



UNIVERSITY

GWALIOR • MP • INDIA

“CELEBRATING DREAMS”

**GUIDELINES AND PROVISIONS
OF
STUDENT CONDUCT
AND SAFETY**

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Message from Vice Chancellor

Dear Students,

I extend my warmest greetings as we embark on a new academic year at ITM University, Gwalior. It is both an honor and a privilege to welcome each of you to our vibrant campus community. Committed to fostering a safe, inclusive, and supportive environment, ITM University not only nurtures academic excellence but also promotes the overall well-being of our students. Rooted in the principles of respect, integrity, and accountability, we believe in holistic student development, combining character building with academic pursuits. Our comprehensive guidelines ensure student conduct and safety, addressing issues like ragging, harassment, and academic honesty.

Our Anti-Ragging Committee, Proctorial Board, Internal Complaint Committee (ICC), Unfair Means Committee, Students' Grievance Redressal Committee, and Disciplinary Committee collectively uphold discipline and ethical conduct within the university. We have implemented measures such as orientation programs, anti-ragging posters, CCTV surveillance, and online undertakings to ensure a secure and positive learning environment. I urge every student to embrace these guidelines wholeheartedly, fostering a culture of respect, empathy, and excellence. Together, we can make ITM University a beacon of higher education. Wishing you all a productive and fulfilling year ahead.

Vice Chancellor

ITM University Gwalior

1. CODE OF CONDUCT FOR STUDENTS

1. PREAMBLE

All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

That the University's endeavour by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility.

All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the University.

2. JURISDICTION

- 2.1 The University shall have the jurisdiction over the conduct of the students associated /enrolled with the University and to take cognisance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the University campus or in connection with the University related activities and functions.
- 2.2 University may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include
 - a) Any violations of the Sexual Harassment Policy of the University against other students of the University.
 - b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the University;
 - c) Possession or use of weapons, explosives, or destructive devices off- campus
 - d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
 - e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

The University, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the University shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off-campus.

3. Ethics and Conduct

- 3.1 This Code shall apply to all kinds of conduct of students that occurs on the University premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the University's Interests or reputation.
- 3.2 At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

- a) he/she shall be regular and must complete his/her studies in the University.
 - b) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the University subject to written consent of the Deans
 - c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the University on a scholarship, the said grant shall be revoked.
- 3.3 University believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
- 3.4 All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the University's interests and reputation substantially. The various forms of misconduct include:
- 3.5 Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- 3.6 Intentionally damaging or destroying University property or property of other students and/or faculty members
- 3.7 Any disruptive activity in a class room or in an event sponsored by the University
- 3.8 Unable to produce the identity card, issued by the University, or refusing to produce it on demand by campus security guards
- 3.9 Participating in activities including
- 3.9.1 Organizing meetings and processions without permission from the University.
 - 3.9.2 Accepting membership of religious or terrorist groups banned by the University/Government of India
 - 3.9.3 Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
 - 3.9.4 Unauthorized possession or use of harmful chemicals and banned drugs
 - 3.9.5 Smoking on the campus of the University
 - 3.9.6 Possessing, Consuming, distributing, selling of alcohol in the University and/or throwing empty bottles on the campus of the University
 - 3.9.7 Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
 - 3.9.8 Rash driving on the campus that may cause any inconvenience to others
 - 3.9.9 Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.
 - 3.9.10 Theft or unauthorized access to others resources
 - 3.9.11 Misbehaviour at the time of student body elections or during any activity of the University.

- 3.9.12 Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the University.
- 3.10 Students are expected not to interact, on behalf of the University, with media representatives or invite media persons on to the campus without the permission of the University authorities.
- 3.11 Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
- 3.12 Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- 3.13 Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the University on the social media or indulging in any such related activities having grave ramifications on the reputation of the University.
- 3.14 Theft or abuse of the University computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of University property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
- 3.15 Damage to, or destruction of, any property of the University, or any property of others on the University premises.
- 3.16 Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
- 3.17 Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition,

4 Action for indiscipline

If there is a case against a student for a possible breach of code of conduct, the matter will be referred to Proctorial Board, constituted under Statute 34 of ITM University Gwalior (ANNEXURE - III) will recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The Board may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct. (ANNEXURE - IV)

- 4.1 **WARNING-** Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
- 4.2 **RESTRICTIONS** -Reprimanding and Restricting access to various facilities on the campus for a specified period of time.
- 4.3 **COMMUNITY SERVICE** - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions

imposed may lead to severe disciplinary action, including suspension or expulsion.

- 4.4 EXPULSION - Expulsion of a student from the University permanently. Indicating prohibition from entering the University premises or participating in any student related activities or campus residences etc.
- 4.5 MONETARY PENALTY- May also include suspension or forfeiture of scholarship/ fellowship for a specific time period.
- 4.6 SUSPENSION- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various University facilities unless permission is obtained from the Competent Authority. Suspension, may also follow by possible dismissal, along with the following additional penalties.
- 4.7 Ineligibility to reapply for admission to the University for a period of three years, and
- 4.8 Withholding the grade card or certificate for the courses studied or work carried out

5 Appeal

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Vice Chancellor. The Vice Chancellor may decide on one of the following:

- 5.1 accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or
- 5.2 Refer the case back to the committee for reconsideration In any case the Vice Chancellor's decision is final and binding in all the cases where there is a possible misconduct by a student.

