



Disciplinary Complaints Committee: Policies and Procedures
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contents

preamble.....	3
1. scope of violations.....	4
2. membership, constitution and composition.....	4
3. conflict of interest.....	5
4. complaint filing.....	6
5. complaint screening and communication.....	6
6. deliberations and final decision.....	7
7. parent/guardian notification.....	7
8. fairness, burden of proof and due procedure.....	8
8. appeals.....	8
10. documentation.....	9
11. confidentiality.....	9
12. powers of the Vice Chancellor.....	10
annexure 1.....	11
annexure 2.....	13
annexure 3.....	16
annexure 4.....	17

preamble

Nayanta University is committed to fostering an environment that is intellectually rigorous, inclusive, and supportive of the well-being of its community. By becoming a part of this institution, students affirm their responsibility to uphold the University's values of care, curiosity and confidence in both academic and interpersonal spheres. These shared commitments build a culture where personal growth, academic excellence and community well-being are equally prioritised.

To preserve these principles, the University has established clear rules and regulations that define standards of conduct consistent with its ethos. Violations of these standards not only jeopardise the well-being of individuals but also compromise the collective culture and values of the institution. Where such breaches occur, the University reserves the right to initiate corrective or disciplinary action on conduct violations by students in a manner that is both just and respectful of the dignity of all parties involved.

In this context, this document outlines the role, constitution, and processes of the University's disciplinary body for student violations, the Disciplinary Complaints Committee (DCC). *(Any violation falling under the purview of the Institutional Academic Integrity Panel, Anti-Ragging Committee (ARC), Internal Complaints Committee (ICC), or Student Grievance Redressal Committee (SGRC) shall not be considered by the Disciplinary Complaints Committee).*

1. scope of violations

The DCC addresses behaviours that undermine the values and safety of the University. Its jurisdiction includes, but is not limited to, the following:

1. Possession, use or distribution of prohibited substances contrary to the Student Handbook
2. Violations of Residence Life policies¹, which are designed to foster a safe, respectful and supportive residential environment
3. Violations of the Student Code of Conduct
4. Behaviours or actions, whether verbal, physical, or digital, that place at risk the mental, emotional or physical well-being of any member of the University community
5. Conduct that contravenes the laws of India or the State of Maharashtra, thereby jeopardising both the individual/s and the University's collective reputation
6. Other actions that are inconsistent with the philosophy, ethos and values of Nayanta University, or that breach established University policies even if not explicitly listed above
7. In matters involving legal considerations, the Registrar shall act as the disciplinary authority. In other cases, the Warden and the Dean of Student Life and Learning² shall function as the disciplinary authorities. Repeated or serious offences shall be referred directly to the DCC³.

2. membership, constitution and composition

Members of the DCC shall be appointed from among the faculty, staff and students of the University. In its initial year, the Committee shall comprise five members, with the composition subject to review and revision thereafter. This shall include: one Chair (a senior faculty member), one faculty member, one staff member, one student member, and one Member Secretary.

¹ The policies on Residence Life and the Student Code of Conduct can be found in the Student Handbook. The students are expected to have read and understood the same.

² Refer to annexure 2 for infractions that are handled by the Warden, Dean of Student Life and Learning, and the Registrar

³ Refer to annexure 1 for infractions that are directly referred to the DCC.

1. All staff and faculty members on the committee shall be appointed by the Vice Chancellor. The Vice Chancellor may consult with the various offices in this regard.
2. One student representative shall serve on the Committee. The Office of Student Life shall oversee the nomination process. Additionally, the student member shall be nominated from the same programme as the student(s) involved in the complaint. In instances involving students from different programmes, the student representative will be from the senior-most programme.
3. The Member Secretary shall be responsible for maintaining records of proceedings, along with being a member participant in the proceedings.
4. The Chair shall preside over all meetings of the DCC and facilitate its proceedings. In the Chair's absence, another member may be designated to preside by the Chair.
5. A quorum for DCC meetings shall consist of at least three members including the Chair.
6. Faculty and staff representatives shall serve a tenure of two academic years, while student representatives shall serve for one academic year.

