

UNIVERSITY
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" CELEBRATING DREAMS "

Guidelines for Disciplinary Matter

1. Preamble

The students of ITM University are expected to behave with responsibility always and show a caring attitude, accepting diversity and respect for the feelings of the other students. All students shall be under the full disciplinary control of the University. A student is expected to behave in a manner which reflects cooperation, good judgment, and appropriate standards. No student shall be allowed to participate in any political activity. Every student must carry his/her Student Identity Card, which may be checked at the time of entrance to the various sections/ departments of the ITM University, Gwalior.

The University reserves the right to take any action which it deems necessary or appropriate to protect the intellectual integrity, safety, and well-being of the campus community.

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

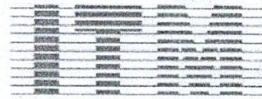
Scope: The following is the Guideline for dealing with incidents of indiscipline among students.

2. Objective

- 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.

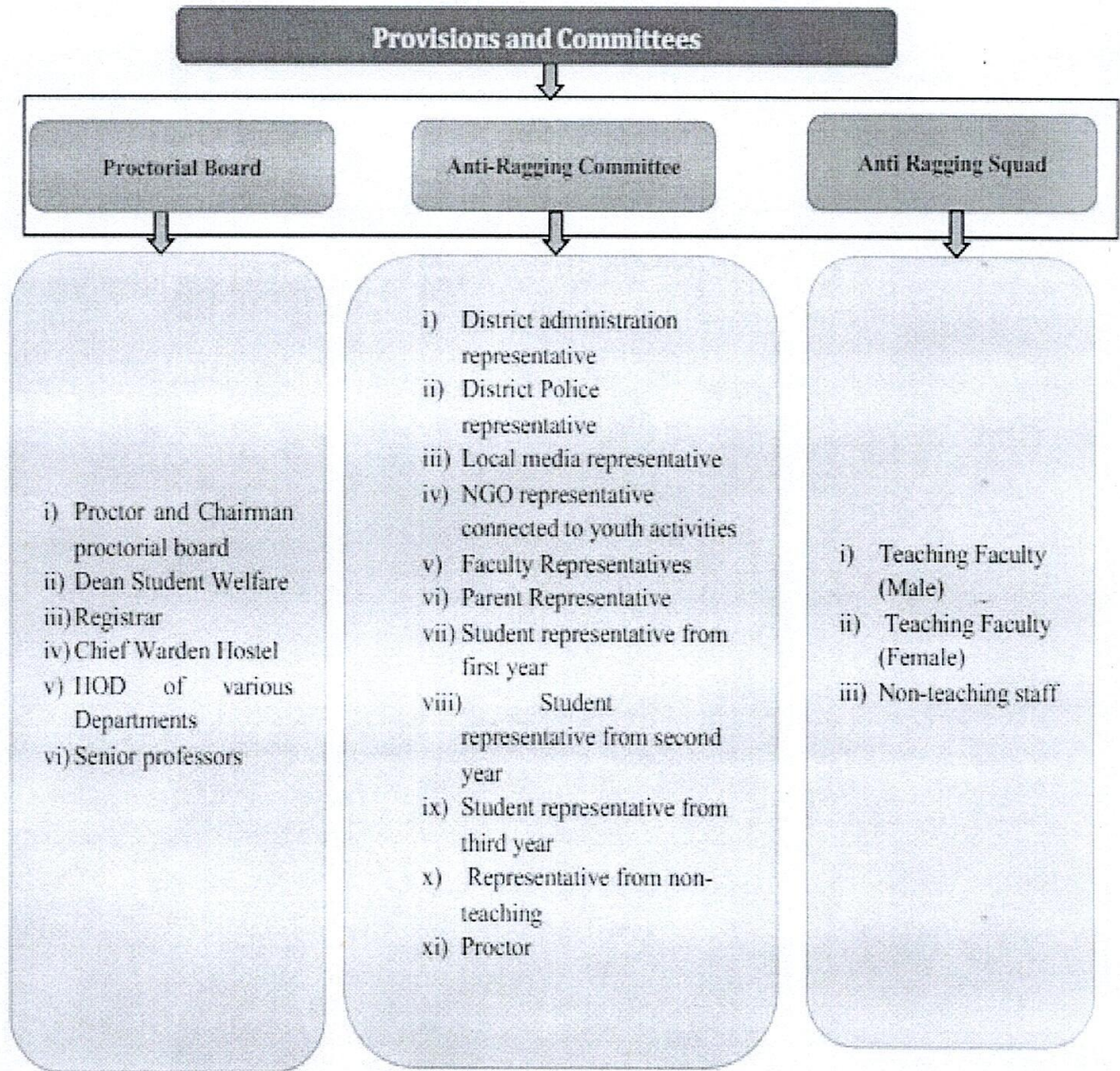
3. **Code of Conduct:** All the students are required to maintain good character, discipline and decorum in the Institute premises. If any student is found indulging in any in-disciplinary act or any other undesirable, illegal, antisocial or destructive activities in the Institute and/or Hostel premises, 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: #



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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.



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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.

4. Procedure to Handle Indiscipline:

1. The 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.



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2. In case of number of student 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 indisciplinary 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 investing 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.

5. 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.



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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.


Dr. Omveer Singh
REGISTRAR ..
ITM University
Gwalior (M.P.)