



PEOPLE'S  
UNIVERSITY

# PEOPLE'S UNIVERSITY

(Established by MP Act No. 18 of 2011 & approved u/s 2 (f) of UGC Act 1956)

ISO 9001 : 2015 Certified

7.19  
PU/CU/HOI/REG/2020/589

04/08/2020

## MONITORING COMMITTEE (CODE OF CONDUCT)

People's University has a prescribed code of conduct for staff and students which is published in the respective constituent unit Handbook and also displayed on the University website. In order to monitor adherence to these codes of conduct following are the objectives, functions and composition of the Monitoring Committee (Code of Conduct), People's University:

### A) Objectives

1. Observance to the code of conduct by staff & students.
2. Arrange programmes on professional ethics for staff and students.
3. Organise awareness programmes on code of conduct for staff and students.

### B) Functions

1. The monitoring committee shall monitor the implementation of the annual awareness action plans made by the IQAC and elucidate the code of conduct through awareness programmes for staff and students.
2. Roles and responsibilities should be assigned to the concerned person in order to schedule and implement the plan of action on code of conduct.
3. The monitoring committee monitors the functioning of the following committees concerned with matters of discipline, ethics, and code of conduct:
  - a. Disciplinary Committee
  - b. Anti-Ragging Committee
  - c. Grievance Redressal Committee (For staff & students)
  - d. Internal Complaints Committee
  - e. Student Council
4. The committee shall meet twice a year and records the minutes of the meetings. The committee shall maintain reports with supporting documents of the programmes organized.
5. The minutes of the meeting of monitoring committee and other reports are to be submitted by the committee to the IQAC in every six months.

### C) Composition of Committee

- Dean/Principal, Constituent Unit, People's University- Chairperson
- Vice Dean/Vice Principal/Senior Faculty, Constituent Units, People's University-Member
- Convener

The term of nominated members, Convener of this committee including the Chairperson shall be for 3 years from the date of nomination.

*Mallesh*  
Registrar  
04/08/20

Distribution: To all concerned

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**Conduct Rules for Employees of People's University**  
**(Teaching and Non-Teaching Staff)**

**1. Short title, Application & Commencement:**

- (a) These shall be called Conduct Rules for Employees of People's University.
- (b) These shall come into force with effect from 1<sup>st</sup> January 2013.
- (c) These Rules shall apply to all teaching and non-teaching employees of People's University/ constituent Institutes. Governing Body may exclude an employee from the operation of all or any of these Rules.

**2. General Conditions of Conduct:**

- (a) The Code or Professional Ethics for University and College Teachers (1989) that has been adopted by University Grants Commission (Appendix VI) shall be applicable to all Teachers.
- (b) Teachers shall be obliged to conduct themselves in an ethical, responsible & professional manner. They shall perform duties (viz. teaching, clinical, research, co-curricular & extracurricular etc) with dedication. They shall also be required to assist the University/Constituent Institutions in administrative activities (viz. general management, admissions, counseling & invigilation etc).
- (c) Teaching staff shall refrain from conducting private tuition/coaching classes/medical-practice which are likely to interfere in their professional responsibilities.
- (d) Employees are not permitted to form Associations / Unions for dealing with their service matters. Employees are forbidden to get associated with communal/banned organizations and participate in demonstrations against the policies / actions/matters of University. Employees shall adhere to laid down channel of correspondence in both personal and official matters.
- (e) Unless implicitly permitted, employees are forbidden to raise funds for any purpose whatsoever.
- (f) Employees shall abide by terms of their appointment, Statutes / Ordinances /Regulations/ Rules/ Policies/ Guidelines and Directives issued by authorities from time to time.

**3. Classification of Posts:**

Posts shall be classified, based on their rank / appointment, as follows:

- (a) **Group A:** Deans, Directors, Principals, Vice Deans/Principals, Medical Superintendent, Additional Medical Superintendent, Professors, Associate Professors, Readers, Senior Scientists, and equivalent posts.
- (b) **Group B:** Asstt Professors, Senior Lectures, Deputy/Assistant Medical Superintendent, Lectures, Senior / Junior Residents, Casualty Medical Officers, Scientists and equivalent posts.
- (c) **Group C:** Other employees (except those covered in Group A and B above) from Academic, Administrative, Technical, Medico-technical, Nursing and Supervisory Industrial Staff of People's University/Constituent Institutes/ Departments.

  
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(d) **Group D:** Peons/Daftaries, Attendants, Caretakers, Supervisors, Drivers/ Conductors, vehicle cleaners, tradesmen/Industrial Staff and equivalent staff of People's University/Constituent Institutes/Departments.

4. **Misconduct:**

✓ Followings actions and / or commissions shall constitute a misconduct:-

- (a) Insubordination which will include disobedience of orders issued through rules/regulations and circulars/notices/instructions including lawful verbal orders of a superior.
- (b) Habitual late arrival or absence from place of duty for reasons, whatsoever.
- ✓ (c) Neglect in discharge of duty.
- (d) Violent/disorderly/threatening/intimidating behavior with employee/employees / students/parents/patients/vendors/clients etc.
- (e) Divulging confidential information of University which will be detrimental to the interest of University.
- (f) Refusal to receive /acknowledge any official communication from authorities.
- (g) Making false accusations against fellow employee/employees.
- (h) Falsification or tempering of any official document.
- ✓ (i) Sheltering an offence or failing to report an irregularity/ misconduct / offence/illegal activity of a fellow employee/employees.
- ✓ (j) Any other act of commission considered prejudicial to Statutes/ Ordnances/ Regulations /Rules/Policies.
- (k) Submission of false information at the time of recruitment.
- (l) Committing an act involving moral turpitude.
- (m) Theft, dishonesty, fraud, misappropriation, bribe, misuse/damage to property of the University.
- (n) Intoxication on duty.
- ✓ (o) Abetting malpractices during examinations and/or in relation to question papers.
- (p) Indulging in cyber crime like hacking of official website of People's University, creation or hosting of fraudulent account on social network, use of abusive/un-parliamentary language or comments and hosting and morphing of pictures of others etc.

5. **Minor Penalties**

Following penalties shall be classified as Minor Penalties:-

- (a) Reprimand.
- (b) Recordable warning.
- (c) Recovery of whole or part of pecuniary loss caused by employee by negligence or breach of order.



6. Major Penalties

Following penalties shall be classified as Major Penalties:-

- (a) Withholding of increments.
- (b) Reversion to a lower post.
- (c) Removal from service
- (d) Dismissal.

7. Disciplinary Authority & Extent of Disciplinary Powers:

Disciplinary Authority and their powers shall be as follows:-

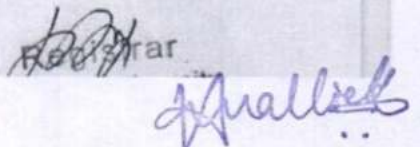
- (a) Dean/Director/Principal: Heads of Constituent Institution (Dean/ Director / Principal) shall have the authority to impose minor penalties on all employees of concerned Constituent Institution as laid down at para 3 above. When permanent Head of Institution is not posted, officiating incumbent shall exercise these powers only on specific orders of Chancellor.
- (b) Registrar: Registrar of University shall have authority to impose both minor & major penalties on Group 'C' & 'D' employees of University Office/Constituent Institutions. However for the sake of administrative expediency, minor penalties may be imposed by concerned Dean/Director/Principal, on their Group 'C' and 'D' employees, as per para 7(a) above. Minor penalties, on Group 'C' and 'D' employees of Institutions, shall be imposed by Registrar, only if referred by Head of Institutions, for the purpose of consideration of imposition of Minor Penalty as per para 8 (d) of these rule. When permanent Registrar is not posted, officiating incumbent shall exercise these powers on specific orders of Chancellor.
- (c) Vice-Chancellor: Vice Chancellor shall have authority to impose both minor & major penalties on all employees. However, for the sake of administrative expediency, minor penalties may be imposed by concerned Dean/Director/Principal, on their employees, as per para 7(a) above. Minor Penalties, on Group 'A' and 'B' employees of Constituent Institution, shall be imposed by Vice Chancellor, only if referred by Head of Institutions, for the purpose of consideration of imposition of Minor Penalty, as per para 8 (d) of these Rules. Vice-Chancellor may exercise disciplinary authority over Group 'C' & 'D' employees only during the absence of Registrar.

