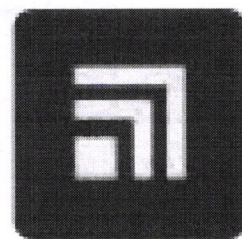


STUDENTS' DISCIPLINE POLICY

(Version 1.0)



CHITKARA
UNIVERSITY



(Approved in the 25th Governing Body Meeting held on 29.02.2024 vide Agenda
Item No. 25.13)

CHITKARA UNIVERSITY, PUNJAB
STUDENTS' DISCIPLINE POLICY (Version 1.0)

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CHITKARA UNIVERSITY : SOP OF DISCIPLINE

- 1. Introduction:** Good discipline is the key to success in the achievement of goals. Absence of discipline leads to many uncertainties, unrest and may result in chaos and confusion. Alternatively, disciplined environment has a good impact on the development of growing minds and gives a better grooming field for a novice. The ultimate achievement of education is a disciplined mind which works within the constraints and challenges of life and follows an act of rules without impinging upon the rights of others. The prevailing CHITKARA UNIVERSITY environment stands out and shines mainly due to its unflinching determination to follow ethical, social and religious values. However, we are also aware of the changing winds due to the media and communication advancement resulting into shrinking of the global distances and the erosion of ideological barriers. This SOP has been formulated to meet these challenges by suitably modifying and dovetailing the essentials to cater to the changing requirements of the society.
- 2. Aim :** To spell out a comprehensive policy for the constituent-Institutions / campus with a view to create a civilized and conducive environment for knowledge seekers at the Chitkara University ,Punjab .
- 3. Policy:**

(a)	PART - I	-	Objectives
(b)	PART - II	-	Responsibilities
(c)	PART - III	-	Students' Discipline and Conduct Rules
(d)	PART - IV	-	Punishments, Sanctions and Appeals
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(f)	PART - VI	-	Committees
(g)	PART - VII	-	Do's and Don'ts
(h)	PART - VIII	-	Implementation Methodology

PART – I

OBJECTIVES

1. **Objectives:** This SOP is designed to achieve the following:-
 - (a) Project, portray and present a true reflection of an academic institution wherein academic activities are conducted in keeping with our social, cultural and religious values.
 - (b) Provide conducive and congenial teaching and learning environment free of all disturbances and distractions.
 - (c) Inculcate, refine and reform the character/personality traits of the students to meet the future challenges in a disciplined, organized and civilized manner.

PART - II

RESPONSIBILITIES

1. **Responsibility of University Employees for Maintaining Discipline:** Each and every employee of Chitkara University is responsible to ensure proper conduct & discipline of students. The overall responsibilities lies:-

- (a) **Dean/Directors.** The overall responsibility/conduct and discipline of students rests with the Dean/ /Directors with support of faculty & administrative staff.
- (b) **General (Campus)** - All Deans, faculty members and University administration.
- (c) **Class Room** - Lecturers in the class/floor incharge
- (d) **Department** - HOD /Faculty members
- (e) **Library** - Head of library & library staff
- (f) **Hostel Premises** - Hostel Wardens , night duty officer (faculty member) & Director of Residential Services.
- (g) **Cafeteria/Canteen** - Director Administration, Manager Admin, SO,ASO and security guards deployed.
- (h) **Sportorium** -Director Sports and supporting staff.
- (i) **Overall Campus Administration** -Director UA, Director Admin & Sec Officer

2. **Responsibilities of Students.**

(a) **Discipline in the University Premises/Class Room**

- (i) Students must enter the University campus with the authorized ID Card
- (ii) Students must follow the dress code notified by the University..
- (iii) Students must follow good code of conduct. They shall be punished for unwanted behaviour.
- (iv) Smoking is not allowed in the University premises.
- (v) No student is allowed to bring any guest unless allowed by the University authorities.
- (vi) Punctuality will be adhered to strictly.



