

Dr. B. R. AMBEDKAR UNIVERSITY OF SOCIAL SCIENCES

ORDINANCE : FIVE

**STUDENT ENROLLMENT: REGISTRATION,
CANCELLATION AND ACADEMIC PROBATION**



**Dr. B. R. AMBEDKAR UNIVERSITY OF
SOCIAL SCIENCES
Dr. Ambedkar Nagar (Mhow),
District Indore, M.P.**

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ORDINANCE No. 05:

**STUDENT ENROLLMENT : REGISTRATION, CANCELLATION
AND ACDEMIC PROBABTION**

1.0 Short Title and Commencement-

1.1 This Academic Ordinance No. 5 shall be called the “Student Enrollment: Registration, Cancellation and Academic Probation” under clause 31 (i) of the University Act, 2016.

1.2 It shall come into force on such date as the Executive Council of the University approve.

2.0 ENROLMENT (REGISTRATION)

2.1 Advisement

2.1.1 Students freshly admitted as well as continuing students shall present themselves in the beginning of each Semester on dates notified by the Registrar for advisement and shall be assigned in groups to staff advisors by the Dean concerned of the School.

2.1.2 The Advisor shall help the students in planning the programme of their studies and the choice of courses. He/she shall also guide the student in determining the credit load, which he/she can safely and conveniently carry in each Semester and shall advise him/her regarding adding of or withdrawal from the courses during a Semester. Each Advisor shall maintain a close contact with his/her Advisees and keep himself/herself informed of their progress. Problem cases in need of special measures shall be brought to the notice of the Dean concerned by the Advisor.

2.1.3 Advisor should have the contact number (Landline/Cell phone) of his/her Advisees as well as address and contact number of parents/guardian of his/her Advisees and should be in regular contact with their Advisees and his/her parents.

2.2 Registration

2.2.1 Following advisement as prescribed above, registration of candidates selected for admission as well as that of continuing students shall be completed on scheduled date(s) notified earlier by the Registrar for each Semester.

2.2.2 Normally, a student shall not be permitted to register for course unless he/she has cleared its pre-requisite course. In case any student has failed in a pre-requisite

course after attending the course at least for 15 weeks, the Dean concerned may permit him/her to register for advance course. In case of genuine difficulties, the Dean of the School concerned may also permit offering of pre-requisite course and the advance course to which it was pre-requisite concurrently.

3.0 Registration

3.1 Registration of Fresh Students

Registration for the first Semester of the first year of a degree programme is a part of admission procedure and shall be governed by the Ordinance No. 1. Admission of new students failing to register in the prescribed manner on the appointed date is liable to be cancelled and the seats so fallen vacant shall be offered to the next candidates in the waiting list. In the event of a newly admitted student being permitted by the Vice Chancellor to register late, he/she shall pay late registration fee as prescribed under Regulations for continuing students, unless exempted by the Vice Chancellor.

3.2 Registration of Continuing Students

Registration of continuing students in the subsequent Semester shall be held in a similar way, as para 1.0 above, on the date and time notified by the Registrar.

3.3 Mode of Registration

Registration shall consist of the following steps:

- 3.3.1 Payment of the University fees and other dues to the Finance Comptroller and the DSW.
- 2.3.2 Enrolment of the students in various courses with individual Instructor at a particular place, date and time.
- 2.3.3 Submission of the prescribed registration cards/forms duly filled-in and signed by the Advisor, Instructors and other Officers concerned to the Registrar.

2.4 Late Registration Fee

- 2.4.1 A continuing student who does not register on the day of registration, shall be required to pay a late registration fee of Rs. 200/- for the first day and Rs. 50/- for each subsequent day, till the registration is completed as prescribed.
- 2.4.2 Any student may be exempted from the payment of late registration fee by the Vice Chancellor where he/she is convinced that the student is late for circumstances beyond his/her control.

2.5 Last Day of Registration

The registration of continuing students shall not be permitted later than ten working days from the scheduled date of registration in each Semester unless allowed by the Vice Chancellor with late registration fee. No student shall be permitted after expiry of 15 working days from date of registration under any circumstances.

2.6 Summarily Cancellation of Registration

The Vice Chancellor may summarily cancel the registration of any student or group/batch/classes of students who indulge(s) in acts of indiscipline, misconduct, violation of Rules and Regulations of the University, strikes and absents from class(es) without permission or without any valid reason or in which case, the Vice Chancellor has reasons to believe that their continuance in the University would not be in the best interest of the University.

