the colleagues.	02
(viii)	Caught in playing Computer games at mid/late night as an act of betting.	02
(ix)	Playing loud music in hostel room & disturbing fellow students.	02
(x)	Arguing with teacher demanding late entry or attendance for late entry in the class	02



(xi)	Creating nuisance in the class	02
(xii)	Use of mobile phones during the class and showing disobedience to the teacher	02
(xiii)	Excessive argument with teacher demanding late entry/attendance for late entry	02
(xiv)	Violating rules (Do's and Don'ts of lab)	02
(xv)	Disfiguring the walls of the room with filthy words/figures/paintings/posters	03
(xvi)	Possession, distribution and consumption of cigarette and chewable tobacco as well as smoking in the hostel.	03
(xvii)	Creating public nuisance and disturbing the natural ambience by means of shouting; burning crackers, banging doors etc.	03
(xviii)	Resisting the Security personnel in checking at the Main Gate.	03
(xix)	Unauthorised stay of student's in hostel for a period of 1-3 days	03
(xi)	Making wrong entry in the IN/OUT Register for hiding one's identity at Main Gate.	04
(xxi)	Hostel students not entering details in the register at the main gate while leaving & returning to the campus	04
(xxii)	Entering the Campus in intoxicated state.	05

(ii) Level -II Offences, Range: 6-10 (Points), •• (2 dots)

S/No	Descriptions	Points
(i)	Accumulation of multiple offences of Level-I with aggregation of scores ≥ 6	≥ 6
(ii)	Possession and consumption of alcoholic drinks as well as other banned substances (marijuana etc.) in the college campus.	06
(iii)	Having unauthorised meals in mess and being in unauthorised possession of mess utensils.	06
(iv)	Misleading Hostel Authority by hiding truth about unauthorised absence of roommate.	06
(v)	Use of information technology through various means to disturb class/Department/Hostel/Institute	06
(vi)	Escorting & helping a day scholar to enter hostel without permission. Both the students will be held equally responsible.	06
(vii)	Inter Hostel Movement without permission	06
(viii)	Act of disrespect towards the Faculty/Staff Members	06
(ix)	Fighting/using abusive language with fellow students/hostel staff/Mess boys/Security guards/attenders etc., but not amounting to groupism or ragging or not resulting in physical injury to any individual.	07
(x)	Deliberate and intentional act of any kind resulting in minor financial loss to the college like unauthorised use of electrical appliances, tapping of Wi Fi connection for personal gain.	07
(xi)	Unethical means of promoting oneself or others during Students' council election.	08
(xii)	Helping a day scholar to have unauthorised meal in student mess, both the students will be held equally responsible.	08
(xiii)	Dodging hostel staff, TG, Floor Warden, Warden, Chief Warden when a hostel student is called to attend an official enquiry or counseling.	08
(xiv)	Unauthorised absence from hostel during night.	09
(xv)	Showing obscene postures in public place.	09



(xvi)	Proceeding on leave without getting leave approved from floor warden and making entries in the movement register.	09
(xvii)	Breach of Confidentiality (Sharing of student information, company information or any other similar act including publication in social media without permission).	09
(xviii)	Instigating fellow students for hooliganism, gherao and strike etc.	10

(iv) Level -III Offences, Range: 11-25 (Points),●●● (3 dots)

S/No	Descriptions	Points
(i)	Accumulation of multiple offences of Level-I and/or Level II with aggregation of scores ≥ 11	≥ 11
(ii)	Carrying prohibited substances including alcoholic liquor in quantity suggesting that the same being carried for further distribution to fellow students	11
(iii)	Possession and consumption of narcotics in hostel/college premises	15
(iv)	Deliberate and intentional destruction of hostel/college/fellow mate's properties	17
(v)	Offensive acts of cyber crime amounting to sexual harassment/undermining human dignity of fellow students.	18
(vi)	Stealing of money or costly electronic items like Laptop, Smart watch, Mobile or Camera etc.	19
(vii)	Use of abusive language and/or threatening faculty and non teaching staff of SMIT	20
(viii)	Physical assault/fight causing serious/significant injury	20
(ix)	Physical assault/fight amounting to groupism or regionalism.	21
(x)	Keeping weapons/arms in person/room which when used can result in serious injury to other students.	21
(xi)	Found in objectionable posture with opposite sex.	22
(xii)	Getting involved into act of minor sexual harassment	23
(xiii)	Possession of banned substances in significant amount (>20 gms) for commercial benefit.	24
(xiv)	Forging documents intentionally, changing of marks during personal seeing of answer scripts.	25
(xv)	Instigating fellow students for hooliganism, gherao and strike etc.	25