- (vii) No male student is allowed to go to the area earmarked for female students / faculty for any purpose.
- (viii) Dress can be checked at the entry as well as during the classes by faculty/Dean/Director etc.
- (ix) Be polite and courteous to fellow students, teachers and the staff.
- (x) Instigation or taking part in any boycott of examination/class/event or create disturbance will be dealt with strictly.
- (xi) Students must use earphone if they want to listen to songs in the campus. Playing music via speakers is prohibited without due permission.
- (xii) Students must not loiter in areas where they may disturb classes.
- (xiii) All students driving two wheelers should be with helmet when entering the University parking.
- (xiv) Use of mobile phones is strictly prohibited during the lecture (sms/playing, receiving calls, dialing etc).
- (xv) Students must observe the class timings strictly.
- (xvi) Students are not allowed to leave/enter the class room without permission of the teacher.
- (xvii) Disturbance/violence/misbehavior in the class shall not be tolerated.
- (xviii) Students must enter the class properly dressed failing which they will not be allowed to sit in the class.
- (xix) Threats or misbehaviour with the faculty will be taken as a serious offense.
- (xx) Smoking/Drinking/ playing cards is a serious offence and strictly prohibited in the campus premises. Student found in possession is also liable for disciplinary action.
- (xxi) Destruction of University fixtures, equipment or property will be taken as a serious violation.
- (xxii) Students must not take eatables in a classroom even when the room is free/vacant.

PART - III

Students' Discipline and Conduct Rules 2023

By virtue of management's decision, Registrar has been vested with all the powers relating to discipline and disciplinary action in relation to students and empower the University to frame detailed rules & regulations of discipline and proper conduct; The offences are categorized into two categories(I &II) The BoM has approved the following rules & regulations of discipline and proper conduct among the students of the University.

1. Short Title and Commencement

- (a) These Rules shall be called "The Chitkara University Students' Discipline and Conduct Rules 2023" hereafter referred to as the "Rules".
- (b) These Rules shall come into force with effect from the date of their notification.
- (c) Students shall maintain discipline to create a conducive atmosphere for study on the campus.
- (d) Disciplinary action shall be taken against a student if he/she is found violating Rules and regulations of the University.
- (e) Every student must acquaint himself/herself with the rules & regulations of University. She/he must obey these Regulations strictly. Ignorance of rules & regulations will not be accepted as an excuse.
- (f) Any breach of discipline and conduct committed by the student inside or outside the University campus shall fall under the purview of these regulations.
- (g) For any complaint and/or problem, student shall directly approach the Chairperson/Member Secy Discipline committee. Higher authority may be approached only with endorsement of the Chairperson.
- (h) Hostel discipline etc. shall be kept under the purview of the Vice President residential services/Directors residential services/ Wardens of the hostels.

2. Application of Rules

- (a) These rules shall apply to all students of the University whether admitted prior to the commencement of these rules or after the commencement of these rules.
- (b) Any breach of discipline and conduct committed by the student inside or outside the University campus shall fall under the purview of these rules.



3. ACTS OF MISCONDUCT AND INDISCIPLINE:

(a) Acts of misconduct and indiscipline Category-I:

- (i) Causing disturbance within the University premises, laboratory or, reading room , common room, playground or hostel.
- (ii) Any act leading to diverting the attention of the students from the lectures or of the teacher from teaching.
- (iii) Insubordination and/or disrespect to the teacher/staff within or outside the University premises.
- (iv) Committing forgery, tampering with identity card or University record, impersonation, misusing University property (movable or immovable), documents and records, tearing of pages, defacing, destroying any material of library.
- (v) Disturbing a class from outside by loitering aimlessly in the corridors, making noise or any kind of unnecessary shouting, hooting or any other such act or behavior that is likely to cause disturbance or annoyance to others.
- (vi) Picking up quarrel with the teaching or non-teaching staff or with other students.
- (vii) Using filthy language , abuses or any form of indecent public display of affection (PDA) inside the University campus ,cafeterias or 'sports-grounds'
- (viii) Parking or riding any vehicle inside the University campus or at any unauthorized place.
- (ix) Playing any kind of musical instrument inside the class or outside during class hours.
- (x) Furnishing false certificates or false information in any manner to the University.
- (xi) Teasing or disrespectful behavior or any misbehavior with a boy/girl student, staff member/ visitor.
- (xii) Causing or colluding in the unauthorized entry of any person/guest into the Campus /hostels
- (xiii) Unauthorized occupation of the hostel rooms or unauthorized acquisition and use of ~~University~~ furniture in one's hostel room or elsewhere.
- (xiv) Damaging or defacing, in any form any property of the University or the property of any member of the University community.
- (xv) Not disclosing one's identity when asked to do so by a faculty member or employee or security staff of the University who is authorized to ask for such identity
- (xvi) Possessing or keeping firecrackers or any other objectionable material
- (xvii) Coercing the medical staff to render medical assistance to persons not entitled for the same or any other disorderly behavior in the Health Centre of University.

- (xviii) Participating in or promoting any disruptive activity in campus including blockade or forceful prevention of any normal movement of traffic, violation of security or safety rules notified by the University.
- (xix) Littering of any kind of waste including plastic waste in the buildings, grounds, roads, premises of the campus.
- (xx) Mismanagement of University funds or an attempt at misappropriation thereof.
- (xxi) Maltreating or physical assault, abusing and /or using foul language to any individual inside or outside the University campus.
- (xxiii) Making false and irresponsible public statement about the University official, faculty, staff or outsiders and altering University records or attempting to do so or distributing any material related to political parties/movements.
- (xxiii) Violation of dress code of the University as per the University circular issued by the Registrar.
- (xxiv) Approaching University campus on two wheeler without helmet or without license.
- (xxv) Any meeting not related to academic affairs held in campus premises without permission.
- (xxvi) Participating in or promoting any disruptive activity in the campus
- (xxvii) Sitting in the class room without any lecture and creating nuisance/eating food.
- (xxviii) Use of abusive, defamatory, derogatory or intimidatory language against any member of the University community.
- (xxix) Providing wrong details of parents/guardians.
- (xxx) Any other act which may be considered by the Vice- Chancellor or any other competent authority to be a minor act of violation of discipline and conduct.

(b) Acts of misconduct and indiscipline Category-II:

- (i) Repetition of acts given under Category-I of indiscipline in spite of repeated warnings and penalties imposed.
- (ii) Attending the University dressed in a manner contrary to social norms prevailing from time to time or violation of dress code if any.
- (iii) Indecent exposure in a proactive manner or behaving in a manner tending to rouse base passions among the members of the same or opposite sex.
- (iv) Forcibly entering/ reaching places which have restricted entry or unauthorized handling of equipment or performing acts which would be a threat to one's life.
- (v) Instigating others to commit acts of indiscipline.
- (vi) Engaging in any attempt at wrongful confinement of any member of the faculty, staff, student or anyone camping inside the campus.
- (vii) Any intimidation of or insulting or abusive behavior towards a student, staff or faculty or indulging into a affray/assault inside / outside the campus.



