

## **Proctorial Committee Rules and Regulations**

The Competent Authorities of the South Asian University (hereafter 'SAU') has empowered the Proctorial Committee (hereafter 'Committee') to investigate cases of student indiscipline and violation of the student code of conduct on complaint by students, faculty members, SAU administration and/or on *Suo motu* cognizance by the Committee.

### **Composition**

The Committee shall consist of the Proctor and members appointed by the Competent Authority.

The Proctor is entitled to select more members from among the SAU faculty members for the conduct of an inquiry and can allow a member to quit the Committee. All such decisions have to be ratified by the SAU President.

In the absence of the Proctor, the SAU President may appoint an officiating Proctor.

The Committee will maintain its own office within the University precincts and will have the required staff.

### **Jurisdiction**

The Committee shall have the competence to investigate all forms and manifestations of student indiscipline, including:

- a) **Violation of the student code of conduct.**
- b) **Disturbances caused by *dharnas*, group bargaining, hunger strikes or any other form of protest that disrupts**
  - i) **the entry to or exit from any of the academic and/or administrative offices/complexes,**
  - ii) **movement of any member of SAU, and**
  - iii) **the general functioning of SAU.**
- c) **Stopping anyone in the campus from discharging his/her official duties.**
- d) **Causing disruption of formal meetings, functions and any other official events.**
- e) **Organizing events that vitiate the academic atmosphere of SAU.**
- f) **Causing disturbance to a class by playing loud music or by shouting inside/outside the classroom within the SAU premises.**
- g) **Disorderly behavior towards fellow students/University staffs/teachers/visitors.**
- h) **Misconduct in the classroom, causing damage to furniture or equipment or any other SAU property.**
- i) **Inciting others to create trouble in SAU.**
- j) **Bringing out defaming posters and pamphlets.**
- k) **Smoking in public inside the campus.**
- l) **Practicing ragging in any form whatsoever.**
- m) **Physical assault, or threat to use physical force against any student, teaching and non-teaching staff.**
- n) **Attempt at bribing or corruption in any manner.**
- o) **Creating ill-will or intolerance on religious, national, communal or political grounds.**

- p) Any other activities not included in the list, but may be considered as an act of indiscipline by the Committee/Competent Authority if it disturbs the general functioning of the University.

### **Inquiry**

- 1) Inquiry may be conducted by the Committee/a Sub-Committee as considered appropriate by the Proctor in each case.
- 2) The students will have the right to defend them before the Committee/Sub-Committee.
- 3) The Committee/Sub-Committee may summon any student with a general notice of 24 hours or with an extraordinary notice of 12 hrs.
- 4) The student shall sign the notice. In case the student is not available in the campus, notice will be posted on the hostel notice board. An email of the same will be sent to the student.
- 5) If the student fails to appear before the Committee/Sub-Committee as required by the notice and if the student timely communicates a justifiable ground for non-appearance, a second notice may be issued. A third and final notice may be given if the student timely communicates a justifiable ground for his non-appearance in response to the second notice. The Committee/Sub-Committee may also send a notice at the permanent address of the student/inform the parents/guardian/embassies of the concerned student at any time.
- 6) If the student neither appears nor communicates a justifiable ground for his non-appearance in response to the notice(s) and within the time stipulated as indicated in the notice(s), the Committee may proceed against the student *ex parte*.
- 7) The student may be suspended pending inquiry.
- 8) In case the Committee/Sub-Committee *prima facie* concludes that the act of indiscipline involves sexual harassment, then such a case shall be transferred to the Sexual Harassment Committee.
- 9) The Committee/Sub-Committee shall conduct and complete the inquiry expeditiously as the circumstances may require or within such timeframe as may be required by the Competent Authority.

### **Evidence**

The Committee/Sub-Committee shall follow the rules of evidence admissible in administrative enquiries and shall admit all evidence, including documentary evidence and evidence by witness, probative of the case before it.

### **Punishment**

The Committee shall recommend punishment to the SAU President. The punishment can be one or more of the following:

- Rustication with out-of-bounds of the campus
- Withdrawal of admission in the future SAU academic programs
- Withdrawal of Degree
- Denial of admission for a definite period.
- Withdrawal of the SAU Visa
- Suspension including withdrawal of hostel facilities and financial assistance/fellowship/scholarship of the SAU.

- Withdrawal of hostel facility.
- Withdrawal of financial assistance/fellowship/scholarship.
- Fine of up to INR 20,000
- Out-of-bounds of the campus
- Withholding the degree for a specific period.

### **Appeal**

- The student may appeal to the Grievance Redressal Committee (GRC) of the SAU only after the announcement of the punishment.
- The GRC can reject the appeal of the student/can recommend a change in punishment/withdrawal of the punishment.
- Only the SAU President has the final authority to accept or reject the recommendations of the GRC.
- Cases once inquired by the Committee will not be reopened until strongly recommended by the GRC and such a recommendation is approved by the SAU President.
- A student cannot appeal for the reopening of the case. It will only be decided by the GRC.
- Only Proctor and two other members of the Committee can look into the re-opened cases and should finish the inquiry within a fixed time (as recommended by the SAU President)
- The student can only appeal once to the GRC. In case, the Committee recommends the punishment for the second time, the student will have no right to appeal to the GRC. The final authority in all such cases will rest with the SAU President.