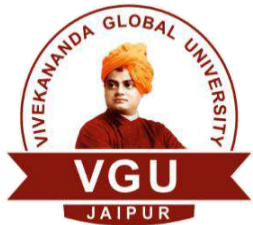


Anti-Ragging-Document

2.1 OPERATING PROCEDURE FOR REPORTING, RECORDING AND DISPOSAL OF SEVERE CASES OF INDISCIPLINE DEFINED UNDER DOT POLICY OF THE UNIVERSITY

2.1.1 ADMINISTRATIVE PROCESS FOR HANDLING THE DISCIPLINARY CASES

- Student can report misconduct (via email/ handwritten written application) to Associate Proctor (Office of Proctor (PO) - Campus Discipline) office for Campus discipline and to Chief Warden Office (CWO) for hostel discipline;
- Respective authority will decide the Category of offence (Minor Offence (M.O.) or (Major Offence-I (M.O.-I) / Major Offence-II (M.O.-II));
- For Minor Offence (M.O.) in campus Associate Proctor (Office of Proctor (PO) - Campus Discipline) will investigate the matter and send his recommendations to Proctor & Dean, PO for disciplinary action as per policy. Whereas for hostel minor disciplinary cases, Chief Warden is authorized to take due disciplinary actions as per policy. Later, the information will be shared with the Concern HOD/Director. There is no need to convene Proctorial Board meeting for minor offences;
- For the M.O-I and M.O.-II, misconducts, if the misconduct took place during university official timings in the university premises, Associate Proctor (Campus discipline), would investigate the case;
- For hostel disciplinary cases, Chief Warden has to pass his recommendations (based on the findings of the investigation report submitted to his office by the concern block warden/(s)), to the convener (Associate Proctor (Campus Discipline)) of the Proctorial Board in order to convene the meeting for the case or to put it in the agenda items for the next meeting;
- On the recommendation of the Associate Proctor (Campus discipline), Proctorial Board Committee meeting will be convened. The members will cross examine the evidences and the facts shared by the Office of Proctor. Later on the basis of the findings of the committee, the black dots and any other penalty (if require) will be awarded;
- The student has right to appeal to President for reconsideration of punishment by submitting a written application. The decision of President is final.



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2.2. Standard Operating Procedure for Severe cases of Indiscipline

2.2.1 Bringing or Using Drugs / Banned Substance in University /Hostel

“If authority has reasonable grounds to suspect that any student is in possession of a controlled drug in contravention of the NDPC Act, 1985 or of any regulations made thereunder, the authority may:

- (a) Arrange preliminary investigation and detain student for the purpose of searching him/her;
- (b) Search any vehicle or vessel in which the authority suspects that the drug may be found, and for that purpose require the person in control of the vehicle or vessel to stop it;
- (c) Seize and detain, for the purposes of proceedings under this Act, anything found in the course of the search which appears to the authority to be evidence of an offence under this Act.”
- (d) As per the recommendation/(s) of the investigating authority, Proctorial Board meeting will be convened as per policy for suitable disciplinary action;
- (e) If a student found guilty of such act would have to face severe disciplinary action, which might lead to his/her expulsion.

2.2.2 RAGGING

“If authority has reasonable grounds to suspect that student is involved in ragging as per UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 or any regulation amendments made thereafter, the authority may-

- (a) The University Anti-Ragging Committee (ARC) convener as per compliant details will arrange for preliminary investigation and recording of statements of students involved;
- (b) The ARC meeting will be convened and committee has to conduct and complete the proceedings within a maximum of one day;
- (c) The Committee will submit its report and punitive action to be taken against the concerned students in writing and send all relevant documentation in proper format via e-mail to UGC helpline and hard copy to Registrar office for record purpose;
- (d) The same will be provided to the students in writing along with a copy to be handed over to the parents, mentor and case file for disciplinary issues.

2.2.3 OTHER GENERAL OFFENCES DEFINED UNDER POLICY (M.O-I and M.O. II)

General offences will include all those activities that can affect the University/hostel community at large or those that can affect the property of the University/hostel itself. Any conduct that interferes with the operations of the University/hostel will be referred as Indiscipline.



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If authority has reasonable grounds to suspect that student involvement in the reported incidence, the authority can summon the student, where recording of statement of the student is involved;

The authority as per the complaint details and submitted statements would arrange required enquiry as per the laid down remits of the investigation. Once the investigation gets finished, the authority would pass its investigation report along with the necessary recommendations to the Proctorial Board of the VGU;

The Proctorial board will submit its report and punitive action to be taken against the concerned students in writing. The same will be provided to the students in writing along with a copy to be handed over to the parents, mentor and case file in soft and in hard for In-disciplinary issues.