- (viii) Wanton destruction of properties of the University.
- (ix) Consuming or possessing narcotic drugs or other intoxicants, cigarette or alcohol anywhere in the University premises.
- (x) Indulging in criminal acts of any kind under the law of land including gambling and possession of arms/weapons.
- (xi) Arousing communal, caste or regional feelings or creating disharmony among students.
- (xii) Demonstration of disloyalty to the country, its constitution and its flag.
- (xiii) Ragging of any kind tending to cause physical and mental torture to other students or forcing others to submit to indignity and nuisance.
- (xiv) All acts of violence and all forms of coercion such as gheraos, sit-ins 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.
- (xv) Gheraos, laying siege or staging demonstrations in the University campus or any other form of coercion, intimidation or disturbance, Hunger strikes, dharnas, group bargaining and any other form of protest by blocking entrance or exit of any of the academic and/or administrative complexes or disrupting the movements of any member of the University.
- (xvi) Sexual harassment of any kind which shall also include: unwelcome sexual proposition/ advancements, sexually graphic comments of a body, unwelcome touching, patting, pinching or leering of parts of the body or persistent offensive or unwelcome sexual jokes and or comments.
- (xvii) Any act of moral turpitude
- (xviii) Any attempt at bribing or indulging in any manner.
- (xix) Unauthorized collection of money inside the campus.
- (xx) Fraudulent enrollment in the University in any course or fraudulent use of student identity card, email id and the University mail.
- (xxi) Improper and irrational use of mass media, social media.
- (xxii) Threat to use a weapon or using any item in form of weapon which may pose a threat to life of other person.
- (xxiii) Possessing or trying to steal other person's property/money without his/her consent.
- (xxiv) Forging of other person's signature.
- (xxv) Bunking out from the University campus
- (xxvi) Any other act or acts which the University authorities consider as major acts of misconduct and indiscipline.

PART - IV
PUNISHMENTS, SANCTIONS AND APPEALS

1. Punishments. Following punishment or any combination of punishment may be imposed on a student for violation of code of conduct.

- (a) **Warning letter:** For preventing a repeat of the violation in the future.
- (b) **Disciplinary Probation:** Disciplinary probation serves as a warning that future misconduct may result in more severe sanctions.
- (c) **Depriving of Facilities:** Withdrawing of hostel facility, lab, library, gate Pass or participating in extracurricular activities for a specific period.
- (d) **Transcript or Registration:** Restricting release of student transcript or access to registration.
- (e) **Cancellation of Exams / Paper:** In case of severe academic dishonesty, student's complete exam / paper can be cancelled depending on the gravity of offence in that semester / year.
- (f) **Withholding Degree:** The degree may be withheld in case the student is dismissed from the University.
- (g) **Suspension:** A student can be suspended for a specific period of time. Upon recommendations of Disciplinary Committee/ Investigating Officer, he / she may be granted reinstatement at the institute's discretion.
 - (i) Suspension is effective immediately if their stay is detrimental for the Campus peace and tranquility.
 - (ii) Student will be expelled on possession of alcohol/drug.
- (h) **Dismissal:** Student may be dismissed on discipline violations of serious natures such as firing in the campus, fighting between two groups with or without outside assistance, immoral / unethical behavior.
- (i) **Forfeit entitlement:**
 - (i) Financial assistance for specific period.
 - (ii) Be dropped from the medals table.
- (j) **Withholding Certificates** of good moral character/reference letter.
- (k) **Fine:** As prescribed and empowered to the concerned appointments.



1. **Fines:** For violation of University code of conduct may be imposed as defined under :-

(a)	Violation of Dress Code	-	Rs 100/-
(b)	Smoking in the Campus	-	Rs 1000/-
(c)	Use of Cell Phone inside the class during lecture, Including Labs, Class Rooms, Tutorial Rooms etc (Cell Phones also be confiscated for one day).	-	Rs 200/-
(d)	Fake Student ID Card	-	Rs 5000/-
(e)	Exchange of ID Cards	-	Rs 1000/-
(f)	Loss of student ID Card	-	Rs 500/-
(g)	Driving without Helmet	-	Rs 500/-
(h)	Misbehavior with Staff, faculty, Invigilator	-	Rs 500/-
(i)	Forging of signatures	-	Rs 500/-
(j)	Unauthorized Dining in Hostel Mess	-	Rs 2000/-
(k)	Theft (subject to Enquiry)	-	Rs 5000/-
(l)	Providing wrong phone no of self/guardian/Parents	-	Rs 500/-
(m)	Unauthorized travelling in University Buses	-	Full Annual Fee

Note : The extent and maximum limits of monetary punishment of fine is as recommended above

2. Misbehavior Fine / compensation will be paid by the defaulter in case of damage to property / equipment as per the assessed values plus 50%.