6 Academic Integrity

The University values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The University believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the University and its research missions, and hence, violations of academic integrity constitutes a serious offence. All constituents of the University shall have to abide by University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018. (ANNEXURE - I)

7 Anti-Ragging

The 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations'] has been adopted by the University. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the University. All

the constituents of the regulations will have to abide by the same. (ANNEXURE - I)

8 Sexual Harassment

The UGC Regulation on Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions 2015 [hereinafter referred to as the 'UGC Regulations'] has been adopted by the University. The said UGC Regulations shall apply mutatis mutandis to the University. All the constituents of the regulations will have to abide by the same. (ANNEXURE -III)

9 Student Grievance Procedure

Any student of the University aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarised hereinabove can approach the Student Grievance Redressal cell at the University. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Vice Chancellor. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognisance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

Anti-Ragging Committee	Proctorial Board	Internal Complaint Committee (icc)	Unfair Means Committee	Students Grievance Redressal Committee	Disciplinary Committee
<ul style="list-style-type: none"> • To prevent, prohibit, and address any forms and instances of ragging in the college. • To inform students about what ragging is and its various forms. • To educate students on the negative impacts of ragging and the legal repercussions of participating in such activities. 	<ul style="list-style-type: none"> • To uphold discipline in the college and ensure adherence to college rules. • The Board formally handles and addresses complaints of guideline breaches reported by students, staff, or any other individual or entity. • To monitor and maintain the general moral conduct of students. 	<ul style="list-style-type: none"> • Assist employees or students in filing police complaints. • Offer fair dispute resolution mechanisms to address issues amicably, reducing the need for punitive measures. • Protect complainants' identities, provide necessary reliefs such as leave or transfer, and ensure their safety during the complaint process. • Prevent victimization or discrimination against victims or witnesses in sexual harassment cases. 	<ul style="list-style-type: none"> • Establish a fair and honest testing environment, ensuring all students succeed based on their own merit. • Prevent the use of unauthorized materials, ensuring a level playing field for all students. • Build confidence in the validity of exam results, reflecting true student abilities. • Promote a culture of academic honesty and integrity, discouraging cheating and fostering strong study habits. 	<ul style="list-style-type: none"> • Encourage a responsive and accountable attitude among stakeholders for a harmonious campus atmosphere. • Resolve grievances promptly, objectively, sensitively, and confidentially. • Ensure all parties' views are respected, with no discrimination or victimization in grievance processes. 	<ul style="list-style-type: none"> • Develop rules and regulations to maintain order on university premises. • Create a calm and peaceful academic atmosphere on campus. • Conduct inquiries into reports of indiscipline among staff and students. • Implement appropriate actions against those involved in misconduct.
antiragging@itmuniversity.ac.in	chiefproctor@itmuniversity.ac.in	icc@itmuniversity.ac.in	coe@itmuniversity.ac.in	sgrc@itmuniversity.ac.in	chiefproctor@itmuniversity.ac.in

2. ANTI-RAGGING POLICY OF ITM UNIVERSITY, GWALIOR

Objective: The primary objective of this Anti-Ragging Policy is to ensure a safe, secure, and conducive environment for all students at ITM University, Gwalior, free from any form of ragging. The policy is in strict adherence to the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and subsequent updates and directions provided by UGC.

1. Definition of Ragging

As per the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, ragging constitutes one or more of any of the following acts:

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating, or handling with rudeness a fresher or any other student;
2. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
4. Any act by a senior student that prevents, disrupts, or disturbs the regular academic activity of any other student or a fresher;
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to a fresher or any other student;
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority, or superiority.
10. Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background by a student over any fresher or any other student.

Enlarged Definition: Ragging, as defined above, is not limited to physical acts but extends to psychological, emotional, and cyber forms of bullying or harassment. This includes the use of social media, messaging platforms, and other digital means to harass, threaten,

or demean students. ITM University adopts a zero-tolerance policy toward all forms of ragging, recognizing that even seemingly minor actions can have significant psychological impacts.

2. Scope of the Policy

This policy applies to all students, faculty, and staff of ITM University, Gwalior, across all its campuses, including hostels, transportation, and any off-campus activities organized by the university. The policy is applicable at all times, including during academic sessions, vacations, and any other times when students are on campus or participating in university-related activities.

3. Constitution and Roles of Anti-Ragging Bodies

3.1 Anti-Ragging Committee

Composition:

- **Chairperson:** Vice-Chancellor of ITM University, Gwalior.
- **Members:**
 - Senior Faculty Members from various departments.
 - Administrative Officials (Registrar, Deans).
 - Student Representatives from different years and departments.
 - Parent Representatives.
 - Local Community Representatives (Prominent Citizens/Social Workers).
 - Police Representative from the local police station.
 - NGO Representatives involved in student welfare.

Role and Responsibilities:

- **Policy Formulation and Monitoring:** The Anti-Ragging Committee is responsible for formulating the anti-ragging policy, monitoring its implementation, and ensuring its compliance with UGC regulations.
- **Handling Complaints:** The committee will review complaints of ragging and decide on the appropriate disciplinary action. It has the authority to take severe disciplinary measures, including rustication, suspension, and expulsion of students involved in ragging.
- **Awareness and Prevention:** Organizing awareness programs, seminars, and workshops to educate students about the consequences of ragging and the institution's zero-tolerance policy.
- **Reporting to UGC:** The committee is responsible for submitting periodic reports to the UGC on the status of anti-ragging measures and any incidents reported.

3.2 Anti-Ragging Squad

Composition:

- Head of the Squad: Senior Faculty Member appointed by the Vice-Chancellor.
- **Members:**
 - Faculty Members.
 - Administrative Staff.
 - Security Personnel.
 - Student Representatives.

Role and Responsibilities:

- **Surveillance and Patrolling:** The Anti-Ragging Squad is responsible for maintaining constant surveillance and conducting surprise checks in hostels, canteens, common areas, and other vulnerable spots on campus.
- **Immediate Response:** The squad must respond immediately to any reported or observed incident of ragging. They will investigate the incident on the spot and take necessary steps to prevent further harm.
- **Reporting:** The squad will report their findings and actions taken to the Anti-Ragging Committee for further action and documentation.

Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place, before it the facts, documents and views concerning the incident of ragging, and considering such other relevant information as may be required.

