
CHIEF PROCTOR OFFICE MANUAL

Rules of Discipline and Proper Conduct of Students
United University
(Under Statutes of the University)

Approved by
Executive Council of the University



OFFICE OF THE CHIEF PROCTOR
UNITED UNIVERSITY

PRAYAGRAJ – 211012, INDIA

FOREWORD TO THE FIRST EDITION

It was strongly felt to review the existing disciplinary rules and regulations of Office of the Chief Proctor. It is authoritative to undertake a careful preparation of the Chief Proctor Office (CPO) manual encompassing rules and regulations to be followed during the proctorial inquiry. After meticulous exercise, a comprehensive CPO manual outlining different categories of misconduct and indiscipline and standard operating procedure (SOP) of inquiry conducted by the CPO, is brought out to suit our changing requirements of proctorial inquiry. The provisions are incorporated for hassle free inquiry and draft proposal was initially discoursed with committee members (*constituted by Hon'ble Vice Chancellor*) and circulated to officers of the University, proctors and staff of CPO for their feedback. The proposed manual has been thoroughly scrutinized and modified by incorporating all suggestions given by committee members as well as officers of t h e University.

The Executive Council approved the Chief Proctor Office manual at its meeting at the University on XXXXXXXXXX. As per Statutes of the University, I am glad to circulate copies of the Chief Proctor Office manual to all students of United University for their information. I sincerely hope and wish that all concerned proctors of CPO make full use of this framed rules and regulations manual while discharging their respective responsibilities.

I am grateful to the Hon'ble Vice-chancellor Prof. Dr. Anand Mohan Agrawal for appointing me as a Chief Proctor and also given an opportunity to bring out the Chief Proctor Office Manual pertinent to Rules of Discipline and Proper Conduct of Students of United University. Many thanks to the officers, committee members, staff of proctor office for their constant support and guidance in bringing the CPO manual for smooth functioning of the Chief Proctor Office.

I hope the CPO manual will be reviewed and updated periodically in the future, depending on changes in the university's rules and regulations.

Dr. Santosh Kumar Sharma
Chief Proctor
United University

Place: **Prayagraj**

Dated: **XXXXXXXXXX**

Preamble

The Proctorial Board of United University-Prayagraj stands as a cornerstone of the institution's commitment to fostering an environment of discipline, mutual respect, and academic excellence. Guided by the principles of fairness, integrity, and accountability, the proctorial board aims to ensure the safety, security, and well-being of all members of the university community. Recognizing the importance of harmonious coexistence and the holistic development of students, the Board endeavors to uphold the values enshrined in the university's mission, promote adherence to established norms and address any grievances or challenges with impartiality and diligence. The Proctorial Board serves as a vigilant guardian of institutional ethos, working tirelessly to maintain order and resolve conflicts in a manner that aligns with the ideals of equity and inclusiveness. It is committed to creating a conducive atmosphere where academic pursuits flourish and ethical conduct prevails, ensuring that students, faculty, and staff experience a vibrant and secure campus life.

Through proactive measures, effective conflict resolution, and a persistent dedication to justice, the Proctorial Board seeks to nurture a campus culture where every individual can thrive, grow intellectually, and contribute meaningfully to the collective pursuit of knowledge, innovation, and societal betterment.

About the United University

United University in Prayagraj, Uttar Pradesh is established under the State Private University Act of the U.P State Government. The university is administered by the **Shiv Ram Das Gulati Society**, which is registered under the Society Registration Act of 1992. UU is a private university with a 250-acre campus and state-of-the-art infrastructure. It offers courses in a variety of disciplines, including arts, sciences, commerce, engineering, management, agriculture, and mass communication. The university also has academic collaborations with international universities and institutions. By providing education to students drawn from the hinterland of the country, United University has benefited the economically weaker and socially deprived sections of society. Candidates from the above strata having a flair for higher academic pursuits are given an equal chance to study. The studies at United University are interdisciplinary, students get exposure not only in the core discipline but also in other disciplines as well. This enhances their capability in terms of expression, vision, outlook and awareness which help them in competitive examinations and they have an edge over others in selections. Participatory teaching and research is the hallmark of United University. Students are required to present seminars, term-papers and, to participate in quizzes and group discussions. All these help them to gain confidence in their public dealings as

well. The UGC has set the goal for other Universities to undertake reforms in the examination system which is already being followed in United University since its inception. United University has earned the distinction of adhering to the schedules of admissions of students, fulfilling the teaching requirements, holding examinations on time, and declaring results as announced in the Academic Calendar of the University. Ragging is unheard of in the history of United University. Adequate public awareness is created among the students to condemn and curb such activities.

