SWAMI VIVEKANAND SUBHARTI UNIVERSITY
UGC Approved Meerut
AN ISO 21001: 2018 ORGANIZATION

OFFICE OF THE REGISTRAR
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REGISTRAR
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Ref. No. U-736/SVSU/2024/1991 Date: 15 .05.2024

NOTIFICATION

Notification number 2154 was issued on 22.06.2016 regarding disciplinary proceedings for students. It has been almost 8 years that no revision has taken place in the disciplinary rules. The Honourable Vice Chancellor is pleased to make certain additions / modifications in the said rules. Thus, after superseding the notification of 22nd June 2016, the present notification is issued which will be called as **'Swami Vivekanand Subharti University Students Conduct and Discipline rules 2024'**. It shall become effective from the date of notification.

SWAMI VIVEKANAND SUBHARTI UNIVERSITY STUDENTS CONDUCT AND DISCIPLINE RULES-2024

I. GENERAL

1. Title of the Rules:
   These Rules shall be called **"The Swami Vivekanand Subharti University Students Conduct and Discipline Rules, 2024".**
2. Date of Commencement:
   These Rules shall come into force with immediate effect.
3. Applications of Rules:
   These Rules shall apply to all the students of the University, whether admitted before the date of enforcement of these Rules or afterwards.

II. DISCIPLINE & MISCONDUCT

4. Acts of Indiscipline and Misconduct:

   Without prejudice to the general meaning of the term indiscipline or Misconduct, the following acts of students, among others, shall constitute acts of Indiscipline or misconduct.
   a. Impolite or offensive behavior or use/show force against any employee/student of the University in the University premises or outside.
   b. Resorting to acts of intimidation or coercion or gheraos.
   c. Causing damage to the University property.
   d. Tampering with any fittings (including sanitary and electrical) and furniture of the University.
   e. Defacing walls or other surfaces of any or University buildings/property.
   f. Getting enrolled in more than one course of study simultaneously contrary to existing rules.

g. Committing forgery, tampering with or misusing of the University documents/records identification cards etc.
h. Furnishing false certificates or false information to any office under the control and jurisdiction of the University.
i. Consuming or possessing alcoholic drinks, dangerous drugs or other intoxicants in the University premises.
j. Indulging in acts of gambling in University premises.
k. Unauthorized entry into any University Office/Department/Sports fields.
l. Unauthorized use of the University Property/equipment.
m. Refusing to leave any office/Department/Sports field when asked to do so by an employee who is authorized in this regard.
n. Preventing any employee of the University from discharging his/her duties.
o. Possessing or using lethal weapons such as knives, Lathis, Iron chains, Iron rods, sticks, explosives or Firearms in the University premises.
p. Bringing or harboring or entertaining any stranger without permission.
q. Arousing, communal, caste or regional feelings or creating disharmony among students.
r. Indulging in ragging.
s. Not disclosing one's identity when asked to do so by an employee who is authorized to ask for identity.
t. Tearing of pages, defacing, burning or in any way destroying the books of the library.
u. Preventing in any manner the use of the Library facility.
v. Unauthorized occupation of Hostel Rooms
w. Unauthorized shifting of the furniture in the Hostel Rooms.
x. Bringing guests to hostels without necessary permission of the Chief Warden/Warden.
y. Not vacating hostel room during vacation when asked to do so or when an instruction is issued to that effect or after cancellation of one's hostel admission.
z. Unauthorized entry into a dining hall and use of mess facilities therein.
aa. Pilfering of medicines or forcibly taking them away
bb. Coercing the medical staff to issue certificates
cc. Misuse of social networking sites.
dd. Any act of moral turpitude including theft /Stealing
ee. Eve teasing or disrespectful behavior to women or girls students
ff. Engaging in any attempt at wrongful confinement of teachers, offices, employees and students of the University
gg. Pasting of posters or distributing pamphlets, handbills etc. of an objectionable nature or writing on walls and disfiguring buildings
hh. Improper behavior while on tour or excursion
ii. Violation of the Traffic Rules as notified by the Chief Proctor/ Security Personnel
jj. Committing any of the offences specified in the examination (Control of Unfair Means and Disorderly Conduct) Regulations of the University
kk. . Violation of any other Rules/Instructions/ Regulations issued by the University/College/Department/Library/Hostel/Mess from time to time.