2.7 Suspension of Registration

2.7.1 The registration of a student may be suspended by the Vice Chancellor or the Dean of the School concerned or the DSW either at his/her discretion or on the recommendations of the Disciplinary Committee, pending enquiry or the receipt of a report from the Warden or a faculty member alleging that the student concerned has committed an act of indiscipline as defined under the Regulations.

2.7.2 A student whose registration has been suspended as above may also be ordered to vacate the hostel and leave the Campus if such a measure is deemed necessary by the authority passing the order of suspension in the interest of academic discipline and peace on the Campus.

2.7.3 The period of suspension shall not exceed 15 days except in cases in which the Vice Chancellor or the Dean has reasons to believe that the proceedings in the Disciplinary Committee cannot be concluded during this period or where it is felt that the enquiry by the Disciplinary Committee needs to be held in abeyance so as not to prejudice the proceedings in court cases involving the alleged commission of a serious crime or an offence under the laws of the Country or the State involving moral turpitude.

4.0 Leave for Illness / Natural Disaster

In case of unavoidable absence from the class e.g., serious illness, the student shall apply for leave to the Dean of the School concerned through his/her Hostel Warden, on the prescribed

form. The Dean of the School concerned, if satisfied, may permit him/her such leave and shall inform all the Instructors and Heads of Department concerned. In such cases, efforts should be made to make up the work missed by the students.

5.0 Withdrawal from the University

5.1 Every enrolled student shall be required to register at the beginning of each Semester till the completion of his/her degree requirements, unless otherwise permitted/ordered by the Dean/Vice Chancellor, as the case may be, failing which his/her enrolment shall be cancelled. Re-admission in such case shall be by petition, and not as a matter of right.

5.2 Permission to withdraw from the University, for a Semester shall not be granted unless the application is made through the Advisor to the Dean at least 15 days before the commencement of the Semester final Examinations after obtaining up to date 'No Dues Certificate' from the Comptroller.

5.3 No student will be permitted to drop the 1st Semester of his/her first year both at Undergraduate and Postgraduate level. However, the Vice Chancellor may permit the dropping of the 1st Semester of the First Year on the recommendations of the Dean of the School concerned in exceptional circumstances i.e.

(a) Hospitalization for one month or more in the 1st Semester.

(b) Confinement to bed for one month or more in the 1st Semester as a result of serious illness/ailment.

5.4 A student may be permitted to drop the 2nd Semester of his/her first year only on the condition that he/she was not placed on Academic Probation after the first Semester final Examinations. Under no circumstances, a student who was permitted to drop the 1st Semester shall be allowed to drop the 2nd Semester.

6.0 Permission to withdraw from the University for a Semester shall be accorded on the following grounds:

6.1 The student is hospitalized in the University Hospital or in a Hospital, advised by the University Medical Officer Incharge or advised complete rest by the University Medical Officer Incharge or the Incharge of such Hospital to which his/her case was referred by the Medical Officer Incharge, University Hospital for a period on account of which his/her attendance is likely to fall below 75% and/or he/she is likely to miss or has missed Examination as well as make ups thereof.

6.2 The application, on this ground duly countersigned by the University Medical Officer

Incharge and supported by the relevant certificate(s), is to be made within a week from the last day of hospitalization. No application submitted beyond this period will be considered.

- 6.3 In case of an accident whereby a student has been disabled temporarily to attend his/her classes, the application for leave duly supported by the Medical Certificate(s) countersigned by the University Medical Officer Incharge, is to be put up within a week from the day the student is declared fit to attend classes.
- 6.4 In case where a student has left the University Campus on authorized leave on any ground including the unfortunate death of parent/guardian and falls sick there and has to undergo treatment for such a period that his/her attendance falls short of the minimum prescribed limit, he/she may also be permitted by the Dean to drop/withdraw from a Semester if he/she makes formal application to the Dean through his/her guardian/parent duly supported by Medical Certificate(s) from a MBBS/Registered Medical Practitioner residing in that area, within a fortnight from the date of expiry of the authorized leave.
- 6.5 Other unforeseen circumstances which, in the opinion of Vice Chancellor, are fit reasons for allowing a student to drop a Semester.
- 6.6 If a student has not obtained permission from the competent authority as defined above, he/she shall be awarded credits as per the actual performance in various courses by awarding zero in missed Examinations. In case his/her attendance falls short of prescribed limit, failure grades shall be awarded.
- 6.7 Normally, permission shall not be granted to a student to withdraw from the University for more than two Semesters.
- 6.8 The Vice Chancellor may, on the recommendation of the Advisor and Dean, School concerned, permit temporary discontinuance of studies for maximum period as detailed below :