3. **Appeal System:**

- (a) No appeal shall lie against the decision of an authority imposing a penalty other than rustication or expulsion except on the ground that such authority has imposed a penalty which it was not competent to impose.
- (b) The appeal to Dean/Director will be for revision of sanction in all cases but dismissal or misconduct of a serious nature will be referred to CU, where it has been appealed or otherwise.
- (c) The defaulter / accused has to process his appeal through Registrar / of CU, if he thinks that justice has been denied to him by the Discipline Committee.
- (d) Registrar's decision on the appeal will be final and binding.

PART – V
RULES & REGULATIONS

Discipline cases where the dispute is within the department amongst students of same class or different are to be handled as per the para 2 of circular issued vide Notification No.CUPB/REG/2022/772 dated 13 May 22.

1. Constituent Deptt/colleges are required to report discipline cases of serious nature to University Disciplinary Committee Chairman/Member Secretary immediately on occurrence followed by conducting an in depth inquiry.
2. Fine imposed on the student must be communicated to the parents by the concerned programme coordinator/mentor in charge as per the policy.
3. Complainant must have direct knowledge of the alleged misconduct and be willing to appear at the hearing if necessary
4. Any case reported by faculty/official as regards misconduct will be referred to the concerned disciplinary committee of the deptt.
5. Repeated habitual negligence if found on the part of the student will also be informed to University disciplinary committee and severe disciplinary action to be taken by the deptt.
6. The aggrieved students and alleged offender to give statement in writing to take disciplinary action against him.
7. Parents of the students will also be informed.
8. Even if the student withdraws the complaint after filing it the hearing may be conducted in the student's absence. If the alleged offender student is found responsible for violation of conduct of code, the disciplinary action to be taken against him/her.



9. Encourage the student to submit the written statement explaining the alleged incident.
10. Disciplinary committee will apprise both parties about institute's disciplinary policy & rules of punishment on the misconduct and omission.
11. The disciplinary committee is bound by the rules of evidence and may admit any relevant information but shall exclude immaterial information with undue repetitions.
12. The committee must prove the allegation by the preponderance of the evidence.
13. Discipline Committee must summarize as under:-
 - (a) Statement of witnesses/accused.
 - (b) Findings
 - (c) Recommendations
14. Summarized proceedings will be forwarded to the concerned Dean/Director for its final decisions. After the final decision, student shall be informed by the concerned mentor in writing, of the actions approved by the Dean/Director. Same to be updated on chalk pad- ERP for future reference and parents to be informed.
15. Punishment awarded to be within the powers of awarding authority as per the policy.
16. **Reporting Channel / System.**
 - (a) All incidents of ill discipline / misconduct shall be reported to the Registrar Chitkara University at end of the month.
 - (b) UDC meeting to be held every month and cases are to be discussed and minutes to be circulated to all concerned.

PART - VI
COMMITTEES

1. Deptt Discipline Committee (DDC)

The Discipline Committee of the Department is to handle the dispute within the Deptt amongst student of same class/Deptt.

Composition: The DDC will have the following composition:

- (a) Dean of the School/Department
- (b) Program in charge of the course
- (c) Mentors of the students involved

2. Hostel Discipline Committee (HDC)

The Hostel Discipline Committee is to handle the dispute among the hostellers arising in the hostel or in the campus.

Composition: The HDC will have the following composition:

- (a) Chairperson - Vice President Residential Services
- (b) Member Secretary - Director of student's hostel involved
- (c) Member - Concerned warden
- (d) Member - Mentors of the students involved

3. University Discipline Committee (UDC)

The Discipline Committee of the University has been vested with the powers and responsibilities for the good conduct of University students and to deal with the cases of in- discipline. It shall also perform such other functions as prescribed in the regulations.

