



**J.C. Bose University of Science and Technology, YMCA, Faridabad**

**(A Haryana State Government University)**

(Established by Haryana State Legislative Act No.21& Recognized by UGC Act 1956 u/s22 to confer Degrees)

Accredited 'A+' Grade by NAAC

Ref. No. JCBOSEUST/Proctor/2024-2025/207

Date: 27-01-2025

**Proctor Office**

**Subject: Policy on Student Conduct and Discipline**

**Ref: 1. JCBOSEUST/Proctor/2024-25/25 dated 22-05-2024**

**Ref: 2. Approved in the 30<sup>th</sup> Meeting of Academic Council held on 25-11-2024**

It is to notify that the Academic Council has approved the attached policy for Student Conduct and Discipline in the University, in its 30<sup>th</sup> meeting held on 25-11-2024.

All the Chairperson of the UTDs are requested to comply the above-mentioned policy from today onwards.

  
Proctor  
27/01/2025

- All Deans/ Chairpersons/ COF/ Principal Community College/TPO/Librarian
- IT Cell with request to upload the same on the University Website
- Affiliation and Registration Branch, DR (Acad)
- Chif Warden Boys, Chif Warden Girls

cc:

1. PS to VC for kind information of Vice Chancellor please
2. PA to Registrar for information of Registrar

(28)

# POLICY

ON

## STUDENT CONDUCT & DISCIPLINE



**J.C. BOSE UNIVERSITY OF SCIENCE AND TECHNOLOGY,  
YMCA, FARIDABAD, HARYANA.**

*(Formerly YMCA University of Science and Technology)*

NAAC A<sup>+</sup> Grade accredited State University

Sector-06, Delhi Mathura Road, Faridabad -121006 (Haryana)

**(2024)**

Handwritten signatures and dates:

- (LAKHWINDER SINGH) 15/05/2024
- (Arun Kumar) 15/5/2024
- (Arun Kumar) 15/5/2024
- (Nishant Kataria) 15/5/2024
- (O.P. Mishra) 15/5/2024
- (Rahul Singh) 15/5/2024
- (Ahuradha Puri) 15/5/2024
- (Dr. Sandeep Kumar) 21/05/24
- (Nisha Singh) 15/5/2024
- (Ranu Mani) 15/5/2024
- (Sunita) 21/05/24

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(Lakhwinder Singh) 15/05/2024  
 (Arun Kumar) 15/05/2024  
 (Navish Trataria) 15/05/2024  
 (Rahul) 15/05/2024  
 (O.P. Mishra) 15/05/2024  
 (Anuradha P. Mehta) 15/05/2024  
 (Kishan Singh) 21/05/2024  
 (Dr. Surendra Kumar) 21/05/2024  
 (Dr. Manu) 15/05/2024  
 (Anil) 15/05/2024  
 (Dr. Ashok) 15/05/2024

## 1 PREAMBLE

This policy indicates the standard procedures and practices of J.C. Bose University of Science and Technology, YMCA, Faridabad, Haryana for the conduct and discipline of students. This code of conduct lays down the values, principles and practices that establish standards for ethical conduct of students of the university so as to uphold the trust of the general public and all the stakeholders in higher education and to ensure that the University conducts itself, and is seen to be doing so, in a manner that does not compromise its mandate.

## 2 OBJECTIVES

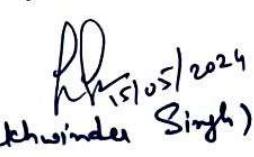
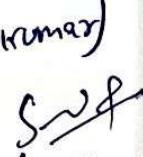
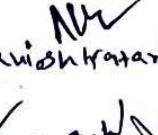
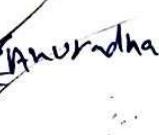
The objectives of this policy are:

- To ensure calm and peaceful academic atmosphere in the campus.
- To avoid physical confrontation among students.
- To lay procedure to conduct enquiries on the report of indiscipline activities among students.
- To lay procedure to initiate model actions against students involved in the indiscipline activities.
- To initiate steps to reduce violence, or confrontation in future.