(i)	Undergraduate programme	-	One Year
(ii)	Master's/ M.Phil programme	-	3 Semesters
(iii)	Ph.D. programme	-	3 Semesters

- 6.9 In case any student wants to withdraw from the University for more than above mentioned provision (6.7), on any ground, he/she shall be advised to seek admission elsewhere or else withdraw from the University permanently and seek readmission when he/she feels completely fit to resume studies.

Provided, in exceptional circumstances, where the Vice Chancellor is convinced that the duration of withdrawal beyond the limits prescribed above, has become necessary for reasons beyond student's control, he/she may, on the recommendation of the Advisor and Dean concerned, permit a student to withdraw from the University for a longer period.

7.0 Permission to discontinue studies may be accorded on the following grounds:-

- 7.1 The student has to join service and extension in his/her joining date is not possible.
- 7.2 In case of in-service sponsored student, the sponsoring institution wants to withdraw the student for a temporary period.
- 7.3 In case of University in-service student, the concerned Department/Section wants to withdraw the student for temporary period in the interest of work of the Department, Section and/or University.
- 7.4 Any other circumstances, which in the opinion of the Vice Chancellor, is fit reason for allowing the student to discontinue his/her studies. Discontinuance of studies on the above grounds shall be permitted only if the application is made in advance, after obtaining up to date 'No Dues Certificate' from the Comptroller.

8.0 Clearance Certificate

Any student who wants to leave the University during or after a Semester must officially withdraw by obtaining 'Clearance Certificate' on the prescribed form from all sections and Heads of Departments concerned, Registrar, Finance Comptroller, Librarian, Hostel Warden, etc. and deposit in the office of the Registrar. A student not following this procedure shall be liable to pay the University fees and other charges until a 'Clearance Certificate' has been filled by him/her or by somebody else on his/her behalf.

9.0 Procedure for Withdrawal from the University

- 9.1 A student may be entitled to withdraw from the University on completion of his/her studies in this University.
- 9.2 No student shall be deemed to have withdrawn from the University unless he/she has obtained a 'Clearance Certificate' from the Comptroller.
- 9.3 Unless a student has obtained a 'Clearance Certificate' from the University, no refund of the amount due to him/her shall be allowed, nor shall the transcript and any other documents be issued to him/her.
- 9.4 The 'Clearance Certificate' may be obtained by the student himself/herself immediately after completion of his/her degree or at the time of his/her being permitted to withdraw

from the University. The 'Clearance Certificate' may also be obtained by making an application to the Comptroller on his/her behalf.

- 9.5 It shall be the responsibility of the Sectional Heads concerned, e.g. the Warden, the Librarian, the DSW and the Heads of Department etc. to report to the Comptroller immediately, at the end of each Semester's final Examinations, the dues, if any, outstanding against any student.
- 9.6 It shall be the duty of the Comptroller to prepare and maintain an up to date statement of dues outstanding against student and also to furnish a copy of the statement to the Registrar within three weeks from the date of the commencement of the Semester break for each Semester.
- 9.7 The Registrar shall consult the report furnished by the Comptroller and if no dues are shown against a student in the list, he/she shall issue the transcript or any other documents which can be issued to a student after withdrawal from the University.
- 9.8 Provided that no application for issue of document shall be held up beyond three weeks for want of a report.

10.0 Refund of Caution Money

The refund of caution money of a student shall be made only after he/she has obtained a 'Clearance/No Dues Certificate' from all concerned and deposited it in the office of the Registrar. The refund of caution money shall be permissible up to a period of five years from the date the student leaves the University, there after it shall be credited to the University revenue.