3. conflict of interest

All DCC members are required to identify and disclose any potential conflicts of interest with the parties involved in a case, including complainants, respondents or witnesses. This includes past or present personal or professional relationships that would result in a DCC member being unable to discharge their duties in a fair and unbiased manner. Members must notify the Chair of the DCC that a conflict exists. The Chair may then require such members to recuse themselves from further participation in the matter and invite another member from the university to be on the committee. In such cases, the recused member shall be replaced by another member from the same category (i.e., faculty by faculty, staff by staff, and student by student).

4. complaint filing

1. Any student, faculty or staff member of Nayanta University may file a complaint with the DCC regarding student violations of University rules and regulations.
2. Complaints submitted by office bearers of the University while discharging their official responsibilities shall be treated as originating from the respective office or department, rather than from an individual.
3. All complaints must be submitted in writing through the prescribed channels within three (3) working days of the occurrence of, or gaining knowledge of the incident. Complaints may be submitted to the DCC via the designated email address: dcc@nayanta.edu.in

5. complaint screening and communication⁴

1. Upon receipt of a written complaint, the member secretary shall conduct a preliminary review to assess its validity. The complainant shall be informed of the outcome of this review by the committee.
2. The complainant, the DCC and the respondent can request for a meeting at any point during the review.
3. If the complaint is deemed valid, DCC shall proceed to examine the case further. In such instances: .
 - a. The DCC will share the complaint with the respondent(s) and request them to provide a written statement addressing the particulars raised in the complaint.
 - b. The respondent must acknowledge receipt of the complaint and submit their written statement to DCC within 2 working days of receiving the complaint.
 - c. The complainant and respondent may request a hearing at any point in this investigation.

⁴Refer to Annexure 4 for a tabular overview of the processes outlined in Sections 5 and 6.

6. deliberations and final decision⁵

1. Once a case has been accepted as valid, the DCC will begin its deliberations. As part of the proceedings, DCC may:
 - a. gather further evidence;
 - a. conduct hearings with complainants, respondents, witnesses or others, as required;
 - b. include additional parties not originally named in the complaint, where relevant
2. The DCC will determine whether the respondent is guilty of any disciplinary infraction and respond with warnings, appropriate sanctions, penalties or other remedial measures.
3. The DCC shall communicate its final decision to all relevant parties:
 - a. In cases where the penalty involves suspension or expulsion, the decision shall be communicated to the respondent and their parents/guardians by the Registrar's Office.
 - b. All other decisions shall be conveyed to the respondent by the Chair of the DCC.
 - c. The Registrar or the Chair may notify other University offices or authorities, as appropriate.
 - d. The DCC reserves the right to proceed with a case in absentia if respondents and/or witnesses fail to engage with the Committee.
5. An indicative list of infractions and corresponding sanctions is provided in the annexures to this document. This list is not exhaustive, and the DCC may recommend other proportionate measures as circumstances warrant.

7. parent/guardian notification

1. Parents/guardians of students found in violation of university regulations will generally be notified only in cases where a suspension or expulsion order is imposed as a penalty.

⁵Refer to Annexure 4 for a tabular overview of the processes outlined in Sections 5 and 6.

2. Under circumstances deemed fit and as advised by the Disciplinary Complaints Committee, the parent/guardian notifications may also be sent for other penalties levied on students, or to share behavioural concerns.

8. fairness, burden of proof and due procedure

1. Proceedings will be conducted in a manner that is fair to all parties; however, they will not be bound by judicial procedures or formal evidentiary rules.
2. Decisions on whether a student has committed a violation or not will be based on careful consideration of all information available to the Committee, and evaluated using the standard of preponderance of probabilities, i.e. whether it is more likely than not that a violation occurred. Any ignorance or lack of knowledge of the code of conduct will not be accepted as a valid excuse for any infractions. The determination of violations and consequent sanctions will also be governed by state and national laws, wherever applicable.
3. Respondents are responsible for attending to all communications from the DCC promptly, and delays in responding may adversely affect their case.
4. All parties involved in the process will have the right to access relevant policies and procedures.
5. All parties will have the right to be informed of the complaint and the explanations related to them.
6. All parties will have the right to participate in the process without intimidation.
7. All parties will have a maximum of two (2) working days to respond to DCC communications, with the possibility of extensions being granted at the discretion of the Committee.

