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To

Dtd: 25/01/23

Dr Ajay Vinodiya,

Dean Students Affairs,
SPA Bhopal

Dear Sir,

As discussed earlier with you and as per the instruction of the disciplinary committee (chaired by you), the Student's misconducts and the penalty categories have been revised.

This has been done in accordance with the Student's Code of Conduct as sanctioned by the Institute's administration. Further, the types of penalties have been revised depending on the level and degree of misconduct.

The principal of this exercise is to ease and rationalize the functioning of the disciplinary mechanism and to incorporate community-service related activity as a positive reinforcement.

We also propose that, other monetary penalty can be considered under a fund named "Student Welfare Fund" accounted for the student's benefit in the hostel/ campus (along with using them for damage repair/ replacement expenditures)

The following document "**Misconduct Categorization and penalty**" is prepared by the Wardens team headed by Dr Shanu Sharma in consonance with the undersigned.

I request you to kindly go through the same and approve it for immediate effect.

Parama Mitra

Parama Mitra

Sr. Hostel Warden

SPA Bhopal

Maybe
Approved.

27/1/23

Forwarded

Registrar / for financial matters proposed.

The practice of similar institutes like IISER/WANIT may also be considered.

Director /

Pr. disans.

27/1/23

Dean (SA)

HOSTEL MANAGEMENT COMMITTEE

SCHOOL OF PLANNING & ARCHITECTURE, BHOPAL

Discussed Major Issues
Should be brought to
discipline Committee

31/1/23

31/1/23

31/1/23

File -
11092, 27/1/23

Misconduct Categorization and penalty

School of Planning and Architecture Bhopal

A. Anti-Ragging Anti ragging: Institute disciplinary committee referred to anti ragging committee after preliminary investigation by the Wardens/ Sr Warden if happened in the Hostel Premises

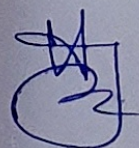
Offence/ Nature of misconduct	Punishment/Disciplinary action	Additional punishment
1. Ragging of students admitted to the institute.	Refer to 6.12, 6.13, 6.14 and 6.15 for details. (Students Code of conduct). Report the matter to the anti ragging committee.	Recommendation for academic suspension.

B. Prohibited Items (Warden Purview)

Offence/ Nature of misconduct	Punishment/Disciplinary action	Additional punishment
1. Violation of Campus In-time rule	a) Monetary penalty -INR 1000/- from the 2nd time (within a semester)** b) Exemption only on the prior information of the delay based on genuine reasons. c) Community service/ Library work/ working under Faculty (as assigned by Hostel Management according to need) d) Wardens to decide when to escalate the matter to the higher authorities.	a) Issue of disciplinary action letter from the 2nd time, with copy to the parents. b) In the extreme case: Outgoing from campus is prohibited (duration to be fixed according to the degree of violation, starting from 1 week).
2. Violation of Hostel Intime rule	a) Monetary penalty -INR 500/- from the 3rd time b) Community service/ Library work/ working under Faculty (as assigned by Hostel Management according to need)	a) Issue of disciplinary action letter from the 4th time, with copy to the parents. b) In the extreme case: Outgoing from campus is prohibited (duration to be fixed according to the degree of violation, starting from 1 week).
3. Willful damage to property	a) Actual cost of repair /replacement & additional monetary penalty of INR 2000/- b) Issuance of warning letter.	a) Undertaking taken from the defaulter. b) In case of repetition, the matter may be recommended to higher authority for disciplinary action.
4. Requirement for breaking lock due to misplacement of keys.	For every such action: a) Monetary penalty -INR 200/- b) New lock and keys to be purchased by the student who has misplaced the same.	