United University Vision and Mission

VISION

To establish a Value-based Global University with a dynamic learning environment. encouraging creativity and innovation, research-inspired experimental learning, and focusing on topics that are pertinent to the development of the region, the Country, and the World.

MISSION

We intend to fulfill our stated vision by...

- ❖ To provide a dynamic, inspiring, and varied learning environment with global exposure.
- ❖ To position the university as a premier hub for research and experiential learning.
- ❖ To develop into an adaptable university meeting the demands of society and business.
- ❖ To incorporate Value thinking, integrity, wisdom, and passion in professionals for their careers and life.

The Objectives of the student life of University are:

- To ensure that the students can devote adequate time to their studies and research to achieve their academic or administrative goals.
- To ensure that students coming from different parts of the country learn to live together and strengthen their relations with mutual cooperation and goodwill.
- To develop a congenial climate for co-curriculum and extra-curriculum activities of students.

Organization of the Proctor Office:

- The Office of the Chief Proctor (CP) has been in existence in the University since 2021.
- Statute of the United University Act states that the Chief Proctor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor and shall exercise such powers and perform such duties in respect of the maintenance of discipline among the students as may be assigned to him by the Vice-Chancellor.
- The Proctorial Board consists of a Chief Proctor, who is assisted by the Proctors. The size of the Proctorial Board is decided by the competent authority.
- The Chief Proctor is the head of the office and looks after general administrative functions of the office and entrusts the students' disciplinary complaints/cases to the proctors for detailed investigation.

- The proctors look after the complaints/cases delegated to them and will conduct detailed inquiry. They shall submit the inquiry proceedings in the form of an inquiry report along with their recommendations for disciplinary action (i.e. quantum of punishment) to the Chief Proctor for further action.
- The proctor is the principal authority and responsible person in all matters relating to investigation of the complaint/case by conducting free and fair trails.
- Chief Proctor awards the punishment to the persons for breach of rules of discipline and proper conduct.

Chief Proctor Office Mandate

Whereas by Ordinance (**Discipline and Conduct Of Students**) In the United University the Vice-Chancellor has been vested with all the powers relating to discipline and disciplinary action against students.

{() To regulate and enforce discipline measures (as may be deemed necessary) among students and employees of the University. (#) All powers relating to discipline and disciplinary action to students shall vest in the Vice-Chancellor.}*

- Statute empowers the University to set up a proctorial system to frame detailed rules of discipline and proper conduct. The administration of student-related matters on all acts of indiscipline are delegated to the Chief Proctor.
- The Chief Proctor’s office is responsible for maintaining peace and harmony on the campus; it relies, by and large, on the philosophy of taking reformative measures rather than punitive steps.
- In cases involving violation of disciplinary norms, however, appropriate disciplinary action is taken.

Rules of Discipline and Proper Conduct of Students of United University

As per Statute 32(5) of the Statutes of the University, the Executive Council of United University has approved the following rules of discipline and proper conduct of the students of the University. **These Rules shall come into force with effect from XXXXXXXXXXXX (Executive Council Resolution No.(s): XXXXXXXXXXXXXXXX dated November XXXXXXXXXXXXXXXX).**

1. Short Title and Commencement

- These Rules shall be called “The United University Students’ Discipline and Conduct Rules”, hereafter referred to as the “**Rules**”.
- “**University**” means the United University.
- These Rules shall come into force with effect from the date of the Executive Council notification.

2. Application of Rules

- a. These Rules shall apply to all students of the University whether admitted before the commencement of these Rules or after the commencement of these Rules.
- b. Any breach of discipline and proper conduct by a student on the United University Campus shall fall under the purview of these Rules.

3. Categories of Misconduct / Indiscipline with Probable Penalty/Punishment

Category – I	
Acts	Punishment
i. Smoking is prohibited in public places and workplaces such as healthcare, educational, and government facilities and on public transport.	Fine up to 500/-
ii. Not disclosing one's identity when asked to do so by faculty or employees of the University/security personnel who is authorized to ask for such identity. iii. Organizing events such as fresher's welcome party/farewell/disc jockey (DJ) on United University Premises Without Prior Permission.	Fine up to Rs. 5,000/- and or Suspension
iv. Consuming or possessing dangerous drugs, illicit substances, alcohol, or other intoxicating substances in the University premises. v. Indulging in acts of gambling on the University premises.	Fine up to Rs. 10,000/- and/or Suspension/Termination from hostel/University (if availed)
vi. Any act of moral turpitude. vii. 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 in any way destroying the books, journals, magazines, and any material of library or unauthorized photocopying or possession of library books, journals, magazines or any other material. viii. Improper behavior while on tour/excursion/field visits/sports activity/NSS. ix. Printing, circulating, or pasting posters/pamphlets (text or picture) carrying derogatory religious, communal, casteist or anti-national remarks	Fine up to Rs. 15,000/- and/or Suspension/Termination