## 3 STUDENT CONDUCT

The rules and regulations of J.C. Bose University of Science and Technology, YMCA, Haryana must be followed. Therefore, **the students must:**

- Carry the identity cards and wear it around the collar at all times especially when inside the university campus.
- Exhibit the highest order of decency and shall not deface, disfigure, damage, destroy or cause any loss in any manner to public, private or the university property on and around the campus.
- Not Possess, consume or distribute alcohol, smoking, tobacco, harmful drugs, narcotics, e-cigarettes and *gutkas* since these are strictly prohibited in and around the campus.
- Drive safely in the university camp

PP  
15/05/2024  
(Lakhwinder Singh)   
Arvind Kumar  
(Arvind Kumar)   
S. S. S.  
(S. S. S.)   
Anil Kumar  
(Anil Kumar)   
Rahul  
(Rahul Arya)   
Navin Trataria  
(Navin Trataria)   
Anuradha Pillai  
(Anuradha Pillai)   
Dr. Sandeep  
(Dr. Sandeep)   
Nidhi Singh  
(Nidhi Singh) 

- us and follow the traffic rules.
- Park their vehicle in designated parking spots only.
- NOT park in or impede access to crosswalks, fire hydrants or fire lanes.
- NOT allow/entertain visitors in the campus without prior permission.
- Maintain dignity, decorum and decency regarding wearing of dresses and general conduct.
- Respect not only the members of teaching/non-teaching members of the university but also the fellow students.
- Observe silence and tranquility while walking down the corridors, especially when classes are going on.
- Immediately report any accidents, deviation or unsafe behaviors to university authorities.
- NOT indulge or show disorderly and obnoxious behaviour including any form of 'dharna', taking out processions, slogan shouting, putting up posters/graffiti on walls or roads in and around the campus.
- NOT gather in the corridors or crowd in front of the offices or the campus roads.
- Refrain from the use of mobile phones in the class room, computer centre and other academic areas.
- Refrain from activities in the university campus that are damaging to the ecology and the university environment like littering spaces with plastic bags and food items etc.
- Exhibit the highest order of self-esteem and self-respect and NOT indulge in bullying or other forms of anti-social behaviour. Further, they must observe respectful distance from classmates, seniors and teachers.
- NOT indulge in anti-institutional, anti-national, anti-social, communal, immoral or political expressions and activities within the campus.
- NOT record either audio or video of other students, faculty or staff without prior permission including taking recordings of classroom lectures and interactions.

(Arun Kumar)  
2

15/05/2024  
(Lakhwinder Singh)

(C.P. Misra)

(Rahul Srivastava)

(Naviish Tratania)

J. Nishi Singh  
(Anmol Singh)

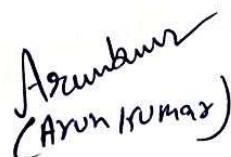
Suraj  
N.D. (Dr. Suraj Singh)

(Anuradha Pillai)

- NOT interact with media representatives or invite media persons on the campus, on behalf of the university, without the permission of the university authorities.
- NOT provide audio and video clippings of any activity on the campus to media without prior permission.
- Use the social media carefully and responsibly. Further, they must NOT post derogatory comments about other individuals from the university on the social media or indulge in such activities that may have grave ramifications on the reputation of the university.
- NOT indulge in theft or abuse of university amenities, resources and facilities including computers and electronic communications facilities, electrical gadgets, systems and services. Further, the injunction refers to any attempt pertaining to unauthorized entry, access, and use or tampering of/ with university data, documents, or facilities and private residences of staff/teachers etc. offices, classrooms, computers networks, and other restricted facilities as this would be a punishable offence and interfere with the work or leisure of others.
- NOT attempt unauthorized entry of outsiders into the campus and hostels as it is strictly prohibited. Without pertinent permission of the authorities, students shall not bring outsiders, even parents or family members, to the university premises.
- NOT indulge in verbal or non-verbal conduct such as unfair comments, remarks or jokes, letters, phone calls, SMS or emails, gestures, exhibition of pornography, indecent stares, physical contact, stalking, sounds or display of a obscene, offensive or derogatory nature which has the purpose and/or effect of interfering with the academic performance or living environment of the student, staff, or faculty as such a conduct will be considered as misbehaviour.
- NOT form any Society/ Association or Club without the permission of the Vice-Chancellor/Dean Student Welfare (DSW).
- NOT convene a meeting or invite a person to address any meeting in the university premises without prior permission of the Dean Student Welfare (DSW) /Proctor.

