

REGULATIONS FOR MAINTAINING DISCIPLINE OF STUDENTS OF THE UNIVERSITY

It is hereby notified for information of all concerned that for maintaining Discipline of Students of Navrachana University, following members have been nominated for three academic years (w. e. f April-2022 to May-2025) as Member of Discipline Committee for the NUV Students.

Discipline Committee

Sr. No.	Name	Role	Contact Details
1	Prof. Pratyush Shankar	Chairperson, Interim Provost, Navrachana University	Email: provost@nuv.ac.in
2	Dr. Sandeep Vasant	Member, Registrar, Navrachana University	Email: registrar@nuv.ac.in
3	Mr. Ketan Bhavsar	Member Secretary, Assistant Registrar-Academic, Navrachana University	Email: ketanb@nuv.ac.in
4	Dr. P. V. Xavier	Associate Dean & Associate Professor- SLSE, Navrachana University	Email: pvxavier@nuv.ac.in
5	Dr. Hitesh Bhatia	Associate Dean & Associate Professor – SBL Navrachana University	Email: hiteshb@nuv.ac.in
6	Dr. Sandeep Patil	Associate Dean & Associate Professor – SoS, Navrachana University	Email: sandeep@nuv.ac.in
7	Dr. Amrish Badgujar	Head & Associate Professor-SET, Navrachana University	Email: amarishb@nuv.ac.in
8	Dr. Sujatha Patil	Associate Professor-SBL, Navrachana University	Email: sujathap@nuv.ac.in
9	Ms. Neha Sarwate	Associate Professor-SEDA, Navrachana University	Email: nehas@nuv.ac.in
10	Dr. Monisha Kottayi	Assistant Professor-SoS, Navrachana University	Email: monishak@nuv.ac.in

REGULATIONS FOR MAINTAINING DISCIPLINE OF STUDENTS OF THE UNIVERSITY

1. Definition:

Particularly for the purpose of these regulations, the definition of different words used to be defined as under: -

- (a) Student - means the student admitted in Navrachana University at any level i.e., Under-graduate, Post-graduate, Ph. D or Certificate Programs etc.
- (b) School - means the School established under Navrachana University at Under-graduate, Post Graduate, Ph.D or Certificate Programs etc.
- (c) Hostel- means the hostel managed or recognized by the Navrachana University.
- (d) Head of the University- means the Provost / Registrar who is heading the Navrachana University.
- (e) School Head- means the Deans/Associate Deans who are heading the Schools of Navrachana University.
- (f) Ragging - Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, or handling with rudeness any other student, in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

2. Discipline rules to be observed by the students admitted:

- (1) All the students admitted under the different schools of Navrachana University will have to observe and abide by the discipline rules prescribed by the University and he / she will submit to the disciplinary jurisdiction of the Head of Navrachana University and other competent officers or authorities or bodies of the University as the case may be.

It will also be required to give an undertaking by the student and his/her parent/guardian to the effect that he/ she is aware of the University's approach towards ragging and the punishment to which he/she shall be liable, if found guilty of ragging (see *Annexure-1*).

(2) Rules of discipline to be observed inside the University:

- a) Every student must carry his/her Identity Card which should be produced when demanded;
- b) Students are expected to behave in a responsible manner and abstain from chatting amongst themselves while the class is in progress;
- c) Students are expected to be polite individually or in groups and show respect to the faculty/staff of the University;
- d) Any indiscipline or misbehaviour in class or in the campus or in the bus would warrant disciplinary action against the student(s);
- e) Any action of any individual, group which amounts to interference in the regular administration of institute, is prohibited. Disciplinary actions will be initiated against such student(s);
- f) Causing disfiguration or damage to the property of the University or belongings of staff members or students is prohibited.
- g) No student shall indulge in any activity that might be illegal or may lead to disorderliness;
- h) No student shall be in possession of liquor, drugs or any intoxicating materials, nor would consume such things on campus.
- i) Smoking cigarettes/ chewing pan or tobacco or gutkha on campus is strictly prohibited.
- j) Indecent behaviour in any form will not be tolerated.
- k) Use of mobile phone is strictly prohibited while the class is in progress.
- l) Any kind of ragging in the class, campus or in the bus or even outside the campus is strictly prohibited.
- m) Any kind of misuse of Internet, intranet or computer software, mobile etc. is strictly prohibited.
- n) Disobeying any instructions of any kind issued by the Head of University/School Head/Program Chair/ Faculty will be considered as indisciplinary action on the part of the student.

