



**GLA**  
UNIVERSITY  
MATHURA  
Recognised by UGC Under Section 2(f)

# **ORDINANCE - 3**

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## **DISCIPLINE AND CONDUCT OF STUDENTS**

**(Effective from Session 2015-16 Onwards)**

# DISCIPLINE AND CONDUCT OF STUDENTS

## 1. FOR ALL STUDENTS OF THE UNIVERSITY:

- (a) Every student shall observe proper discipline in the campus, conforming to rules and regulations as may be in force from time to time in the university.
- (b) Every student should come to the class in time in proper uniform; attend the theory, tutorial and laboratory classes; submit the assignments timely; participate in co-curricular and extra-curricular activities on a regular basis; appear in all the examinations; behave decently in civilized manner with fellow students, senior and junior students, employees, teachers and authorities of the university. Students would move around and inside any academic department so as to maintain silence and not disturb the classes and the faculty. Use of mobile phones in the class rooms, laboratories and library area is strictly prohibited.
- (c) A valid photo identity card issued by the university must always be carried by the students. He/ She is required to produce as a proof of his/her identity on demand by any teacher/ security personnel/ invigilators & flying squad in the examination hall/ other authorities of the university.
- (d) Every student shall take due care of the property in the University Campus.
- (e) It is collective as well as individual responsibility of the student(s) not to litter and to maintain the campus and its environs neat and clean.
- (f) All the students/residents shall take care of their belongings themselves. The Authorities of the University shall not be responsible for the loss or damage to the belongings of the students/residents.
- (g) Every student shall execute Undertaking/ Affidavit of good behavior and satisfactory academic performance and also of total compliance of the rules and regulations of the university as in force from time to time during the entire period of his/ her stay in the university. His/ Her parent/legal guardian shall execute Undertaking/ Affidavit of good behavior of the student and also of total compliance of the rules and regulations of the university as in force from time to time by the student during the entire period of his/her stay in the university. (Annexure - Specimen draft of Undertaking/ Affidavit for the purpose is enclosed)
- (h) Possession/Consumption of *pan masala*, tobacco, liquor, drugs or any other intoxicant(s) in any form and spitting on roads, corners and walls of the buildings is strictly prohibited in the campus of the university.
- (i) The university does not permit students to bring in the campus motorized vehicles unregistered/ unauthorized by the university.

## 2. FOR ALL RESIDENT STUDENTS OF THE UNIVERSITY:

- (a) It is the endeavour of the university to make it fully residential as soon as possible and allot hostel accommodation to all newly/freshly admitted/registered full-time under-graduate, post-graduate, and doctoral degree students/ scholars who are new to the place, except those permitted by the competent authority of the university to reside with his/her parent or legal guardian (or blood relation in extraordinary circumstances) in Mathura district and/or wherefrom the undisrupted transport facility is being made available by the university.
- (b) Every student residing in the hostel becomes a member of its mess. Only vegetarian food is provided in the mess.
- (c) All the resident students shall observe rules and regulations of the hostels. They should also observe quiet hours during 10:00 pm to 06:00 am during which the noise from the source should not be loud enough to disturb the fellow residents as well as the other residents of the campus. During non-quiet hours too, unnecessary or non-essential noise must be avoided.
- (d) The resident students can not host guests/outside in their rooms during the night without the written permission of the Warden/Chief Warden.
- (e) The student shall be responsible for conduct of his/her permitted guest in the hostel including

- any financial charges that may result from damages, if any.
- (f) The resident students are responsible for the condition/ upkeep of their rooms and all the furnishings assigned to them. They should return these to the hostel authorities in good condition while vacating/ moving out from the room. If the room is damaged, disfigured and defaced, or its furnishings damaged or lost, the residents are financially responsible and shall pay the assessed cost with fine, if any.
  - (g) Electrical/ Electronic Items (other than calculators, mobile phones, tablets, laptops and computers), not allowed/ permitted to students in hostel, shall not be kept.
  - (h) Life threatening and other banned items such as weapons, narcotics etc. shall not be brought in to the campus premises/hostels. If such items are found during search or otherwise, the items will be taken away and disciplinary proceedings will be initiated. Only electrical/electronic items of hostel inmates may be returned as and when the university authorities find it appropriate to do so.
  - (i) Use of internet facilities for indecent purposes is strictly prohibited.
  - (j) Visitors of the opposite gender are strictly prohibited to enter residential rooms of any hostel any time during the 24 hours of the day.
  - (k) All the hostel inmates shall inform of any change in contact number and address of parent/ guardian as and when it happens to warden as well as administrative officer for timely needful change in hostel and academic records.
  - (l) No hostel inmate shall leave the hostel for outstation without prior and proper permission of the warden/ chief warden for holidays and HOD, in addition, for working days of the university.
  - (m) Hostel inmates visiting city and surroundings in permitted hours shall leave the campus after making proper entry in the Daily in-out Register at the main gate and return in time as notified seasonally. In case, there is likelihood of overstay than permitted hours, its intimation should be given to the warden/ chief warden within permitted hours without fail.

