तमिलनाडु केन्द्रीय विश्वविद्यालय

(संसद द्वारा पारित अधिनियम 2009के अंतर्गत स्थापित)

CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

नीलक्कुड़ी परिसर/Neelakudi Campus, **तिरुवारूर**/Thiruvarur- 610 005.

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RULES ON STUDENT CONDUCT RELATING TO FINANCIAL AND ELECTRONIC RECORDS, CENTRAL UNIVERSITY OF TAMIL NADU

In exercise of the powers conferred under 6 (3) of the Academic and Administrative Ordinance No. 42 (Student Discipline) of the Central University of Tamil Nadu (hereinafter referred as 'CUTN'), the University may prescribe standards of conduct for students and provide for disciplinary action in cases involving fraud, forgery, falsification of records, manipulation of electronic documents, financial irregularities, or any act prejudicial to the interests of the University.

1. This Rule shall be called the RULES ON STUDENT CONDUCT RELATING TO FINANCIAL AND ELECTRONIC RECORDS, CENTRAL UNIVERSITY OF TAMIL NADU, which shall come into force from the date approved by the University.

2. The objective of this rule is to maintain honesty, integrity, transparency, and accountability in all financial, academic, and administrative dealings involving students of the CUTN. CUTN specifically prohibits the submission of fake certificates or receipts, deliberate falsification of records, forgery or alteration of university documents, and providing false information for financial or academic benefit by any student belonging to any programme/course of study/internship activities, etc. of the CUTN. The University has a zero-tolerance policy for fraudulent/false payments.

3. Applicability of the Rules:

The rules shall be made applicable to:

(a) all students admitted to the CUTN;
(b) research scholars;
(c) interns and trainees;
(d) students residing in hostels; and
(e) any person receiving financial or academic benefits from the University.

Explanation: 'Student' in these rules would mean all the abovesaid categories.

4. Definition Clause:-

(a) 'Competent Authority' means the authority competent to exercise different powers and functions under these Rules.

(b) 'Electronic Record' shall have the meaning assigned under the Information Technology Act, 2000, and includes digitally generated receipts, PDFs, scanned bills, online transaction records, screenshots, emails, and digital financial documents.

(c) 'Financial Document' includes fee receipts, reimbursement claims, invoices, vouchers, scholarship records, travel bills, bank statements, payment confirmations, and related documents.

(d) 'Misconduct' refers to any act in contravention of Sub Rule (5) read with Sub Rule (6), mentioning that the act constitutes a 'misconduct'.

(e) All other words and expressions, used herein, but not defined in these Rules, unless the context otherwise requires, shall have the same meaning as they have been assigned in the "Central Universities Act, 2009", Statutes, Ordinances and Regulations made thereunder, or in the rules framed by the Government of India.

5. Mandatory Security Measures to be followed by Students

The following security measures shall be followed by the students:

(a) The student shall pay the fees only through the authorized portal as mandated by the CUTN;

(b) The student shall not share the Login ID and Password with any other person to make any transactions on their behalf.

(c) The student shall be accountable for any falsified payments made, regardless of whoever made the payment.

(d) The student shall be responsible for the completion of the payment cycle and for the generation of the necessary proof.

Exceptions: *Transactions for minor and differently abled students may be carried out by the Parents/Guardians.*

6. The act constitutes 'Misconduct'

The students indulged in any of the following acts shall constitute misconduct:

a) fabricating, forging, editing, altering, tampering with, or falsifying electronic or physical fee receipts, bills, invoices, vouchers, or reimbursement documents;

b) submission of fake or manipulated electronic records to obtain financial, academic, administrative, or other benefits;

c) claiming reimbursement for expenses not actually incurred;

d) submission of duplicate claims for the same expenditure;

e) misrepresentation or concealment of facts for obtaining monetary or institutional benefit;

f) unauthorized modification, deletion, or manipulation of University financial or administrative records;

g) use of another person's documents, credentials, or records for wrongful gain;

h) assisting, abetting, or conspiring with others in commission of such acts.

(i) any other acts affecting institutional administration and finances.

7. Committee for Inquiry

Without prejudice to Section 11(5), Statute 28(1) and 6(i) of the Student Discipline (CUTN Academic and Administrative Ordinance No.42, there shall be an Inquiry Committee comprising the following members:

(a) Dean, Students' Welfare
(b) Dean of the School concerned
(c) Head of the Department concerned
(d) Chief Warden/Warden of the Hostel if the matter concerning his/her hostel is required to be placed before the Committee for consideration.
(e) Proctor shall act as Member Secretary
(f) Any other member, if the competent authority deems fit.

The Committee shall function impartially and maintain the confidentiality of proceedings.