8. appeals

1. Defendants and complainants may appeal a DCC decision within three (3) working days of receiving it. Grounds for appeal must be clearly stated.
2. The Vice Chancellor is the appellate authority for all decisions of the DCC.

3. A student may appeal against a disciplinary decision on one or more of the following grounds:
 - a. Procedural irregularity that may have materially affected the decision;
 - b. Discovery of new and material evidence not reasonably available during the initial proceedings;
 - c. Manifest error in appreciation of facts or conclusions drawn therefrom;
 - d. Disproportionate or unreasonable nature of the penalty imposed
4. The Appellate Authority shall have the discretion to affirm, modify or set aside the decision, or to send the matter back to the DCC for reconsideration.
5. The Vice-Chancellor will communicate their decision within ten (10) working days of receiving the appeal. If a delay occurs, the appellant will receive an interim update.
6. To facilitate appeals, DCC will provide all relevant records and documents to the Vice Chancellor as required.
7. The Vice Chancellor's decision will be final and binding.

10. documentation

The Registrar's office will maintain records of all cases referred to the DCC. Records shall be preserved for a minimum of four (4) years following the Committee's final decision.

11. confidentiality

1. All disciplinary proceedings are to be treated as confidential before, during and after their resolution.
2. Records and documents generated in the course of proceedings will remain confidential and may only be copied or released with the Vice Chancellor's approval for administrative or legal compliance.
3. DCC decisions may be communicated to the parties involved, relevant University offices, and parents or guardians where applicable under Sections 7 and 8.

12. powers of the Vice Chancellor

The Vice Chancellor retains the authority to take suo moto cognizance of any disciplinary matter not explicitly addressed in this document but which has a bearing on the University; and to initiate disciplinary action where necessary.

annexure 1

Disciplinary Infractions addressed by the DCC

The tables below present a non-exhaustive list of infractions that can directly be sent to the DCC for deliberations. In addition to these, repeated and/or egregious offences can be escalated directly to the DCC in all disciplinary matters. In cases where the offences involve police and/or legal matters, the issue will be dealt with by the Registrar. Refer to Annexure 3 for infractions handled by other disciplinary authorities such as the Registrar, Dean of Student Life and Learning, and the Warden.

Infractions may be reported to the relevant authority by the concerned individual or department. Irrespective of the disciplinary authority mentioned for an infraction, cases may be referred to or escalated directly to DCC depending on the severity of the infraction, or in case of repeat offences.

Disciplinary Infractions Addressed by the DCC
Physical altercation with fellow students, University staff or security personnel leading to destruction of property and/or serious physical harm.
Breach of IT Policies
Misuse of University Logo and Branding
Supply/sale of prohibited substances/intoxicants in the Residence Hall
Bringing prohibited substances into the residence through courier/ parcels/mail/delivery services, etc.
Inducing workers to supply prohibited substances
Serious or repeated acts of theft, including those involving University property or affecting the safety and functioning of the campus community
Mismanagement/misuse of residence property or spaces

Damage and destruction of residence property or vandalism

Grave misuse of ID Card

annexure 2

Disciplinary infractions handled by various disciplinary authorities: Warden, Dean of Student Life and Learning and Registrar

The tables below present a non-exhaustive list of infractions handled by authorities / offices other than the DCC.

SECTION A - Disciplinary Authority: Registrar
Actions compromising campus/ residence safety and security
Breach of IT Policies
Providing fraudulent or incorrect information to the University / falsification of documents
Prohibited conduct while on suspension or during pendency of disciplinary proceedings
Misuse of University Logo and Branding
Possession and/or sale of prohibited items
Providing fraudulent or incorrect information to the University / falsification of documents
Misuse, transfer or tampering with the University identification card
Unauthorised access to restricted University systems, records or facilities
Financial misconduct involving the University, including misuse of funds, scholarships, or institutional resources

