

### **A. Preamble**

Plagiarism is an act of fraud and is widely recognized as a serious problem in academic Institutions all over the world. For this reason, every Institution should have a well-defined policy on not only dealing with plagiarism and any similar acts of academic dishonesty by students or faculty, but also educating them about its ill-effects. Often people are unaware of what constitutes plagiarism and how it can have very adverse effect on the individual and the Institution. Manipal University Jaipur has zero-tolerance for academic dishonesty!

### **B. Definition**

The online dictionary (<http://www.dictionary.reference.com>) defines plagiarism as '*an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author*'.

### **C. Scope**

Almost every academic activity is a potential target for plagiarism, including essays, term papers, project reports, theses, dissertations, presentations, research publications, etc. Examples of plagiarism include the following:

1. Buying, stealing or borrowing assignments, experiments or results.
2. Reproducing someone's idea/work, in part or whole, without permission and presenting it as one's own idea/work.
3. Copying a section of a book or article from another's Report or Dissertation, without proper citation.
4. Quoting *word for word* from a source, without giving reference.
5. Self-plagiarism: reproducing or publishing one's own published work, in part or whole, without referring to the earlier published work.

### **D. Prevention and Control**

To avoid unintentional plagiarism, a little vigilance and caution is required. The following checklist can be used as a guide to maintain good practice in academics:

1. Always use your own intellect and resources only, as far as possible.
2. If it is required to use a phrase from another person's work, always follow it up with proper citation of that work.





3. If the work is likely to generate revenue, it is important that permission is sought from the original author, in order to use any Figure or Table from it, otherwise complete citation should be given below the Figure or Table.
4. Copyright violations should be thoroughly checked and avoided at all times.

## **E. Obligations of the University**

### **1. Orientation Programme**

- I. MUJ should undertake to sensitize all its students and faculty members towards academic honesty, by holding regular Workshops about its Plagiarism policy, scope, prevention and punishment.
- II. Every staff member, research scholar and senior student of MUJ should be provided a copy of the Plagiarism Policy document.
- III. An Orientation programme should be organized for all new entrants, by the University Research Committee (URC) in association with the Academic Section. The Orientation programme should discuss what is plagiarism, how to avoid it, what is the writing style for Reports and research papers, and to explain the University policy on plagiarism.

### **2. Plagiarism detection**

- I. With a plagiarism detection software tool like Turnitin, MUJ will organize special training sessions for all concerned, on how to use it and analyze its results.
- II. Every thesis/Report submitted to the University should have a Report from the plagiarism detection tool.
- III. The DRC (for PhD thesis) or Department Academic Committee (for PG thesis) will examine the Report of the plagiarism detection software tool, to ascertain the level/extent of plagiarism, if any.
- IV. All research scholars and PG students will submit a declaration/certificate of original work with their theses. To facilitate this, a Form should be designed and provided to them.
- V. All research papers should be analyzed by the detection tool and the Report shared with the guide before the paper is sent for publication to any journal or magazine.





## **F. Reporting and Handling**

1. A complaint or charge of a suspected case of plagiarism **against a student** should be addressed to the Director of the School (for PG students) or the URC (for research scholars). Complaints received from external agencies should be directed to these persons, for time bound action within 30 days. The URC or Department may, on its own, take cognizance of any suspected case
2. In the above situation, a Fact-finding Committee will be set up by the Dean of the Faculty, consisting of the Director of the concerned School, the Head of the Department and one senior faculty member from another Department. The Committee shall examine the details of the case and get a Report of the detection tool, if any. It shall also look at the previously published work of the concerned person, if relevant.
3. The Committee shall submit its Recommendation with the plagiarism detection Report and any other relevant documents. The Recommendation shall be clearly specified in the following categories:
  - I. The charge of plagiarism cannot be substantiated. The similarity between documents is within acceptable limits and all relevant citations are present. No further action is required.
  - II. Low-level plagiarism: it seems that the plagiarism is the result of negligence and there is no clear intention to copy. The student may be let off with counselling about plagiarism and asked to resubmit the Report within a given time frame.
  - III. Mid-level plagiarism: Copying a few portions from online resources, failure to cite a few references, low intent to cheat, which may be due to lack of knowledge. The student should be asked to resubmit the work and a ceiling put on the grade to be awarded.
  - IV. High-level plagiarism: deliberate and planned attempt to copy someone else's work, large portions copied from the original, with clear intention to cheat. The student's programme may be terminated.
  - V. If the charge of plagiarism is substantiated on a complaint against a student, after he/she has been awarded a degree, the degree may be rescinded.

**Note:** the level and quantification of plagiarism is left to the judgment of the Committee.





4. A complaint of suspected plagiarism **against a faculty member** should be taken up by a similar 3-member Fact-Finding Committee, set up by the President and consisting of 2 senior faculty members in the concerned specialization and a faculty member from another academic department.
  - I. The Recommendations of the Committee should be received within 30 days of its constitution
  - II. The Committee should examine all evidences on record and conclusively establish whether the charge of plagiarism is substantiated or not. Its Report should contain all relevant documentary proof.
  - III. Based on the findings of the Committee, the competent authority would take suitable action against the person, which could range from salary or rank reduction, to suspension or termination.

#### **G. Appeal**

A faculty member or student found guilty of plagiarism and awarded punishment, has the right to appeal against the punishment if he/she so desires.