11.0 Academic Probation

- 11.1 If at the end of any Semester of an Academic Year, the CGPA (SGPA in case of 1st year students at the end of 1st Semester of their study) of a student falls below as prescribed to clear the Semester, he/she shall be placed on Academic Probation for the duration of the succeeding Semester.
- 11.2 **Restrictions for Student on Academic Probation:** Students on Academic Probation shall not be allowed to represent the University in functions held outside the Campus.
- 11.3 **Removal of Academic Probation :** If at the end of the Semester during which a student has been on Academic Probation, the CGPA of the student for that Semester is equal to or above as prescribed, he/she shall cease to be on Academic Probation.

11.4 **Dropping from the University**

11.4.1 If any student fails to remove the Academic Probation in accordance to the Regulation, he/she shall be dropped from the University for Poor Academic Performance, with the right to petition for the admission.

11.4.2 In case a student has been permitted to drop 1st or 2nd Semester of his/her 1st Academic Year or he/she has been admitted in second Semester, his/her SGPA at the end of first two Semesters of his/her stay in the University will be counted for this purpose.

11.5 Any student failing in the same course thrice shall finally be dropped from the University. In exceptional circumstances, however, the Vice Chancellor may permit a fourth chance on the recommendation of the Advisor and Dean concerned.

11.6 Those Undergraduate students who fail to achieve the overall credit point average as specified and /or also fail to taken a minimum of credit hours of courses at the end of one , two, four and six semester respectively shall be dropped from the University automatically.

11.6.1 Such students shall have the right to petition for re-admission to the first year class.

11.6.2 If such re-admitted students are dropped again, they shall have no-right to petition for re-admission.

12.0 Disciplinary Committee: There shall be a disciplinary committee duly constituted by the Vice Chancellor.

12.1 The Disciplinary Committee shall consists of:

- (i) Dean of concerning School- Chairperson
- (ii) Nominee of Vice Chancellor- Member
- (iii) Dean- Student Welfare- Member
- (iv) Chief Hostel Warden- Member
- (v) Representative of SC/ST- Member
- (vi) Representative of Women- Member
- (vii) One Representative of Students nominated by the Chairperson of the Disciplinary Committee- Member
- (viii) Hostel Warden- Member Secretary.

13.0 Breach of Discipline and Punishment(s) there of :The following shall constitute 'acts of indiscipline':

- 13.1 Violation of the Mandate and Objectives of the University Act.
- 13.2 Keeping, carrying, using or supplying of any fire arms, lethal weapons, knife with a blade of more than four inches length in the room or outside.
- 13.3 Keeping, using or supplying intoxicants in any form.
- 13.4 Gambling in any form.
- 13.5 Ragging, bullying or harassing of student(s).
- 13.6 Demonstration in any form including procession and meeting.
- 13.7 Strike or hunger strike.
- 13.8 Boycotting of any University function, programme or activity preventing any student from attending classes, functions, programme or any other activity of the University.
- 13.9 Abusing.
- 13.10 Recourse of violence, assault, intimidation, rioting.
- 13.11 Showing or causing to show any disrespect to a teacher or Officer or any misbehaviour or intimidation of an employee of the University.
- 13.12 Incitement to commit any act of indiscipline.
- 13.13 Any breach of law of the country or the state or the Statute, Regulations, Rules of the University or orders of a competent authority.
- 13.14 Disturbing other students in their studies.
- 13.15 Damaging any University property.
- 13.16 Disorderly behaviour in any form.
- 13.17 Attending or organizing unauthorized meetings and participation in such meetings.
- 13.18 Displaying notices, leaflets or posters not signed or countersigned by the Warden or other University Officers authorized by the Vice Chancellor at the hostels and University Notice Boards or other places or distributing such notices or leaflets or disfiguring or defacing or writing slogans and undesirable things on the building, property, etc.
- 13.19 Any act specifically forbidden by the Warden, Chief Warden, DSW or any Officer of the University.
- 13.20 Any other act intended or calculated to cause inconvenience, annoyance, injury or damage to any other inmate of the hostel, employee of the University or resident of the Campus or guest visitors to the University.