3.3 Anti-Ragging Cell

Composition:

- **Coordinator:** Appointed by the Vice-Chancellor, typically a senior faculty member.
- **Members:**
 - Faculty Members.
 - Representatives from the Counseling Cell.
 - Administrative Representatives.
 - Student Counselors.

Role and Responsibilities:

- **Support and Counseling:** The Anti-Ragging Cell provides support and counseling services to victims of ragging. It ensures that the victim is not subjected to any further harassment and receives psychological support if needed.
- **Monitoring and Documentation:** The cell will maintain records of all incidents of ragging, actions taken, and the outcomes. It will also monitor the overall atmosphere on campus to ensure that it remains ragging-free.

- **Liaison with Anti-Ragging Committee and Squad:** The cell will work closely with the Anti-Ragging Committee and Squad to ensure a coordinated response to incidents of ragging and to implement preventive measures effectively.

4. Preventive Measures

4.1 Awareness Programs

- **Orientation Programs:** Mandatory orientation programs for freshers and their parents during the induction period, explaining the anti-ragging policy, the dangers of ragging, and the disciplinary actions associated with it.
- **Workshops and Seminars:** Regular workshops and seminars will be conducted throughout the academic year for students, faculty, and staff to reinforce the anti-ragging message.
- **Display of Anti-Ragging Posters:** Posters with details of the anti-ragging helplines, contact persons, and consequences of ragging will be prominently displayed across the campus, including hostels, canteens, and libraries.

4.2 Undertaking from Students and Parents

- **Affidavits:** All students and their parents/guardians will be required to sign an affidavit at the time of admission affirming that they are aware of the anti-ragging policy and agree to abide by it. These affidavits will be in accordance with the format prescribed by the UGC.

4.3 Monitoring and Reporting

- **Surprise Inspections:** The Anti-Ragging Squad will conduct regular surprise inspections in hostels and other vulnerable areas to deter any incidents of ragging.
- **Mentorship Program:** Senior students and faculty will mentor freshers, helping them integrate smoothly into university life and providing them with a support system to report any issues.

5. Complaint Mechanism

5.1 Reporting Ragging

- **Helpline Numbers:** ITM University will establish 24x7 anti-ragging helpline numbers and email addresses where students can report incidents of ragging anonymously if needed.
- **Direct Reporting:** Students can also directly report incidents to the Anti-Ragging Committee, Anti-Ragging Squad, or Anti-Ragging Cell members, their academic advisors, or the hostel wardens.

5.2 Handling Complaints

- **Confidentiality:** All complaints will be treated with the utmost confidentiality, and the identity of the complainant will not be disclosed without their consent.
- **Immediate Action:** Upon receiving a complaint, the Anti-Ragging Squad will take immediate action to investigate the matter. The findings will be reported to the Anti-Ragging Committee, which will decide on the appropriate disciplinary action.

5.3 Disciplinary Action

- Range of Penalties: Depending on the severity of the incident, penalties can include:
 - Suspension: Suspension from attending classes and academic privileges.
 - Expulsion: Permanent expulsion from the university and consequent debarring from admission to any other institution for a specified period.
 - Suspension/ expulsion from the hostel.
 - Cancellation of Admission: The student's admission may be cancelled if found guilty of severe ragging.
 - Fines: Monetary fines as a deterrent against ragging.
 - Debarring from appearing In any test/ examination or other evaluation.
 - Withholding of Scholarships/Degrees: Scholarships, academic awards, results, and degrees may be withheld or revoked.
 - Rustication from the institution for period ranging from one to four semesters.
 - Legal Action: In severe cases, the matter will be reported to the police, and legal proceedings may be initiated in accordance with the UGC guidelines and the law of the land.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

An appeal against the order of punishment by the Anti-Ragging Committee shall lie,

- (i) Vice-Chancellor of the University.
- (ii) If not satisfied, to the Pro Chancellor and then Chancellor of the University.

Where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the institution, against such member of the faculty or staff.

6. Support for Victims

- **Counseling Services:** Victims of ragging will be provided with psychological counseling and support through the university's counseling center.
- **Protection from Retaliation:** The university will take steps to ensure that victims of ragging are protected from any form of retaliation or harassment.

7. Monitoring and Evaluation

- **Periodic Review:** The Anti-Ragging Committee will review the effectiveness of the anti-ragging measures periodically and suggest improvements where necessary.
- **Annual Report:** An annual report detailing the anti-ragging measures taken, the number of incidents reported, and the actions taken will be submitted to the UGC as required by the UGC Regulations, 2009.

Conclusion

ITM University, Gwalior, is committed to providing a safe and supportive environment for all its students. Ragging is a criminal offense, and the university will take stringent actions against those involved in such activities. The cooperation of all students, faculty, and staff is essential in making ITM University a ragging-free campus.

This policy will be reviewed periodically to ensure its effectiveness and compliance with the latest UGC regulations and directives.

3. PROCTORIAL BOARD

3.1 Preamble

The Proctorial Board of ITM University is constituted with the solemn objective of maintaining and developing a culture of discipline, integrity, and ethical behavior within the university community. Recognizing the paramount importance of upholding academic standards and preserving the reputation of the institution, the Board operates as a pillar of governance and oversight. It is tasked with overseeing the implementation of university rules and regulations, ensuring their equitable application across all facets of university life.

The Board is committed to promoting a safe, harmonious, and conducive learning environment where students, faculty, and staff can thrive academically, professionally, and personally. Central to its mission is the prevention and resolution of disciplinary infractions in a fair, just, and impartial manner. Through proactive monitoring, intervention, and enforcement, the Board aims to deter and address instances of misconduct, ensuring that any breaches of conduct are swiftly investigated and appropriately resolved.

