

REGULATIONS FOR MAINTENANCE OF DISCIPLINE AMONG THE STUDENTS

The rules/regulations governing maintenance of discipline amongst the students is enumerated below;

A. Introduction

- i. The Academic Council shall establish Disciplinary Committee (DC) to hear and determine cases arising out of alleged breaches of the JSSAHERM's regulations.
- ii. The DC shall consist of a Chairperson and three other members
- iii. The Chairperson will be appointed by the Academic Council;
- iv. The other members shall be
 - a. The Heads of Departments wherever practical or any other Academic Staff nominated by the Dean of Faculty;
 - b. The Head of Quality Assurance or his/her representative;
 - c. A representative appointed by the Student Union;
- v. The Secretary of the Disciplinary Committee shall be the Registrar or his/her representative.
- vi. When a complaint has been lodged with the Disciplinary Committee against a student, the complainant shall not sit as a member of the Disciplinary Committee during the hearing of the case.
- vii. The recommendations of the Disciplinary Committee will be submitted to the Academic Council for approval.

B. Proceedings

- i. The Committee shall consider cases referred to it by the Head of Faculty or any Heads of Units / Departments.
- ii. The Secretary of the DC, on receipt of a complaint shall convene a pre-hearing session within a reasonable time with the Head of Faculty, Head of Quality Assurance and the Registrar (or Representative) to determine the admissibility of the cases submitted. Cases that are not admissible are dismissed without any further action.
- iii. The Secretary shall send to the student required to appear before the Committee a written summon setting out the alleged offence. This summon shall be delivered to the student at least three working days before the meeting of the Committee and a copy sent to the Head of Faculty. If the student fails to attend the hearing, the DC may proceed in his/her absence.
- iv. The student, against whom the complaint is made, may be accompanied to the DC by a person to assist him/her and in which case he/she shall inform the Secretary of his/her intention to do so as well as the name of the person assisting him/her, at least two working days before the date of the meeting.
- v. The DC shall deliberate in camera and send a formal report to the Academic Council with appropriate recommendations.
- vi. The DC shall recommend the actual penalty to be applied with regards to the seriousness and the recurrence of the offence.

- vii. The following penalties may be applied either separately or in combination by the DC:
 - a. Issue a warning or a severe written warning to the student depending on the seriousness of the offence.
 - b. To take the module where examination irregularity was found as a resit as and when the module is offered.
 - c. To reset all modules cleared in the current semester to pass mark.
 - d. To reset all modules cleared in the current level to pass mark.
 - e. Suspension from the JSSAHERM for a period to be determined by the DC and repeat, without exemptions, the level in which the student was found guilty.
 - f. Expulsion from the JSSAHERM, hence terminating the student's registration. Re-admission, if requested shall be, without exemptions.
- viii. Other than examination irregularities, offences of any other nature may entail penalties as may be recommended by the DC which is deemed reasonable.

C. Appeal

- i. Any student who feels aggrieved by the decision of the Academic Council may appeal against that decision through the Office of the Registrar within 14 working days of the date on which the student was notified of that decision. A fee of MUR 5000 is payable while lodging the appeal. Such deposit will be refunded in case the Appeal is successful.
- ii. The Appeal will be considered by an Appeal Committee composed of:
 - a. A Chair, independent and outside JSSAHER, Mauritius, appointed by the President.
 - b. Two academic staffs appointed by the Head of Faculty who have not been involved in the case/s being considered.
 - c. A representative of the Registrar as Secretary.
- iii. The recommendations of the Appeal Committee upon approval of the Academic Council shall be final.

D. General Rules

- i. Smoking and consumption of alcohol is strictly prohibited on the campus.
- ii. No unauthorized items like drugs and narcotics, lethal weapons etc., are to be brought on the campus. Possession of any lethal weapons, or any instruments, which is likely to cause physical harm to others, is strictly prohibited.
- iii. Students are expected to behave in a mature and respectful manner, and dress decently at all times. They should maintain discipline and decorum on the campus, treat all College staffs and visitors with courtesy and respect, and act in a manner that does not bring the College into disrepute.