8. Procedure of Imposition of Minor Penalties by Vice Chancellor /Heads of Institutions/ Registrar:

Complaints having been received (including those referred by University Authority) or suo moto, Vice Chancellor (in case of Group 'A' and 'B' employees of People's University Office), Dean/Director/Principal (in case of Group 'A', 'B', 'C' & 'D' employees of Institutions) and Registrar (in case of Group 'C' & 'D' employees of People's University Office) shall make preliminary informal investigations to ascertain veracity of the complaint. If there is substance in the complaint, Dean/Director/Principal/Registrar shall seek Explanation from defaulting employee, to be complied within three days, indicating the exact nature of misconduct alleged against him/her. Dean/Director/Principal may dispense with the requirement of seeking Explanation at their discretion.

3

  
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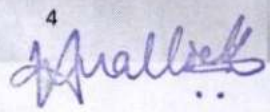
Taking due cognizance of the reply, Vice Chancellor, Dean/Director/Principal/Registrar shall decide on one of the following courses:-

- (a) Exonerate the employee of the charge, if there is no case of imposing a penalty on the employee and close the case.
- (b) In case Vice Chancellor/Dean/Director /Principal/Registrar is convinced that imposition of Major Penalty is not warranted, he/she shall issue "Show Cause Notice" indicating nature of misconduct and proposed penalty, to the defaulting employee and permit him three days to submit final defense.
- (c) After taking due cognizance of the reply, Vice Chancellor/Dean/Director /Principal/Registrar shall impose Minor Penalty/Penalties on the concerned employee and close the case.
- (d) In case employees of more than one Institution are involved in commitment of alleged misconduct and concerned Head of Institution is unable to proceed in the matter at institutional level, he/she shall refer the matter to University for further clarification and action.
- (e) In case imposition of Major Penalty is necessitated, enquiry shall be conducted as per procedure laid down at para 9.

9. Procedure for Conduct of Enquiry:

- (a) After receipt of reply to Explanation, in case Vice Chancellor/Dean/Director/Principal/Registrar decides that imposition of Major Penalty may be necessitated, he/she shall issue Charge Sheet to include Statement of Misconducts to the defaulting employee and convene a "One Man Enquiry" to get the evidence reduced to writing. Order of convening an enquiry shall invariably be endorsed to Enquiry Officer and the defaulting employee and shall be accompanied by following documents:-
  - (i) Charge Sheet.
  - (ii) Proof of delivery of Charge Sheet to defaulting employee.
  - (iii) Documentary evidence, if any against the defaulting employee.
  - (iv) List of witnesses.
  - (v) Order to appoint Presenting Officer.
  - (vi) Final defense of the defaulting employee.
- (b) Ordinarily Enquiry Officer shall be allotted 10 days of time for submission of Enquiry, duly completed. A Presenting Officer shall be appointed, from amongst employees of University Office/Constituent Institution, to present the case and complete evidence before the Enquiry Committee. Defaulting employee shall be offered full opportunity to present his/her case personally and /or through a Defending Officer, who shall be an employee of University/Constituent Institution, co-opted/selected by defaulting employee. Vice Chancellor/ Dean/ Director/Principal/Registrar shall ensure that Enquiry Officer shall be an employee of appropriate seniority and shall have no conflict of interest while handling the enquiry. Enquiry officer shall submit Enquiry Report within stipulated time unless granted extension by Convening Authority. Enquiry Report shall invariably contain following:-
  - (i) Charge Sheet and findings.

  
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4  
  
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- (ii) Statements/Replies to Questions by all witnesses duly signed by defaulting employees/witnesses/ Presenting Officer/Defending Officer and authenticated by Enquiry Officer.
  - (iii) Documentary/ material evidence produced, duly authenticated by Enquiry Officer.
- (c) After deliberate consideration of the nature of misconduct & Enquiry Report, Vice Chancellor/Dean/ Director/ Principal/Registrar shall decide on one of following courses:-
- (i) Exonerate the employee, if there is no case of imposing penalty and close the case.
  - (ii) In case Minor Penalty is considered appropriate, the same shall be imposed on the employee as per para 8 (c) and case shall be closed.
  - (iii) In cases where Major Penalties may be necessitated, Dean/Director/ Principal shall refer the Enquiry Report to Vice-Chancellor (in case of Group 'A' & 'B' employees of Institutions) or Registrar (in case of Group 'C' & 'D' employees of Institutions) for processing it further within their authority. In cases where Major Penalties may be necessitated in respect of Group 'C' and 'D' employees of University Office, Registrar shall proceed as per para 10 (b) of these Rules.

10. Procedure of imposition of Minor & Major Penalties by University Authorities.

(a) Vice Chancellor:

- (i) Vice Chancellor, being the Disciplinary Authority for Group 'A' and 'B' Employees of University Office, shall exercise authority over such employees of University for imposition of minor as well as major penalties, as per procedure laid down at paras 8 & 9 above.
- (ii) Disposal of Enquiry Reports in respect of Group 'A' & B employees of Institutions, duly finalized & referred by Deans/ Directors/ Principals shall also be decided by Vice Chancellor. In case permanent Registrar is not posted, Enquiry Reports of Group 'C' & 'D' employees, referred by Deans/ Director/ Principals, shall also be decided by Vice Chancellor.
- (iii) After due consideration of Enquiry Report, Vice Chancellor shall issue a Show Cause Notice, indicating proposed penalty to the employee and permit him seven days to submit final defense.
- (iv) After considering the nature of misconduct and employee's reply to the "Show Cause Notice" Vice-Chancellor shall decide on one of following courses:-
  - (aa) Exonerate the employee, if there is no case of imposing a penalty on the employee and close the case.
  - (ab) Impose a Minor or Major Penalty and close the case.
- (v) Order of imposing penalty shall invariably be communicated to the defaulting employee and all concerned including Establishment and Accounts Department.

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(b) **Registrar:**

- (i) Disposal of Enquiry Reports in respect of Group C & D employees of Institutions, duly finalized & referred by Deans/ Directors/ Principals shall be decided by Registrar. In addition Registrars shall have full authority to impose both Major as well as Minor Penalty on or group C and D employees of University Office. Officiating incumbent shall have no disciplinary authority.
- (ii) After due consideration of the Enquiry Reports, Registrar shall issue Show Cause Notice, indicating proposed penalty to the employee and permit him seven days to submit his final defense.
- (iii) After considering the nature of misconduct and employee's reply to the "Show Cause Notice" Registrar shall decide one of following courses:-
  - (aa) Exonerate the employee, if there is no case of imposing a penalty on the employee and close the case.
  - (ab) Impose a Minor or Major Penalty and close the case.
- (iv) Order of imposing penalty shall invariably be communicated to the defaulting employee and all concerned including Establishment and Accounts Department.

11. **Suspension:**

In case the misconduct is of serious nature, Disciplinary Authority may put the employee under suspension for a maximum period of six months, under information to the Chancellor. During the period of suspension employee shall not leave Bhopal without prior approval from Leave Sanctioning Authority.

12. **Composition of Enquiry Committee:**

Following aspects shall be ensured:

- (a) Enquiry Officer shall not be holding a post lower than the employee proceeded against.
- (b) Enquiry Officers should have no conflict of interest in the matters related to the enquiry.