#### **References**

1. [www.iitr.ac.in/academics](http://www.iitr.ac.in/academics) IIT Roorkee plagiarism policy
2. [www.plagiarism.org](http://www.plagiarism.org) The online resource for dealing with plagiarism
3. [www.ox.ac.uk](http://www.ox.ac.uk) Oxford University: what is plagiarism
4. [www.cmu.org/policies](http://www.cmu.org/policies) Carnegie Mellon University policy on cheating and plagiarism

  
Registrar MUJ





# MANIPAL UNIVERSITY JAIPUR

## Directorate of Students' Welfare

### OPERATING PROCEDURE FOR REPORTING, RECORDING AND DISPOSAL OF SEVERE CASES OF INDISCIPLINE DEFINED UNDER DOT POLICY OF THE UNIVERSITY

#### ADMINISTRATIVE PROCESS FOR HANDLING THE DISCIPLINARY CASES

- Student can report misconduct ( via email/ handwritten written application) to Deputy Director (Student Welfare (SW)-Campus Discipline) office for Campus discipline and to Chief Warden Office (CWO) for hostel discipline;
- Respective authority will decide the Category of offence (Minor Offence (M.O.) or (Major Offence-I(M.O.-I) / Major Offence-II(M.O.-II));
- For Minor Offence(M.O.) in campus Deputy Director (SW-Campus Discipline will investigate the matter and send his recommendations to Proctor & Dean, SW for disciplinary action as per DOT system. Whereas for hostel minor disciplinary cases, Chief Warden is authorized to take due disciplinary actions as per DOT system. Later, the information will be shared with the Concern HoD/Director. There is no need to convene Proctorial Board meeting for minor offences;
- For the M.O-I and M.O.-II, misconducts, if the misconduct took place during university official timings in the university premises, Deputy Director (Campus discipline), would investigate the case;
- For hostel disciplinary cases, Chief Warden has to pass his recommendations (based on the findings of the investigation report submitted to his office by the concern block warden/(s)), to the convener (Deputy Director (Campus Discipline)) of the Proctorial Board in order to convene the meeting for the case or to put it in the agenda items for the next meeting;
- On the recommendation of the Deputy Director (Campus discipline), Proctorial Board Committee meeting will be convened. The members will cross examine the evidences and the facts shared by the Deputy Director office. Later on the basis of the findings of the committee, the black dots and any other penalty (if require) will be awarded;
- The student has right to appeal to Vice Chancellor for reconsideration of punishment by submitting a written application. The decision of Vice Chancellor is final.



# MANIPAL UNIVERSITY JAIPUR

## Directorate of Students' Welfare

### Standard Operating Procedure for Severe cases of Indiscipline

#### BRINGING OR USING DRUGS / BANNED SUBSTANCE IN COLLEGE / HOSTEL

"If authority has reasonable grounds to suspect that any student is in possession of a controlled drug in contravention of the NDPC Act, 1985 or of any regulations made thereunder, the authority may:

- (a) Arrange preliminary investigation and detain student for the purpose of searching him/her;
- (b) Search any vehicle or vessel in which the authority suspects that the drug may be found, and for that purpose require the person in control of the vehicle or vessel to stop it;
- (c) Seize and detain, for the purposes of proceedings under this Act, anything found in the course of the search which appears to the authority to be evidence of an offence under this Act."
- (d) As per the recommendation/(s) of the investigating authority, Proctorial Board meeting will be convened as per DOT system for suitable disciplinary action;
- (d) If a student found guilty of such act would have to face severe disciplinary action, which might lead to his/her expulsion.

#### RAGGING

" If authority has reasonable grounds to suspect that student is involved in ragging as per UGC Regulations On Curbing The Menace Of Ragging In Higher Educational Institutions, 2009 or any regulation amendments made thereafter, the authority may-

- (a) The University Anti-Ragging Committee(ARC) convener as per compliant details will arrange for preliminary investigation and recording of statements of students involved;
- (b) The ARC meeting will be convened and committee has to conduct and complete the proceedings within a maximum of one day;
- (c) The Committee will submit it's report and punitive action to be taken against the concerned students in writing and send all relevant documentation in proper format via e-mail to UGC helpline and hard copy to Registrar office for record purpose;
- (d) The same will be provided to the students in writing along with a copy to be handed over to the parents, mentor and case file for disciplinary issues.



# MANIPAL UNIVERSITY JAIPUR

## Directorate of Students' Welfare

### SEXUAL HARASSMENT

If authority has reasonable grounds to suspect that student is involved in ragging as per Prevention, prohibition and redressal of sexual harassment of students in higher educational institutions. (published in the Gazette of India dated 2nd, May, 2016) or any regulation amendments made thereafter, the authority may-

- (a) The University committee for the protection of Sexual Harassment convener as per compliant details will arrange for preliminary investigation and recording of statement of student involved;
- (b) The committee meeting will be convened and committee has to conduct and complete the proceedings according to the level of the offence ;
- (c) The Committee will submit its report and punitive action to be taken against the concerned students in writing and send all relevant documentation in proper format to the Registrar office for record purpose;
- (d) The same will be provided to the students in writing along with a copy to be handed over to the parents, mentor and case file for In-disciplinary issues.

### OTHER GENERAL OFFENCES DEFINED UNDER DOT POLICY (M.O-I and M.O. II)

General offences will include all those activities that can affect the University/hostel community at large or those that can affect the property of the University/hostel itself. Any conduct that interfere with the operations of the University/hostel will be referred as Indiscipline.

If authority has reasonable grounds to suspect that student involvement in the reported incidence, the authority can summon the student, where recording of statement of the student is involved;

The authority as per the complaint details and submitted statements would arrange required enquiry as per the laid down remits of the investigation. Once the investigation get finished, the authority would pass its investigation report along with the necessary recommendations to the Proctorial Board of the MUJ;

The Proctorial board will submit its report and punitive action to be taken against the concerned students in writing. The same will be provided to the students in writing along with a copy to be handed over to the parents, mentor and case file in soft and in hard for In-disciplinary issues.