14.0 Punishment for Indiscipline

- 14.1 Any inmate who violates any Regulation or otherwise indulges in any act of indiscipline as defined from time to time may be fined up to Rs. 500/- by the Warden/Incharge of the hostel/Instructor, if the Warden/Instructor is satisfied that the fine is adequate punishment for the act of indiscipline.
- 14.2 Cases of indiscipline, which in the opinion of the Warden/Instructor are so serious that a fine of Rs. 500/-or less would not be sufficient punishment, shall be referred by the Warden to the Chief Warden/Dean of the School concerned for taking disciplinary action against the inmate(s).
- 14.3 The Chief Warden/Dean on the recommendation of the Disciplinary Board of his/her School may award any of the following punishments:-
- 14.3.1 **Fine as prescribed:** This shall be noted on the inmate's permanent record card but shall not go out on the transcript.
- 14.3.2 **Placing the inmate on 'Conduct Probation' on the recommendation of School Disciplinary Board:** This will consist of an official warning to the students that one more incident of indiscipline might lead to the dismissal of the student from the University. It shall be noted on the inmate's permanent record card and shall go out on the transcript of the student so long as the student is on such probation.
- 14.3.3 **Reprimand of Record:** This shall consist of an official warning to the student not to repeat any act of indiscipline. This will be noted on student's permanent record card but not on any outgoing transcript.
- 14.3.4 Cases of more serious indiscipline in respect of which the Chief Warden/Dean is satisfied that the foregoing punishment as above, would not be adequate to meet the ends of justice and call for more severe punishment or cases involving students of more than one School/hostel, shall be referred to the Disciplinary Committee by the Chief Warden or any other Officer of the University coming across any acts of indiscipline to the Secretary of the Disciplinary Committee.
- 14.3.5 The recommendations of the Disciplinary Committee shall be forwarded to the Vice Chancellor as expeditiously as possible.

14.4 The Vice Chancellor after considering the recommendations of the Disciplinary Committee may award any one or more of the following punishments:

14.4.1 **Monetary Fine**

14.4.2 **Collective or Group Fine:** May be imposed on a group of students, as a whole, when the Vice Chancellor, on the recommendation of the Disciplinary Committee, is of the opinion that it is not possible to fix the responsibility on individual member of the group for any act of indiscipline.

14.4.3 **Reprimand on Record:** This shall consist of an official warning to the student not to repeat any act of indiscipline. This will be noted on student's permanent record card but not on any out-going transcript.

14.4.4 **Conduct Probation:** This shall consist of an official warning that one more incident of indiscipline might lead to the dismissal of the student from the University. It shall be noted on the permanent record card and shall go out on the transcript so long as the student is on Conduct Probation.

14.4.5 **Temporary Dismissal:** The student shall be dismissed from the University for a specific Semester(s) and required to leave the University Campus immediately.

- (i) This will be entered on the permanent record card and shall go out in transcript of the student if the same is issued during the period of temporary dismissal. It shall, however, not be mentioned in the outgoing transcript, in case the transcript is issued after re-admission. However, he/she shall be debarred from admission to the University for any further Programme.
- (ii) The fact of punishment of temporary dismissal or suspended dismissal during the period of temporary dismissal shall be recorded on the permanent record card and shall be mentioned in the outgoing transcript until the punishment has been revoked and the student is re-admitted.
- (iii) If student has been getting the punishment of temporary dismissal for one or more Semesters and he/she has only two Semesters or less to complete his/her degree, then the punishment of temporary dismissal may be suspended on compassionate ground and he/she may be placed on 'Conduct Probation' by the Vice Chancellor to enable him/her to complete his/her degree on his/her moving an application duly countersigned by his/her parent/guardian and filling in a bond of good behaviour with such conditions as may be imposed for the remaining period of his/her stay in the University.

- (iv) It shall, however, not be mentioned in the outgoing transcript after re-admission of the student. However, if any prospective employer or institution etc. request for details about the student concerned, the punishment given to the student shall normally be intimated to them only after obtaining the orders of the Vice Chancellor on the desirability or otherwise of giving such information to the party concerned.

14.4.6 **Permanent Dismissal/Rustication from University:** The student shall be dismissed permanently from the University and shall be required to leave the University immediately.

- (i) The punishment shall be entered in the permanent record card and transcript of the student and he/she shall be debarred from admission to the University for any further Programme.
- (ii) Students who were given the punishment of 'dismissal', may at the discretion of the Vice Chancellor, be re-admitted after the expiry of the period of punishment on the recommendation of the Dean concerned and the Disciplinary Committee on such conditions as may be prescribed in this behalf. No student will, however, be entitled to re-admission as a matter of right.
- (iii) In the case of permanent dismissal, if a student has completed at least two Semesters satisfactorily in this University prior to being given the punishment of permanent dismissal may be suspended on compassionate grounds and the student may be re-admitted on bond with such conditions as may be imposed of good behaviour under this Regulation.