- iv. Students should not enter into any quarrels or altercations with other students or College staffs. Use of abusive and vulgar language is strictly forbidden. Any complaint received from staff/faculty towards students will be taken action seriously.
- v. It is strictly forbidden to indulge in such activities which cause or are likely to cause to any new student physical or psychological harm, raise apprehension, fear or shame or embarrassment. This includes teasing, abusing, playing practical jokes on or causing hurt to such students or asking the new student to do any act or to perform such things which the student will not in the ordinary course willingly do.
- vi. Pasting of posters, writings, wall chalking, slogans of any kind or defacing the campus buildings in any form is strictly prohibited.
- vii. Students should have the civic responsibility of keeping the campus facilities including classrooms, laboratories, washrooms and common areas clean. Students who spread litter on the campus will be liable to disciplinary action by the College.
- viii. Parties and social gatherings on the campus are not permitted without the prior and written consent of Management, while political gatherings are strictly prohibited.
- ix. Vandalism on the campus will not be tolerated. Students found guilty of causing damage to or loss of any property of the College will be required to make good such damage or loss to the satisfaction of the College or will be liable to disciplinary actions.
- x. In the case of a student whose behaviour or actions interrupt or impede the normal work of the College or whose conduct is deemed to be otherwise unsatisfactory, the College may suspend or at any time preclude the student from further study, or take such other disciplinary action(s) as may be appropriate.
- xi. Students are personally responsible to safeguard their belongings. They are advised not to keep large amounts of cash or valuable items on them. The Management will not be responsible for the loss of any personal belongings of students.
- xii. Students are expected to maintain due confidentiality where they have access to confidential information of any nature about JSSAHER, Mauritius.
- xiii. No student may make statements to the press, radio or television on behalf of the College without the prior permission of the Management. Disciplinary actions will be taken against any student who makes any declarations on behalf of the College without such permission. This is without prejudice to the right of freedom of speech of any individual.
- xiv. The following shall be held to be a breach of JSSAHERM's discipline rendering a student liable to action:
 - (a) Breaches of Criminal Law. These will invariably be reported to the police but this in no way prejudices the right of JSSAHERM to institute its own

disciplinary proceedings whatever the outcome of the reference to the police.

- (b) Conduct which obstructs or interferes with teaching and research and the administration of JSSAHERM.
- (c) Conduct which obstructs any member of JSSAHERM or an officer or employee from discharging his/her lawful duties.
- (d) Conduct prejudicial to JSSAHERM's relations with the general public.
- (e) Failure to comply with any rules made to maintain good order and efficiency of JSSAHERM, for example, rules relating to the use of JSSAHERM's facilities, the parking of the motor vehicles, security, the care and tidiness of JSSAHERM's grounds, and damage to JSSAHERM's buildings and properties.
- (f) Improper and indecent language and unbecoming behaviour, including harassment on or off JSSAHERM towards fellow students and other members of JSSAHERM.
- (g) Gross misconduct that may tarnish the image of JSSAHERM.
- (h) Breaches the personal grooming that the JSSAHERM has established

E. Moral Responsibilities towards Studies:

- i. Students should comply with the requirements of their programme of study and contribute directly or indirectly to create and maintain an environment conducive to learning.
- ii. Students should inform the College of any change in circumstances that may affect their studies as soon as they occur and provide accurate information to enable the maintenance of proper records.
- iii. Students are expected to be active participants in the learning process, and avail themselves of the texts prescribed in their syllabus.
- iv. Students should attend all timetabled classes within the course and properly prepare themselves for their classes.
- v. Students are expected to arrive on time, switch off their mobile phone during lectures, complete all assignments on time, and seek to make of lectures an enriching experience while respecting the rights of fellow students.
- vi. Students whose behaviour interferes with the satisfactory conduct of lectures may be required by a Faculty member to withdraw from a lecture, seminar, laboratory class, tutorial, tests, examinations or other class.
- vii. Students should know the dates and times of assessments and examinations, attend the assessments and examinations and not disturb other students during such assessments.
- viii. During work placements, students should follow the study and assessment requirements of the placement organization.