13. **Charge Sheet :**

Following aspects shall be ensured:

- (a) Charge Sheet shall be as per format enclosed as Annexure.
- (b) Defaulting Employee/ Accused Employee being proceeded against shall be given seven clear days to submit his/her final defense.
- (c) Charge sheet shall contain statement of the alleged misconduct and all corroborating evidence in support.

14. **Rights of the Accused:**

Accused/ Defaulting Employee shall have following rights:

- (a) Enclose documents as evidence along with his/her explanation to the charge of misconduct.

  
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- (b) Present his/her case orally/in writing, as per schedule fixed by the Enquiry Officer / Committee.
- (c) Accused may cross-examine witnesses during oral hearing.
- (d) Accused may present witnesses in his / her support during the oral hearing, after giving timely notice / intimation to the Enquiry Officer. Such witnesses shall be from amongst the employees of University.

15. **Oral Hearing:**

Oral hearing shall be recorded in narration form by Enquiry Officer or a member of the Enquiry Committee in his / her own handwriting. Enquiry Officer shall authenticate all the pages of Enquiry Report. A representative of the Constituent Institution of the accused employee shall be nominated as Presenting Officer to present the case on behalf of the University. Witnesses to corroborate the evidence shall be examined at the oral hearing. Accused shall be offered opportunity to cross-examine all witnesses. Accused may present witness, only from amongst the employees of University, in his / her support.

16. **Notice for Oral Hearing :**

Even if the accused refuses to be heard in person, oral hearing shall be scheduled and conducted as laid down. Refusal of accused to attend the oral hearing shall be recorded and enquiry report shall be finalized, ex-parte, based on explanation of the accused, if any.

17. **Finalization of Report by Enquiry Officer:**

Enquiry Officer shall finalize and submit manuscript of the Enquiry Report duly authenticated on all pages to University. Following documents shall invariably be submitted along with Enquiry Report:

- (a) Charge sheet.
- (a) Explanation in defense, if received.
- (b) Proceeding of oral hearing with all enclosures presented therein.
- (c) Notice for submission of final defense.
- (e) Employee's Final Defense.
- (f) Other documents, if any, relied up on by Enquiry.

18. **Action on Enquiry Report:**

Disciplinary Authority, after considering the contents of Enquiry Report, shall decide on a reasonable punishment, from amongst those specified at paras 5 and 6 of these Rules and issue "Show Cause Notice" to the accused employee, indicating his / her intentions along with an opportunity to reply as to why proposed punishment should not be imposed. Accused shall be allowed seven days of time for filing reply to the "Show Cause Notice". A copy of Enquiry Report containing documents listed at clauses 18(a), (b),(c),(d),(e)&(f) shall invariably supplied to the employee along with "Show Cause Notice".


  
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19. **Failure / Refusal by Accused to Acknowledgement Documents:**  
(a) In case of refusal, by the accused, to acknowledge the documents (viz. Charge Sheet, Proceedings of oral hearing, Notice for Final Defense, Show Cause Notice and others) the Enquiry Officer shall proceed ex-parte.  
(b) In case the accused employee does not respond to charge sheet the enquiry officer/committee may consider the charges and decide the case ex-parte.
20. **Final Action by Competent Authority :**  
Competent Authority shall, within 10 days from receipts of reply of Show Cause Notice, decide and communicate punishment to be inflicted on the accused employee.
21. **Reporting of Incidents** Employees shall be required to report incidents related to their arrest and release on bail. They shall be subject to disciplinary action on the grounds of arrest by Police Authorities for any reason.
22. **Documentation:**  
Record of penalties imposed duly acknowledged by the employees shall be kept on record in personal files.
23. **Action on Anonymous/Pseudonymous Complaint:**  
Ordinarily no cognizance of anonymous and pseudonymous complaint shall be taken. However, if a substance of truth exists in these complaints, Heads of Institution may investigate further to ascertain the facts of the matter and proceed further as per procedure laid down for disposal of misconduct.

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**Conduct rules and Conditions of residence of the students**

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**SECTION - I**  
**STUDENT CONDUCT RULES**

**1. APPLICABILITY:** These rules shall be applicable to the students admitted/enrolled in the constituent Institutions of the People's University. Students admitted/enrolled in the constituent Institutions of the University may be either.

- 1.1. Full time day scholars or
- 1.2. Interns
- 1.3. Boarders (Residential) or
- 1.4. Part time visitor students on short student exchange programmes.

**2. GENERAL RULES AND REGULATIONS**

- 2.1.1. Though People's University has ethos of its own and since it is associated with the different streams of educational Institutions including Hospitals directly in contact with the general public, it becomes incumbent on the part of all students to ensure that the image of the institution is kept not only untarnished but also shining at all times.
- 2.1.2. The student(s) will comply with the Rules, Regulations and the Provisions of Code of Conduct incorporated in this ordinance.
- 2.1.3. The Head of the Institution (HOI) is responsible for overseeing the maintenance of provisions of this Ordinance therefore it will be incumbent upon every student to comply with his/her oral / written instructions. The disciplinary action taken by the HOI against any student shall be final.
- 2.1.4. The student will conduct himself / herself in a civilized and cultured way, whether in the campus, classroom, hospital, hostel, mess, auditorium, gatherings, programmes or the transport bus.
- 2.1.5. The student will invariably carry his/her Identity Card (issued by the Institute) all the time and will show it, if asked for, to the HOI / other authorities of the Institute and the Security Personnel.
- 2.1.6. The student will not resort to or indulge in any acts of violence or use un-parliamentary language in any part of the campus or in the transport bus. Indecent behavior with fellow-students, their parents or staff of the Institute will amount to gross misconduct and will be dealt accordingly.
- 2.1.7. No wanton damage, disfiguring or loss of Institution's property will be caused by the student(s). No slogans will be raised or written by them in any part of the campus. The students will facilitate in keeping the premises clean, serene and beautiful, conducive to desired academic environment.
- 2.1.8. Student will not indulge in any criminal activities, or moral turpitude, alone or jointly with others or by way of abetting them within or outside the campus.
- 2.1.9. Student shall neither encourage nor participate in any kind of political activity within the campus.
- 2.1.9.1. Any anti-social activities or illegal acts or sheltering anti-social elements also are strictly prohibited in the campus or any of its parts.
- 2.1.9.2. No arms or weapons will be used or brought inside or kept in possession by any student.
- 2.1.9.3. The campus is a 'drug' free-zone and no prohibited drug shall be brought in, or consumed or kept in possession by any student. Consuming of alcohol in any form in the campus or its part is also strictly prohibited.
- 2.1.10. Smoking in the campus is strictly prohibited.
- 2.1.11. Committing cyber crimes like
  - a. writing abusive and unparliamentary comments against colleagues or any body else who are associated either with constituent Institutes or University.
  - b. Creating fake accounts in the names of others, Institutions or University on social websites.
  - c. Hosting pictures of others without their permission.
  - d. Posting of news, views on the social websites, without the prior written permission of the concerned person or concerned authority.
  - e. Creating any account other than his/her on social websites.
  - f. Hacking of accounts of others
- 2.1.12. Discipline and punctuality and commitment to learn are the basic requirements to become a good citizen. The students should be regular and punctual for the teaching programmes.
- 2.1.13. Mobile phones shall be kept in vibration mode, if not switched off, in the class-room, practical halls, clinical area, library, auditorium and the Institute office.