14.5 Re-admission through suspension of punishment shall invariably be subject to the following conditions:

- 14.5.1 The student concerned may be re-admitted not as a matter of right but only on compassionate ground on the submission of an unconditional apology.
- 14.5.2 The student concerned will remain on Conduct Probation during the remaining period of his/her stay in the University.
- 14.5.3 The student concerned will fill up a bond of good behaviour as prescribed, duly countersigned by his/her parent/guardian which would remain operative for the entire period of his/her stay in the University.
- 14.5.4 He/she will not apply nor will be entitled to admission to any new degree programme in the University.

- 14.5.5 If the student concerned has been permanently dismissed, he/she may be considered to apply for relief under this Regulation only after expiry of three Semesters from the date of issue of orders of punishment but in no case will be entitled to re-admission before the expiry of less than four Semesters from the effective date of punishment.
- 14.5.6 No student shall be eligible for seeking relief under this Regulation unless he/she has completed at least 2 Semesters satisfactorily in this University prior to his/her being given the punishment of permanent dismissal.
- 14.5.7 No student shall be eligible to seek or be granted relief under this Regulation if he/she commits any act of indiscipline in the University Campus or misbehaves with any Officer or teacher of the University within the Campus or outside during the period.
- 14.6 Before granting the extraordinary concession of suspension of the permanent or temporary dismissal, the Vice Chancellor may follow any procedure that he/she considers appropriate in order to ascertain as to whether the student applying for the same is likely to abide by the Rules and Regulations of the University and is not likely to indulge himself/herself or instigate others to indulge in violation of the Rules and Regulations. During the period of suspension of permanent/temporary dismissal, the daily attendance of the student concerned shall be taken by the Warden/Assistant Warden of the hostel and it shall be obligatory for him/her to present himself/herself before either of them when called upon to do so.
- 14.7 The Vice Chancellor may revoke the order of suspension of punishment on his/her own initiative or on the receipt of a report from the Chief Warden/Dean of the School concerned/DSW/Registrar to effect that the student concerned has violated conditions of the bond which will in addition to any other specific conditions, may be enforced at Vice Chancellor's discretion, invariably require the student not to:
- 14.7.1 Absent himself/herself from the hostel for two or more days consecutively without prior permission of the Warden/Chief Warden.
- 14.7.2 Boycott or absent himself/herself from any Examination without prior permission.
- 14.7.3 Fall below 75% in attendance in class in any of the course offered by him/her.
- 14.7.4 Fail to present himself/herself before his/her Advisor, and/or Warden/Chief Warden despite having been asked to do so.
- 14.7.5 Commit any act of indiscipline as defined.

14.8 However, while the benefit of this Regulation may be available to cases of indiscipline where the punishment of temporary or permanent dismissal has been given for the first time, it is hereby laid down that -

- (i) the suspension of temporary dismissal may be given to student only once during his/her stay in the University,
- (ii) if the orders of suspension of punishment of permanent dismissal have been revoked by the Vice Chancellor on his/her own or on receipt of a report from the Chief Warden/Dean of the School concerned/DSW/Registrar to the effect that the student concerned has violated the conditions of the bond or other conditions imposed upon him/her at the time of re-admission, then such a student may apply for the review of revocation order only after the expiry of four Semesters from the date of issue of revocation orders of suspended dismissal and may be re-admitted on bond with such conditions as may be imposed of good behaviour under the Regulations and this re-admission, through review of revocation order of permanent dismissal shall invariably be subject to the same conditions as imposed earlier.
- (iii) In case such a student violates any conditions of the bond or other conditions imposed by the Vice Chancellor or involve in any act of indiscipline, then the student shall be permanently dismissed with no right to appeal for re-admission.

14.9 The Regulations shall also not apply in case a student is given the punishment of temporary dismissal for copying or to any student who is given the punishment of temporary or permanent dismissal and who after having been debarred from entering the Campus is reported to be seen entering the Campus without specific permission of the Vice Chancellor. If a student indulges in any act of indiscipline after completing the graduation requirement and or after obtaining the Provisional Degree Certificate, in such cases an F.I.R. will invariably be lodged with the police and his/her character certificate will be issued only after the final decision.