In addition to maintaining discipline, the Proctorial Board strives to uphold the principles of justice and due process in all its proceedings. It endeavors to protect the rights and dignity of all individuals involved, respecting confidentiality while providing avenues for grievances to be heard and addressed. By fostering a culture of accountability and responsibility, the Board seeks to instill values of integrity and respect among students, preparing them to become conscientious members of society.

Furthermore, the Proctorial Board collaborates closely with university stakeholders, including faculty, administrators, and student representatives, to develop and implement policies that reflect best practices in disciplinary management. It is committed to continuous improvement, regularly reviewing its procedures and practices to ensure they remain responsive to evolving needs and challenges within the university community.

Ultimately, the Proctorial Board of ITM University stands as a guardian of academic integrity, ethical conduct, and community well-being, dedicated to cultivating an environment where excellence, fairness, and mutual respect prevail.

3.2 Mission

- To develop and maintain peaceful ambiance and law & order in the campus.
- To develop harmony and discipline in the University campus.
- To promote moral and social values amongst students.
- To prevent the students from indulging in any unlawful and nefarious activities in and around the campus.
- To ensure not to allow any kind of groupism or regionalism in the campus.

3.3 Objectives

- To develop and maintain congenial atmosphere for students for teaching, learning, research and innovation.
- To ensure that all academic, extracurricular, cultural and sports activities organized by the university to be conducted in a hassle-free and friendly environment in the campus.

- To keep campus safe and secure for women teachers, students and scholars.
- To resolve student issues through mediation and conciliation as far as possible.
- To ensure safety and security of university's assets and establishments.
- To liaison with the District Administration for better law and order in the University campus.

3.4 Role and Responsibility of Proctorial Board

Some specific responsibilities of the Board are as follows:

- I. To maintain discipline in the college and ensure that the college rules are understood and followed.
- II. The Board has a formal role to receive and act upon complaints of alleged breaches of these guidelines which are referred to it, whether by a Student, a member of staff or any other person or body.
- III. To keep an eye on the general moral behavior of the student.
- IV. To prevent the student from indulging in any political activities on college premises.

3.5 The Proctorial Board

1. There shall be a proctorial board to maintain the discipline amongst the students of the ITM University, Gwalior. It shall consist of the following members:
 - i. A teacher preferably a professor nominated by Vice Chancellor (Chairman)
 - ii. The Chief Proctor (Convener)
 - iii. Dean Student Welfare
 - iv. All Deans
 - v. All wardens of hostel
 - vi. Two students nominated by the Vice Chancellor
2. The Proctorial Board shall prepare a code of conduct, also taking in view the decisions and judgement of Apex court and NHRC etc., to be followed by the students.
3. Any violation of the code of conduct or breach of any rule or regulations of the university by any students shall be record as indiscipline and shall make the student liable for discipline action against him/her.
4. The chief proctor and proctor shall be appointed by the Vice chancellor from amongst the teachers of the university.

3.6 The Power and Duties of Chief Proctor

- i. The chief Proctor shall get a Proctorial form filled by students and keep it for the record in his/her office.
- ii. He/She will issue identity card to each student under his/her seal and signature.
- iii. He/She shall be authorized by the University to issue train and air travel concession order to the bonafide students of the university.

- iv. He/She will place all the matters brought to his/her notice before the Proctorial Board on being approved by the Vice Chancellor.

3.7 Procedure of Complaint

- i. Students having problem related to Academics, Administration, Personal or any indiscipline, are free to meet Department HOD/ Proctor /DSW for help through written application or verbal communication.
- ii. For Hostellers, any complaint against administration of hostels and mess related problems can be logged to the Warden/ Chief Warden/ Chief Proctor /DSW / Dean.

3.8 Procedure of Inquiry

The Proctorial board will follow following procedure to initiate enquiry if the complaint is ascertain:

- i. The complainant is called for hearing and his statement is recorded.
- ii. The accused person(s) is called for recording his/her statement.
- iii. Witnesses mentioned by both parties are listed and they are called for recording their depositions.
- iv. Any evidence, from security staff/ staff or other persons, who were present there and had witnessed the incident, are called and their statements recorded.
- v. A cross-examination of the accused and the complainant is conducted.
- vi. If any material evidence, like audio/video tapes/paper documents etc. is available, the same is examined. The authenticity is established from the submitted documents.
- vii. Finally, a comprehensive report is prepared where specific charge against the accused is framed and a show cause notice is issued and accused will be suspended from classes till, he submits his defense and punishment is decided.
- viii. The defense given by the accused persons in the show cause notice is studied and examined.
- ix. A report is prepared as per the Students' Discipline and conduct Rules", appropriate disciplinary action is recommended.
- x. Final report and recommendations are submitted to Vice Chancellor for approval & final decisions.
- xi. Consequently, the award of punishment is conveyed to the student duly signed by Chief Proctor and Vice Chancellor.
- xii. The punished student has the right to appeal against the punishment and Chairman is the empowered authority to deal with appeals.

4. INTERNAL COMPLAINT COMMITTEE (ICC)

4.1 Preamble

In compliance with directives from the Supreme Court and guidelines issued in 2013 aimed at upholding gender equality and safeguarding against sexual harassment, particularly in workplace settings, the University Grants Commission (UGC) issued circulars on July 12, 2016. These circulars, published in the Gazette of India on May 2, 2016, mandated all higher educational institutions to establish permanent cells and committees dedicated to preventing, prohibiting, and redressing instances of sexual harassment involving women employees and students.

In response to these mandates, universities were advised to develop comprehensive guidelines to combat not only sexual harassment but also violence against women and incidents of ragging within their campuses. The UGC emphasized the importance of fostering a supportive and respectful environment where women's status is honored, and they are treated equitably.

