DOT (Discipline on Top) System

1. In order to maintain discipline amongst students and to ensure strict compliance of MUJ rules, DOT system is being introduced for all the students of this University. DOT system is an indicative system so that the concerned students and their faculty know the level of offence committed by the students. An entry system will be maintained in a students’ record for MINOR as well as MAJOR offences. This will help monitor the level of offences and the number of times the same student has been involved in any act of indiscipline. It will also help in deciding on the quantum of punishment for violation of orders and will lead to pin-pointing on perpetual offenders who need to be punished more severely.

2. The DOT system will be implemented with immediate effect.

3. Classification

   Offences may be categorized as following:

   (a) Minor offences
   (b) Major offences-I
   (c) Major offences-II

4. Minor Offences

   The following will be considered as Minor offences:

   (a) Not wearing the identity card while entering the hostel or campus
   (b) Not following proper dress code in the campus or mess
   (c) Indulging in altercations with fellow students
   (d) Using electrical appliances in the room / cooking in the hostel room
   (e) Disturbing room - mate or other resident students by switching on loud music or in any other manner
   (f) Using mobile phones in routine class / lab
   (g) Not adhering to laid down hostel timings
   (g) Any other such violations which is not stated above but are against the spirit of good order and discipline
5. **Major Offences - I** The following will be considered as Major offences:

(a) Change of rooms without prior permission of the Chief Warden
(b) Money lending / Borrowing
(c) Bringing / Keeping pets in the campus/hostel
(d) Misbehaving with fellow students
(e) Staying absent from hostel without permission of Warden / Chief Warden
(f) Abusing / misbehaving or shouting at a teacher / non-teaching staff
(g) Undue / Negative propaganda / spreading rumors or defaming institution or individual
(h) Smoking / consuming alcohol or found under intoxication inside campus / hostel
(i) Using someone else's mess card or giving own card to others for using in food court
(j) Going to OUT OF BOUNDS areas
(k) Creating nuisance in public / society by indulging in general act of indiscipline or by flouting law
(l) Any other such violations which is not stated above but are against the spirit of good order and discipline

6. **Major Offences - II** The following will be considered as Major offences II:

(a) Causing damage to the campus / hostel property in any form. The students may be asked to pay damage charges with penalty, if required
(b) Allowing unauthorized guests / persons / non - resident students in the hostel rooms
(c) Stealing
(d) Indulging in fighting
(e) Possessing any kind of weapon/firearm
(f) Causing safety hazard
(g) Cheating in examination
(h) Bringing or using drugs / banned substance in college or hostel
(i) Ragging
(j) Sexual Harassment
(k) Any other such violations which is not stated above but are against the spirit of good order and discipline

7. **Award of Black DOTS in relation to the offences** The following is to be taken into consideration while awarding Black DOTS for offences:-

<table>
<thead>
<tr>
<th>Nature of Offence</th>
<th>Range of DOTS to be awarded (based on the degree of offence)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor Offence</td>
<td>1-2 Dots will be awarded</td>
</tr>
<tr>
<td>Major Offence – I</td>
<td>3-4 Dots will be awarded</td>
</tr>
<tr>
<td>Major Offence – II</td>
<td>5-6 Dots will be awarded</td>
</tr>
<tr>
<td>Repeated Offence</td>
<td>Repeated minor offence will be considered under Major Offence category and penalties as applicable</td>
</tr>
</tbody>
</table>

8. **Penalties against Black DOTS :-**

(a) If a student accumulates 03 Dots :-

(i) 1st year student will not be considered for change of branch

(ii) He / she shall not be eligible for any elections of Student Council / Class representative

(b) If a student accumulates 05 Dots :-

(i) He / she will be issued a letter of concern with information to parents

(ii) His / her access to library will be prohibited for a period, for at least one month

(iii) He / she shall not be considered for any scholarship programme
(c) **If a student accumulates 06 Dots:**

(i) He/she will be suspended from classes for a period of minimum 7 days.

