



**BOARD OF DISCIPLINE**  
**DELHI TECHNOLOGICAL UNIVERSITY**  
SHAHBAD DAULATPUR, BAWANA ROAD, DELHI 110042

F. No. 105(11)/DTU/BOD/2012/66139-69

Date: 9/2/16

**CIRCULAR**

**SUBJECT: SOP (Standard Operating Procedure) for maintaining discipline in DTU.**

While examining cases, the BOD observed that in most of the cases, mere preliminary complaint, made by the complainant, is sent to Member Secretary or the Chairman of the BOD. In all the cases neither evidences; nor written recorded statements of the witnesses; written self-attested statements of complainant and accused; material, items confiscated from the place of incident; photograph of incident etc. are provided by the concerned Section-in-charge, HOD, Hostel Warden, Security Officer or any other concerned officer. Comments on preliminary inquiry of the incidents are also not submitted to BOD. In absence of all such vital documents, it is sometime difficult to examine cases in a neutral and transparent way to do justice to the complainant as well as the accused students. Any such decision taken in the absence of above documents may spoil the career of student.

The SOP (Standard Operating Procedure) for preliminary on-the-spot enquiry for maintaining the discipline in DTU will be as follows:

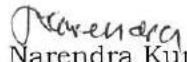
1. **Hostels:** If any act of indiscipline takes place in the hostels, then, concerned hostel wardens alongwith Hostel OIC and Security Officer will investigate the matter and will report /put it to BOD (Board of Discipline).
2. **Engifest:** If any act of indiscipline takes place during Engifest, then, steering committee/ disciplinary committee for Engifest alongwith Security Officer will investigate the matter and will report /put it to BOD.
3. **Techfest:** If any act of indiscipline takes place during Techfest, then, Co-ordinator of Techfest along with co-coordinators and Security Officer will investigate the matter and will report /put it to BOD.
4. **Sports:** If any act of indiscipline takes place on sports playground/Gym, then, Chairman, Sports alongwith his team and Security Officer will investigate the matter and will report /put it to BOD.
5. **NSS:** If any act of indiscipline takes place during NSS camp/activity, then, Chairman, NSS alongwith his team and Security Officer will investigate the matter and will report /put it to BOD.
6. **Departments:** If any act of indiscipline takes place in the departments during working hours, then, a committee constituted by concerned HODs alongwith Security Officer will investigate the matter and will report /put it to BOD.
7. **B.Tech (Evening):** If any act of indiscipline takes place during B.Tech.(Evening) classes, then, OIC, B. Tech.(Evening) alongwith co-ordinators of departments and Security Officer will investigate the matter and will report /put it to BOD.
8. **Library:** If any act of indiscipline takes place in Library, then, Librarian and his team alongwith Security Officer will investigate the matter and will report /put it to BOD.

9. **Others:** If any act of indiscipline takes place at time/place other than the above mentioned 8 categories, then, a committee constituted by Dean (Student's welfare) alongwith Security Officer will investigate the matter and will report /put it to BOD.

Cases may be forwarded to BOD only in case of serious issues which can not be resolved at the end of concerned HoD, Section in-charge, Hostel Warden or any other concerned Authority and needs detailed examination and deliberation.

**The investigating team has to provide statements of all accused, victims and witnesses alongwith the evidences/ materials collected from the place of incidence.**

The Board further observed that very minor cases of such occasional and momentary un-wanted gesture of any student may be resolved by the concerned Hostel Warden, Section-in-charge, Class Teacher, HOD or any other concerned authority, there and then by counselling the students and issue a written warning to the students indicating repercussions of repetition of incidence of indiscipline and misconduct on part of the student. Concerned authority may deal with minor issues and counsel the complainant and accused student.

  
(Prof. Narendra Kumar)  
Chairman, Board of Discipline

F. No. 105(11)/DTU/BOD/2012/66139-69

Date: 09/02/16

**Copy to:**

1. SO to VC, for kind information to Hon'ble VC, DTU
2. PA to Pro-Vice-Chancellor
3. Registrar
4. All Deans and HODs
5. All Departments Student's Notice Boards
6. Librarian
7. OIC (B. Tech., Evening)
8. B. Tech. (Evening), Student's Notice Board
9. Chief Warden (Hostels): For circulation to all wardens and Hostel's Notice Boards
10. Security Officer
11. Co-ordinator, Techfest
12. Chairman, Cultural Council
13. Chairman, Sports
14. Chairman, NSS
15. Director, Physical Education
16. Head (CC): with the request to upload on academic page of DTU website
17. HOD, T&P
18. Office file copy



(DR. LOKESH GARG)  
Member Secretary (BOD)

8/e