In accordance with these guidelines, ITM University has established a Committee against Sexual Harassment since 2016. This committee plays a pivotal role in ensuring the effective implementation of policies aimed at preventing and addressing sexual harassment cases promptly and sensitively. It works to create awareness among students and staff about their rights and responsibilities, provides support and recourse for victims, and promotes a culture of zero tolerance towards any form of harassment or discrimination based on gender. The Committee's proactive measures contribute to cultivating a safe and inclusive campus environment conducive to learning and personal growth for all members of the university community.

4.2 Objectives

The objective of these SOPs stems from the gender policy which aims to provide protection against sexual harassment of people at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith.

- Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees;
- Make recommendations to the Dean/HOD for changes/ elaborations in the Rules for students in the Prospectus and the Bye-Laws, to make them gender just and to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment against women, by the students and the employees;
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- Recommend appropriate punitive action against the guilty party to the Vice Chancellor.

4.3 Definition of Sexual Harassment

"Sexual harassment" means

- (i) "An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is

calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behavior (whether directly or by implication), namely; -

- (a) Any unwelcome physical, verbal or nonverbal conduct of sexual nature;
 - (b) Demand or request for sexual favours;
 - (c) Making sexually colored remarks
 - (d) Physical contact and advances; or
 - (e) Showing pornography”
- (ii) any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behavior that has explicit or implicit sexual undertones-
- (a) implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
 - (b) implied or explicit threat of detrimental treatment in the conduct of work;
 - (c) implied or explicit threat about the present or future status of the person concerned;
 - (d) creating an intimidating offensive or hostile learning environment;
 - (e) humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned;

4.4 Who can Approach ICC for Help?

Any aggrieved woman, of any age belonging to ITM University, Gwalior.

- The complainant
- In case of physical incapacity by
 - o Complainant's friend
 - o Complainant's relative/ Guardian
 - o Co worker
 - o Any other person who has the knowledge of the incident with the consent of the complainant.

4.5 When Can The Complainant Complain?

The submission of complaint to the internal complaints committee (ICC) needs to be within 1 months of the last incident of alleged act of sexual harassment.

4.6 Where Can The Complainant Complain?

To Head of the Department / Dean / Internal complaints committee (ICC) / Pro-Vice Chancellor / Vice Chancellor

4.7 Responsibilities Of Internal Complaints Committee (ICC)

The Internal Complaints Committee shall:

- a) Provide assistance if an employee or a student chooses to file a complaint with the police.
- b) Provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
- c) Protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
- d) Ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment; and
- e) Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

4.8 Internal Complain Redressal Mechanism

- (1) Every Executive Authority shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment. The ICC shall have the following composition: -
 - a) A Presiding Officer who shall be a woman faculty member employed at a senior level (not below a Professor in case of a university, Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in subsection 2(o); Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organization;”
 - b) Two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority;
 - c) Three students, if the matter involves students, who shall be enrolled at the undergraduate, master's, and research scholar levels respectively, elected through transparent democratic procedure;
 - d) One member from amongst non-government organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.
- (2) At least one-half of the total members of the ICC shall be women.
- (3) Persons in senior administrative positions in the HEI, such as Vice- Chancellor, Pro Vice-Chancellors, Rectors, Registrar, Deans, Heads of Departments, etc., shall not be members of ICCs in order to ensure autonomy of their functioning.
- (4) The Member appointed from amongst the non-governmental organizations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the Executive Authority as may be prescribed.

- (5) Where the Presiding Officer or any member of the Internal Committee:
- a) Contravenes the provisions of section 16 of the Act; or
 - b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him/her; or
 - c) has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him/her; or
 - d) has so abused his/her position as to render his continuance in office prejudicial to the public interest, such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.”

4.9 Procedure For Approaching Committee

The Committee deals with issues relating to sexual harassment at the ICC, ITM University, it is applicable to all students, staff and faculty. A complaint of discrimination or sexual harassment may be lodged by the victim or a third party. A written complaint may be addressed to the Convener of the Committee. If the complaint is made to the Committee members, they may forward it to the Convener of the Committee Against Sexual Harassment Here it should be noted that according to the Supreme Court guideline Sexual harassment can be defined as “unwelcome” sexually determined behavior (whether directly or by implication) as

- Physical contact and advances;
- Demand or request for sexual favours;
- Sexually colored remarks;
- Showing pornography; and
- Other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

4.10 The Following Is Also Sexual Harassment and Is Covered by The Committee

- Eve-teasing,
- Unsavory remarks,
- Jokes causing or likely to cause awkwardness or embarrassment,
- Innuendos and taunts,
- Gender based insults or sexist remarks,
- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like,
- Touching or brushing against any part of the body and the like,
- Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings,
- Forcible physical touch or molestation and,
- Physical confinement against one’s will and any other act likely to violate one’s privacy

4.11 Duration of Redress Process Of ICC

Submission of Complaint	Within 1 months of the last incident
Notice to the Respondent	Within 5 days of receiving copy of the complaint
Completion of Inquiry	Within 30 days
Submission of Report by ICC	Within 5 days of completion of the inquiry
Implementation of Recommendations	Within 10 days
Appeal	Within 10 days from the date of recommendations

5. UNFAIR MEANS COMMITTEE (UFM)

5.1 Preamble

According to the Madhya Pradesh Recognized Examination Act of 1937, amended in 1966 and 1984, and ITMU Ordinance No. 1, any candidate found using unfair means (UFM) or attempting to do so during an examination to gain an advantage will face specified penalties. Following assessments that include input from the center superintendent, invigilators, examiners, and a review of the accused candidate's statement and relevant evidence, a dedicated committee will categorize the offense and propose appropriate disciplinary actions.

This process is crucial in maintaining the integrity and fairness of academic assessments, ensuring that all candidates are evaluated on their genuine knowledge and skills. The committee's role is not only to determine the severity of the misconduct but also to recommend penalties that serve as deterrents against future violations. These measures contribute to upholding the standards of academic honesty and equity within the educational framework of ITMU, aligning with broader educational policies and legal statutes aimed at safeguarding the credibility of examination processes.