5. Possession of electrical items requiring an electric supply of greater than 5 Amp. or with open heating elements, or having potential health hazards. Items found such as toasters, hot plates, gas cylinders, stove, immersion rod, hand blender, induction plates, electric skillets, electric kettle (more than 5 Amp), microwave, fridge, coolers or appliances with open heating elements. (without permission)	a) Monetary penalty -INR 1000/- b) Confiscation of the item.	a) Undertaking taken from the defaulter. b) In case of repetition, the matter may be recommended to higher authority for disciplinary action.
6. Drunkenness, entering the hostel premises in an intoxicated state and misbehaving with hostel management committee members / use of abusive or offensive language.	a) Monetary penalty -INR 1000/-, b) Issuance of warning letter. c) Community service/ Library work/ working under Faculty (as assigned by Hostel Management according to need)	a) Undertaking taken from the defaulter. b) In case of repetition, the matter may be recommended to higher authority for expulsion from the hostel / other disciplinary action.
7. Employing unauthorized persons for personal work such as washing clothes, etc. in hostel premises	a) Monetary penalty -INR 500/- b) Issuance of warning letter.	a) In case of repetition, the matter may be recommended to higher authority for expulsion from the hostel / other disciplinary action.
8. Alterations, additions, and/or unauthorized use of furnishings and fixtures within a residential facility.	a) Monetary penalty -INR 1000/- and actual cost of repair or replacement b) Issuance of warning letter.	a) Undertaking taken from the defaulter. b) In case of repetition, the matter may be recommended to higher authority for expulsion from the hostel / other disciplinary action.
9. Door-to-door selling / soliciting / canvassing of any item, service or cause without prior permission from Asst. warden / warden.	a) Monetary penalty -INR 1000/-, b) Issuance of warning letter and	a) Undertaking taken from the defaulter. b) In case of repetition, the matter may be recommended to higher authority for expulsion from the hostel / other disciplinary action.
10. Unhygienic / messy / untidy behavior in their rooms, common areas and surroundings of the hostel.	a) Monetary penalty -INR 500/- b) Self cleaning of the room.	Community service / Library work / working under Faculty (as assigned by Hostel Management according to need).
11. Pasting notices on walls or scribbling the walls.	a) Monetary penalty -INR 1000/- and actual cost of repair / replacement / color. b) Self cleaning of the wall. c) Issuance of warning letter.	a) Undertaking taken from the defaulter. b) In case of repetition, the matter may be recommended to higher

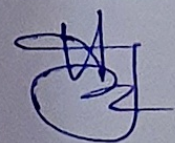
		authority for disciplinary action.
12. Moving / shifting any hostel property or hostel/Mess furniture/ Mess utensil (without permission) from its proper allotted place also including removing any fittings from any other room or common area and get them fitted in his room.	a) Monetary penalty -INR 500/- b) Issuance of warning letter. c) Self restoration of the change.	Community service / Library work / working under Faculty (as assigned by Hostel Management according to need).
13. Cooking in room	a) Monetary penalty -INR 2000/- b) Confiscation of equipment and utensils. c) Issuance of warning letter.	a) Undertaking taken from the defaulter. b) In case of repetition, the matter may be recommended to higher authority for disciplinary action.
14. Keeping pets (dogs, cats, birds, rodents, reptiles, or other pets) and or stray animals within hostel premises.	a) Monetary penalty -INR 1000/- b) Issuance of warning letter. c) Finding a safe home for the pet outside campus at own cost.	a) Undertaking taken from the defaulter. b) In case of repetition, the matter may be recommended to higher authority for disciplinary action.
15. Throwing or hanging objects from windows, removal of screens, or the use of window / ventilators / balconies etc. as an entrance or exit.	a) Monetary penalty -INR 1000/- b) Issuance of warning letter.	a) Undertaking taken from the defaulter. b) In case of repetition, the matter may be recommended to higher authority for disciplinary action.
16. Signs/ graffiti other than those used to display Institute spirit (pasted on windows or interior & exterior surfaces of the residence hostel / other location)	a) Monetary penalty -INR 1000/- and actual cost of repair / replacement / color. b) Self cleaning. c) Issuance of warning letter.	a) Undertaking taken from the defaulter. b) In case of repetition, the matter may be recommended to higher authority for disciplinary action.
17. Storing personal items in public areas of hostel.	a) Monetary penalty -INR 500/- and actual cost of repair / replacement / color. b) Self removal of said items. c) Issuance of warning letter.	a) Undertaking taken from the defaulter. b) In case of repetition, the matter may be recommended to higher authority for disciplinary action.
18. Unauthorized use of playing fields (other than intended use), resulting in damage of hostel property or properties in or around the hostel.	a) Monetary penalty -INR 500/- and actual cost of repair / replacement / color. c) Issuance of warning letter.	a) Undertaking taken from the defaulter. b) In case of repetition, the matter may be recommended to higher authority for disciplinary action.
19. Staying out of hostel for one or	a) Monetary penalty -INR 1000/. b) Issuance of warning letter, with a	a) Undertaking taken from the defaulter.