(ii) He/she will be asked to vacate the hostel (in case of resident student)

(d) **If a student accumulates 08 Dots:**

(i) A stern warning letter will be issued to him/her with information to the parents.

(ii) No character certificate will be issued to him/her from University on completion of degree.

(iii) Faculty will be advised not to give reference/recommendation for any kind of training/internship for the concerned students.

(iv) He/she will not be included in any campus placement drives.

(e) **If the student accumulates 10 or more Dots:**

(i) He/she will be expelled from the University altogether.

(ii) No refund of any kind will be made to him/her.

(f) If a student has been awarded 4 Black Dots due to cheating in examination, he MUST also be given a ZERO in the concerned subject.

(g) All the above mentioned Black Dots will be over and above the other penalties awarded by disciplinary committee, such as financial penalties etc.

9. **Process for awarding Dots/Punishment for Minor Offences.** All cases of indiscipline are to be reported to Proctor for further action. Black Dots for minor offences will be awarded by Proctor. The information has to be shared with all the HoDs, Directors and Deans. Also, there will be a mail to all students on their outlook. The same will be displayed on all the notice boards. There is no need to form any disciplinary committee for awarding black DOTs in Minor offences.
10. **Process for awarding Dots / Punishment for Major Offences.** A disciplinary committee will be formed to investigate the case and examine the evidences / witnesses. Black DOTs will be awarded by the disciplinary committee after completion of enquiry. The punishment awarded has to be shared with all the HoDs / Directors and Deans. The Proctor should invariably be kept informed about such incidents. The findings / recommendations of disciplinary committee must be submitted with 05 working days.

The student has right to appeal to Dean Students' for reconsideration of punishment by submitting a written application. The decision of Dean / President will be final.

11. **Rewarding White Dots** The purpose of white DOTs is to be award students who have been earlier awarded black DOTs, if they conduct themselves well and exhibit good behavior. This is a 360 degrees approach and student will be evaluated from all the angles. HoDs, Teachers, Wardens all will be paying an important role in this activity. Following procedure will be followed for awarding of White DOTs :

(a) The student will be observed continuously once he / she has been awarded Black DOTs

(b) If the student conducts himself / herself well for minimum period of 6 months, 01 White DOT can be awarded to him / her

(c) Similarly, if he / she continues to show exemplary conduct and behavior for a period not less than 01 year, then 02 more White DOTs may be awarded to the student

(d) Similarly, if the 05 White DOTs can be awarded if the student conducts well for a period of not less than 18 months

(e) 08 White DOTs can be awarded if the student conducts himself / herself well for a period not less than 24 months

(f) On achieving CGPA of more than 8.5 or some excellent achievement in sports / Tech fest or any other co-curricular activity, he / she may be awarded 1-2 white DOTs

(g) Dean of students is appropriate authority for rewarding White DOTs

(h) The recommendation has to come from HoDs / respective wardens for validation of good conduct / achievement.
12. **Recording of Punishment**

The record of all BLACK and WHITE DOTs will be maintained as following:

(a) The original copy of the warning letter will go to Admissions Office for keeping entry in the personal file of the student

(b) A copy of the warning letter will be shared with the respective HoDs / Registrar / CSO

(c) Whenever, a student is tried for any of indiscipline his/her previous record will be checked

(d) A master file will be maintained at Proctor’s Office

(e) All the records will be maintained in soft copy as well with Proctor’s office

(f) All the punishments will be displayed on all the notice boards and also it has to be shared with all the students of University / MUJ Users via outlook mail

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Dated : 24 Dec 2014

(Prof Vandana Suhag)  
Registrar, MUJ

**Distribution:**

AR to President, All Deans, All Directors, CF & AO, Proctor & Chief Warden, All HoDs, Controller of Examination, Professor Incharge (A), Asst Registrar (A), CSO, Head T & P, Head operations MIS, Chairman Grievance Cell.