5.2 Objectives of UFM Policy

- Ensure academic integrity: UFM policies aim to create a fair and honest testing environment where all students have an equal chance of success based on their own knowledge and preparation.
- Promote student success: This could involve policies around motivations, academic support services, or mental health resources.
- Promoting sustainable development: The policy might aim to support economic growth while protecting the environment and ensuring social equity.
- Maintaining Fairness and Equity: UFM policies ensure a level playing field for all students. By preventing the use of unauthorized materials or assistance, the policy protects students who have diligently studied and prepared for the exams.
- Promoting Trust in the Examination Process: A strong UFM policy fosters trust in the validity of exam results. This assures students, employers, and other stakeholders that the qualifications awarded by the university are a true reflection of a student's knowledge and abilities.
- Encouraging Honest and Ethical Conduct: UFM policies promote a culture of academic honesty and integrity. By discouraging cheating, the policy encourages students to develop strong study habits and critical thinking skills.

5.3 Definitions

1. University - ITM University Gwalior.
2. Candidate- A person authorized to appear in a examination and have been issued a admission card.
3. Person appointed for exam work – A person appointed by the university or superintendents of exam to work/help in conduction of examination. Such as invigilator, superintendent, assisting staff in the examination water man, peons etc.

4. Debarred – A candidate not allowed to appear in examination, since candidate will not be permitted in examination, he/she cannot be admitted in the institution till candidate becomes eligible to appear in examination.
5. Present examination- Present examination is that of (semester/trimester) in which candidate have been caught using UFM and it means only theory examination. Further the marks obtained in practical, mid semester and sessional will remain as it is.
6. Next exam – Examinations to be held in future including theory, Practical's, Sessional, Midterm. The punishment will be decided on the basis of seriousness and nature of category as recommended.
7. Full examination - All theory papers of the semester.

5.4 Unfair means shall include the following:

1. During examination time having in possession or access to:
 - a. Any paper, book, note or any other unauthorized material which has relevance to the syllabus of the examination paper concerned.
 - b. Mobile Phones or any electronic gadget other than calculator, even in switch off mode, which can potentially be used for communication or copying.
 - c. Anything written on any other instrument or any kind of furniture or any other substance which may have relevance to the syllabus of the examination paper concerned.
 - d. Anything written or signs made on the body of the candidate or his/her clothes/ garments, handkerchief etc. which may have relevance to the syllabus of the examination paper concerned.
 - e. Anything written on the question paper which may have relevance to the syllabus of the examination paper concerned.
2. Giving or receiving assistance in answering the question papers to or from any other candidate/person in the examination hall or outside during the examination hours.
3. Talking to another candidate or any unauthorized person inside or outside the examination room during the examination hours without the permission of the invigilating staff.
4. Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material.
5. Impersonating any candidate or getting impersonated by any person for taking the examination.

5.5 Procedure to be Followed by The Centre Superintendent in Booking UFM Cases

If a student is caught using unfair means during the course of his/ her examination by the invigilator or any other member of faculty on examination duty, the following sequence of steps must be taken:

- a. The answer booklet and the material used for unfair means are to be confiscated by the invigilator and a statement to the effect must be recorded from the student who possessed the material and was taking help from the same. In case the student refuses to record such a statement, then the invigilator may record that the student had refused to record such a statement.
- b. The invigilator will give a new answer booklet to the student if the student intends to continue his/her exam. Otherwise, the student may be allowed to leave the exam hall after half of the time allowed for exam is over.
- c. At the end of the examination, the invigilator will submit the case in the prescribed form along with both the answer booklet and the confiscated material to the Examination Department, after recording his own statement regarding the use of unfair means by the student. However, if the material used for Unfair Means is like the desk or some part (s) of the human body or is some oral conversation between peer examinees and can't be attached with the answer booklet of the student, then the invigilator may call the Controller of Examinations to make him witness the case.

5.6 UFM Inquiry Committee constitutions as Follows:

Examination department called the explanation letter to the all accused candidate. All the cases have been examined by the UFM committee which is constituted by the board of management as per ordinance 1 of ITM University. The committee consists: -

- Chairman- Preferably Senior Professor and member of the Board of Management from which no student is booked for malpractice.
- Members- Deans/HOD of the school and one teacher who is member of academic council nominated by the board of management.
- Member Secretary- Controller of Examinations.

There shall be not less than three members and not more than seven members in the committee and the Controller of Examinations is authorized to formulate the committee in consultation with the provost as and when necessary.

The UFM enquiry committee will call the student involved in unfair means practice and enquire about the same and recommend the action against student based on following; Once the recommended final action against student by the unfair means enquiry committee is approved by the provost, it is informed to examinee.

5.7 Guidelines For UFM Committee Regarding Punishments for different types of Registered UFM

Category-A: A candidate taking assistance from any other candidate or any other person in any unauthorized manner whatever, in answering the question paper during the course of examination, or assisting any other candidate in examination hall of writing anything on question paper other than candidates enrollment no./roll no. or deliberately disclosing one's identity or marking and distinction mark in the answer book or using urinal/laboratories or a place not allowed by examination, will be grouped under category A.

Punishment: Examination of that theory paper will be cancelled in which candidate has been found using unfair means is mentioned in category A.

Category-B: During the course of examination, until the answer book has not been deposited by the student with invigilator finally, if any book, written paper connected with

question paper or is of same subject of which examination is going on is found under possession of the candidate, whether candidate was copying or not will be placed under category B.

Punishment: Present full examination (theory) will be cancelled.

Category-C: If a candidate leaves the examination hall finally without handing over answer book to invigilator or smuggles an answer book or continuation sheet takes out for arranging to send out an answer book or its page or continuation sheet or replaces or gets replaced answer book or its any page or continuation sheet during or after examination will be placed under category C.