II. Faking Mark sheet, Degrees and other documents.

III. Conduction of Enquiry

5. Any Authority under this notification can order an enquiry to ascertain the facts of the case, if required.
6. In every case where the matter is referred to the level 2 (B) disciplinary committee or the Hon'ble Vice-Chancellor directly, the Chairman of the disciplinary committee or the Hon'ble Vice-Chancellor shall order an enquiry, unless for reasons, it is not required.
7. The Enquiry:

   a. While ordering for the enquiry the Chairman of the disciplinary committee or the Hon'ble Vice-Chancellor shall give guidance to the enquiry committee regarding the charges framed against the student(s) or the points on which the enquiry committee is supposed to give its report specifically,
   b. The duration in which the enquiry required is to be completed shall be specified unless not required,
   c. The enquiry committee will have the right to bring additional points under consideration than mentioned in the enquiry in order, if relevant, and enquire the matter on them also.
   d. An order under Clause of this Rule shall be followed by a charge sheet within 7 days
   e. The enquiry committee shall give the factual report to the Chairman of the disciplinary committee or the Hon'ble Vice-Chancellor without any recommendations regarding the punishment or action which may be taken by the disciplinary committee or the Hon'ble Vice-Chancellor.
   f. Proper opportunity must be given to the accused to prove him non-guilty by the enquiry officer / committee.

8. Suspension:
   a. Where a prima facie case is made out the authority ordering an enquiry can suspend the accused pending enquiry/decision in the matter,
   b. Where, there is any suspicion that the accused if not suspended, can affect the conduction of a fair enquiry the authority ordering an enquiry can suspend the accused pending enquiry/decision in the matter,
   c. Suspension of a student can be from the Class / College / Hostel / Mess / Library / scholarship / financial assistance / or availing any facility.
   d. An order under Clause of this Rule shall not remain in force for more than a period of one month from the date of its issue except where there is a specific permission from the Vice Chancellor.

IV. Procedure for imposing Penalties

1. An order imposing any of the penalties shall be passed and the student shall be informed in writing of the allegations on account of which the penalties were imposed.

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2. The student shall be given an opportunity to take any representation he/she may wish to make to the higher authority of the University.

V. SECTION AND LEVELS OF DISCIPLINARY PROCEEDINGS FOR STUDENTS

Any act of indiscipline within Hostel, College, within Campus but outside the Hostel and College as described in the clause no.4 of these rules, but not limited to that, will be dealt by various authorities as under:

9. ACT OF INDISCIPLINE WITHIN HOSTEL

a. Level One (A)

The Chief Warden/Sr. Warden/Warden is authorized to take action as per guidelines given in the Hostel Book. Punishment to be given for various acts of indiscipline is mentioned in the Hostel Book. It is to be understood that various actions described in the Hostel Book are only guidelines and may be modified from case to case basis by the authorities, if so required;

Provided, that the permanent rustication from the hostel cannot be done by level one officer and all such cases shall be referred to the Level Two Disciplinary Committee.

b. Level Two (B) Disciplinary Committee

Each hostel will have a Disciplinary Committee, which will comprise of the following:

(i) Dean/Additional Dean of Students Welfare* - Chairman
(ii) Special Member- Nominee of the Head of the Institution in which the accused student studies.
(iii) Chief Administrative Officer
(iv) Chief Warden/Sr. Warden
(v) Chief Monitor

b.1. Notes:

(i) In reference with point marked * it is clarified that in Boys Hostel the Chairman will be a male person and in Girls Hostel the chairperson will be a lady.
(ii) No meeting shall be considered invalid if any member of the committee fails to attend the meeting provided a total three members are present.
(iii) If Chief Warden/Sr. Warden is a witness or was awarding authority at Level One, then he/she should not be a member at Level Two Committee. A different Warden (of same hostel or different hostel) will be deputed by the Vice Chancellor.

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(iv) The Committee is empowered to recommend any action including a fine up to Rs.25,000/- and rustication from Hostel.

(v) The Committee can also recommend suspension/rustication from the College to the Head of the Institution or to the Vice Chancellor.

(vi) Disciplinary Committee will take up the following issues:

(i) Any matter referred by the Level One Officer.

(ii) Any issue in which permanent rustication from the hostel is recommended by the Chief Warden/Sr. Warden/Warden.

(iii) Any representation of student/students' guardians or parents received against the action taken by the Chief Warden/Sr. Warden/Warden.

(iv) The Chairman may take cognizance of any matter reported to it directly by anyone or *suo-moto*.

b.2. Recommendations of the second level committee shall be submitted to the Vice-Chancellor for his consideration and approval. The Vice-Chancellor will have the authority to either, accept the recommendation as such, reject the recommendation all together or modify the recommendations as per his considered view.

c. **Level Three (C): The Jury**

c.1. It will consist of the:

(i) Trust Secretary. It will be presided over by the Trust Secretary (Chairman).
(ii) one nominee of the President and
(iii) One nominee of the Chancellor.

c.2. Following matters will be taken up by the Jury:

(i) Any matter referred to it by the Level Two Disciplinary Committee

(ii) Any representation filed by any student/guardian or parent of the student against the decision of Level Two Committee.