**MANIPAL UNIVERSITY JAIPUR**

# **DISCIPLINE ON TOP (DOT) POLICY**

**(Ref. no. MUJ/P&SW/POLICY/2018-01)**

**2018**





# **MANIPAL UNIVERSITY JAIPUR**

## **ANNOTATION**

After the constitution of Proctorial Board on 11th May, 2018, Ref. no. MUJ/REGR/1403/24, this new Amended Policy on DOT system comes into the existence.



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### **WHAT IS DOT SYSTEM?**

In order to maintain discipline amongst students and to ensure strict compliance of rules, DOT system is being introduced. It is an indicative system, through which the students and faculty know the gravity of the offence committed. The student's record for MINOR as well as MAJOR offences will be maintained. This will help monitor the level of offence and the number of times the student has been involved in any act of indiscipline. It will also help in deciding on the quantum of punishment and pin-point the perpetual offenders.

### **CLASSIFICATION:**

Offences are categorized as follows:

- a) Minor offences
- b) Major offences-I
- c) Major offences-II

**MINOR OFFENCES:** The following will be considered as Minor offences:-

- a) Entering the hostel or campus without Identity Card.
- b) Not following proper dress code inside the campus / mess.
- c) Indulging in altercations with fellow students.
- d) Cooking in hostel room.
- e) Disturbing roommate or other resident students by loud music or in any other manner.



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- f) Using mobile phones in the routine class / lab
- g) Not adhering to hostel timings
- h) Any other violations.

**MAJOR OFFENCES- I:** The following will be considered as Major offences –

- a) Change of rooms without prior permission
- b) Money lending / borrowing
- c) Bringing / Keeping pets in the campus / hostel
- d) Misbehaving with fellow students
- e) Staying absent from hostel without permission
- f) Abusing / misbehaving with Faculty / Staff
- g) Undue / negative propaganda / spreading rumors / defaming institution and individual
- h) Smoking / consuming alcohol inside the campus / hostel
- i) Using someone else's mess card / lending own card to others for use
- j) Going to OUT OF BOUND areas
- k) Creating a nuisance in public / society
- l) Any other violation





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**MAJOR OFFENCES- II:** The following will be considered as Major offences-II –

- a) Allowing unauthorized guests / persons / non-resident students in the hostel rooms
- b) Stealing
- c) Indulging in fighting
- d) Possessing any kind of weapon / firearm
- e) Causing safety hazard
- f) Cheating in examinations
- g) Bringing or using drugs / banned substance in college / hostel
- h) Ragging
- i) Sexual Harassment
- j) Any other violation



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Following is to be taken into consideration while awarding Black DOTs for offences:

<b>Nature of Offence</b>	<b>Range of DOTs awarded (based on the degree of offence)</b>
Minor Offence	1-2 Dots
Major Offence-I	3-4 Dots
Major Offence-II	5-6 Dots
Repeated Offence	Repeated minor offence will be considered under Major Offence category and penalty applicable accordingly

### **PENALTIES AGAINST BLACK DOTS:**

- a) **If a student accumulates 01 Dot;**
  - i. Not eligible to be member of Student Council / Class representative.
  
- b) **If a student accumulates 03 Dots;**
  - i. 1<sup>st</sup> year student will not be considered for change of branch.
  
- a) **If a student accumulates 05 Dots;**
  - i. A letter of concern to be issued with information to parents
  
  - ii. Access to library prohibited for at least one month.



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- iii. Not to be considered for any scholarship programme.
  
- b) **If a student accumulates 06 Dots;**
  - i. Asked to vacate the hostel (in case of resident student)
  
  - ii. Suspended from classes for at least 7 days
  
- c) **If a student accumulates 08 Dots:**
  - i. A warning letter will be issued with information to the parents
  
  - ii. Character certificate will not be issued on completion of degree course
  
  - iii. Faculty will be advised not to give a reference / recommendation
  
  - iv. Will not be included in any campus placement drives
  
- d) **If the student accumulates 10 or more Dots:**
  - i. Expulsion without refund of any kind
  
- e) If a student has been awarded 4 Black Dots due to cheating in examination
  - i. No marks will be given in the concerned subject

**All the above mentioned Black Dots will be over and above the other penalties awarded by Proctorial Committee, such as financial penalties etc.**





## **MANIPAL UNIVERSITY JAIPUR**

### **PROCESS FOR AWARDING DOTS / PUNISHMENT FOR MINOR OFFENCES**

Minor Offences in campus will be reported to Deputy Director (Student Welfare(SW)-Campus Discipline). He will investigate the matter and send his recommendations to Proctor & Director, SW for disciplinary action as per DOT system. The no. of black dots will be awarded by Proctor & Director, Student Welfare.

Whereas, for the hostel minor disciplinary cases, Chief Warden Office is authorized to take due disciplinary actions.

Later, the information will be shared with the Concern HoD and with the Director of the School.

**There is no need to convene Proctorial Board meeting for minor offences.**

### **PROCESS FOR AWARDING DOTS / PUNISHMENT FOR MAJOR OFFENCES –**

On the recommendation of the Deputy Director (Campus discipline), Proctorial Board Committee meeting will be convened. The members of the Board will cross examine the evidences and the facts shared by the Deputy Director office. Later on the basis of the findings of the committee, the black dots and any other penalty (if require) will be awarded.

