

**Time limitations for Disciplinary Procedures from the By-Law for student Discipline**

| Item  | Reporting of the Incident   | Initial inspection  | Preliminary Investigation   | Framing Charges  | Response to Charges   | Appoint Inquiry Panel                                       | Report of disciplinary Committee of Inquiry (DCI)   | Imposition of Punishment  | Appeals   | Appeals Committee   |
|---|---|---|---|--|---|---|---|---|---|---|
| <b>Max time period</b>                        | NSTL  | 05 WD after request by the VC                             | 28 WD from the date of appointment of Preliminary investigator(s)   | 14 WD from the date of receipt of the PIR                    | 14 WD from the date of CS + 07 WD from the date of re-issue of CS   | NSTL for appointing Disciplinary Committee of Inquiry (DCI) | 42 WD after appointment of DCI <i>extendable to 72 WD by the VC</i>                       | NSTL after receiving report from DCI                                    | 30 days from the date of the letter of punishment               | 30 days from the date of receipt of the appeal by the Committee |
| <b>Outcome</b>                                | VC requests initial inspection<br>1. Drop<br>2. Proceed   | Report to the VC on the incident<br>1. Drop<br>2. Proceed | Preliminary Investigation Report (PIR) to the VC on the standing of the incident and charges to be framed (if any)<br>1. Drop<br>2. Proceed | Charge Sheet(s) (CS) sent to accused through registered post | 1. No response<br>2. Charges accepted or not denied<br>3. Charges denied<br>If 1. or 2. the BOD recommends punishments ratified by the Council & imposed in writing | Appointmen t of DCI of up to 3 members                      | Hearings with accused, witnesses & other evidences & report to VC with findings & verdict | BOD recommends punishments ratified by the Council & imposed in writing | The VC places it at the Council and Appeals Committee is formed | Report by the Committee on which Council decides on the appeal  |
| <b>Reference to Student Discipline By-law</b> | Part V - 1  | Part V - 2  | Part V - 3  | Part V - 4   | Part V - 5  | Part V - 6  | Part V - 7, 8, 9, 10, 11, 12  | Part V - 13, 14, 15   | Part VI - 1   | Part VI - 2, 3, 4, 5, 6, 7                                      |
| <b>Out of Bounds Declaration (OBD)</b>        | According to Part V - 16 i. to vii. Student may be placed under OBD, which is construed not as a punishment, by the VC and reviewed at 30 calendar days interval. |   |   |  |   |   |   |   |   |   |

VC - Vice-Chancellor, NSTL - No Stipulated Time Limit, WD - Working days, BOD - Board of Discipline, CS - Charge Sheet(s), PIR - Preliminary Investigation Report, OBD - Out of bounds declaration, DCI - Disciplinary committee of inquiry