  
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- therefore no student will organize or participate in such acts nor he or she will form or become member of any Union or Association by whatever name it is called.
- 2.1.15. No tour/picnic, outings or party either in campus, or local or outside Bhopal will be organized individually or by group of students on their own without prior written permission of the HOI. If such tours are approved by the HOI, he/she shall nominate a minimum of two members of the teaching staff to lead and accompany the students on the tour.
  - 2.1.16. The parents / guardians will ensure that their wards comply with Rules, Regulations and Code of Conduct mentioned in this Code Book and will keep themselves, informed of their activities, academic progress and overall conduct.
  - 2.1.17. The Institution reserves its right to have the student suspended, rusticated or get the hostel room vacated for any serious breach of disciplinary conduct rules.
  - 2.1.18. Parents / Guardians, in case of need, will address all correspondence / communications to the HOI of Constituent unit/DSW of University only.
  - 2.1.19. A NOTICE displayed on Institution's NOTICE BOARD will be deemed to have been brought it to notice of the student (s). They, therefore, must keep watching the NOTICE BOARD.
    - 2.1.19.1. The students shall not carry or keep valuable gadgets, Ornaments and large amount of money in their hostel rooms. The Authorities shall not be responsible for any loss, damage or theft.
    - 2.1.19.2. The resident of hostel has to deposit hostel fee in time. Failure to pay fee in time will lead to rustication from hostel.
    - 2.1.19.3. Hostel facilities shall be provided to students depending on availability of seats/ facilities.

### 3. RAGGING:

#### 3.1 What constitutes Ragging: - Ragging constitutes one or more of any of the following acts:

- 3.1.1. 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;
  - 3.1.2. 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;
  - 3.1.3. 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;
  - 3.1.4. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
  - 3.1.5. use/ empanelling the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
  - 3.1.6. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
  - 3.1.7. 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;
  - 3.1.8. 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 fresher or any other student;
  - 3.1.9. 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 by a student over any fresher or any other student.
  - 3.1.10. Any other act as per Prevention and prohibition of Ragging in Universities by Hon. Supreme Court/ UGC/ MCI/DCI/AICTE/INC/ State Government/ Any other regulating agency.
- 3.2. "Ragging" in any form is a crime and punishable with imprisonment. Therefore, the students are warned strictly to avoid the unpleasant act of "ragging" in any form.
  - 3.3. The students found to be involved in ragging will immediately to be suspended/ rusticated and may also be handed over to police.
  - 3.4. If the charges are provided, the students shall be discharged from the College. Fee deposited with the Institution will also be not refunded.

### 4. DRESS CODE:

- 4.1. Dress for attending classes: Wearing of Uniform if, prescribed by the University is a compulsory for the students. The students shall dress neatly and appropriately. Wearing of jeans shall be avoided while wearing of Pajamas and Chappals in classes is prohibited. Students are expected to be decently dressed.

  
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not be found to be in semi-clad state so as to avoid any embarrassment to themselves as well as to visitors..

4.3. Dress Code in Campus outside Hostels: Students must not wear night dresses like Pajamas and Night suits outside their hostel rooms. This rule shall also apply to their visit to the telephone booths, shopping complex as also to the common rooms/ cafeterias and dining hall in the messes.

4.4. Heavy Ornaments shall not be worn by the students in the college/Hospital/University premises. (2)

#### 5. ATTENDANCE:

- 5.1. The Students have joined the institutions basically to learn. Their duty is to attend classes and study. THE MINIMUM REQUIRED ATTENDANCE FOR VARIOUS COURSES is prescribed in respective curricula. Students shall obtain prior permission for leave of absence, however such prior sanction of leave does not bestow any right on the student to seek condonation of any shortage in attendance.
- 5.2. The attendance shall be calculated from the date of commencement of academic year / semester and not from the date of joining of student in the course.
- 5.3. Candidates who have not secured a pass in one or more subject or have been detained for any reason will have to attend classes for the same subject and secure a minimum of attendance stipulated.
- 5.4. Teaching schedule in few subjects is spread over in more than one academic year. In such subjects the attendance of all the academic years shall be taken into consideration for computation of eligibility in a subject.
- 5.5. Institution may announce special classes even without notice. These classes are to be attended and the attendance will be calculated accordingly.
- 5.6. The student is required to be present at least 5 minutes before the commencement of the class. Late arrival will entail the student being not allowed in the class and marked absent.
- 5.7. The Institution provides transportation only as an additional facility. Any delay in such service will not absolve the student the responsibility of arriving in time for the classes and specifically for the examination or practicals.
- 5.8. Keeping in view the interest of parents and students, the Institution may inform them about the shortage of attendance from time to time through notice board, or email or website or telephonically. However, the students can neither claim it as a right to be informed nor seek any mercy for being unaware of shortage of attendance and its consequences.
- 5.9. The students shall be divided into groups. Each group of students shall be allotted a mentor faculty. It shall be responsibility of mentor faculty to follow-up the attendance of his/her group.
- 5.10. If necessary, fine may be imposed for students not attending classes.

#### 6. ATTENDANCE IN OFFICIAL FUNCTIONS

- 6.1. Attendance in Institution and University level functions, sports events and programs is mandatory.
- 6.2. Attendance at national functions such as flag-hoisting at Independence Day and Republic Day are compulsory. Prior written permission for absence must be obtained for absence by the student in exceptional cases on reasonable grounds.
- 6.3. Students shall maintain punctuality and discipline in all programmes organized by the Institution.
- 6.4. The students will ensure to be present well in time and follow the required discipline.

#### 7. CLINICAL TEACHING IN PROFESSIONAL INSTITUTION:

- 7.1. The patients coming to the hospital are offering themselves for treatment, thereby giving an opportunity for young learners to learn. Students are not doing nay favor by attending on these patients. Hence a sincere and humane approach in nursing care, basic welfare and medical care is a very essential quality to be inculcated by the students of all the disciplines including Medical, Dental, Nursing and paramedical.
- 7.2. The students should learn local language for better communication and management of patients.
- 7.3. The students must treat the patients under the supervision of the teaching staff and shall obtain approval at each step. Record of clinical work done has to be maintained and duly certified for submission at the time of examination.
- 7.4. Students should maintain the equipment in good condition and they are held responsible for any damage, destruction or loss.
- 7.5. The students shall learn and follow all the sterilization procedures scrupulously.
- 7.6. The students are required to carry with them the instruments required for that particular specialty (as instructed by the HODs) and also gloves, masks, head- cap etc.
- 7.7. The students shall complete all pre-clinical preparations before presenting themselves to the clinics. The faculty in-charge may send out a student if he/she feels that the student is not well prepared.
- 7.8. Indecent behavior like laughing, teasing, switching on loud music etc. in the clinical premises is strictly prohibited.

  
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ACADEMIC AFFAIRS  
PEOPLE'S UNIVERSITY, BHOPAL (M.P.)

  
Registrar  
People's University  
Bhopal (M.P.)



- 7.10. relatives or their representatives for any reason outside the hospital premises.  
The students shall not share the confidential matters of patients with any unconcerned individuals.

### 8. PAYMENT OF FEES & OTHER DUES

- 8.1. Payment of tuition fee, hostel fee, mess charges, examination fee and other dues shall be done on or before due date fixed by the respective authorities to avoid penalty or cancellation of admission.
- 8.2. Payment shall be made either by cash or by bank draft of any other means like electronic payment as notified from time to time. As a routine the cheques may not be accepted.
- 8.3. The names of defaulters will be deleted from the register. Such candidates will have to seek readmission by paying admission charges. Such students, themselves are responsible for the consequence arising out of shortage of attendance. Request for condonation of shortage of attendance due to this reason will not be entertained.
- 8.4. If the students are taking loans from banks to pay the fee, they shall make arrangement for release of loan well before the last date.
- 8.5. The students shall pay the fee before commencement of next academic year or semester session, irrespective of whether their results of previous year / semester session examinations are declared or not.
- 8.6. The students shall produce the receipt of payment, as and when required by the authorities.