more days without any specific intimation & permission	copy to parents. c) In the extreme case: Outgoing from campus is prohibited (duration to be fixed according to the degree of violation, starting from 1 week).	b) In case of repetition, the matter may be recommended to higher authority for expulsion from the hostel / other disciplinary action.
20. Theft of Institute/ hostel or other hostel residents properties.	a) Monetary penalty - to be decided on the nature of theft and actual price of the item / amount stolen. If proven, minimum monetary penalty of INR 1000/- b) Issuance of warning letter, with a copy to parents.	a) Undertaking taken from the defaulter. b) In case of repetition, the matter may be recommended to higher authority for disciplinary action.
21. Carrying / presence of mess utensils in hostel rooms (except for medical reasons) / common areas.	a) Monetary penalty of INR 500/- for student. a) Monetary penalty of INR 1000/- c) Issuance of warning letter.	Community service / Library work / working under Faculty (as assigned by Hostel Management according to need)

C Misconduct: Institute disciplinary committee (Beyond Warden Preview)

Offence/ Nature of misconduct	Punishment/Disciplinary action	Additional punishment
1 Gambling	a) Monetary penalty -INR 5000/- b) Expulsion from hostel for one semester c) Issuance of warning letter.	#1 & #2
2 Intimidation or violence (perpetrating physical harm)	a) Monetary penalty -INR 5000/- b) Expulsion from hostel for one semester, (degree of violence to decide if additional DA is required) c) Issuance of warning letter.	#1 & #2
3 Participation in any anti-national, antisocial or undesirable activity in the hostel premises.	Expulsion from hostel for one semester, Issuance of warning letter.	Recommendation for academic suspension. #2
4 Promoting influencing others to consume drugs, peddling drugs.	a) Immediate expulsion from the hostel for all semester. b) Issuance of warning letter.	Recommendation for academic suspension for minimum one year. If not expelled, #1 & #2
5 Possession of alcohol / tobacco products.	a) Monetary penalty of INR 2000/- per student. b) Issuance of warning letter.	Undertaking taken from the defaulter with consequence of expulsion from hostel on the occurrence of another misconduct & #1; on repeated offense #2
6 Substance possession	a) Expelled from hostel for minimum of one year, b) Issuance of warning letter.	Recommendation for academic suspension for minimum one year.
7 Under the influence of an abusive substance (Here, substance abuse refers to the harmful or hazardous use of psychoactive substances,	a) Expelled from hostel for a minimum of one year, b) Issuance of warning letter.	Recommendation for academic suspension for minimum one year.



including alcohol and illicit drugs)
<https://www.who.int/teams/mental-health-and-substance-use/alcohol-drugs-and-addictive-behaviours>

Note:

a) In specific situations DC (Disciplinary Committee) might refer the case to Legal Authorities. Additional punishment will be under the discretion of DC

#1 – Community services may be applicable in certain cases on the discretion of the Disciplinary Committee.

#2 – Withholding or Forfeiture of scholarship / fellowship for specific time.

b) Monetary penalty will be levied as per person on all the people will be found guilty of misconduct in a case.

All monetary collections will be recorded under a fund named "Student Welfare Fund" which will be utilized for betterment of students living environment (E.g., purchase of items for student's activity, etc)

Prepared by:

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Dr Kakoli Saha

Ar Arvind Meel

Ar Gaurav Vaidya

January 2023

Maybe

Approved

Submitted to Dean SA on 25th Jan 2023.

Forwarded to Registrar for financial aspects of proposed penalties and approvals from the Director.

Parama Mitra.
(SR. Hostel Warden).

Registrar /

Director /

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