- o) The items which are not covered above and which the Head of University/School Head considers as indisciplinary action will be dealt with, under these rules.

(3) The disciplinary rules to be observed in the hostel of the University: -

- a) The students must observe complete discipline inside the hostel premises and see that no wasteful improper and destructive use is made of amenities such as water, electricity, furniture, etc. The students shall be responsible for any damage done in the building or any other articles in the hostel, and will be required to pay the damages as decided by the management.
- b) Each student will see that his/her action does not lead to breach of privacy or cause inconvenience to other residents of the hostel.
- c) The student will observe decent behaviour in such a way that it will not cause disturbance of any kind to his / her fellow residents.
- d) Students shall be in the Hostel premises by the designated time as decided by the competent authority.
- e) No waste paper or rubbish would be thrown around / in the hostel. When the student(s) goes out of the room, he/she should see that the lights are also switched off.
- f) A student shall only occupy the room when seat is allotted to him/ her in the hostel and shall not change the same.
- g) Hostel student shall not stay overnight out of the hostel without the permission of official designated by the Head of the University. Permission for such requirement should be sought in writing, indicating the address with the telephone number at which the student will be spending night.
- h) Under no circumstances, the boys and girls will enter the rooms of each other.
- i) Ragging in the hostel and on the campus is strictly prohibited. Any student indulging in this will be liable to be expelled not only from the hostel but also from the university.
- j) Gambling, possession and usage of alcoholic drink and narcotics anywhere within the hostel premises is strictly prohibited. This is in accordance with the legal requirements of the state, and breach of this clause under state laws will be dealt with according to law.

(4) General Rules for the Hostel

- a) Hostel accommodation will be made available to a student only for the stipulated actual duration of the program which he/ she is in.
- b) If the student locks the room with private lock and leave for vacation, the authorised person of the Hostel shall have right to open the lock and take possession of the room.
- c) Security of students' belongings is their own responsibility. The students have to make sure that they lock the rooms properly before they leave for the day's schedule.
- d) The officials of University / School have right to inspect any hostel room at any time.
- e) All the visitors including non-resident students should record their details of visits in the register.
- f) The University has right to change the allocation of rooms or get the rooms vacated anytime if exigency demands.
- g) The University reserves right to change any or all the rules without prior notice.

3. Procedure to be followed for imposing penalties:

For disobeying any disciplinary rules, the competent authority as defined under relevant regulation will take disciplinary action against the student concerned. There shall be separate procedure for imposing minor penalty and major penalty. The following indisciplinary action on the part of the student shall be subjected to the major penalties:

- a) Damaging the property of the University/School (moveable or immovable).
- b) Involving in violence on and outside the campus including instigating the violence.
- c) Involving himself/herself in criminal act like using alcoholic beverages, drugs, gambling on the campus including instigating the other students for such action.
- d) Ragging in and outside the campus.
- e) Any act which deteriorate the overall environment in the campus.
- f) Theft of University property or the property of the other students, staff or any other person on the campus.
- g) Any other act which the Head of the University/School Head feels as gross misconduct, which are not covered under the above category.

4. Procedure for imposing major penalties:

For imposing the major penalty as defined above, the following procedure will be followed:

- a) As soon as the information about such indisciplinary action is brought to the notice of the Head of the University/School Head concerned, the Head of the University/School Head will/ can suspend the student concerned from attending the classes / practical or any other academic activities.
- b) He/she will at his/her discretion constitute the fact finding committee from / within the people working in the institute and the fact finding committee will submit the report at the earliest but within a week's time after inquiring the details by inviting student(s), parent(s) and will record the statements. They will also examine the other witnesses and record their statement. The committee will also examine the circumstantial evidences.

On the basis of the report of the fact finding committee, if the School Head concern feels that the charges levelled against the student fall under the major penalty and these are prima-facie proved then the report of the fact finding committee will be submitted to the Discipline committee and after further investigation by the University level committee, if it feels that the student(s) is /are involved in indisciplinary action which amounts to gross misconduct then they will make recommendations for the major penalty to be imposed and will be submitted to the Head of University and on the decision of the Provost, a show cause notice shall be issued to the student concerned and after the reply received from the student concerned, the final decision about imposing the penalty will be taken by the Head of University.

5. The major penalty includes following:

- a) In case of criminal act or moral turpitude, the initiation of police action against the student(s).
- b) Prohibiting the student concerned from appearing in the course or courses in Semester End Examinations.
- c) Detention of the student(s) for a semester or more.
- d) Rustication from the University or from its schools for a period of one year or more.
- e) Permanent rustication from the Navrachana University.