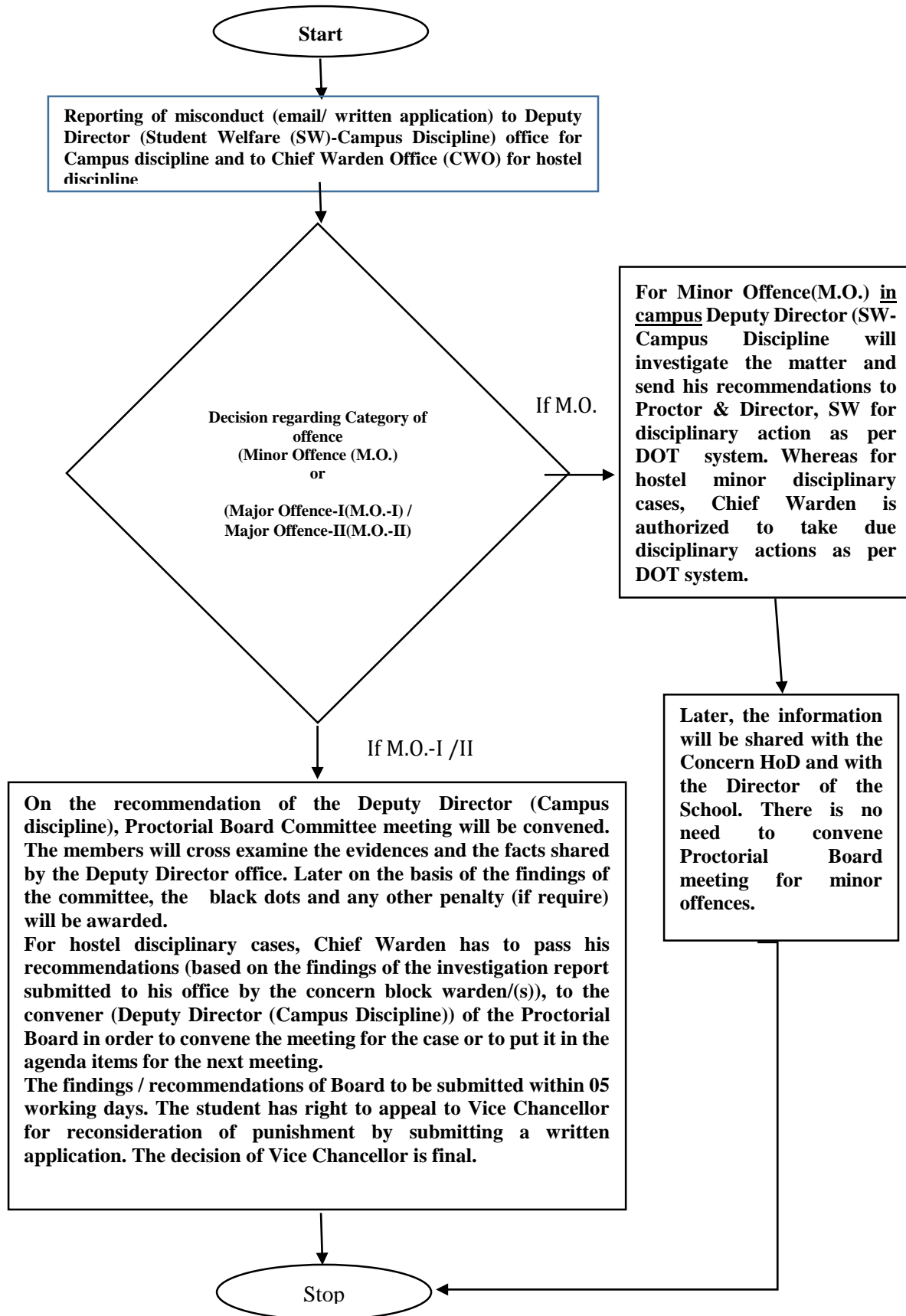
For hostel disciplinary cases, Chief Warden has to pass his recommendations (based on the findings of the investigation report submitted to his office by the concern block warden/(s)), to the convener (Deputy Director (Campus Discipline)) of the Proctorial Board in order to convene the meeting for the case or to put it in the agenda items for the next meeting.

The findings / recommendations of Board to be submitted within 05 working days. The student has right to appeal to Vice Chancellor(President) for reconsideration of punishment by submitting a written application. The decision of Vice Chancellor(President) is final.



# MANIPAL UNIVERSITY JAIPUR

## FLOW CHART OF THE DOT SYSTEM STANDARD OPERATING PROCEDURE (SOP)





## **MANIPAL UNIVERSITY JAIPUR**

### **REWARDING WHITE DOTS:**

The purpose of white DOTs is to award students who have been earlier awarded black DOTs, if they conduct themselves well and exhibit good behaviour. This is a 360 degrees approach and student will be evaluated from all the angles. HODs, Teachers, Wardens will be playing an important role in this activity. Following procedure will be followed for awarding of White DOTs:

- a) The student will be observed continuously once Black DOTs are awarded.
- b) If the student exhibits good behaviour and conduct, White DoTs shall be awarded.
- c) If the student shows good conduct for at least 6 months, 01 White DoT will be awarded.
- d) Similarly, if students shows exemplary conduct and behaviour for at least 01 year, 02 more White DoTs will be awarded.
- e) Similarly, 05 White DOTs will be awarded, if the student shows good conduct for more than 18 months
- f) 08 White DOTs will be awarded, if the student shows good conduct for more than 24 months.
- g) On achieving a CGPA of more than 8.5 or outstanding achievement in sports/ Tech Fest etc.; the student will be awarded 1-2 White DoTs.
- h) HODs / respective wardens will recommend awarding of White DoTs to Proctor & Director Student Welfare(SW).





## **MANIPAL UNIVERSITY JAIPUR**

### **RECORDING OF PUNISHMENT**

The record of all BLACK and WHITE dots will be maintained as follows:

- a) The original copy of the warning letter will be with Proctor & Director Student Welfare(SW) office for keeping the record of the student;
- b) A copy of the disciplinary action/warning letter will be shared with the respective HODs / students/CSO;
- c) Whenever, a student is found guilty of indiscipline; previous record will be checked;
- d) A master file will be maintained at Proctor & Director Student Welfare(SW) Office;
- e) All the records will be maintained in soft copy as well as in hard copy; and
- f) All the punishments will be displayed on notice boards for peers information. It would have cascading effect in maintaining discipline among students.