(iv) Level -IV Offences, Range: 26-55 (Points),●●●● (4 dots)

S/No	Descriptions	Points
(i)	Accumulation of multiple offences of Level-I, Level II and/or Level III with aggregation of scores ≥ 26	≥ 26
(ii)	Use of social media to tarnish the image of Institute, staff members and students of the Institute. Any other acts of indiscipline that tarnishes the image of the Institute.	30
(iii)	Misbehavior with company representatives/faculty and staff involved during placement drive.	40
(iv)	Physical assault/fight culminating into group clash with large scale repercussion including action for vacating hostel and unwanted and temporary closure of the college.	45



(v)	Intentional creation of situations that can potentially endanger the life of fellow students or any hostel/mess/security staff.	45
(vi)	Trying to influence the selection process by using unfair/unethical means.	50
(vii)	Sexual harassment of serious/very serious nature.	52
(viii)	Causing life threatening injury to fellow students or any hostel/mess/security staff.	55
(ix)	Physical assault on faculty members/staff.	55
(x)	Deliberate act of mental harassment to any fellow student causing psychological trauma of serious nature amounting to ragging as per UGC guidelines.	55
(xi)	Possession of narcotics in quantity indicative of intention for sale to other students	55

(v) Level-V: Accumulation Level-I offences Range: 56-80 (Points) ●●●●● (5 dots)

S/No	Descriptions	Points
(i)	Misbehavior with company representatives/faculty and staff involved during placement drive	60

(vi) Level – VI: Accumulation Level-I offences Range:81-100 (Points) ●●●●●●(6 dots)

(b) Reversal of accumulated punishment points**

S/No	Criteria	Punishments	Remarks	
(i)	Incentives for good attendance			
	(aa)	90-100%	Reduction of 3 points	Average attendance of previous as well as current semesters will be considered
	(ab)	80-90%	Reduction of 2 points	
	(ac)	75-80%	Reduction of 1 point	
(ii) Improvement in CGPA/Extra Curricular Activities of post punishment period by 0.2				
(ii)	(aa)	II SEM	Reduction of 1 point	
	(ab)	III SEM	Reduction of 2 points	
	(ac)	IV SEM	Reduction of 3 points	
	(ad)	V SEM	Reduction of 4 points	
	(ae)	VI SEM	Reduction of 5 points	
	(af)	VII SEM	Reduction of 6 points	
	(ag)	Academic Recognition/ Citation from External Agency	Reduction of 5 points	
	(ah)	Awards from external agencies for sports/athletics/literary & debate	Reduction of 4 points	
(iii)	Active participation and Contribution for social cause			
	(a)	Blood Donation Drive, Disaster Relief, Adoption of Village and Bravery acts	Reduction of 4 points	

**at the discretion of competent authority.



(c) Punishment for various dots :-

S/No	Dots	Points	Punishments	Remarks
(i)	•	1-5	Written warning to the students	For every offence, warning letter shall be issued and to be recorded in his/her personal file and will come up during placements. Corresponding dots will be marked in the personal file of the students.
(ii)	••	6-10	Written warning to the students with a copy to Parents/Guardian.	
(iii)	•••	11-25	Suspension for 3-4 days from the class with the provision of expulsion from the hostel.	
(iv)	••••	26-55	Suspension for 15 days from the class in addition to permanent expulsion from the hostel.	
(v)	•••••	56-80	Rustication for one full semester from the class in addition to permanent expulsion from the hostel.	
(vi)	••••••	81-100	Permanent rustication from the Institute.	


4. The committee will not consider multiple offences within a single offence and add the points to arrive at a larger number. The most serious offence within the single offence should be taken as the benchmark for the points to be recorded against the act of Indiscipline.

5. This Standing Instruction supersedes the Standing Instruction No 05 dated 19 Apr 2018.

Place : Majitar-Rangpo

Dated : 06 Jul 2020




[Prof.(Dr) Ashis Sharma]
Director

To,

1. Associate Director (A)
 2. Associate Director (SA)
 3. All HODs
 4. All Wardens
 5. Head Administration
 6. Chief Warden
 7. Head, SMU-IT
- } - To disseminate the above information to all Faculty/Student of their respective Dept.
- For uploading in Suchana (Faculty and Students)

Copy to :-

1. Vice Chancellor, SMU
2. Registrar, SMU