Punishment: Present full examination will be cancelled and student will be debarred from appearing in next examination and therefore candidate cannot be admitted in next coming semester/trimester.

Category-D: If a candidate is impersonated by any other person in examination or candidate refuses to hand over the materials or papers may be used for copying or destroys the proof i.e. materials/paper by any manner or tries to through them away or refuses to sign on UFM pro forma will be placed under category D.

Punishment: Present/full examination will be cancelled and the candidate will be debarred for next two examinations.

Category-E: If a candidate tries to disrupt or actually disrupts the examination or forces others to leave examination hall or tries to forcefully obstruct the others not to appear in the examination will be placed under the category E.

Punishment: Present full examination is cancelled and the candidates debarred for next three examinations and case will be reported to the police for criminal proceeding against the candidate.

Category-F: A candidate misbehaves or used abusive language or beats or fights or threatens to harm or tries to bribe or actually bribes an invigilator examination superintendent or a person appointed for examination work at the centre or carries any weapon in examination centre or takes any dog or other animal or birds in the exam hall will be under category F.

Punishment: Present full examination of the candidate will be cancelled the candidate shall be and debarred for appearing in next four examination and FIR will be lodged with the police for criminal proceeding against the candidate.

**Executive council of the university can rusticate the candidate for some time or declare the candidate unfit for the degree and therefore remove the name form the roll of the university. These unfit candidates will not be conferred any degree from this university in future.

**Invigilators should be active and vigil enough to ensure that no impersonation takes place in their room. Invigilators are individually and collectively responsible for smooth and fair conduct of examination.

6. STUDENT GRIEVANCE REDRESSAL COMMITTEE

6.1 Preamble

Recognizing the importance of promoting a supportive and conducive learning environment, ITM University is committed to ensuring that all students have a mechanism to address grievances effectively and fairly. The Student Grievance Redressal System is established to uphold the principles of transparency, accountability, and justice within the university community. This system aims to provide a structured process through which students can seek resolution for issues or concerns related to academic, administrative, or personal matters.

Aligned with the values of fairness and equity, the Grievance Redressal System at ITM University operates under the guidance of established policies and procedures. It empowers students to voice their grievances without fear of reprisal and encourages proactive resolution of issues to enhance the overall student experience. The system is designed to promote dialogue, mediation, and if necessary, formal investigation, ensuring that every grievance is addressed with sensitivity and professionalism.

The university is dedicated to maintaining the integrity of its academic and administrative processes while fostering a culture of respect and mutual understanding. By adhering to this grievance redressal framework, ITM University seeks to uphold the rights of students, promote their well-being, and support their academic pursuits. Through continuous evaluation and improvement, the university strives to strengthen the effectiveness of its grievance redressal mechanisms, thereby nurturing a positive and inclusive campus environment conducive to learning, growth, and personal development for all students.

6.2 Objectives

- To ensure a fair, impartial and consistent mechanism for redressal of varied issues faced by the stakeholders;
- To uphold the dignity of the University by promoting cordial Student-Student relationship, Student-teacher relationship.
- To develop a responsive and accountable attitude among the stakeholders, thereby maintaining a harmonious atmosphere in the University campus;
- To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality;
- To ensure that the views of each grievant and respondent are respected and that any party to a grievance is neither discriminated against nor victimized

6.3 Purpose

- The purpose of this Policy is to provide a mechanism for individual stakeholder to raise a grievance arising from their environment.
- The Policy will also ensure that such grievances are dealt with promptly, fairly and in accordance with other related Policies of the Organization.

6.4 Scope

- To resolve the student related grievances of ITM University.

- To clarify the nature of grievance.
- To inform the employee his /her right to voice the grievance & take it to next stage of the procedure.

6.5 Grievances Redressal Committee Structure

With reference to UGC (Redressal of Grievances of Students) Regulations, 2023, committee for Student Grievance Redressal is reconstituted with a senior faculty as chairperson and faculties from different school/dept as members. University Student Grievance Redressal Committee is as follows-

1. Pro Vice Chancellor	Chairman
2. Dean Academics I & II	Member
3. Chief Financial and Administrative Officer (CFAO)	Member
4. Dean Student Welfare	Member
5. Dean/HOD of Concerning School	Member
6. Chief Warden	Member
7. Registrar	Member

This constitution will be governed through latest university notification. In considering the grievance before it, the SGRC shall follow principles of natural justice. The SGRC shall send its report with recommendations, if any, to be competent authority of the university concerned and a copy thereof to the aggrieved students, preferably within a period of 15 working days from the date of receipt of the complaint.

6.6 Functions of the Committee

- To provide with proper advocacy to stakeholders to express their grievances freely and frankly without any fear of being victimized;
- To analyze the merits of grievances and conduct formal hearings and investigation as the case may be;
- To protect the privacy and confidentiality of all parties during the investigation, consistent with and subject to the policy guidelines;
- To obtain the facts through relevant sources in a fair and objective manner;
- To ensure speedy disposal of every grievance application.
- As per AICTE guidelines, if the student was not satisfied by the action taken by the cell then it will be brought to the notice of Ombudsperson.

6.7 Procedure of Complaint

Any student or parent who wants to initiate a grievance may, in the first instance, bring the issue to the notice of the Mentor/HOD /Dean, who will address the issue and try to resolve it within 7 working days of the receipt of the grievance.

The students may submit their grievances through e-mail at: chiefproctor@itmuniversity.ac.in or dsw@itmuniversity.ac.in

6.8 Procedure for Grievance Redressal

The Student Grievance Redressal Committee shall fix a date for hearing the complaint which shall be communicated to the concerned school and the aggrieved student. An aggrieved student may appear either in person or authorize a representative to present the case.