(iii) The Chairman may take cognizance of any matter reported to him directly by anyone or *suo-moto*.

(iv) Level Three Committee is empowered to reduce/nullify/enhance awards given by Level-Two Disciplinary Committee.

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10. ACT OF INDISCIPLINE WITHIN THE COLLEGE

Any act of indiscipline done by any student within College will be dealt with similarly in a Three Level System.

a. Level One:

Head of Institution will deal with the act of breach of discipline by any student of his own college and is empowered to fine upto Rs.10, 000/- and/or suspend from attending the classes up to 7 days.

b. Level Two: Disciplinary Committee

b.1. The following shall be its members:

(i) Pro Vice-Chancellor - Chairman

(ii) Dean Faculty/Head of Institution (or senior most faculty member when Dean Faculty/Head of Institution is not available)

(iii) HOD of concerned department or senior most faculty of that department to which student belongs.

b.2. Disciplinary Committee will take up the following issues:

(i) Any matter referred by the level one officer.

(ii) Any issue in which rustication from the college is recommended by the level one officer.

(iii) Any representation of student/students' guardian or parents received against the action taken by the level one officer.

(iv) The Chairman may take cognizance of any matter reported to him/her directly by anyone or *suo-moto.*

b.3. Level Two Disciplinary Committee is empowered to recommend any action including a fine up to any amount, suspension for any period and even permanent rustication of the student from the college and/or from the Hostel.

b.4. Recommendations of the second level committee shall be submitted to the Vice-Chancellor for his consideration and approval. The Vice-Chancellor will have the authority to either, accept the recommendation as such, reject the recommendation all together or modify the recommendations as per his considered view.

c. Level Three (C): The Jury

c.1. It will consist of the:

(i) Trust Secretary. It will be presided over by the Trust Secretary (Chairman).

(ii) One nominee of the President and

(iii) One nominee of the Chancellor. .

c.2. Following matters will be taken up by the Jury:

(i) Any matter referred to it by the Level Two Disciplinary Committee.

(ii) Any representation filed by any student/guardian or parent of the student against the decision of Level Two Committee.

(iii) The Chairman may take contingence of any matter reported to him directly by anyone or *suo-moto.*

C.3. The Level Three Committee will have all power to reduce/nullify/enhance awards given by Level-II Disciplinary Committee.

11. ACT OF INDISCIPLINE WITHIN THE CAMPUS BUT OUTSIDE THE HOSTEL AND COLLEGE

a. Level One

The Chief Proctor will take the action against any student in consonance with the code of action as promulgated by the Vice-Chancellor.

Provided; that the Chief Proctor cannot stop the entry of any student in the campus for more than three days/suspend any student for more than 3 days.

Provided; further that the Chief Proctor cannot rusticate permanently any student from the College/Hostel.

b. Level Two: Disciplinary Committee

b.1. The following shall be its members:

(i) Pro Vice-Chancellor - Chairman

(ii) Dean Student Welfare, if the student is a female, the female Dean/Addl. Dean Student Welfare Officer

(iii) Chief Warden/Warden of the hostel, if the student is a hosteller

(iv) Nominee of the Head of the Institution where student is enrolled/posted

b.2. Disciplinary Committee will take up the following issues:

(i) Any matter referred by the level one officer.
(ii) Any issue in which rustication from the college is recommended by the level one officer.

(iii) Any representation of student/students' guardian or parents received against the action taken by the level one officer.

(iv) The Chairman may take cognizance of any matter reported to him/her directly by anyone or suo-moto.

b.3. Level Two Disciplinary Committee is empowered to recommend any action including a fine up to any amount, suspension for any period and even permanent rustication of the student from the college and/or from the Hostel.

b.4. Recommendations of the second level committee shall be submitted to the Vice-Chancellor for his consideration and approval. The Vice-Chancellor will

have the authority to either, accept the recommendation as such, reject the recommendation all together or modify the recommendations as per his considered view.

c. Level Three (C): The Jury

c.1. It will consist of the:

(i) Trust Secretary. It will be presided over by the Trust Secretary (Chairman).

(ii) One nominee of the President and

(iii) One nominee of the Chancellor.

c.2. Following matters will be taken up by the Jury:

(i) Any matter referred to it by the Level Two Disciplinary Committee.

(ii) Any representation filed by any student/guardian or parent of the student.

(iii) The Chairman may take cognizance of any matter reported to him directly by anyone or *suo-moto.*

c.3. The Level Three Committee will have all power to reduce/nullify/enhance awards given by Level-II Disciplinary Committee.