### 9. INTERNAL ASSESSMENT EXAMINATION

- 9.1. Internal assessment examinations are conducted regularly either as a part of the university examinations or as a part of the internal training to assess the progress and preparedness of the student.
- 9.2. No examination shall be missed on self assumption that it is not essential or anticipating that the student can do better in the remaining examinations. The students are marked zero in the examination for absence when calculating the average score as internal assessment component of the university examination.
- 9.3. Dates of internal assessment examinations will be notified in advance. The students shall not remain absent from the academic program before the internal Assessment Examination.
- 9.4. Re-exam for the missed internal assessment examination may be conducted only if it is necessary on submission of proper and satisfactory proof for the absence. Only HOI on being satisfied with the proof, shall permit re-exam for missed internal Test.
- 9.5. The student is continuously assessed during the course period. The performance in such assessments may reflect in the final internal assessment score.
- 9.6. Mode of examinations, weightage of Internal Assessment examinations in the University examinations in various courses shall be as per stipulations of respective regulatory authorities/ ordinances of university governing the courses.

### 10. UNIVERSITY EXAMINATION:

#### 10.1. During Theory Examinations:

- 10.1.1. While writing theory examinations the students are advised the following: They must make a note of correct timings and Days of the examinations and attend accordingly.
- 10.1.2. Reach the examination hall 20 minutes before the schedule time.
- 10.1.3. They should bring the admission tickets to the examination hall every day. They should read the instructions given in the admission tickets and act accordingly.
- 10.1.4. Bring pen, pencil, eraser and color pencil/ pencils, if prescribed
- 10.1.5. They should not wear aprons or workshop uniform during theory examination in the examination hall.
- 10.1.6. They should not carry chits, slips or any written material into the examination hall. Check thoroughly desks for any slips or written material.
- 10.1.7. The students should not reveal their identity in any manner and only the registration number is to be written on the first page and sign in the space meant for it.
- 10.1.8. The students shall not possess mobile phones, Ipods, Laptops, Palmtops, any other electronic gadget which can store and communicate the contents, etc into the examination hall.
- 10.1.9. The students shall not possess calculators, unless specifically required in the certain examinations.
- 10.1.10. They should not do any act which may make them liable to be booked under malpractice.


#### 10.2. During Practical Examinations: -

- 10.2.1. They shall note properly the day and date of examination.
- 10.2.2. They shall reach the practical examination hall 15 minutes before schedule time.
- 10.2.3. They should wear neat white aprons or workshop uniform as and when required.
- 10.2.4. Bring the admission tickets with them on each day of the examination.
- 10.2.5. Bring the required instruments and other accessories.
- 10.2.6. Bring the record books of work done which are duly certified by the Head of the department for award of marks.

### 11. STUDENT - TO - STUDENT RELATIONSHIPS

- 11.1. Relationship with Senior Students: Junior students are expected to be respectful towards senior students and look up to them for guidance and advice.

  
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Registrar  
People's University  
Bhopal (M.P.)



errands for senior students or for doing any personal work for them. It is the duty of senior to motivate, help and guide their juniors. Senior students must not however assume the task of policemen or law makers in trying to reform or punish their juniors. (4)

- 11.3. Relationship with fellow students in class: The students shall be friendly, communicable and open to interact with each other. The student shall participate in healthy discussions.
- 11.4. Relationship with students of other Institutions in the campus: The students shall be friendly, respectful, social, courteous and polite in their approach with each other.

## 12. STUDENT TO STAFF RELATIONSHIP

- 12.1. Students are expected to extend respect and courtesy to staff members at all times. They must however refrain from socializing with staff members, whether inside or outside the campus.
- 12.2. Visiting Staff Quarters:- Students are not expected to visit residential quarters of staff members unless it is for unavoidable and urgent work or when they have been invited by the staff member concerned. Staff members are not expected to visit students in their hostel rooms even if invited by the students.
- 12.3. Staff – Student Get Together: All institutional get together of the staff members and students will require prior approval of the HOI. Such get-together will be organized at central places like the auditorium, cafeterias or common rooms. They will not be held inside hostel or in the residences of staff members.
- 12.4. Student may submit his/her request or grievance to the HOI. Any collective or group representation shall be submitted to the HOI through the class – representative only. Student(s) shall not meet/approach Authorities without prior approval of the HOI.
- 12.5. Students (s) will not make any direct complaint / representation, individual or collective, to any Body, Office or Authority of any grievance without prior written approval of the HOI.

## 13. PERSONAL VEHICLES

- 13.1. Students, both day scholars and boarders possessing the vehicles shall possess a proper driving license.
- 13.2. The necessary documents in support of the ownership or authorized possession of vehicle must be available with the student possessing the vehicle. Student having a vehicle in his/her possession and kept within the campus, whether owned or not shall submit necessary particulars with the office and Security Department to enable them due identification. The student staying in a hostel bringing any vehicle for even one day shall submit the above details to security.
- 13.3. The vehicle must be parked at the parking zone earmarked for the purpose and in the manner prescribed.
- 13.4. Rash or careless driving within the campus is prohibited. The student shall avoid driving the vehicle at a speed beyond the prescribed limits in various zones.
- 13.5. The students, while driving two wheelers (Driver and pillion rider) shall wear Helmet.
- 13.6. Drunken driving is strictly prohibited.
- 13.7. The student shall take all the measure for safety of their vehicles in the campus. The management shall not be held responsible for any damage or loss of vehicle in part or full.

## 14. LIBRARY

- 14.1. **University Library:** Students of all the Institutes shall abide by the rules and regulations prescribed by the University authorities from time to time for use of University Library.
- 14.2. **Institutional Library:** Every student admitted in the Institution will be entitled to have the benefits of the Library and the Reading Room as also its Computer Section subject to following:
- 14.2.1. **Timings:** Library will remain open on all the working days or as per the provisions notified by the Institution on the Notice Board. On Sundays and holidays it shall be opened as notified for given periods.
- 14.2.1.1. Students / Interns are discouraged to use the library during college, clinical / academic hours. In case, they so require, they must obtain a written permission from the competent authority of the concerned department.
- 14.2.2. **Conduct:**
- 14.2.2.1. Students and interns desirous of utilizing the library must enter their name, time of entry, class studying and put signatures in the attendance register before entering the library.
- 14.2.2.2. They shall also mark the time of leaving the library and put their signature in the register.
- 14.2.2.3. In general, the books are not permitted to be taken out.
- 14.2.2.4. If the books are damaged or lost, the students will have to pay the cost and the penalty decided by the competent authority as also disciplinary action deemed fit by him.
- 14.2.2.5. Silence in the library is to be strictly maintained.
- 14.2.2.6. Group discussion, chatting or sleeping are not permitted in the library.
- 14.2.2.7. Eatables / beverages are not allowed in the library.
- 14.2.2.8. Library furniture is to be kept clean and carving or writing graffiti will be considered as acts of indiscipline.
- 14.2.2.9. Instructions of the librarian / staff will have to be strictly followed.
- 14.2.2.10. Newspapers shall be read only in Newspaper section and are not allowed to be read in the Reference

  
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Registrar  
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Bhopal (M.P.)



14.2.2.12. Cellular telephone is strictly prohibited. If carried it should be on vibrating tone & student should go out of Library to attend the call.

#### 14.2.3. ISSUE OF BOOKS

14.2.3.1. Entries to library are restricted to the bonafide students only.

14.2.3.2. Students will produce library cards as also identity cards, as required.

14.2.3.3. Books can be carried to reading tables by the students after making necessary entries in the issue register at the library counter.

14.2.3.4. No book will be issued to the students to take outside the library.

14.2.3.5. Personal text books will not be permitted for reading within the library. Only note books are allowed.

14.2.3.6. Aprons / bags / purses are to be deposited at the property counter at the entrance.

14.2.3.7. Drawing of charts and fabrication of models or any other work causing destruction of Book / Journal are strictly prohibited.