Composition: The UDC shall be notified by Registrar Chitkara University and comprise of a Chairman, three members and a secretary as follow:-

- (a) Chairperson - Director University Affairs
- (b) Member - Director Sports
- (c) Member - Director Hostel (if required)
- (d) Member - Dean of the concerned school/deptt
- (e) Member - Mentor of student involved
- (f) Member Secretary - Associate Director University Affairs

4. Meetings:

- (a) Meeting shall be held every month by the Discipline Committee of University or as and when directed by the Chairperson.
- (b) A special meeting of Discipline Committee may be called by the Chairperson at any time to consider any matter of urgent nature.

- (c) The Secretary shall place each issue before the meeting and then the decision of Discipline Committee whether by consensus or by voting shall be produced in writing.
- (d) Decision of the Discipline Committee shall be expressed in term of views of the majority as per the regulations or voting of members present.
- (e) In case the members are equally divided, then the Chairperson Discipline Committees shall have the powers to exercise his/her casting vote.
- (f) The proceedings of the meeting of the Discipline Committee shall be recorded and approved by the Chairperson of Discipline Committee.
- (g) Approved copies of decisions shall be circulated among all the members of the Discipline Committee for information. Relevant extracts would also be forwarded to all concerned Depts/College for information/compliance.
- (h) Progress on outstanding points is closely monitored for compliance within the prescribed period.

5. Powers of Punishment: The Discipline Committee is a recommendatory body and may recommend the following:-

- (a) Warning.
- (b) Report to mentor.
- (c) Probation (He may be allowed to attend the classes under close scrutiny by the mentor. (Attendance may or may not be given).
- (d) Restitution for damage of the property.
- (e) May impose a fine as per the policy.
- (f) Suspension from the hostel and suspension from the college.
- (g) Dismissal from the hostel/institute/University.

6. Confidentiality: Discipline proceedings held under the provisions of this code of conduct shall be of a confidential nature. To ensure the safety and security of all concerned, all information, statement, evidence, material, etc received and / or presented during the disciplinary proceedings shall be kept strictly confidential and the students will not be entitled to have access and / or seek copies of any of the record(s) of the disciplinary proceedings.

7. Sharing of Information: Where appropriate, information about a disciplinary offence may be passed on to the student's parents / guardian. The student or parent or both may also be required to give written assurances or undertaking to support expected conduct throughout his / her stay at the University.

PART – VII
Do's and Don'ts

In order to avoid unnecessary stress and strain students are advised to strictly observe the following do's and don'ts:-

1. **Do's.**

- (a) Be in time
- (b) Wear proper / specified uniform
- (c) Maintain proper discipline
- (d) Maintain the dress in a clean and tidy state
- (e) Be in possession of ID card at all the times when in campus
- (f) Utilize allowed passages (especially authorized entry/exit points)
- (g) Be polite and courteous to fellow students, teachers and staff

2. **Don'ts.**

- (a) Violate any rules and regulations
- (b) Visit un-authorized places
- (c) Indulge in politics
- (d) Visit cafeteria except during the specified time
- (e) Indulge in dispute/scuffles/affrays/assaults
- (f) Use unfair means/cheat in examination
- (g) Visit campus without proper uniform for any reason except when allowed i.e. during sport week, fun fair and going on class trip etc.
- (h) Smoking within University campus/hostel.
- (i) Consumption of alcohol or other intoxicating drugs within the University campus/hostel.
- (j) Collect any money or receive donations or pecuniary assistance for or on behalf of the University.
- (k) Staging, inciting, participating in or indulging in any walkout strike or other form of agitation against the University, faculty members, officials or staff.
- (l) Interfering in the official proceedings of the examination or other college business.
- (m) Threatening or misbehaving with the officers or other employees of the college or trying to influence such officers or other employees in any way in connection with their official assignments.
- (n) Instigating or taking part in any boycott of examination or creating disturbance in or around the examination hall.
- (o) Misusing the contact details of faculty and staff.
- (p) Involvement in stealing or helping in stealing.
- (q) Going out without proper permission in writing from dept/approval of gate pass with parents consent.
- (r) Providing wrong no of the parents when ever asked by superiors. Providing wrong information will be construed as an offence and liable to be punished.