  
 15/05/2024  
 (Lakhwinder Singh)

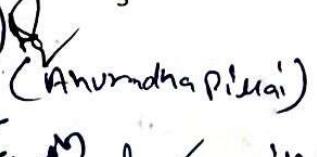
  
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 (Arun Kumar)

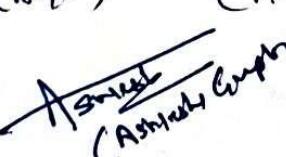
  
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 (Pehal Bajwa)

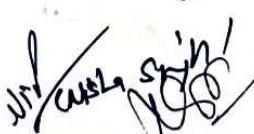
  
 Navneet Kaur  
 (Navneet Kaur)

  
 3

  
 Ahumdhapilai

  
 Sunita  
 (B. Sunita)

  
 Arvind  
 (Arvind Singh)

  
 Viraj  
 (Viraj Singh)

  
 Dr. Sandeep  
 Kumar

#### 4 VIOLATION OF DISCIPLINE OF UNIVERSITY

The following will be perceived as violation of discipline:

- Disruption of teaching, student examination, research or administrative work, curricular/extra-curricular activity or residential life of the members of the university or any act likely to cause such disruption.
- Furnishing false certificates or false information in any manner to the university.
- Damaging or defacing the university property including vehicles of members of the university or any other property inside or outside the university campus.
- Raising abusive and derogatory slogans.
- Resorting to coercive tactics or inciting hatred and violence or any act calculated to arouse communal, caste or regional feelings or to create disharmony among students.
- Indulging in acts of physical gambling or online gambling.
- Causing or colluding in the unauthorized entry of any person into the campus or in the unauthorized occupation of any portion of university premises, including hostels or residence block, by any person.
- Indulging in ragging.
- An assault upon, or intimidation of, or insulting behaviour towards a teacher, officer, employee or student or any other person of the university or in the service of the university in a permanent, *ad hoc* or temporary capacity..
- Eve-teasing or inappropriate behaviour towards girl students and women serving the institution in any capacity whether permanent, *ad hoc* or temporary.
- Possession or use of any weapons such as knives, explosives and fire arms or any such material in the university premises.
- Committing forgery, tampering with or misuse of the university documents or records, identification cards, or material including typed scripts, print material or manuscripts etc.
- Indulging in smoking and use of alcohol and drugs.

Arun Kumar  
(Arun Kumar)

15/05/2024  
(Lakhwinder Singh)

(O.P. Mishra)

Rahul  
(Rahul Arya)

(Nishant Kataria)

R  
(Anuradha Pillai)

(Nishi Singh)

(R.D.)

Amrit  
(Amrit Guptha)

(Dineshdeep Kumar)

## 5 ACT OF VIOLATION OF DISCIPLINE

The University would Impose the following penalties if any student of the University found involved in the acts of indiscipline activities:

Sr. No.	Acts
1	All acts of violence and all forms of coercion such as besieging, blockading, <i>gheraos</i> , sit-in or any variation of the same which disrupt the normal academic and administrative functioning of the university and or any act which incites or leads to violence.
2	<i>Gheraos</i> , laying siege or staging demonstrations around the residence of any member of the university community or any other form of coercion, intimidation or disturbance of right to privacy of the residents of the campus.
3	Consuming or possessing dangerous drugs/drink or other intoxicants in the university premises.
4	Theft, damaging or defacing, in any form, any property of the university or its student(s) or the property including vehicle of any member of the university community.
5	Hunger strikes, <i>dharnas</i> , group bargaining and any other form of protest by blocking entrance or exit of the university, academic and/or administrative complexes/offices or disrupting the movements of any member of the university community.
6	Furnishing false certificates, or false information in any manner to the university.
7	Committing forgery, tampering with the Identity Card or University records, impersonation, misusing University property (Movable or immovable), documents and records, tearing of pages, defacing, burning or any other material.
8	Any act of moral turpitude.
9	Use of abusive, defamatory, derogatory or intimidatory language against any member of university community.