14.10 The Advisor of the student concerned, and Hostel Warden concerned may also be invited by the School Disciplinary Board/Disciplinary Committee while enquiring into a disciplinary case.

15.0 Procedure for the Removal of Conduct Probation

15.1 The Dean of the School concerned may remove a student from the Conduct Probation on the recommendation of the Advisor, Warden and if necessary of School Disciplinary

Board in case he/she was not involved in acts of indiscipline more than once under the following conditions:

- 15.1.1 If the student was placed on Conduct Probation by the Dean/Chief Warden on the recommendation of the School Disciplinary Board.
- 15.1.2 If the student was placed on Conduct Probation by the Vice Chancellor and has completed the graduation requirements.
- 15.2 The Vice Chancellor may remove a student from the Conduct Probation on the recommendation of the Disciplinary Committee under the following situations:
 - 15.2.1 If the student was placed on Conduct Probation by the Vice Chancellor on the recommendation of the Disciplinary Committee.
 - 15.2.2 If the student was placed on Conduct Probation either by the Dean/Chief Warden or by the Vice Chancellor and was involved in acts of indiscipline more than once.
- 15.3 The procedure for removal of Conduct Probation for the students temporarily dismissed or permanently dismissed but re-admitted shall be as under:
 - 15.3.1 The Conduct Probation of students, temporarily dismissed once and for one Semester may be removed by the Vice Chancellor on the recommendations of the Disciplinary Committee.
 - 15.3.2 The Conduct Probation of students permanently dismissed but re-admitted may be removed by the Academic Council on the recommendation of the Committee constituted by the Council.
 - 15.3.3 The Conduct Probation of students temporarily dismissed more than once for two Semesters or more may be removed by the Academic Council on the recommendation of the Disciplinary Committee.
 - 15.3.4 The constitution of Academic Council's Sub-committee for removal of Conduct Probation and issuance of documents with good conduct or otherwise in case of permanently dismissed students will be as per the following procedure:
 - (i) "If a student who was given the punishment of permanent dismissal but was subsequently allowed relief, wishes that he/she shall be given a clean record of conduct, may apply for the same after the completion of his/her degree.
 - (ii) On receipt of such an application, a committee would be constituted by the Academic Council on whose recommendation it would be decided as to whether or not the fact of permanent dismissal would be recorded on the

outgoing transcript and if a satisfactory character certificate should be issued to him.

- (iii) This committee would be constituted in a meeting of the Academic Council and shall consist of 7 members of the Academic Council to be selected randomly either with the help of a computer or through table of random members.
- (iv) This committee may follow such procedure as it may deem necessary and may also consider the reports of the Advisor, Warden, Head of the Department and Dean of the School concerned or of any other person whose views the Committee may deem relevant."

16.0 Issue of Character Certificate to various Categories of Students

16.1 Character Certificate with good conduct as well as the prescribed two-point Character Certificate shall be issued to all students who are not punished at any time during the period of their studentship as well as to those who are given the punishment of

16.1.1 Reprimand of record/warning,

16.1.2 Monetary fine and

16.1.3 Conduct Probation, provided the Conduct Probation has been removed at the time of issuing the certificate.

16.2 The two-point Character Certificate shall not be issued to the following categories of students:

16.2.1 All students given the punishment of permanent dismissal, rustication or temporary dismissal for any length of time, even after their re-admission.

16.2.2 All students who were found guilty of using unfair means in any Examination at any time during their stay in the University.

16.2.3 Character Certificate with satisfactory conduct may be issued to the students who are given the punishment of temporary dismissal only once during period of their stay in the University if the same is recommended by the Disciplinary Committee and approved by the Academic Council.

16.2.4 Character Certificate with satisfactory conduct may be issued to the students who have been given

- (i) punishment of temporary dismissal more than once or
- (ii) punishment of permanent dismissal/rustication if they are allowed re-admission under Regulation only after the recommendation of the

Committee constituted by the Academic Council as defined in the Regulation.

14.2.5 The Sub-Committee of the Academic Council may collect information from various sources like Advisors, Deans concerned, Wardens, Security Officer and the Disciplinary Committee before making their recommendations about the issue of Character Certificate to such students.

17.0 Refusal of Admission to Students against whom Cases in the Court(s) were pending

No student who is involved as an accused in a case involving a cognizable offence or who has been convicted of such an offence or of an offence involving moral turpitude shall be admitted to any degree programme in the University.