**Directorate , Student Welfare**  
(Manipal University Jaipur)



MANIPAL UNIVERSITY  
JAIPUR

# **DIRECTORATE OF STUDENTS' WELFARE**

## **CAMPUS DISCIPLINE HANDBOOK 2022-23**



**Director Students' Welfare:** Prof. (Dr.) Anil Dutt Vyas

**Deputy Director:** Dr. Abhishek Shrivastava

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## **1. Student Discipline**

The student discipline process ensures that any reported misconduct is addressed in a timely manner. It prescribes progressively severe type of disciplines while providing due process for the student.

### **1.1 Adopted Disciplinary Policy**

#### **Discipline On Top (DOT) Policy**

- ❖ It is an indicative system, through which the students and faculty know the gravity of the offence committed.
- ❖ The students record for MINOR as well as MAJOR offences will be maintained.
- ❖ This will help in monitoring the level of offence and the number of times the student has been involved in any act of indiscipline.

It will also help in deciding on the quantum of punishment and pinpoint the perpetual offender.

### **1.2 What happens when a student found involved in misconduct?**

Depending on the severity of the incident, any or **all** the following may occur:

- ❖ Faculty resolve it/ Security officials resolve it.
- ❖ Faculty/ Security refers misconduct case to the SW-Discipline.
- ❖ Directorate SW- Discipline intervene



Operating procedure for reporting, recording and disposal of severe cases of indiscipline defined under dot policy of the university

### **1.3 Administrative process for handling the disciplinary cases**

- ❖ Student can report misconduct (via email/ handwritten written application) to Deputy Director (Student Welfare (SW)-Campus Discipline) office for Campus discipline and to Chief Warden Office (CWO) for hostel discipline.
- ❖ Respective authority will decide the Category of offence (Minor Offence (M.O.) or (Major Offence-I(M.O.-I) / Major Offence-II(M.O.-II)).
- ❖ For Minor Offence (M.O.) in campus Deputy Director (SW-Campus Discipline will investigate the matter and send his/her recommendations to Proctor & Dean, SW for disciplinary action as per DOT system. Whereas for hostel minor disciplinary cases, Chief Warden is authorized to take due disciplinary actions as per DOT system. Later, the information will be shared with the Concern HoD/Director. There is no need to convene Proctori Board meeting for minor offences.
- ❖ For the M.O-I and M.O.-II, misconducts, if the misconduct took place during university official timings/in the university premises, Deputy Director (Campus discipline), would investigate the case.

- ❖ For hostel disciplinary cases, Chief Warden must pass his recommendations (based on the findings of the investigation report submitted to his office by the concern block warden/(s)),
- ❖ to the convener (Deputy Director (Campus Discipline)) of Proctorial Board to convene the meeting for the case or to put it in the agenda items for the next meeting.
  
- ❖ On the recommendation of the Deputy Director (Campus discipline), Proctorial Board Committee meeting will be convened. The members will cross examine the evidences and the facts shared by the Deputy Director office. Later, the basis of the findings of the committee, the black dots and any other penalty (if require) will be awarded.
  
- ❖ The student has right to appeal to Vice Chancellor reconsideration of punishment by submitting a written application. The decision of Vice Chancellor is final.

#### **1.4 Glance of best Practices adopted in maintaining discipline at MUJ campus**

- ❖ Comprehensive university disciplinary Policy which includes fair and reasonable methods for governing serious and chronic behavior problems/ misconducts as well as the strategic use of rewards- **DOT policy**

- ❖ Authoritative Approaches to Correct Misbehavior/Misconducts, an alternative to punishments technique- **Society Connect**
- ❖ Key practice for monitoring and getting due recognition specially, after committing a misconduct and getting punishment- **Award of white dot.**

### **1.5 Disciplinary approach of white dot policy - As best practice**

Manipal University Jaipur (MUJ) believes that self-motivation and self-monitoring are the pillars for living a disciplined life. For the true realization of this belief, MUJ has developed many best practices for its stake holders (students). In series of these best practices award of WHITE DOTs considered as key practice for monitoring and getting due recognition specially, after committing an in-disciplinary conduct and getting punishment.

For the proper implementation of such practice, the MUJ has an indicative system called as 'Discipline On Top (DOT) system, consists of award of BLACK DOTs, through which the student and faculty know the gravity of the offence committed and WHITE DOTs as mentioned above, in order to rate awarded BLACK DOTs in equivalent amount, gives tool for analysing the quantum of improvement, achieved by the student, who has been earlier given BLACK DOT/(s)).

The practice of award of WHITE DOTs motivate student to realize the fact that, every mistake is just a chance to learn more in life and improve. Therefore, to get WHITE DOTs, student start cultivating habits of self-motivation, which ultimately, helps them to do best monitoring of their every deed.

**1.6 MUJ has been doing this practice since 2014 and has developed a systematic procedure for the award of WHITE DOTs like:**

The student will be observed continuously once Black DOT/(s) are awarded.

- ❖ If the student exhibits good behaviour and conduct, White DOTs shall be awarded.
- ❖ If the student shows good conduct for at least 6 months, 01 White DOT will be awarded.
- ❖ Similarly, if student shows exemplary conduct and behaviour for at least 01 year, 02 more White DOTs will be awarded.
- ❖ Similarly, 05 White DOTs will be awarded, if the student shows good conduct for more than 18 months.
- ❖ 08 White DOTs will be awarded, if the student shows good conduct for more than 24 months.