### **3. ACTS OF INDISCIPLINE AND PUNISHMENTS:**

- (a) The following shall constitute acts of indiscipline:
  - i. Unauthorized use of any facility such as mess, transport etc. as specified by the university authorities from time to time.
  - ii. Indulging or instigating others to indulge in vitiating the academic environment of any section/class/branch of study in the university.
  - iii. Damaging the furnishings and equipments of the class room(s), tutorial hall(s), laboratories, common rooms, offices and/or common facilities of the academic floor/wing/block etc.
  - iv. Attempting to harm himself/herself or others in campus premises.
  - v. Keeping, carrying, using or supplying of any fire arms, lethal weapons, knife with a blade of more than eight centimeter in length in the hostel room or outside.
  - vi. Keeping, using or supplying intoxicants in any form.
  - vii. Gambling in any form.
  - viii. Ragging, bullying or harassing of student(s), in any form.
  - ix. Demonstration in any form including procession and meeting.
  - x. Strike or hunger strike.
  - xi. Boycotting of a university function, programme or activity or preventing any student from attending classes, functions, programmes or any other activity of the university.
  - xii. Abusing, intimidating, manhandling, physically assaulting, and causing injury to any student or employee of the university.
  - xiii. Recourse to violence and rioting.
  - xiv. Showing or causing to show any disrespect to a teacher or officer or any misbehavior or intimidation of fellow student/ employee of the university.
  - xv. Incitement to commit any act of indiscipline.
  - xvi. Any breach of law of the country/state or the statutes, ordinances, rules and regulations of the university or orders of competent authorities.

- xvii. Disturbing other students in their studies.
- xviii. Damaging any other property within the campus of the university and/or damaging assets of the university outside the campus.
- xix. Disorderly behavior in any form.
- xx. Attending or organizing unauthorized meetings and participation in such meetings.
- xxi. Displaying unauthorized/forged notices, leaflets, or posters at any place in the campus.
- xxii. Distributing unauthorized/forged notices, leaflets, or posters to fellow students.
- xxiii. Disfiguring or defacing anything or writing slogans and undesirable things on the buildings and structures of the university and its sister establishments.
- xxiv. Any act specifically forbidden by the Warden, Chief Warden Dean (Student Welfare) or any other officer of the university.
- xxv. Any other act intended or expected to cause inconvenience, annoyance or injury to any other fellow student(s), employee(s) of the university or resident(s) of the campus, or guest(s)/ visitor(s) to the university.
- xxvi. Defiance of any other provision of Sections 1 & 2 of this Ordinance.

(b) The Departmental Discipline Board (DDB)/ Proctorial Board (PB) or its Sub-committee (PBS), as may be decided by the competent authority/ the Enquiry Committee constituted for the purpose will probe into the Acts of Indiscipline of student(s) and depending upon the nature & seriousness of the Act(s) of Indiscipline, recommend one or more of the following Punishments:

**(i) Monetary fine.**

**(ii) Deduction in marks/ Reduction in letter grade(s) of the General Proficiency.**

**(iii) Collective or Group Fine**, imposed when it is not possible to fix the responsibility on individual members of the group for any act of indiscipline.

*Any student or group of students indulging in any act of indiscipline including stealing or damaging the property or equipment(s) and causing loss to the assets of the university/ campus residents/ fellow students shall be financially responsible and pay the assessed charges for losses, damages, cleaning, repairs or replacements along with fine imposed, if any.*

**(iv) Reprimand on Record (RR)**, wherein an official warning to the student(s) not to repeat any act of indiscipline in future is given with or without punishments described under 3(b)(i) and / or 3(b)(ii). In addition, **Bonds** as specified under 3(b)(v) will have to be executed which will remain operative for the entire remaining period of the stay of the student in the university.