15. General Rules

a. Higher Level Committee (Level Two or Three) will have power to review the award/punishment given by the lower committee and can modify or quash the same taking cognizance on its own or on being requested by any of the parties in the manner prescribed. However, if a decision has been taken by level one or two committee with the approval of the Vice-Chancellor, they cannot review or modify their decision. The matter will have to be referred to the Jury.

b. Level One and Level Two Committee will also inform the student/parent/guardian regarding the award and their right of appeal to higher level.

c. Any student or his/her parent/guardian will have the right to challenge the decision taken by Level One or Two Authorities at the higher level.

d. If the decision of Level One Authority is to be challenged at Level Two Committee, the aggrieved party will submit a representation to the Hostel Clerk/Student Clerk with a fee of Rs.1,000/-. The Hostel Clerk/Student Clerk will provide a receipt of the fee to the party.

e. The applicant is authorized to file a separate stay application with an additional fee of Rs.1, 000/-.

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f. The Hostel Clerk/Student Clerk will immediately put the stay application before the Chairman of the Level Two Committee, who will decide if there is any need of staying the impugned order:

Provided, that any such stay, if given against the impugned order, will not be valid for more than 15 days and the Level Two Committee will be required to decide the representation within 15 days.

g. If the representation is not accompanied by the stay application, the Hostel Clerk/Student Clerk will put the representation before the Chairman in routine and the Chairman will fix up dates of meeting in such a way that the representation is decided within 15 days of filing it.

h. The Level-2 Committee will be empowered to call the student/parents/guardian, officer of the 'Level One' or any other evidence in person, if it feels so. It can also take its decision on the basis of records made available to it by different parties.

i. The time limit for filing the appeal against the Level One Authority shall be one month from the date of the decision received by the aggrieved party or posted on Hostel Notice Board.

j. Appeal can be filed by the aggrieved party against the decision of Level Two Authority to the Jury within a period of one month from the date of the decision received by the aggrieved party or pasted on Hostel Notice Board.

k. The appeal referred to in Point No. j herein above, shall be filed to the Additional Registrar (Administration) of SVSU with a fee of Rs.1,500/-.

l. The applicant is authorized to file a separate stay application with an additional fee of Rs.1,000/-.

m. The Additional Registrar (Administration) will immediately put the stay application to the Trust Secretary who will decide, if there is any need of staying the impugned order.

Provided; that any such stay, if given against the award, will not be valid for more than one month and the Jury will be required to decide the representation within one month.

The Additional Registrar (Administration), after decision is taken on the stay application will further process the application as mentioned in sub para n below.

n. If the representation is not accompanied with the stay application or after decision is taken on the stay application the following procedure will be followed:

(i) The Additional Registrar (Administration) will send all the relevant papers to the Trust Secretary, President of M.T.V. Buddhist Religious & Charitable Trust and the Chancellor.

(ii) The Additional Registrar (Administration) will request the President to nominate any one member for the Jury. The President will send the papers supplied by the Additional Registrar (Administration) directly to the person nominated by him.

(iii) The Additional Registrar (Administration) will request the Chancellor to nominate any one member for the Jury. The Chancellor will send the papers supplied by the Additional Registrar (Administration) directly to the person nominated by him

(iv) The Additional Registrar (Administration) will hand over all the information's and documents to the Registrar who will act as Jury Secretary.

o. The Jury will hold the Court in the Moot Court normally once every month to take up various issues. The Registrar of SVSU will act as the Secretary of the Jury. He will fix up dates of hearing in consultation with the Jury members and will give prior information of at least two weeks to the members and concerned parties.

p. In jury, case will be heard in the same manner as is heard in Court of Law. Both the concerned parties will have the right to argue the case on their own or take any PF student from the Law College for the pleadings of the case. They will also be permitted to provide evidence in for of documents or persons.

VI INTERPRETATION

16. In case of a dispute with regard to the interpretation of any of the rules mentioned above, the decision of the Vice-Chancellor shall be final.

15.05.2024

Registrar

Ref. No. U-736/SVSU/2024/1991 Date: 15 .05.2024

Copy forwarded to information of:-

1. The Hon'ble Vice-Chancellor
2. The CEO
3. The EO
4. All Deans/HOIs/Principals/Directors/HoDs/Section Heads
5. Dean Student Welfare
6. The Controller of Examination
7. Director-Security
8. The Finance Officer
9. The Chief Proctor
10. Additional Registrar (T/M/G/NM)
11. Admission Cell/ I.T. Dept. / PPD Dept.
12. Chief Security Officer
13. Chief Warden (Boys Hostel)
14. Senior Warden Girls
15. AOs
16. Guard File

15.05.2024

Registrar