- ❖ On achieving a CGPA of more than 8.5 or outstanding achievement in sports/ Tech Fest etc.; the student will be awarded 1-2 White DoTs; and
  
- ❖ HODs / respective wardens (in case of hosteller) will recommend awarding of White DoTs to Proctor. So far almost 160 students have availed this best practice.



## **2. Student Grievance Redressal**

To provide opportunities for redress of certain grievances of students already enrolled in MUJ.

### **2.1 Student Grievance Redressal Mechanism**

- ❖ Any registered student wants to initiate a grievance may directly submit his/her grievance through online Grievance Portal available on the MUJ website or in person to the office of the University Grievance Redressal Committee (GRC).
- ❖ The Grievance Redressal Committee (GRC) office shall acknowledge the receipt of each grievance complainant immediately.
- ❖ Upon receipt of grievance the Grievance Redressal Committee(GRC) office, shall categories, analyse the merits of the grievance( as per GRC regulation 2018), and forward the grievance to the respective school/department/office/individual (dealing with the substantive function linked with the grievance) requesting them to enquire into the grievance and redress within such period as may be specified, not exceeding 7 days from the receipt of grievance complaint;
- ❖ Grievance Redressal Committee (GRC) office shall coordinate, monitor, and ensure redressal within the stipulated time. Depending up on the seriousness of

grievance the Grievance Redressal Committee (GRC) will follow them up regularly till their final disposal by way of reminders.

- ❖ Grievance Redressal Committee (GRC) office will make a thorough review of the redressal process. In case the cell feels satisfied with the resolution provided by the respective school/department/office/individual, then it will intimate the same to the grievant via e-mail. Once the grievant indicates acceptance of the resolution at this level, then the matter is deemed closed.
  
- ❖ If the Grievance Redressal Committee office is not satisfied with the resolution provided by the respective department/office/individual or upon the grievant's written request, the cell shall fix a date for hearing, and intimate the same to the respective school/department/office/individual as well as the grievant via e-mail. If, at the conclusion of the hearing, the committee feels that additional information, testimony is necessary to decide, it may request that the parties submit such additional information. In this event, the hearing will remain open until receipt of the requested documents(s).
  
- ❖ If a resolution is not achieved through hearing, then committee will take necessary steps to conduct an investigation (fair and impartial investigation) of the facts giving rise to the grievance as it determines necessary to reach a conclusion on the merits of the grievance application.

- ❖ Grievance Redressal Committee will have the right to interview witnesses, if, it determines necessary and/or helpful to the investigation including those recommended by a party to the grievance.
- ❖ After the hearing or investigation the Grievance Redressal Committee shall use its best efforts to work out a resolution of the issues involved with the parties named in the grievance application – pass an order indicating the reasons for such order, as may be deemed fit.
- ❖ Upon completion of proceedings, the Grievance Redressal Committee shall communicate the final decision to both parties via email, which shall be binding on both the parties.
- ❖ The complaint shall be considered as disposed of and closed when the grievant has indicated acceptance of the resolution or the grievant has not responded within four weeks from the date of receipt of information on resolution The proceeding concerning each grievance will be recorded/filed in hard in a systematic manner. The information relating to the proceedings shall be treated as confidential and can be viewed only by the members of Grievance Redressal Committee, for the purpose of investigation.

### **3. Ragging**

#### **3.1 Student Ragging case Mechanism**

If authority has reasonable grounds to suspect that student is involved in ragging as per UGC Regulations on '*Curbing the menace of Ragging in Higher Educational Institutions, 2009*' or '*any regulation amendments made thereafter*', the authority may order-

- ❖ The University Anti-Ragging Committee(ARC) convener as per compliant details, arrange for preliminary investigation( as per clause 9 of the regulation) and recording of statement of students( accused) involved and witness(if any) and in case complaint is under the penal laws( as per mentioned penal provisions), ARC need to file a FIR within the 24 hrs of receipt of such information/complaint;
- ❖ The ARC meeting will be convened based on the findings, the ARC must process the complaint and need to complete the proceedings within a maximum period of one day.
- ❖ The ARC will submit its report and recommend punitive action to be taken against the concerned students( if require) in writing and send all relevant documentation in proper format via e-mail to UGC helpline( if complaint was received via helpline) and hard copy to Registrar office for record purpose;

- ❖ The same will be provided to the students in writing along with a copy to be handed over to the parents, his/her mentor and in the case file for disciplinary issues.
- ❖ The student has right to appeal to Vice Chancellor for reconsideration of punishment by submitting a written application. The decision of Vice Chancellor is final.



## **4. Substance Abuse**

### **4.1 Bringing or using drugs / banned substance in college / hostel**

“If authority has reasonable grounds to suspect that any student is in possession of a controlled drug in contravention of the NDPC Act, 1985 or of any regulations made thereunder, the authority may:

- ❖ Arrange preliminary investigation and detain student for the purpose of searching him/her.
- ❖ Search any vehicle or vessel in which the authority suspects that the drug may be found, and for that purpose require the person in control of the vehicle or vessel to stop it.
- ❖ Seize and detain, for the purposes of proceedings (under this Act), if anything found in the course of the search which appears to the authority to be evidence of an offence under this Act.”.
- ❖ As per the recommendation/(s) of the investigating authority, Proctorial Board meeting will be convened as per DOT system for suitable disciplinary action.
- ❖ If a student found guilty of such act would have to face severe disciplinary action, which might lead to his/her expulsion; and

- ❖ The same will be provided to the students in writing along with a copy to be handed over to the parents, his/her mentor and in the case file for disciplinary issues.
  
- ❖ The student has right to appeal to Vice Chancellor for reconsideration of punishment by submitting a written application. The decision of Vice Chancellor is final.

