

# **RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY (RGIPT)**

## **Students Misconduct and Disciplinary Policy**

### **1. Purpose and Scope**

This policy outlines the standards of student conduct at RGIPT and details the procedures and penalties applicable to acts of misconduct. It applies to all students, regardless of whether the misconduct occurs on-campus, off-campus, or via online platforms, including social media and other modes of communication.

### **2. Definition of Student Misconduct**

#### **A. Misconduct includes, but is not limited to:**

- Disruption of academic or administrative activities.
- Harassment in any form—physical, verbal, psychological, or sexual.
- Use of abusive, threatening, obscene, or defamatory language or behavior.
- Acts of assault, bullying, coercion, or making malicious allegations.
- Possession or use of weapons or hazardous substances.
- Participation in strikes, agitations, or processions disrupting Institute functioning.
- Acts or omissions that damage the Institute's reputation.
- Consumption, possession, sale, or distribution of alcohol, tobacco, narcotics, or similar substances.
- Language or behavior disrespecting individuals or insulting the modesty of women.
- Any form of sexual harassment.
- Involvement in ragging or related activities.
- Theft, fraud, damage to property, unauthorized use of Institute resources, or bribery.
- Publishing or sharing defamatory, misleading, or obscene content online targeting RGIPT stakeholders.
- Unauthorized disclosure of confidential Institute information on public platforms.
- Unauthorized recording and distribution of videos or audios of faculty, staff, or students.
- Impersonation of the Institute, its departments, or officials.
- Violation of hostel regulations or unauthorized movement in and out of campus.
- Breach of security protocols or non-cooperation during inspections.
- Provoking communal, caste-based, or regional disharmony.
- Repeated offenses despite previous disciplinary actions.
- Violation of any Institute policy, guideline, regulation, or applicable law.
- Any act deemed as misconduct by the Director.

**Note:** Ragging in any form is a criminal offense and strictly prohibited, as per the directives of the Hon'ble Supreme Court of India.

#### **B. Composition of Committees:**

- **Students Grievance & Redressal Committee (SGRC)** – As notified by the Institute.
- **Apex Disciplinary Committee** – Constituted by the Director for major policy decisions.

- **Standing Disciplinary Committee** – Appointed by the Director for routine and investigative functions.

### **C. Definitions:**

Terms not defined in this policy but defined in other RGIPT rules or applicable laws shall carry the meaning as provided therein. In the absence of such definitions, standard legal definitions under Indian law shall apply.

## **3. Disciplinary Actions**

Disciplinary measures shall vary based on the severity of the misconduct:

### **A. Minor Misconduct**

- **Oral Reprimand** – Verbal warning.
- **Written Reprimand** – Formal written notice.
- **Written Warning** – Notification of future consequences.
- **Disciplinary Probation** – Conditional continuation of academic privileges.
- **Fine** – ₹1,000 to ₹5,000.

### **B. Major Misconduct**

- **Suspension of Privileges:**
  - Removal from hostel.
  - Disqualification from positions of responsibility.
  - Restricted access to labs, sports, and library.
- **Academic Penalties:**
  - Exclusion from classes, placements, and other academic activities.
  - Withdrawal of scholarships/fellowships.
- **Major Fine:** ₹5,000 to ₹25,000 (may increase with repeated violations).
- **Debarment:** Temporary exclusion from exams.
- **Suspension:** Temporary removal from academic and campus activities.
- **Expulsion:**
  - Permanent removal from the Institute.
  - Forfeiture of fees and pending degrees.
  - Restricted campus access without Committee approval.
- **Withholding/Withdrawal of Degree:** Based on severity of misconduct.

- **Referral to External Authorities:** Institute may refer cases to police or legal bodies without prejudice to internal disciplinary actions. However, multiple penalties may be imposed simultaneously based on the gravity of the misconduct.

#### 4. Authorities Empowered to Impose Disciplinary Actions

| Type of Misconduct | Sanctioning Authority           | Approving Authority         | Appellate Authority |
|--------------------|---------------------------------|-----------------------------|---------------------|
| Minor              | Standing Disciplinary Committee | Dean, Student Affairs       | Director            |
| Major              | Standing Disciplinary Committee | Apex Disciplinary Committee | Director            |

#### 5. Procedure for Imposition of Disciplinary Action

1. **Reporting:** Any report of misconduct shall be referred by the Dean- Students' Affairs to the Standing Disciplinary Committee.
2. **Inquiry:** The Committee shall conduct an inquiry, ensuring adherence to principles of natural justice. Both complainant and respondents will be given an opportunity to be heard and present evidence.
3. **Ex-Parte Proceedings:** If any party delays or misuses the inquiry process, the Committee may proceed ex-parte after recording reasons.
4. **Timeline:** Inquiry should conclude within 15 days; maximum 30 days. In exceptional cases, a 30-day extension may be granted by the Director. Inquiries not concluded within 60 days shall be dropped and the student exonerated.
5. **Reporting:** Within 7 days of conclusion, the Committee shall submit its findings and recommendations to the Approving Authority.
6. **Final Order:** Approving Authority shall issue a reasoned order based on the Committee's report. If an Approving Authority does not accept the recommendation, full justification must be recorded.
7. **Notification:** The Registrar shall notify the final order to both parties.

#### 6. Appeals and Redressal Mechanism

- Both the student and the complainant are entitled to one appeal to the Director, whose decision shall be final and binding.

**Appeal Process:**

1. Submit a written appeal with grounds to the SGRC.
2. SGRC shall review and interact with relevant parties within 10 days.
3. If deemed appropriate, the SGRC shall submit the recommendation to the Apex Disciplinary Committee (ADC) comprising:
  - i. Dean (SA)
  - ii. Dean (AA)
  - iii. Dean (R&D)
  - iv. SGRC Chairperson
  - v. Respective HoD(s)
4. The Dean (SA) convenes the ADC meeting.
5. ADC and SDC recommendations shall be submitted to the Director for approval.
6. The final decision will be notified by the Registrar.

**7. Interpretation**

- a. Any dispute regarding the interpretation of this policy shall be referred to the Director, whose decision shall be final and binding.