<p>x. Any activity that incites intolerance towards a religion, caste or community and/or is anti-national in nature which disturbs the peaceful atmosphere in the campus.</p>	
<p>Category II</p>	
<p>i. Furnishing false certificates or false information in any manner to the University.</p> <p>ii. Hunger strikes, dharnas, group bargaining and any other form of protest within 100-meter radius of any academic and administrative complexes and/or by blocking entrance or exit of any academic and administrative complexes</p> <p>iii. Disrupting the movement of any member of the University community in administration, academic complexes, etc.</p>	
<p>iv. Obstruction of roads/pathways leading to faculty/staff quarters, marketplaces etc. by motor vehicles (bikes, cars etc.)</p> <p>v. Causing or colluding in the unauthorized entry of any person into the campus or in the unauthorized occupation of any portion of the University premises; including halls of residence.</p> <p>vi. Use of abusive, defamatory, derogatory, or intimidator language against any member of the University Community.</p> <p>vii. Students entering the classroom illegitimately to obstruct faculty members while performing teaching duties in the class.</p> <p>viii. Unauthorized occupation of the hostel rooms or unauthorized acquisition and use of University furniture in one's hostel room or elsewhere.</p> <p>ix. False allegation/case against any student by the complainant</p> <p>x. Obstruction/damage of electronic devices (i.e. camera, phone, etc.) at the time of evidence collection by security staff</p> <p>xi. Violation of rules/orders/circulars of competent authority.</p>	<p><i>Either one or two punishments are imposed based on the severity of the act/actions committed</i></p> <p>Fine up to Rs. 20,000/-and/or</p> <ul style="list-style-type: none"> • Suspension/Termination • Up to two semester's eviction from the hostel. • Rustication and declaring out of bounds from the entire United University campus up to two semesters.

<p>xii. Obstruction of roads/pathways leading to faculty/staff quarters, marketplaces etc. by motor vehicles (bikes, cars etc.)</p> <p>xiii. Causing or colluding in the unauthorized entry of any person into the campus or in the unauthorized occupation of any portion of the University premises; including halls of residence.</p> <p>xiv. Use of abusive, defamatory, derogatory, or intimidator language against any member of the University Community.</p> <p>xv. Students entering the classroom illegitimately to obstruct faculty members while performing teaching duties in the class.</p> <p>xvi. Unauthorized occupation of the hostel rooms or unauthorized acquisition and use of University furniture in one's hostel room or elsewhere.</p> <p>xvii. False allegation/case against any student by the complainant</p> <p>xviii. Obstruction/damage of electronic devices (i.e. camera, phone, etc.) at the time of evidence collection by security staff</p> <p>xix. Violation of rules/orders/circulars of competent authority.</p>	<p><i>Either one or two punishments are imposed based on the severity of the act/actions committed</i></p> <p>Fine up to Rs. 20,000/-and/or</p> <ul style="list-style-type: none"> • Suspension/Termination • Up to two semester's eviction from the hostel. • Rustication and declaring out of bounds from the entire United University campus up to two semesters.
<p>Category III</p>	
<p>i. 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.</p> <p>ii. Gheraos, 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.</p>	

<p>iii. Damaging or defacing, in any form, any property of the University or the property of any member of the University community.</p> <p>iv. Disrupting/blocking the 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 and safety rules notified by the University.</p> <p>v. Engaging in any attempt at wrongful confinement of any member of the faculty, staff, student or anyone camping inside the campus.</p> <p>vi. Any intimidation or insulting behavior (physical violence/ abuse/manhandling) towards a student, staff, or faculty or any other person.</p> <p>vii. Possession of illegal arms (i.e. knife, pistol, gun etc.) and other explosive materials.</p> <p>viii. Any other act which may be considered by the Vice-Chancellor or any other competent authority to be an act of violation of discipline and conduct. and conduct.</p>	<p><i>Either one or two punishments imposed based on the severity of the act/actions committed</i></p> <p>Fine up to 20,000/-and/or Suspension/Termination</p> <ul style="list-style-type: none"> • Withdrawing of hostel facility • Cancellation of admission or withdrawal of degree or denial of registration for a specified period. • Rustication and declaring out of bounds from entire United University campus up to four semesters. • Expulsion from the University
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Note:

- The competent authority may impose any of the above punishments on any student found guilty of any of the acts of indiscipline or misconduct mentioned as the case may be, in Rule 3.
- The appellate authority has discretionary powers to uphold or change or waive the punishment as deemed to be fit.
- A student (repeat offender) shall be expelled if he/she was awarded with 5 (five) or more punishments during the entire duration of the study.

