

NAAC Criterion-VII

Constitution and proceedings of the monitoring committee - 7.1.10

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7.1.10 Evidences



**Central University of Himachal Pradesh, Dharamshala,
Kangra**

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ORDINANCE NO: 18

MAINTENANCE OF STUDENTS DISCIPLINE AND PROCEDURE OF APPOINTMENT, FUNCTIONS, DUTIES AND RESPONSIBILITIES OF THE PROCTOR OF THE UNIVERSITY

(Statute 28(2) of the Central Universities Act 2009)

(Approved by the Executive Council and the Academic Council in their meetings held on 24th July, 2010 and 10th July, 2010 respectively)

1. Discipline includes the observance of good conduct and orderly behaviour by the students of the University.
2. It shall be the duty of each student to strictly comply with and observe the following and such other rules as framed by the University from time to time:
 - a) Each student shall maintain discipline and consider it his/her duty to behave decently at all places. Men student shall, in particular, show due courtesy and regard to women students.
 - b) No student shall visit places or areas declared by the Proctor as "Out of Bounds" for the students.
 - c) Every student shall always carry on his/her person the Identity Card issued by the Proctor
 - d) Every student, who has been issued the Identity Card, shall have to produce or surrender the Identity Card, as and when required by the Proctor or his/her staff or Teaching or Library Staff and any other officials of the University.
 - e) Any Student found guilty of impersonation or of giving a false name shall be liable to disciplinary action.
 - f) The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the Proctor.
3. Breach of discipline, inter alia, shall include:
 - a) irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned;
 - b) causing disturbance to a Class or the Office or the Library, the auditorium and the Play Ground etc.;
 - c) disobeying the instructions of teachers or the authorities;
 - d) misconduct or misbehaviour of any nature at meetings or during curricular or extra-curricular activities of the University;
 - e) use of unfair means or the misconduct or misbehaviour of any nature at the Examination Centre;
 - f) misconduct or misbehaviour of any nature towards a teacher or any employee of the

- m) refusing to produce or surrender the Identity Card as and when required by the Proctorial and other Staff of the University;
 - n) any act and form of ragging.
 - o) any other conduct anywhere which is considered to be unbecoming of a student.
4. Students found guilty of breach of discipline shall be liable to such punishment, as Fine, Campus Ban, Expulsion and/or Rustication.
 5. A student found to be continuously absent from classes without information for a period of 15 days in one or more classes, his/her name shall be struck off the rolls. He/she may, however, be readmitted within the next fortnight by the Dean on payment of the prescribed readmission fee etc. He/she will not be readmitted beyond the prescribed period.
 6. However, no such punishment shall be imposed on a erring student unless he is given a fair chance to defend himself. This shall not preclude the Vice-Chancellor from suspending an erring student during the pendency of disciplinary proceedings against him.
 7. All powers relating to discipline & disciplinary action in relation to the student shall vest in the Vice-Chancellor. However, the Vice-Chancellor may delegate all or any of his powers as he deems proper to the proctor or to the discipline committee as the case may be or any functionary of the University.
 8. There shall be a Discipline Committee comprising of the following members:
 - a) The Vice-Chancellor, who shall be the Chairman
 - b) The Pro-Vice-Chancellor
 - c) The Dean Students' Welfare (DSW)
 - d) The Provost
 - e) The Deans of Schools
 - f) The Proctor, who shall be the Member-Secretary
 9. Subject to any powers conferred by the Act and the Statues on the Vice-Chancellor, the Committee shall take cognizance of all matters relating to discipline and proper standards of behaviour of the students of the University and shall have the powers to punish the guilty as it deems appropriate.
 10. The said Committee shall, make such Rules as it deems fit for the performance of its functions and these Rules and any other orders under them shall be binding on all the students of the University.
 11. The decision of the Discipline Committee shall be final and binding. However, in exceptional circumstances the Discipline Committee shall be empowered to review its decisions
 12. One-third of the total members shall constitute the quorum for a meeting of the Discipline Committee

16. The Proctor shall be entitled to such allowances and amenities as the Executive Council may approve of from time to time.
17. The Proctor shall be the Secretary of the Discipline Committee, and he/she shall convene the meetings of the Committee.
18. The Proctor shall be assisted by Deputy Proctors and Assistant Proctors appointed by the Vice-Chancellor for a term of three years.
19. The Deputy Proctors and Assistant Proctors shall be entitled to such allowances and amenities as the Executive Council may approve from time to time.
20. The Proctor shall have the duty to:
 - a) take cognizance of any breach of discipline, and if the circumstances so require, to take immediate disciplinary action in such cases.
 - b) monitor the disciplinary climate prevailing in the student community.
 - c) take preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline;
 - d) collect relevant facts about the incidents of indiscipline, evaluate the evidence and decide / recommend the quantum of punishment to be imposed on the erring students. Whenever considered necessary, the Proctor shall place the relevant information before the Vice-Chancellor or the Discipline Committee for their decision;
 - e) issue all orders relating to disciplinary proceedings against students.
21. The Proctor shall maintain liaison with the local State Administration in matters regarding the law and order situation in the University Campus.
22. The Proctor shall have the power to:
 - a) institute proceedings in cases of breach of discipline, referred to him/her by the Vice-Chancellor or reported to him/her by any other person or noticed by himself/herself.
 - b) to suspend or rusticate a student up to a maximum period of two weeks and/or impose a fine as prescribed from time to time.
 - c) In all cases of disciplinary action, where the Proctor dealing with the matter considers that a higher punishment than he/she has power to impose is required, he/she shall report the same to the Discipline Committee for suitable action.
23. The Proctor shall perform such other functions as the Vice-Chancellor may direct from time to time.