#### 15. SCHOLARSHIP, REWARDS AND RECOGNITION

15.1. The scholarship, Rewards instituted by the University will be awarded to deserving Candidates on recommendation from the Institutions.

15.2. The Institute will consider all the aspects of outstanding and meritorious performance, achievements in the extracurricular field as also sports, cultural and other spheres, notified from time to time while recommending names.

15.3. In case of scholarship provided by the central/state government or any other Agency, it shall be responsibility of student to undertake the requisite formalities. The institute or university shall not be responsible for non-receipt of such scholarship or any delay of such scholarship.

#### 16. RESEARCH, INNOVATION AND SPECIAL STUDIES

16.1. The University, as a matter of policy, is interested in encouraging and promoting outstanding work in the field of research, innovation and special studies at the student level itself and students will be duly rewarded for special contribution as recommended by the H.O.I.

#### 17. DISCIPLINE

17.1. Inculcation of discipline among the students is an integral part and important component of the educational process, training and character building exercise.

17.2. As such, rules and regulations relating to the discipline will be enforced strictly by the authorities of the Institute, the H.O.I. being the final disciplinary authority for the students. Individual or collective acts of indiscipline will be dealt sternly.

17.3. Disciplinary Committee: HOI shall constitute a Disciplinary committee at Institutional level for each academic year.

17.3.1. Disciplinary Committee shall consist of minimum of five members but not more than nine member. Minimum of one among the committee shall be a female member in the faculty.

17.3.2. Disciplinary Committee shall be constituted from the Teaching faculty, giving fair representation to all the cadres.

17.4. It will be a sole discretion of the HOI to consider an act as of major indiscipline or gross misconduct and decide penalty / punishment, the severity of the same depending on the gravity and the intention behind the act. Acts of indiscipline may be -

17.4.1. Minor indiscipline / misconduct.

17.4.2. Major indiscipline / gross misconduct.

17.4.3. Criminal acts which have to be reported to the police authorities like ragging, The penalty or punishment for ragging, may range from a simple caution or warning, monetary fine, to rustication from the Institution / legal action.

17.5. Parents and students will note that the Supreme Court of India has directed all the educational institutions to register FIRs against students indulging in ragging.

17.6. Stern action will invariably be taken by the authorities of the Institution in cases of major indiscipline / gross misconduct, e.g., act of violence, misleading fellow students and acts falling in the category of crimes which will be reported to the police authorities, even without information to student or parents.

17.7. Since the HOI is the highest disciplinary authority, it is his/her discretion whether he/she gets the matter investigated or an enquiry conducted and appointing of such Enquiry Officer as also of accepting or not of such investigation / enquiry reports.

17.8. The students or the parents may submit written reasoned request to the HOI for review of the penalty or punishment. It will be prerogative of the HOI to seek views of the College Council in individual cases of major indiscipline and punishment awarded.

17.9. HOI may send the final report with recommendations to the Registrar for the decision of the University. The decision of the University shall be final and binding on all.

#### 18. SPORTS, CULTURAL AND RECREATIONAL ACTIVITIES WITHIN AND OUTSIDE

  
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Registrar  
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Bhopal (M.P.)



- activities like sports, games, cultural, literary, art competitions organized by approved authorities in the University or by external organizations. Such activities are encouraged for the better overall development of individuals (6)
- 18.2. For planned, systematic and smooth conduct of various activities in these spheres, the HOI shall constitute necessary committees headed by senior faculty and involving other teachers and students.
  - 18.3. The annual institutional level inter student competitions in various events are organized as a part of annual day. The HOI shall be authority to organize the events through committee nominated for the purpose.
  - 18.4. Functions to celebrate the National days like Republic day and Independence day are organized. The attendance of students is mandatory.
  - 18.5. The students shall behave in proper befitting manner in such events within or outside the campus to uphold the name of the University. Discipline and good etiquette shall be followed.

#### 19. TRANSPORT

- 19.1. Facility of transport of students from different locations in City to the Institutions and back is being provided on payment of transport charges.
- 19.2. The students may avail the transport payment on payment for full year in advance.
- 19.3. Routes and stoppages are identified. These shall not be changed as per student's desire.
- 19.4. The students who wish to avail the facility shall apply in prescribed form to the HOI.
- 19.3. The students who wish to withdraw from using the facility shall request in writing to the HOI at least 15 days in advance.

#### 20. HOLIDAYS AND VACATION

- 20.1. The university shall prepare and issue academic calendar comprising of date of commencement of terms/ semester, dates of Internal examinations, vacations etc well in advance of academic year. The students shall strictly abide by the academic calendar.
- 20.2. The students may avail the Railway/ air travel concession as per eligibility during vacations to travel to Home town and back.

#### 21. STUDENTS GRIEVANCES / SUGGESTIONS

- 21.1. Any student who wants to represent any problem / suggestion relating to Institution / Hostel / Other facility or against any employee / person working on contract must do so in writing to the DSW of university / HOI or authority nominated by him/her.
- 21.2. The student having individual problems may approach the HOI/DSW of university or Authority nominated.
- 21.3. Common problems shall be represented to the HOI or an authority nominated by him through the respective class representative only.

### SECTION - II STUDENT ACCOMMODATION

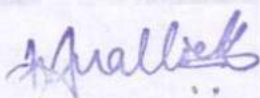
#### 22. RESIDENTIAL / HOSTEL ACCOMMODATION FOR STUDENTS

- 22.1. The University may provide for hostel accommodation for students admitted to regular courses on full time basis depending on availability of accommodation.
- 22.2. The separate hostel facilities with basic necessities are provided for Boy and Girl students. The student may avail the facility of the hostel on payment basis.
- 22.3. Accommodation in the boys/girls hostels is provided to students on availability (first come first serve) and not as a matter of right but as per the policies framed by the University from time to time and at the discretion of the Institution.
- 22.4. Policy and Procedure for Allotment of Rooms: The policy for allotment of rooms will be decided by the University /Institution and may be changed to cater to the unforeseen cases / circumstances. Allotment of rooms made by the HOI or any authorized staff shall be strictly adhered to. Changes shall not be made on their own on mutual or other basis & bases of discipline.

#### 22.5. ADMISSION TO HOSTEL.

- 22.5.1. Students desirous of seeking admission to a hostel shall have to apply on the prescribed application form along with the following documents to the HOI:
  - 22.5.1.1. Written undertaking that he/she has read the hostel rules and shall abide these scrupulously.
  - 22.5.1.2. Proof of admission to a course in an Institution.
- 22.5.2. HOI or Hostel committee as constituted by the HOI shall scrutinize the application and decision to grant or reject the application shall be conveyed to student and warden.
- 22.5.3. Student on approval of his admission into hostel shall pay the prescribed hostel fee in full before the allotment of room.

  
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**ACADEMIC AFFAIRS**  
PEOPLE'S UNIVERSITY, BHOPAL (M.P.)

  
**Registrar**  
People's University  
Bhopal (M.P.)



22.6. Hostel admission has to be renewed every year in the month of July or at the end of academic year as applicable. Only those students whose stay in the Hostel has been renewed will be allowed to continue. (7)

22.7. In no case the total stay of any student in the hostel shall exceed beyond the duration of the Course he/she is admitted to.

22.8. The basic necessities as given below may be provided for each occupant.

22.8.1. Study - chair one

22.8.2. Table - one

22.8.3. Bed - one

22.8.4. Mattress - one

22.8.5. Pillow - one

22.8.6. Wall Mirror - one

22.8.7. Ceiling fan - one /two as per the size of room

22.8.8. Tube light/Bulb - one/two

22.8.9. Electrical point for table lamp - one

22.8.10. Electrical Point for Air cooler (If applicable) - one

22.9. Students should check these facilities before occupying the room and hand over to the hostel authority while vacating the same in good condition.