## **5. Student Council Elections**

### **5.1 Modes of elections**

- ❖ Student Council Elections will be conducted Faculty-wise.
- ❖ First, Class Representative (CR) will be elected from each faculty constituencies through secret ballot.
  
- ❖ The elected CRs then, will be the Electoral team for the election of office bearers, for that Faculty Student Council (FSC). The students from that faculty, who want to contest for the above posts (office bearer) have to fill-up a separate nomination form at the time of filling-up nomination forms for the election of CR.
  
- ❖ In case the number of students in a class is much less than the prescribed intake capacity. Students belonging to the same School/Faculty will be clubbed together by the Adviser (member of Directorate of Student Welfare) appropriately to form a constituency for CR election.
- ❖ Both the elections, i.e. for CRs and for Office bearers, will be held on the same day.
  
- ❖ In case of Tie: There will be a re-election immediately between the tied winners. In case of a further re-tie, the winner will be picked up randomly.

## **5.2 Disassociation of student elections and student representation from political parties**

- ❖ During the period of the elections no person/student, who is not on the rolls of the university, shall be permitted to take part in the election process in any capacity. Any person, candidate, or member of the student organization, violating this rule shall be subject to disciplinary proceedings, in addition to the candidature being revoked.

## **5.3 Frequency and duration of election process**

- ❖ The entire process of elections, commencing from the date of filing of nomination papers to the date of declaration of results, including the campaign period, shall not exceed 10 days. It is further recommended that the elections be held on yearly basis.

## **5.4 General eligibility criteria for candidates**

- ❖ Undergraduate student between age of 17 to 22 may contest elections.
- ❖ For Post Graduate student the maximum age range to legitimately contest an election shall be 24 -25 years.
- ❖ She /He should have a CGPA of 7.5 and above.

- ❖ The candidate should in no event have any academic arrears in the year of contesting the election. The candidate should have attained the minimum percentage of attendance as prescribed by the university or 75% attendance, whichever is higher.
- ❖ The candidate shall have one opportunity to contest for the post of office bearer.
- ❖ The candidate shall not have a previous criminal record, he/she should not have been tried and /or convicted of any criminal offence or misdemeanour. The candidate shall also not have been subjected to any disciplinary action by the University authorities; and
- ❖ The candidate must be regular, full time student of the University, the course duration being at least one year.
- ❖ In addition to the above-mentioned eligibility criteria, University has liberty to draft student council post specific eligibility norms as applicable.

#### **5.5 Election related expenditure and financial accountability**

- ❖ The candidate is not allowed for any inflow of funds, the candidate are specially barred from utilizing any funds/ funds from any other sources that voluntary contribution from the student body, violating this rule shall be subject to

disciplinary proceedings, in addition to the candidature, as the case may be being revoked.

## **5.6 Code of conduct for candidates and elections administrators**

- ❖ No candidate shall indulge in, nor shall abet, any activity, which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religious or linguistic, or between any group(s) of students.
- ❖ Criticism of other candidate, when made, shall only be confined to their policies and programmes, past record, and work. Student candidate shall refrain. Candidates shall refrain from criticism of all aspects of private life.
- ❖ There shall be no appeal to caste or communal feeling for securing votes.
- ❖ All candidates shall be prohibited from indulging or abetting, all activities which are considered to be “corrupt practices” and offences, such as bribing of voters, intimidation of voters, impersonation of voters, canvassing or the use of propaganda within 100 meters of polling stations, holding public
- ❖ meetings during the period of 24 hours ending with the hour fixed for the close of the poll and the transport and conveyance of voters to and from polling station.



- ❖ No candidate shall be permitted to make use of printed posters, printed pamphlets, or any other printed material, use of loudspeakers, vehicles, and animals for the purpose of canvassing.
- ❖ No candidate shall be permitted to carry out processions or public meetings, or in any way canvass or distribute propaganda outside the university campus.
- ❖ No candidate shall, or shall his/her supporters, deface or cause any destruction to any property of the university campus, for any purpose whatsoever, without the prior written permission of the university authorities. All candidates shall be held jointly and severally liable for any destruction/defacing of any university property.
- ❖ During the election period the candidates with permission of the Directorate of Student Welfare may hold public meetings, provided that such meetings do not, in any manner, disturb the classes and other academic and co-curricular activities of the university.
- ❖ On the day of polling student organization and candidates shall:
  - (i) co-operate with the officers on election duty to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction.

- (ii) not serve or distribute any eatable, or other solid and liquid consumables, except water on polling day.
- (iii) Not hand out any propaganda on the polling day.
- ❖ Except voters, no one without a valid pass/letters of authority from the election administration or from the university authorities shall enter the polling booths.
- ❖ The university authorities shall appoint impartial observers. If the candidates have any specific complaint or problem regarding the conduct of the elections, they may bring the same to the notice of the observer.
- ❖ All candidates shall be jointly responsible for ensuring the cleaning up of the polling area within 1 hours of the conclusion of polling.
- ❖ Any contravention of any of the above recommendations may make the candidate liable to be stripped of his/her candidature, or his/her elected post. The university authorities may also take appropriate disciplinary action against such a violator.
- ❖ In addition to the above mentioned code of conduct, certain provisions of the Indian Penal Code, 1860 (Section 153-A and Chapter IX-A. “Offences Relating to Election”), may also be made applicable to student elections, if decided by the university authority.