**(v) Conduct Probation (CP)**, wherein an official warning to the student(s) not to repeat again any act of indiscipline in future is given with or without punishments described under 3(b)(i) and/or 3(b)(ii). However, this warning will also contain that any further act of indiscipline might lead to withholding character certificate and/or debaring from facility of campus placement and/or rustication of the student(s) involved for minimum of a semester/trimester to up to four semesters/ six trimesters (two years) from the university. In addition, **Bonds** as specified hereunder will have to be executed which will remain operative for the entire remaining period of the stay of the student in the university.

***Bonds of good behavior and satisfactory academic performance of the student by the student as well as his/her parent/legal guardian, with such condition(s) as may be imposed by the university authorities, be obtained in punishments under 3(b)(iv) & 3(b)(v).***

The Character Certificate to student kept on Conduct Probation will be issued only after the recommendation of the Departmental Discipline Board/Proctorial Board and Dean, Students' Welfare.

A student on 'Conduct Probation' may be refused readmission/ registration, if his/her CPI is less than the minimum CPI required to move into next year of study.

**(vi) Rustication** for one semester/trimester to up to four semesters/ six trimesters (two years). Student(s) so rusticated, if hosteller(s), shall be required to vacate the hostel immediately.

The rusticated student may be readmitted on bond(s) with such conditions as may be imposed of good behavior and satisfactory academic performance after the period of rustication to be able to complete the degree requirements of the programme in which he/she was registered prior to rustication. Nevertheless, he/she will remain on 'Conduct Probation' throughout his/her remaining period of studies at the University.

If a student has been awarded punishment of rustication in his/her final semester/trimester of studies, the Vice-chancellor, however, on receipt of an unconditional apology, security deposit of rupees one lac, and fine as imposed, may keep it under abeyance so as to enable him/her to complete the degree requirements on compassionate grounds. Students who have been given the benefit of abeyant rustication will only be allowed to participate in the academic activity (i.e., attending classes and writing examinations only).

If a placed student has been awarded punishment of rustication in his/ her final semester/ trimester of studies, his/ her employer may also be informed of his/her act(s) of indiscipline and punishment awarded.

The Character Certificate to rusticated student(s) will be issued only after the acceptance of the recommendation of the Departmental Discipline Board/ Proctorial Board and Dean, Students' Welfare by the Vice Chancellor. Rusticated student(s) shall also be debarred from admission to the university in any further degree programme/employment in the university.

**(vii) Expulsion from the university;** for act(s) of indiscipline of student(s) which can be construed as serious offence inconducive to the health of the university **or** further acts of indiscipline of the student(s) on 'Conduct Probation'/'Abeyant Rustication'/ readmitted after rustication.

Student(s) so expelled from the university, shall be required to leave the university immediately. The punishment shall be entered in the transcript of the student(s) and he/she shall be debarred from admission to the university in any further degree programme/ employment in the university.

- (c) **Expulsion of the student(s) from the hostel:** if the act(s) of indiscipline of student(s) vitiate(s) the atmosphere of the hostel(s), the student(s) may be expelled for a specified period or forever from the hostel.

When the student(s) is/are expelled from the hostel, then his/her (their) parent(s)/ legal guardian(s) are required to execute a bond that he/she (they) will reside in Mathura District at a suitable place which will not be in radius of at least ten km from the university campus and that he/she (they) will not indulge in any act of indiscipline; else, he/she (they) will attract *rustication/ expulsion from the university*.

- (d) There shall be a permanent record card of each student of the university in which entries will be made of his/her act(s) of indiscipline and punishment(s) awarded as well as punishment(s) revoked, if any.