4. Norms and Procedures of Inquiry followed by the Office of the Chief Proctor

The Office of the Chief Proctor receives complaints directly from students, teachers and non-teaching staff of the United University as well as from University security staff based on their report of diary note. On receipt of a complaint by the Office of the Chief Proctor, a Proctorial Inquiry committee (consisting of one or more members depending upon the case) will be constituted by the Chief Proctor to conduct an in-depth inquiry into the matter. Proctorial inquiry is an internal inquiry process carried out in the University; only proctorial committee member(s) is/are allowed during hearing and depositions. No third-party representation/observer is allowed on behalf of the alleged person or complainants during the process of inquiry. The inquiry is conducted in accordance with the principle of natural justice.

Standard Operating Procedure (SOP) of the Inquiry:

1. The Chief Proctor's office sends a notice to the complainant/security staff for a hearing. The notice contains a specific date and time on which he/she will appear before the proctorial committee to explain the contents of the complaint. The hearing may be recorded through videography and the proctorial committee may note down his/her statement.
2. The complainant (security/individual) will be required to submit a written deposition along with any evidence (audio/video/photo/paper documents) and list of witnesses immediately after the hearing.
3. The Chief Proctor's office sends a notice along with a complaint/security report copy to the Delinquent/Complainant to appear before the proctorial committee on a given date and time to explain his/her position/defense with regard to the complaint.
4. When the accused or complainant appears before the proctorial committee, the hearing may be recorded through videography, and the proctorial committee may note his/her defense. The complainant will be required to provide a list of witnesses or evidence to support his/her defense.
5. The proctorial committee will show the available evidence to the complainant at the time of hearing.
6. Complainant is required to submit a written deposition/reply on the complaint against him/her immediately after hearing.
7. Anybody who has witnessed the specific incident (i.e. Security staff/United University staff/faculty/students) is called by the proctorial committee and their statements will be recorded.
8. The available material evidence such as audio/video/photo/paper documents shall be thoroughly examined by the proctorial committee and its veracity should be established by

the person who has submitted this evidence.

9. Complainant, complainant and witnesses are not allowed to carry phones, bags etc. inside the CP office during the proctorial inquiry. The Office of the Chief Proctor is under CCTV Surveillance.
10. On the basis of the proctorial inquiry report, a show cause notice with charges imposed on him/her is sent to the student/Delinquent. He/she should reply to the show cause notice within 4 (four) days to explain his/her position once again. Cross-examination between complainant and complainant/witness shall not be allowed.
11. Based on the merits of the reply to the show cause notice, the inquiry committee shall again review the contents of the case and recommend punishment depending on the seriousness of the case.
12. After following the due inquiry process, the inquiry committee shall prepare a comprehensive inquiry report with specific charges framed against the Delinquent and submits the same to the Chief Proctor.
13. The Chief Proctor will issue an Office Order containing the findings for punishment imposed under Statutes 32(5) of Statutes of the University to the student/Delinquent person.
14. The complainant may appeal to the Appellate Authority (i.e., Vice Chancellor) against the punishment(s) awarded. The Appellate Authority may take an appropriate decision on the appeal after due consideration of the merit of the punishment(s) imposed.
15. If the matter is Sub-Judice, the Office of the Chief Proctor will follow the order/direction of the Hon'ble Court.
16. Since United University is a residential University, complainant/complainant should attend the proctorial inquiry on a first notice without fail. Another chance will be given in exceptional cases under certain emergencies such as health emergency or scheduled examination after producing relevant evidence (i.e., medical reports countersigned by the Authorized Health Centre, or examination call letter) on or before the date of the proctorial inquiry stipulated in the first notice.
17. If the complainant fails to appear before the inquiry committee on the stipulated date and time mentioned in the second notice, the proctorial committee decides the quantum of punishment based on the evidence provided by either security staff or the complainant. In such cases, the proctorial committee may take an ex-parte decision.
18. If the complainant(s) fails to appear before the proctorial inquiry committee for deposition, the case shall be summarily dismissed. The Office of the Chief Proctor assumes that he/she

filed a false complaint with malafide intention to damage the reputation of Delinquent person. In such cases, a strict warning letter will be issued to the complainant(s) and/or directed to perform community service at United University.