PART – VIII

IMPLEMENTATION METHODOLOGY

1. **General.** The students are required to abide by the rules and regulations of the Chitkara University and are expected to have absolute integrity and honesty concerning their day to day life at the campus. However, there is a need to keep a constant watch on the violations of University discipline rules, dress code violations and lack of participation in academic activities, unnecessary loitering in the campus, spending long hours in the cafeteria, etc. To this end each and every one is responsible to make our students more disciplined and obedient.
2. **Task / Responsibility:** All the members of disciplinary committees at various levels and security staff shall be responsible to check and minimize the following irregularities and recommend suitable action:-
 - (a) Take suitable measures to ensure academic activity
 - (b) Loitering during class/ward timings
 - (c) Improper uniform - As prescribed in this policy
 - (d) Ensure use of authorized passages only
 - (e) Smoking within campus
 - (f) Use/possession of intoxicants within the campus including hostels
 - (g) Collection of money/funds on behalf of the University / department without proper permission.
 - (h) Staging inciting, participating in or indulging in any walkout strike or other form of agitation against the college, faculty members, officials or staff.
 - (i) Interference in the official proceedings of the examination or other college business.
 - (j) Threat or misbehave with faculty/staff of the college or try to influence employees in any way in connection with their official assignments.
 - (k) Instigate or take part in any boycott of examination or create disturbance in or around the examination hall.
 - (l) Creating disturbance or indulging in fighting inside college premises
 - (m) Damaging property of University, defacing campus building walls/doors.
 - (n) Punctuality and attendance
 - (o) Student going out of University campus without issue of proper out pass from the mentor during the working hours and by warden after working hours (consent of the parents is must every time).
 - (p) Loitering in a way in campus not commiserating with the behavior as expected in public place.

3. **Interaction with Parents:**

- (a) All those students involved in any in disciplinary activity, parents/guardian will be informed /called up by the University authorities.
- (b) Regular intimation of attendance to the parents on monthly basis by concerned mentor.

4. Intimate details to parents through mentor/ programme coordinator about the conduct/ discipline/attendance problems of student.

5. Notices / advance Warnings: All instructions will be notified well in advance to the students so as to forewarn them about the implementation of rules.

6. **Dress Code / Uniform Students:**

The following Dress Code is applicable for students:-

DAY	SUMMER	WINTER
Monday To Friday	Black / Maroon University T-Shirt	Black /Maroon University T-Shirt with University Hoodie (Black / Grey)
	Blue / Black Denim Jeans	Blue/ Black Denim Jeans
	Semi Formal Shoes	Semi Formal Shoes.

(a) Turban : Preferably Dark Maroon/Dark Blue/ Black for the Sikh Students.

(b) Jeans : Plain Denim (Blue / Black Colour) to be purchased by the students under own arrangement. Track/Lower not permitted.

(c) Torn /Worn out Jeans With Tags/Logo not Permitted.

(d) IHM, CCHM, Culinary Arts, Maritime Studies and Nursing students will wear approved Uniform on all the teaching days.

(e) For Girls - Slacks/Nylon stretches etc are not permitted.

(f) Students will not be permitted to enter the Campus without Uniform.

7. **Additional Measures for Control:**

- (a) Campus to be marked as "**No Smoking Zone**" prominently.
- (b) Campuses should mark the Academic Blocks/Areas as "**Silence Zone**".
- (c) Visitors should not be allowed inside the campus without authorized visitor Pass.
- (d) All **IN/OUT movement** of student's guests/visitors be **recorded** at the gates /entrances.
- (e) Effectively cover the sensitive areas, entrances/ exits, canteens, cafeteria etc with **CCTV cameras**. Monitoring be resorted to control room against any
- (f) Disturbances or violations of rules.

[Handwritten signatures and dates at the bottom of the page]