22.10. The students must keep original copy of the receipt with them and show it to the Warden whenever required.

22.11. Each student must occupy the room allotted to him/her. Any deviation shall be treated as a breach of discipline and shall invite action against the student concerned.

22.12. The students may be permitted to keep Room Cooler in his/her room with prior permission at his/her own risk but shall have to pay extra power charges at the rate to be fixed by the Accounts Section in consultation with the HOI.

22.13. Every student admitted to a hostel will be issued an identity card at his/her cost, which he/she should carry and present the same whenever called upon to do so by the Warden or any other Officer or Authority of the University.

22.14. Students who have been admitted and allotted accommodation shall not be allowed to reside elsewhere in the campus. Students are permitted to visit approved local guardians once in a month, maximum for 48 hours with prior permission of Hostel Warden.

22.15. Students may be required to shift their rooms at any time during the academic year if so required by the Warden with the approval of the Head of Institution.

22.16. Students are not allowed to shift rooms without prior permission of the hostel Warden.

22.17. Items like furniture and fixtures etc. will not be shifted from one place to another without prior permission from the hostel Warden.

22.18. Refund in full or part of charges for non- occupancy of the accommodation for any reason or for long absence from the hostel will not be granted under any condition.

### 23. WITHDRAWAL FROM HOSTEL:

23.1. The student desiring to withdraw from hostel shall submit a written request to the Head of the Institute.

23.2. Withdrawal is permitted on completion of one financial year or at the completion of the course.

23.3. Student withdrawing from the hostel in the middle of the session or year, without reasonably acceptable justification to the satisfaction of the authorities

a. shall pay a minimum of six months charges, if he/she leaves the hostel within six months.

b. shall pay one year charges, if he/she leaves hostel after six months stay or before completion of twelve months.

23.4. On receiving written orders from HOI, accepting the request for withdrawal, the student shall vacate the room and shall hand over back all the items issued by the Institution in good and working condition, to the care taker or warden as directed by the HOI. and obtain "No DUES" certificate from the Warden.

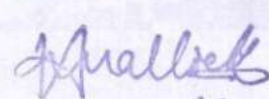
### 24. GENERAL RULES FOR OCCUPANTS

24.1. Students will allow the maintenance staff and authorized office staff to access their rooms at all reasonable hours and to inspect the buildings, the water supply, sanitary or electrical installation, fixtures and furniture and to carryout such normal repairs thereto as may be considered necessary for the proper maintenance of the buildings, etc.

24.2. Students are required to see that no wastage of water by leakage in the water supply fittings or by careless or extravagant use. Any damage or defect in the building, fixtures and fittings, electrical installations, fencing and gates, etc should be reported to the Warden/Caretaker for necessary action.

24.3. Students are required to switch off lights and fans whenever they go out. The ventilators and the rear/front doors must be closed and bolted/locked properly while they go out to avoid any pilferage/theft. The University/Institution Authorities will not be responsible for the loss of the students belongings.

  
DEAN  
ACADEMIC AFFAIRS  
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Registrar  
People's University  
Bhopal (M.P.)



- their valuables such as lap tops, calculators, wrist-watches and jewelry etc. properly locked when they go out of their rooms. Proper care of the cupboard should also be ensured. Any damage to the furniture items will have to be made good by the concerned students.
- 24.5. The hostel life is like a community living in a large family. The students shall show tolerance, co-operation and adjustments in day to day affairs.
- 24.6. It shall be duty of the occupants to close door and latch of windows gently but firmly.
- 24.7. Occupants must avoid littering and help the maintenance staff to keep the hostel and the Campus clean and tidy.
- 24.8. No student shall remain outside the hostel beyond 8 p.m. or as permitted by the Warden in writing for the occasion. However, students may be allowed to visit library with proper entry in the Register. The students utilizing the library facility beyond 8 PM shall produce "Library utilization certificate" in prescribed form from Library staff.
- 24.9. If any student leaves the hostel and fails to hand over the furniture, etc. and other goods in good order, he/she will be liable for compensation and such other action as the Vice Chancellor /Head of Institution may decide.
- 24.10. In case where the student leaves his/her room locked or otherwise with the water taps open, lights and the fans switched on, a fine of Rs. 50/- per day will be imposed by the Warden. Students are expected to put off all lights /fans and close the water taps before they leave their rooms.
- 24.11. No meeting shall be held in the hall, room or anywhere in the hostel premises under any circumstances except visitors lobby.
- 24.12. If a student creates any hindrance or difficulty to the proper functioning or checking of the hostel, including the rooms, he/she shall be liable for breach of discipline and rules of the hostel.
- 24.13. If any student participates in any unlawful activity, indiscipline, ragging or causes nuisance in the hostel or anywhere in the University premises he/she shall be liable to be expelled from the hostel and disciplinary action may be initiated against them.
- 24.14. Students are strictly forbidden to utilize hostel servants as private servants or to maltreat/abuse them in any manner whatsoever. No excuse will be accepted for the breach of this rule. All complaints by hostel servants against such students, when brought to the notice of the Warden, shall be investigated and the matter reported to the Head of Institution for action.
- 24.15. No student is permitted to cook in his/her room and use heaters, immersion rod and other electrical gadgets. The warden shall have the power to confiscate the gadget being used and report the matter to Head of Institution.
- 24.16. Students are NOT allowed to consume Alcohol in their rooms / the premises of Hostel / campus.
- 24.17. Gambling in any form is NOT permitted in Hostel.
- 24.18. A student once expelled from any hostel shall not be admitted to any Hostel.
- 23.19. A student expelled from an institution, or Examination shall also be expelled from the hostel and shall not be readmitted.
- 24.20. No refund is allowed for room rent paid for one Academic Year.
- 24.21. Ragging in any form is NOT permitted in the room or premises. Any occupants found encouraging, abetting and indulging in any kind of ragging activities shall be punished as per the guidelines issued by Supreme Court of India.
- 24.22. Students are not permitted to keep any guest or visitor in their rooms under any circumstances. Guests and visitors can be engaged during visiting hours only that too in visitors' lobby. Students must adhere to the visiting hours especially fixed by the authorities.
- 24.23. Visitors like parents, relatives and local guardians are permitted to meet the students during visiting hours in Visitor lobby. Hostel students are expected to inform these visiting hours to parents, guardians, etc. if found with any person beyond these visiting hours, the student shall invite penal action including expulsion from hostel..
- 24.24. Male members are Not permitted to visit Hostel room occupied by girls. Similarly Females are also Not allowed to visit Rooms occupied by Male students.
- 25. MESS / DINING**
- 25.1. Students shall have breakfast, lunch and dinner within stipulated hours. Late comers will not be entitled for food.
- 25.2. Students shall have the food in the dining hall only. Food is not permitted to be carried outside the dining hall to corridors, lobby, recreation room or to the hostel rooms.
- 25.3. Students shall not waste food. They must take care in serving themselves the required quantity and small helpings only and later second helpings if required.
- 25.4. Students shall not enter into the kitchen and store room.
- 25.5. Extra charges will be levied if the food is wasted by the students.
- 25.6. Very Sick students and those who cannot move from room, shall be permitted to have food in the room by special permission of warden.

  
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Registrar  
People's University  
Bhopal (M.P.)



requisition.

- 25.8. In cases of problems relating to the quantity, quality of food, sanitation, behavior by the hostel staff or any other such problem the inmates will not attempt to settle the problem directly. The matter is to be addressed to the Warden / HOI who will arrange to redress the same.