19. All the office orders of punishment/warning issued will be uploaded to the United University office portal. A copy of the punishment will be sent to the parents/guardians.

Important Instructions

- Permanent United University security staff should prepare a final complaint report of any incident held on United University premises and should submit it to the Office of the Chief Proctor.
- The Security Office of United University should submit all relevant evidence (physical/electronic) at the time of report of a complaint to the Office of the Chief Proctor. The security office should keep a copy of the same till the complaint is disposed. The security office should ensure that their security officers attend the proctorial inquiry committee for deposition without fail.
- All security staff of United University are authorized to take photos/videos using camera/phone as evidence to support the security report/complaint.
- The portal of the Office of the Chief Proctor will be opened for registration of a bona-fide student after receiving undertaking (i.e., stating full cooperation in the proctorial inquiry process in a free and fair manner), if inquiry is pending against that student.
- In case a fine is imposed/any other punishment is given to a student, then he/she shall not be allowed semester registration, and also he/she will not be given no- dues certificate and transcripts without clearing the imposed fine and/or during the subsistence of the period of the aforesaid punishment.
- Only the complainant/complainant is allowed to seek clarification regarding a proctorial inquiry pending with the Office of Chief Proctor. If anybody violates the same, an action shall be initiated against him/her.

5. Cases beyond the Purview of the Chief Proctor Office

Acts	Dealing Office in United University
<p>Sexual harassment:</p> <ul style="list-style-type: none"> • Unwelcome sexual propositions/advancements, sexually graphic comments on a body, unwelcome touching, patting, pinching, or leering of parts of the body, or persistent or unwelcome sexual jokes and/or comments. • Eve-teasing or disrespectful behavior or any misbehavior with a female student, women staff member/visitor 	<p>Internal Complaints Committee (ICC):</p> <ul style="list-style-type: none"> • Action will be taken as per the recommendation of ICC duly approved by the Competent Authority.
<p>Ragging in any form:</p>	<p>Anti-Ragging Committee (ARC):</p> <ul style="list-style-type: none"> • Action will be taken as per the recommendation from the Anti-Ragging Committee duly approved by the Competent Authority. <i>{ UGC regulations on curbing the menace of ragging in Higher Educational institutions, 2009 and Anti-ragging squad particulars are available on the UNITED UNIVERSITY website under the Anti-ragging }</i>
<p>Violation of rules and regulations of Hostel manual</p>	<p>Administration (CWO & CPO)</p> <ul style="list-style-type: none"> • Action will be taken as per recommendations of DOS duly approved by the competent Authority

6. General Information

- No punishment shall ordinarily be imposed on a student unless he/she is found guilty of the offense for which he/she has been charged by a proctorial or any other inquiry after following the due procedure of the inquiry based on natural justice and providing due opportunity (i.e. SOP) to the student charged for the offense to defend himself/herself.
- In case the Competent Authority believes that based on the available material and evidence on record, a prima facie case exists against a student, the Competent Authority may order suspension of the student including withdrawal of any or all facilities available to a bonafide student pending proctorial or any other inquiry.
- Notwithstanding any punishment mentioned in Rule 3, the Appellate Authority (Vice-Chancellor), may in appeal against the order passed in proctorial inquiry, keeping given the gravity/nature of misconduct/act of indiscipline, the manner and the circumstances in which the misconduct/indiscipline has been committed, award a punishment over or less than or other than what has been mentioned thereon for reasons to be recorded.
- Any other Act/offense in violation of discipline and conduct other than those listed above will be dealt as per the law of the land.
- In case any dispute arises with regard to the interpretation of any of these Rules, the matter shall be referred to the Vice-Chancellor, whose decision thereon shall be final.
- The Office of the Chief Proctor has no resources to translate the Security Report in any other language. However, the content of the report will be explained to the student/Delinquent by the Proctor(s).

Note:

- The complaints/cases received by ICC, ARC, and another committee shall be enquired by the concerned bodies. The findings and recommendations of the inquiry process by the concerned bodies shall be submitted to the competent authority for approval.
- After the approval by the competent authority, the final decision of the concerned bodies shall be forwarded to the Office of the Chief Proctor for issuing the office order to the concerned person(s), as per statute 32(5) of Statute of the University.
- The Chairperson/Head of the concerned bodies are required to appraise the case to the Chief Proctor before issuing the Office Order.

**Sd-
Registrar**