SECTION B - Disciplinary Authority: Dean of Student Life and Learning

Possession of alcohol and/or alcohol bottles on campus/University premises
Consumption of alcohol within the University premises
Student found in an inebriated state on the University premises due to consumption of alcohol or other intoxicants
Causing public nuisance in a state of inebriation
Medical situations and emergencies arising under the influence of alcohol/substance
Possession, consumption and/or supply/sale of any prohibited items on campus
Bringing prohibited substances into the campus/university premises through courier/ parcels/mail/delivery services, etc.
Smoking/consumption/possession/presence or any kind of material evidence of tobacco, alcoholic drinks or other intoxicants in the form of residue/remnants/facilitators in the Residence Halls (eg. cigarette stubs, ash, OCB paper, hookah, etc.)
Failure to maintain appropriate/required conduct in the Library, Laboratories and other Common spaces in the University premises
Physical altercation with fellow students, University staff or security personnel

SECTION C – Disciplinary Authority: Warden
Failure to mark daily attendance (Between 10:00pm-10.15pm) when present in Student Residence
Failure to register when exiting/entering the Residence

Failure to check-in to the residence as per curfew time listed in the student handbook
Checking out of residence for a night out without any intimation from the parents/guardians from the registered mobile/ email address.
Return to residence on a later date than the approved date of arrival, without any intimation from the parent/guardians
Breach of Non-Access Hours / Areas
Trespassing onto area prohibited for student access (eg. terrace, construction sites)
Use of resident-only washrooms on a floor one is not a resident of
Admittance of visitors into Residence rooms/floors
Breach of Quiet Hours
Non-cooperation or obstruction of inspection of residence rooms by Residence staff/security staff
Theft
Mismanagement/misuse of residence property or spaces
Damage and destruction of residence property or vandalism
Misuse of ID Card
Use of heavy electrical instruments/equipment prohibited inside the residence rooms (iron, kettle, induction cooker, etc.)
Keeping pets/stray animals within residence premises

annexure 3

Consequences and Applicable Penalties

In all cases in which a student is found responsible for a violation of University policies, some consequences or penalties may apply. These would be determined in accordance with the nature and seriousness of the offence, and precedent in similar cases. The range of measures and penalties is listed below (in no particular order) and any one or a combination of these may be applicable. The order of the penalties in the list does not suggest their frequency or likelihood, or the proper penalty in a particular case.

- a. Counselling
- b. Formal written warning
- c. Loss of privileges as a student and/or alumnus of the University
- d. Monetary restitution
- e. Suspension (between one week to a maximum of a full academic year)
- f. Expulsion from the University

annexure 4

Overview of the Disciplinary Complaint Process

The following table summarises the process of filing and deliberating upon the complaint. For a detailed description, refer to sections 4, 5 and 6 of the policy.

Stage	Process	Key Actions / Outcomes
1. Complaint Submission	A written complaint must be submitted within three (3) working days of an incident.	The complaint is filed.
2. Receipt & Review	A written complaint is received and reviewed to assess its validity.	DCC conducts a preliminary review and informs the respondent of the outcome. Where the complaint is considered valid, both parties are informed and expected to acknowledge receiving the complaint and submit a written statement within two (2) working days.
3. Meetings (if required)	A meeting may be requested during the review.	Either the complainant, the respondent or the DCC may request this meeting.
4.1 If complaint is Valid	The case moves forward for further examination.	DCC confirms validity, requests a written response from the respondent, and informs the complainant of their right to a hearing.
4.2 If Complaint is Invalid	The process concludes at this stage.	DCC notifies both the complainant and the respondent.
5. Case Review	Once accepted as valid, the DCC begins formal deliberations.	May include collecting evidence or conducting hearings.
6. Decision	The DCC deliberates whether the respondent is guilty.	The respondent is deemed guilty or not guilty.
7. Sanctions	Outcomes are determined based on the nature and severity of the infraction. Appeals may be made if	Indicative sanctions are listed in annexure 3; DCC may recommend other proportionate measures. The Vice Chancellor acts as the

	needed.	appellate authority.
8. Appeal	The complainant may appeal the DCC's decision.	Must be done within three (3) working days of receiving the notification; the Vice Chancellor's decision is final.

Please note: The complainant and respondent can both request for an in-person hearing at any stage of this process. Both parties have a maximum of two (2) working days to respond to any written communication from the DCC. Requests for extension may be granted in extenuating circumstances.