#### 26. PRIOR PERMISSION TO GO OUT:

- 26.1. The parents/student shall submit in writing to the office the name, address, and contact numbers of Local guardians if any, to whom their ward may be permitted to visit.
- 26.2. The student who desire to leave the hostel for any specific purpose including visiting local guardian is required to obtain prior written permission from the warden.. If a student is leaving for more than two days, permission shall also be taken from HOI.
- 26.3. Student is required to enter the time of departure and sign in the register at security while going out and enter the arrival time and signature on return.
- 26.4. The inmate of the hostel is required to fill up a prescribed application format and get prior approval from warden to stay out of the hostel or to stay with local . Such visits to local guardian are permissible on week ends, once in a month and not beyond 2 days.
- 26.5. Student when returning from such leave is required to have her out pass endorsed by the guardian in confirmation that she stayed with the guardian. (Telephone no. of guardian should be mentioned)
- 26.6. Night-outs or staying in night at local guardian is neither encouraged nor normally permitted by the institution. However in special occasions such stay may be permitted with prior consent of the parent's/ local guardian and the warden.

#### 27. MEDICAL FACILITIES

- 27.1. Students shall produce their medical fitness certificate from a doctor of the rank of Civil Surgeon or equivalent rank. Those who do not produce a medical fitness certificate will be required to be examined at the People's Hospital with equivalent facilities at their cost.
- 27.2. Students may avail of the services of the People's Hospital round the clock as per prescribed policy and prevailing rules of hospital from time to time by the University.
- 27.3. If a hostel student is sick continuously for three days, he/she will keep the Warden informed of his/her condition.
- 27.4. Any incident of an infectious disease such as chicken-pox, jaundice, Swine Flu etc. must be immediately reported to the HOI. Welfare and all precaution should be taken to prevent the spreading of the disease.
- 27.5. All students are advised to refrain from procuring eatables from unhygienic places and eating to minimize the rise of outbreak of food poisoning and related ailments.
- 27.6. It is strongly recommended that students get themselves immunized against typhoid para-typhoid, etc. and produce a certificate to the effect from the administering physician at the time of Registration.

#### 28. APPOINTMENT OF PREFECTS

- 27.1. Prefect/s of the hostel will be appointed by the Warden to look after the general sanitation, cleanliness, discipline, etc. in his/her area/wing. Any complaint by a student shall first be made to the prefect who will look into it and then inform the Warden for necessary action.

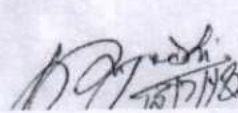
#### 29. WARDEN

- 29.1. There shall be separate residential wardens for Boys' and Girls' hostels.
- 29.2. The wardens are overall responsible for the welfare, discipline, and conduct of the students.
- 29.3. The warden shall take care of availability of basic needs of the students.
- 29.4. The wardens shall make very frequents rounds of hostels.
- 29.5. The warden shall arrange to keep the details, like home address, contact number of parents, guardians, blood groups etc of each and every student.
- 29.6. The wardens shall make check frequently the Hygiene and quality of food.
- 29.7. The wardens shall be responsible to supervise the cleanliness, hygiene in the kitchen.
- 29.8. The wardens shall monitor the quality and quantity food prepared and timely serving of food to the inmates of hostels.

#### 30. CARE TAKER

- 30.1. There shall be adequate number of care takers in the hostel round the clock, by rotation.
- 30.2. The care takers are in principal responsible for looking after day to day needs and comforts of hostel students.
- 30.3. They shall be responsible general maintenance and cleanliness of the hostels including kitchen.
- 30.4. They shall maintain the attendance and other records as required by the authorities.
- 30.5. They shall maintain good, serene, and friendly environment conducive for studies.
- 30.6. They shall be impartial in their attitude towards the inmates.
- 30.7. They shall see that food is consumed judiciously and in dining hall only.
- 30.8. They shall submit daily report to the warden.

  
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## Chapter III

### Redressal of Grievances

18. **Personal Matters.** Service matters include Service conditions, Promotions, Salary matters and Transfers etc. Service condition of an employee are matters finalized between the employee and University at the time of recruitment. As such, service matters shall not be within the purview of formal grievance redressal mechanism. However, the employees may approach concerned authorities directly to convey personal issues, after submitting their personal particulars and statement of their point of view. Based on the merits of the case, employee shall be informed of the decision of competent authority.
19. **Other Grievances.** Work-place issues, interpersonal matters and performance appraisals etc. shall be subject to grievance redressal mechanism. Modalities of the same shall be as follows:-
- An employee may apply for redressal of grievances (RoG) to concerned Head of Department, through an application on plain paper, duly signed and dated.
  - The application shall be in English or Hindi language only.
  - Advance copy of the application may be endorsed to next immediate Superior Authority.
  - Testimonials/documents relevant to the grievance may be attached with the application.
  - The application shall not be worded in inappropriate language. Use of foul languages/abuses shall attract disciplinary action against the applicant. Application containing frivolous matter shall not be processed and returned to the applicant.
  - The application shall invariably include following:-
    - Name of Employee, Department and Institution.
    - Comprehensive and unambiguous statement of grievance.
    - Testimonials/documents in support.
20. Following Authorities shall be authorized to grant redressal:-

  
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- (a) Head of Department (HoD).
- (b) Head of Institution (HoI)
- (c) Vice-Chancellor (For Group A & B Staff).
- (d) Registrar (For Group C & D Staff)
- (e) Chancellor

21. Time-frame, by which Competent Authority shall grant redressal, shall be as follows:-

STAGE	LEVEL	AUTHORITY	TIME ALLOTTED GRANTING FOR REDRESSAL
I	Deptt	HoD	15 Days
II	Institution	HoI	15 Days
III	University	VC/Registrar	15 Days
IV	Chancellor	Chancellor	15 Days

22. **Responsibilities of Competent Authorities.**

- (a) Competent Authority shall interview the Applicant.
- (b) Competent Authority shall investigate the matter through appropriate modality.
- (c) Grievances, not within the powers of Competent Authority, shall be submitted to higher authority forthwith, without waiting for allotted time of 15 days, along with comments.
- (d) In case of grievances not deserving redressal, Competent Authority shall interview and counsel the Applicant accordingly.
- (e) Competent Authority shall be personally accountable to ensure subjectivity and confidentiality of the matters, based on the subject matter in the application and its merits.
- (f) Competent shall grant redressal in writing, under information to next Superior Authorities. A copy of Application containing grievance(s) and redressal granted by Competent Authority shall be forwarded for records in the personal file of the Applicant.
- (g) If during the process of redressal of the matters contained in the application, defaults/irregularity committed by any employee come to light, Competent Authority shall process action against defaulters in terms of Conduct Rules of

  
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**Registrar**  
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University. Grant of redressal may be delayed, in this case, based on merit of the case. Interim redressal may be granted if considered relevant.

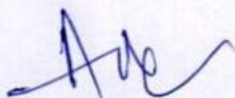
(h) Competent Authority shall not subject the Applicant to witch-hunting/harassment. Whistleblowers should be protected.

22. **Kind of Redressals Not Authorized.** Competent Authority shall, in no case, entertain redressals on following matters:-

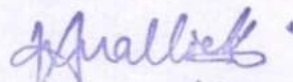
- (a) Family matters of employees.
- (b) Personal Service & Non-service Matters.
- (c) Service Conditions, Salary & Promotion Matters.
- (d) Frivolous Matters.
- (v) Complaints against employees/authorities.
- (vi) Joint Representations.
- (vii) Matters subjudice.

23. **Subject Matters To be Entertained Through Grievance Redressal Mechanism.** Only such applications containing grievances shall be entertained, which impact the social, emotional, operational/functional personal matters which directly impact the morale/satisfaction level of the applicant employee.

24. **Conclusion.** To generate employee friendly work-place atmosphere and harness their whole hearted work-support, this policy must be supplemented by matching attitude at all supervisory level. The provisions contained herein must be adopted with crafty inter-personal skill and improvisation to provide stress-free atmosphere to the employee, whose contribution is vital to the efficient functioning of the University.



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