The Grievance and Redressal Cell shall receive and redress the grievances of the following issues:

- Academic issues pertaining to teaching, learning and evaluation activities.
 - Student-teacher, student-student grievances
 - Grievances related to library, canteen and IT services.
 - Grievances related to sports, cultural
 - Grievances related to behavior of stakeholders
1. The grievances shall be redressed depending on the nature of the grievance.
 2. Department level counseling is offered where the matter can be resolved.
 3. Grievances pertaining to academic and internal evaluation shall be redressed at individual/faculty /HOD/ Dean level.
 4. For other grievances that require review shall be redressed by receiving written and signed application.
 5. As soon as the application is received the Redressal Committee shall review the complaint and invites both the parties for discussion. The outcome of the discussion is reported to the Vice Chancellor for further action to be taken.

6.9 Ombudsperson

Any student aggrieved by the decision of SGRC may prefer an appeal to the Ombudsperson within a period of 15 days from the date of receipt of such decision. The Ombudsperson has been appointed by Vice Chancellor for a period of 03 years.

7. DISCIPLINARY COMMITTEES

7.1 Preamble

The Disciplinary Committees at ITM University are established to uphold and enforce standards of conduct and behavior among students and staff. These committees aim to maintain a disciplined and respectful environment within the university premises, ensuring a conducive atmosphere for learning and personal development. They are responsible for investigating and addressing instances of misconduct promptly and fairly, fostering a sense of accountability and responsibility among all members of the university community. The committees strive to promote ethical conduct, uphold the university's reputation, and contribute to a harmonious campus life where every individual can thrive academically and professionally.

7.2 Purpose

To maintain discipline in the university by corrective or punitive action against acts of indiscipline and disruption by students in the campus.

7.3 Scope:

The following is the Standard Operating Procedure for dealing with incidents of indiscipline among students.

7.4 Objectives

- To frame rules and regulations to maintain discipline in the university premises.
- To ensure calm and peaceful academic environment in the campus.
- To conduct enquiries on report of in disciplinary activities among the staff/students.
- To initiate model actions against students involved in in disciplinary activities.
- Provide conducive and congenial teaching and learning environments free of all disturbances and distractions.

7.5 Code of Conduct

All the students are required to maintain good character, discipline and decorum in the Institute premises. If any student is found indulging in any in-disciplinary act or any other undesirable, illegal, antisocial or destructive activities in the Institute and/or Hostel premises, suitable disciplinary action will be taken against him/her.

The following shall constitute acts of indiscipline, Category wise for which action may be taken against the student or students:

CATEGORY A

1. Use of undesirable remarks or gestures; and disorderly behavior, such as shouting, abusing, quarrelling, fighting and disrespect or whatsoever.
2. Use of drugs/smoking/alcohol.
3. Shouting slogans, degrading the prestige of the University or the reputation of its officers or teachers.

4. Publication of any materials in the form of image/video/text etc. in any media (print/electronic/social etc) without the proper approval of Authorities.
5. Earning Money through sponsorship, MOU, selling tickets etc during student's centric program without the proper approval of Authorities.

CATEGORY B

1. Hosting flags other than National/University.
2. Any action which may lead to defamation or disrespectful attitude to any religion.
3. Giving false information or willful suppression of information, facts, cheating or Deceiving.
4. Inciting, initiating or staging a walk-out, a strike or an unauthorized procession.

CATEGORY C

Breach of any rule of public morals, such as:

- a. Use of indecent or filthy language
- b. Wearing of immodest dress
- c. Spoiling wall, posting posters and pictures of any kind on any wall.
- d. Any act of immorality
- e. Violating Punctuality in class timings and proper discipline in class rooms.
- f. Students must behave properly both inside the class room and in the university premises and he/she must refrain from doing any act that will cause disturbance to the ongoing classes or their fellow students.
- g. Loitering in the corridors or sitting on steps or corners is strictly prohibited. No student is allowed to wander and move aimlessly in or around the university.
- h. Disobedience of authority.

7.6 Procedure to Handle Indiscipline:

1. Every School of ITM University has its own discipline committee. The Committee shall submit its written report within three working days of case reporting to it, to proctorial board with recommendations.
2. In case of number of students of different schools, the Proctorial Board shall directly deal with the matter within three working days of case reported by disciplinary committee.
3. The Supdt. / COE shall directly handle all kind of indiscipline during examinations and shall resolve the issue within four working days.
4. Any issue of Hostel/ Mess shall be investigated by chief warden in association with Hostel committee and submit its report within four working days to the Proctorial Board with his recommendation.
5. The chief Proctor in consultation with programme coordinator shall form the discipline committee for the concerned program before six working days of program.

6. The students, with any grievances / complaints against any in disciplinary act against them, shall report it to the concerned HOD within three working days of Act.
7. The girl students, in case of any harassment against them, shall report it to the women empowerment cell within five working days. The Proctorial Board, if required may provide any input and assist in investigating the case.
8. The Proctorial Board shall submit the report of the case investigated by him, to Hon'ble Vice Chancellor within three working days. After its approval The Chairman / Chief Proctor shall issue the order within two working days.

7.7 Action for Indiscipline:

The action against the act of indiscipline shall include fines, debarring from attending class and cancellation of admission, depending on the gravity of indiscipline. Category wise it is classified as under-

CATEGORY A

A student / students penalized under this category A shall be suspended and fined Rs. 5000.00 (rupees five thousand only) along with issuance of warning letter that if again found guilty in this category he / she shall be rusticated from the university.

CATEGORY B

A student/ students penalized under this category B shall be fined Rs. 2000.00 (Rupees two thousand only) along with issuance of warning letter that if again found guilty in this category, he/she shall be treated under CATEGORY A.

CATEGORY C

The issuance of warning letter, calling of the parents to meet the authorities of university and undertake the responsibility that incident shall not be repeated again. In case of three punishments under this category it shall be treated as CATEGORY B.