- f) Any other major penalty, which the Head of University feels appropriate to impose.
- g) If the individuals committing or abetting 'ragging' are not identified, collective punishment could be executed to act as a deterrent punishment and to ensure collective pressure on potential 'raggers'.
- h) In case the student is involved in any kind of ragging and is punished for the same, the mention of the same will be incorporated in his / her migration certificate.

6. The minor penalty includes following:

For any other indisciplinary action other than the indisciplinary act covered above, the School Head will be competent to take action against the student concerned and impose minor penalty after hearing the student concerned and also the other persons, which the School Head feels appropriate or the person designated by the Head of the School.

7. The nature of minor penalties which can be imposed:

- a) Warning.
- b) Giving special assignments of the nature for which the School Head will be competent to decide.
- c) Imposing fine.
- d) Putting the student on probation for the period, which the School Head feels appropriate.
- e) Suspending student for attending classes for a period not more than one week.
- f) Any other minor penalty the Head of the University/School Head feels appropriate.

Notwithstanding anything contained in these rules, the above provisions will not be made applicable to the students who have used unfair means in the Examinations or for the purpose for which the separate provisions are provided in academic regulations.

The University reserves right to change any or all the rules without prior notice.

Annexure-1

Undertaking for not involving himself/ herself for ragging

Ragging has ruined countless innocent lives and careers. In order to eradicate it, Hon'ble Supreme Court in Civil Appeal No. 887 of 2009, passed the judgement wherein guidelines were issued for setting up of a Central Crisis Hotline and Anti-Ragging database.

In accordance with the orders, UGC (University Grants Commission), Govt. of India has developed the web portal <https://antiragging.in/>.

This portal will contain

- 1.** Undertaking confirmed by each student and his/her parents or guardians, which will then be stored electronically and will contain the details of each student.
- 2.** Record of registered complaints received, and the status of the action taken.

The aim of the portal is to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country. This will be achieved by preventing its occurrence and punishing those who indulge in ragging, in accordance with the Supreme Court Regulations.

Kindly view Information Pack <https://antiragging.in/Site/Infopack.aspx> to know more details about ragging and its regulations



NAVRACHANA UNIVERSITY

Undertaking

(On Mal-Practice)

Date: _____

I, _____, Enrolment Number _____
Year _____ Semester _____ in _____ Program, hereby _____
(agree/not agree) on the decision taken on Malpractice by the Discipline Committee of Navrachana
University.

Decision taken by the Discipline Committee (Enclosed: Complaint received):

Yours Faithfully

Sign: _____

Name: _____

Date: _____

Annexure

As per clause 5, the major penalty is imposed with a mandatory fine to be paid.

Major penalty imposed	Fine amount in Rs.*
a) In case of criminal act or moral turpitude, the initiation of police action against the student(s).	As per the notification of relevant government offices
b) Prohibiting the student concerned from appearing in the course or courses in Semester End Examinations.	Rs. 5000/- per semester
c) Detention of the student(s) for a semester or more.	Rs. 5000/- per semester
d) Rustication from the University or from its schools for a period of one year or more.	Rs. 10000/- per year
e) Permanent rustication from the Navrachana University.	Rs. 10000/-
f) Any other major penalty, which the Head of University feels appropriate to impose.	As per the Head of the University, with a minimum of Rs. 5000/-
g) If the individuals committing or abetting 'ragging' are not identified, collective punishment could be executed to act as a deterrent punishment and to ensure collective pressure on potential 'raggers'.	As per Government/UGC/Statutory rule
h) In case the student is involved in any kind of ragging and is punished for the same, the mention of the same will be incorporated in his / her migration certificate.	As per Government/UGC/Statutory rule

As per clause 7, the minor penalty is imposed with a mandatory fine to be paid.

Minor penalty imposed	Fine amount in Rs.*
a) Warning.	Rs. 1000/-
b) Giving special assignments of the nature for which the School Head will be competent to decide.	Rs. 1000/-
c) Imposing fine.	Minimum Rs. 5000/-
d) Putting the student on probation for the period, which the School Head feels appropriate.	Rs. 3000/-
e) Suspending student for attending classes for a period not more than one week.	Rs. 3000/-
f) Any other minor penalty the Head of the University/School Head feels appropriate.	As per the Head of the University, with minimum of Rs. 3000/-

*Subject to change without prior notice.