8. Procedure for Adjudication of Misconduct

(1) Receipt of Complaint or Detection

(a) The procedure shall commence upon:
  (i) receipt of a written complaint,
  (ii) detection during audit or verification, or
  (iii) identification of discrepancies by the Finance Office, Hostel, Examination and Academics Sections, Bank, or any competent authority.
(b) Any employee or authority detecting a suspected false or fabricated fee receipt shall immediately report the matter to the Registrar, which shall be then forwarded to the designated disciplinary authority as mentioned in Sub-rule 6.

(2) Preliminary Verification

(a) The concerned authority shall conduct a preliminary verification to determine whether:
  (i) the receipt is genuine,
  (ii) the payment has actually been credited to the University account, and
  (iii) there exists prima facie evidence of fabrication, alteration, forgery, or misuse.
(b) During verification, relevant documents may be examined, including:
  (i) payment gateway records,
  (ii) bank transaction statements,
  (iii) official receipt registers,
  (iv) electronic logs, and
  (v) student account records.
(c) If no prima facie case exists, the matter shall be closed with written reasons recorded.

(3) Initiation of Formal Inquiry

(a) Where a prima facie case is established, the competent authority shall initiate formal disciplinary proceedings by constituting the authority as mentioned in Sub-rule 6.
(b) A notice (written/e-mail) shall be issued to the student containing:
  (i) details of the allegations,
  (ii) copies of supporting documents or evidence,
  (iii) the specific rule allegedly violated, and
  (iv) the date and time for submission of explanation.

(c) The student shall ordinarily be given not less than seven working days to submit a written explanation.

(4) Conduct of Inquiry

(a) The Inquiry Committee shall:
  (i) examine documentary and electronic evidence,
  (ii) verify transaction records,
  (iii) hear the student concerned,
  (iv) record statements of witnesses, if any, and
  (v) assess whether misconduct has been committed.

(b) The student shall be entitled to:
  (i) present evidence,
  (ii) submit explanations,
  (iii) produce supporting documents, and
  (iv) respond to the allegations made.

(c) If the student fails to appear without sufficient cause, the inquiry may proceed ex-parte.

(5) Findings of the Inquiry Committee

(a) Upon completion of the inquiry, the Committee shall submit a report containing:
  (i) summary of allegations,
  (ii) evidence considered,
  (iii) findings on each charge, and
  (iv) recommendations regarding disciplinary action, if any.

(b) The findings shall be based on the preponderance of probabilities and available evidence.

9. Decision by Competent Authority

The recommendations of the Inquiry Committee shall be submitted to the competent authority whose decision shall be final and binding. However, the competent authority is of the opinion that the case merits' review, may refer the case back to the Committee of Inquiry for reconsideration.

10. Penalty Provisions

Without prejudice to any civil or criminal proceedings under applicable law, and after considering the inquiry report submitted by the inquiry committee, the gravity of misconduct, financial loss, or reputational damage caused, and any previous misconduct by the student, the competent au thority shall impose one or more of the following penalties:

(a) warning or censure

(b) imposition of a fine up to TEN times the fraudulent amount and

disciplinary probation for a certain period

(c) cancellation of fee concessions or scholarships,

(d) suspension of scholarships, stipends, or financial assistance;

(e) debarring from examinations or academic activities,

(f) expulsion from the CUTN for his/her entire duration of study or even/odd semester

(g) expulsion from the hostel,

(h) cancellation of admission

(i) referral to law enforcement authorities for filing of a complaint /FIR.

(j) Informing the home institution and funding agency of the interns for necessary actions.

(k) In case of students who completed the programme, withhold the certificates or take suitable disciplinary action.

11. Interim Measures

Pending inquiry, the competent authority may, where necessary:

(a) Temporarily withhold hall tickets, examination results, certificates, or other academic records;
(b) Defer or deny issuance of the degree certificate and other official documents until completion of the inquiry;
(c) Suspend access to CUTN portals, systems, facilities, or services; or
(d) Impose any other interim measures as deemed necessary to safeguard the interests of the University and ensure institutional integrity.

12. The final order shall be communicated to the student in writing.

13. Appeal

Any student who is aggrieved about such actions taken by the Inquiry Committee may appeal to the Vice-Chancellor ordinarily within seven days from the date of receipt of the order. The decision of the Vice-Chancellor in all such instances shall be final and binding.

14. Power to Remove Difficulties

Notwithstanding anything contained in these rules, doubts/difficulties and to resolve any other extraordinary issue. The Vice-Chancellor shall have power to issue directions or clarifications for implementation of these rules.

15. The University shall have the authority to interpret, amend, or enforce these rules from time to time.