**NOTE: All the bond(s) will be executed before the Registrar, GLA University, Mathura.**

## ANNEXURE

### SPECIMEN DRAFT OF STUDENT AND PARENT'S UNDERTAKING/AFFIDAVIT

**Notarized on Rs. 10/- Stamp Paper**

**(to be submitted by each student and his/her parent/legal guardian at the time of admission)**

I \_\_\_\_\_ (Name of the student) S/D/O \_\_\_\_\_  
aged \_\_\_\_\_ years (Deponent-1) and I \_\_\_\_\_ (Name of the Parent/ Legal  
Guardian) S/D/O \_\_\_\_\_ aged \_\_\_\_\_ years (Deponent-2) R/O \_\_\_\_\_  
presently at \_\_\_\_\_ (place), do hereby solemnly affirm, undertake, and declare as under:

- 1) That the Deponent-1 \_\_\_\_\_ (name of the student) is physically and mentally healthy. He/ She is not suffering from any chronic ailment, depression, etc. which may adversely affect his/her studies and or behavioural pattern.
- 2) That the Deponent-1 \_\_\_\_\_ (name of the student) has been provisionally admitted to the course of \_\_\_\_\_ at the GLA University, Mathura, which will automatically stand cancelled if the deficiency/ deficiencies is/ are not removed by the stipulated time. The refund of fee deposited, if any will be as per the rules and regulations of the statutory bodies in force.
- 3) That the documents and other information submitted to the University are true to best of our knowledge and belief. We (both the Deponents) understand that if any document or information is found to be false, the admission of the Deponent-1 \_\_\_\_\_ (name of the student) is liable to be cancelled without any refund of the fee deposited for which we shall never stake any claim.
- 4) That the Deponent-1 \_\_\_\_\_ (name of the student) is neither pursuing nor shall pursue any other course as well as undertakes not to engage himself/ herself in any job after his/her admission to the GLA University until registration for completion of the said course work.
- 5) That we (both the Deponents) have received copies of the Prospectus of the University as well as the Rules and Regulations of the Hostels of the University. We (both the Deponents) have read & understood and have been explained thoroughly all the information contained in them and undertake to abide by them in letter and spirit.
- 6) That we (both the Deponents) undertake to inform the University Authorities (HOD, Warden, Chief Warden, Dean Students Welfare, Registrar) of any change in contact no. and address any one of us or both as and when it happens for needful change in records.
- 7) That the Deponent-1 \_\_\_\_\_ (name of the student) shall not involve any time in any indisciplinary act; else, he/she will be liable for punishment including expulsion /rustication as per the Ordinances of the University in force and that shall be binding on us.

- 8) That the Deponent-1 \_\_\_\_\_ (name of the student) will attend all theory, tutorial, laboratory classes and will maintain attendance above 75 % in each subject in every semester/ trimester in order to be able to appear in the examinations as per the Ordinances of the University in force and that shall be binding on us. We are fully aware that the attendance will be given only to the registered students for the semester/ trimester.
- 9) That we (both the Deponents) shall verify on our own the status of attendance and the performance of the Deponent-1 \_\_\_\_\_ (name of the student). If we (both the Deponents) find any anomaly, we (both the Deponents) shall contact the concerned teacher/Head of the Department/Director and get it corrected, if incorrect.
- 10) That we (both the Deponents) hereby undertake to pay the fee as per the fee structure regularly each year during the course of studies of the Deponent-1 \_\_\_\_\_ (name of the student) by the date specified by the University. We are fully aware that, if fee is not paid by date of registration, the student will not be treated as registered and a late fee @ Rs. 100/- per day will be levied for first 10 days of the semester/ 7 days of the trimester and thereafter, the registration will be done only with a late fee of Rs. 2,000/- (Rs. Two Thousand only); the time limit for it being fifteen days after the start of the semester/ ten days after the start of the trimester. Thereafter, the registration shall stand closed for the semester/ trimester.
- 11) That the Deponent-1 \_\_\_\_\_ (name of the student) shall maintain good behavior and conduct. He/she shall abide by all the provisions of the Ordinance pertaining to discipline and conduct of the students.
- 12) That the Deponent-1 \_\_\_\_\_ (name of the student) has been informed that Ragging in the University is strictly prohibited in view of the order of the Hon'ble Supreme Court and in this respect separate affidavits are being submitted by us.

**Deponent-2**  
(Guardian\*)

**Deponent-1**  
(Student)

### **Verification:**

Verified at \_\_\_\_\_ (place) on this \_\_\_\_\_ Day of \_\_\_\_\_ in the year \_\_\_\_\_ that the contents of above undertaking/affidavit are true to the best of our knowledge and belief, no part of it is false and nothing material has been concealed there from.

**Deponent-2**  
(Guardian\*)

**Deponent-1**  
(Student)

**(\*Father/Mother, in case Father is not alive/ Legal Guardian, if Parents are not alive)**

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