10	Causing or colluding in the unauthorized entry of any person into the campus or unauthorised occupation of any portion of the university premises by any person.
11	Unauthorised occupation of the hostel rooms, unauthorized acquisition and use of university furniture in one's hostel room or elsewhere and accommodating unauthorized guests or other persons in the halls of residence.
12	Indulging in acts of gambling (in any form) within the university premises.
13	Disrupting/ blocking normal movement of person(s) or traffic in the premises of University blockade or forceful prevention of any normal movement of traffic, violation of security, safety rules notified by the university
14	NOT disclosing one's identity when asked to do so by a faculty member or employee of the university/security personnel
15	Improper behaviour while on tour or excursion.
16	Engaging in any attempt at wrongful confinement of any member of the faculty, staff, student or anyone camping inside the campus.
17	Any intimidation or insulting behaviour (Physical violence/abuse/man handling) towards a student, staff or faculty member or any other person.
18	Enter the premises in a vehicle without valid sticker, pass or permission.
19	Not wearing ID card around the neck while in University campus

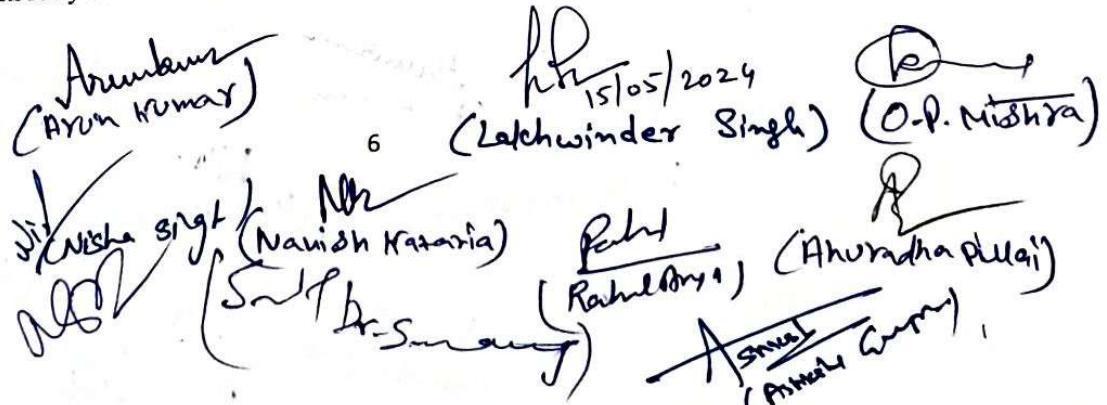
*Note: Any other related issue not covered above will also be addressed.*

## 6 PROCEDURE OF PROCTORIAL ENQUIRY

As per this document, the university has a Proctorial System where administration of student related matters pertaining to all acts of indiscipline are delegated to the Proctor. The proctor is assisted by deputy proctors and assistant proctors. The size of the Proctorial Board is decided by the competent authority.

### Receiving and Recording the Complaint:

- A complaint /report received in the Office of Proctor from the Registrar office.
- The complaints are also received by the Proctor office/Security Supervisor directly from students, teachers and non-teaching staff of the University.


  
 Arun Kumar (Arun Kumar) Lachwinder Singh (Lachwinder Singh) O.P. Mishra (O.P. Mishra)  
 Nisha Singh (Nisha Singh) Naresh Kumar (Naresh Kumar) Dr. S. S. Suri (Dr. S. S. Suri)  
 Pankaj (Pankaj) Rahul Dahiya (Rahul Dahiya) Anuradha Pillai (Anuradha Pillai)  
 Ashutosh Kumar (Ashutosh Kumar)

After receipt of a complaint, it is scrutinized by the Proctor and he/she will set up Proctorial Enquiry Committee of either a one/two/threemember(s). Proctorial Enquiry Committee shall conduct an in-depth investigation into the matter. Proctorial enquiry is an internal enquiry of the University and hence, no other person except the committee members are allowed to be present during hearings. The accused or complainant is not allowed to be represented by a third party. Similarly, he/she cannot have an observer during the process of enquiry. The Proctorial Enquiry Committee may impose one or more of following penalties if any student of the university is found guilty/implicated in above acts of indiscipline activities:

- a. Warning
- b. Fine upto Rs. 50,000/-
- c. Imposing of security deposit.
- d. Suspension from class for recommended period.
- e. Temporary or permanent withdrawal of concessions /aids /stipends / scholarships /fellowship/any other facility, etc.
- f. Removal/debarring from placement/trainingby the university.
- g. Permanent or temporary expulsion from hostel.
- h. Forfeiture of right to admission to any course in the university/ right to employment in the university in future.
- i. Rustication/Expulsion from the University.

The Proctorial Enquiry Committee will submit the final report to Proctor of the university for necessary action. However, the final decision of Vice-Chancellor will be abiding to all.

## 7 RAGGING

Ragging is defined as any disorderly conduct, whether by words spoken or written or by an act that has the effect of teasing, treating, or handling with rudeness a fresher or a junior student.

### What constitutes ragging:

Ragging is constituted by one or more of any of the following acts:

- a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or manhandling a fresher or any other student;

*(Arun Kumar  
(Arun Kumar))* *(Lachwinder Singh  
(Lachwinder Singh))* *(D.P. Mishra  
(D.P. Mishra))*  
*(Akash Singh  
(Akash Singh))* *(Nishant Rastogi  
(Nishant Rastogi))* *(Rahul Arora  
(Rahul Arora))*  
*(Amaneet Kaur  
(Amaneet Kaur))* *(Dr. Sarvajeet Kumar  
(Dr. Sarvajeet Kumar))*

- b. indulging in rowdy activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. asking a student/ students to commit an act which such a student/students will not commit in the ordinary course of life and which has the effect of causing or generating a sense of shame, torment or embarrassment and adversely affects the physical or psychological health of such fresher or any other student;
- d. any act by a senior student(s) that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i. any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

#### **Deterrent Measures for Ragging:**

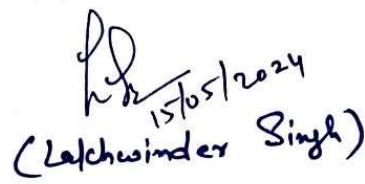
As per directives, the punishment for ragging must be deterrent and include the following:

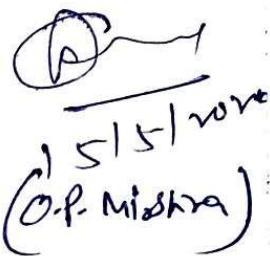
- Cancellation of admission.
- Suspension from attending classes.
- Withholding/ withdrawing of scholarship/fellowship and other benefits.
- Debarring from appearing in any test examination or other evaluation process.
- Debarring from representing the institution in any regional, national or international event.
- Suspension/expulsion from the hostel.
- Rustication for periods ranging from 1 to 4 Semesters.

Arun Kumar (Signature) 8/15/2024 (Lachwinder Singh) (O.P. Mishra)  
 Nish Singh (Signature) Navin Kataria (Signature) Dr. Saheed Kumar (Signature) Pehlu (Signature)  
 Anup Singh (Signature)

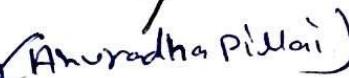
- Expulsion from the university and consequent debarring from admission to any other university/institution.
- Collective punishment where warranted.
- Lodging of FIR.
- Displaying the names and punishment awarded to offender of ragging on the notice boards.
- Endorse the Migration/Transfer certificates with the remarks and punishment awarded to the person on account of ragging.
- Imposition of Fine of Rs. 50,000/-.

  
(Arun Kumar)

  
Lachwinder Singh  
15/05/2024

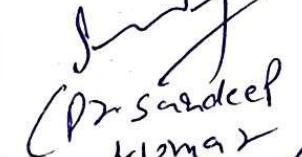
  
C.P. Mishra  
15/05/2024

  
(Nisha Singh)

  
(Anuradha Pillai)

  
Disha Mani

  
Navneet Kataria

  
Dr. Sandeep Kumar

  
Rohit Singh  
(Rohit Singh)

  
Ashish Goyal