## **5.7 Grievances redressal mechanism:**

- ❖ There shall be a Grievances Redressal Cell with the Director, Student Welfare as its chairman. In addition, one senior faculty member, one senior administrative officer and two final year students, one boy and one girl (till the election results are declared, students can be nominated on the basis of merit and/or participation in the co-curricular activities in the previous year). The grievance cell shall be mandated with the redressal of election-related grievance, including, but not limited to, breaches of the code of conduct of elections and complaints relating to election-related expenditure. This cell would be the regular unit of the institution.
- ❖ All questions and discussions by the parties in dispute shall be directed to the Grievance cell. There shall be no direct or cross-examination of any party or witness by complaining or responding parties during hearing
- ❖ In carrying out the duties of the office, the Grievance Cell shall conduct proceedings and hearing necessary to fulfil those duties.
- ❖ Members of the Grievance cell are prohibited from filing complaints. Any other student may file a complaint with the Grievance cell, within a period of 3 weeks from the date of declaration of results. All complaints must be filed under the name of the student filing the complaint. The Grievance cell shall act on all complaints within 24 hours after they are

received, by either dismissing them or calling a hearing with prior information (in writing).

- ❖ The institutional head shall have appellate jurisdiction (if appeal received within twenty-four (24) hours after the adverse decision is announced) over issues of law and fact in all cases of controversies arising out of the conduct of the elections in which the grievance cell has issued a final decision. Upon review, the institutional head may revoke or modify the sanctions imposed by the grievance cell.
- ❖ The Grievance cell may dismiss a complaint if
  - a) the complaint was not filed within the time frame prescribed above.
  - b) the complaint fails to state a cause of action for which relief may be granted.
  - c) the complainant has not and/or likely will not suffer injury or damage.
- ❖ At the time notice of a hearing is issued, the Grievance cell, by majority vote may issue a temporary restraining order, if it determines that such action is necessary to prevent undue or adverse effects on any individual or entity.
- ❖ All Grievance cell meetings must be open to the Students.

## **5.8 Maintaining law and order on the campus during the election process**

- ❖ Any instance of acute lawlessness or the commission of a criminal offence shall be reported to the police by the university authorities as soon as possible, but not later than 6 hours after the alleged commission of the offence.

## **5.9 Miscellaneous recommendations**

- ❖ Only elected CR from the Faculty is eligible for the nomination of the post Student Council office bearer.
- ❖ In the event, when student has submitted two nominations, one for CR and one for office bearer and in case he/she fails to win the CR elections, then his candidature for the office bearer would be rejected inevitably.
- ❖ In the event of the office of President is vacant (due to any reason), General Secretary would officiate his office and his role and responsibilities along with his own role and responsibilities.
- ❖ In event of any post of the office bearer falling vacant or received no nomination (either from male or female (if applicable)) due to any reason, the post will remain vacant till the present council term.
- ❖ Any office bearer who fails in the proper discharge of his/her duties can be removed from the office by the vote of no-

confidence passed by two-thirds of the members of the Student council. The way the votes will be taken shall be decided by the Patron.

- ❖ The office bearers shall hold office till the end of its permitted duration (i.e. of 1 year), unless
  - a) they cease to be members of the Council.
  - b) they voluntarily resign in writing addressed to the Advisor; and
  - c) they are removed from their offices as provided in rule above.

#### **5.10 Amendment to the constitution**

- ❖ Amendment in the constitution may be made by the University, and the decision of the President/Vice-Chancellor in this regard shall be final

March 08, 2022

# Policy on “Prevention of Sexual Harassment at work place”

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## 1. Introduction

The Manipal Education Group is an established leader in the field of education, research and healthcare. In a span of over six decades, it has transformed the lives of number of students from over 59 countries. The group includes five universities - Manipal Academy of Higher Education (MAHE, Manipal, Karnataka), Sikkim Manipal University (Sikkim), American University of Antigua (Caribbean Islands), Manipal International University (Malaysia) and Manipal University Jaipur (Jaipur).

Manipal University Jaipur (MUJ) was established in the year 2011 on an invitation from the Government of Rajasthan, as a self-financed state university. MUJ has redefined academic excellence in the region, with the Manipal way of learning; one that inspires students of all disciplines to learn and innovate through hands on practical experience.

Jaipur, being one of the fastest growing cities in India, has increasing demand for quality higher education in the region. Following an allotment of 122 Acres of land at Dehmi Kalan village near Jaipur, the permanent campus of the University has come up at a fast pace and is by far one of the best campuses in the region.

The multi-disciplinary university offers career-oriented courses at all levels, i.e. UG, PG and doctoral and across diverse streams, including Engineering, Architecture, Planning, Fashion Design, Fine Arts, Hospitality, Humanities, Journalism and Mass Communication, Basic Sciences, Law, Commerce, Computer Applications, Management, etc. Some PG programmes are also available in the research mode.

MUJ boasts of best-in-class infrastructure, including state-of-the-art research facilities and a modern, digital library. In line with Manipal University's legacy of providing quality education to its students, the campus uses the latest in technology to impart education.

### 1.1 Preamble

Manipal University Jaipur (hereinafter referred as MUJ) is committed to create a healthy working environment and study atmosphere that enables employees to work & students to study without any fear of prejudice, gender bias and sexual harassment. The university also believes that all employees and students have the right to be treated with dignity. Sexual harassment at the work/study place or other than the work/study place is a grave offence and is, therefore, punishable.

It is the policy of the university to promote cooperative work, learning environment and human development in which mutual respect exists for all university students, faculty members & employee.

The Parliament of India passed the “Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act 2013” which make it obligatory for every employer and other responsible persons to follow the guideline laid down by the Hon’ble Court and to evolve a specific policy to combat sexual harassment in the workplace. MUJ is committed to uphold the constitutional mandate ensuring the human rights of all those who fall within its jurisdiction.

## 1.2 Objectives

- To provide an environment free of gender-based discrimination.
- To evolve a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence at the University.
- To create awareness about sexual harassment in its various forms so that each one in the University community deters from being involved in acts of gender-based discrimination and harassment.
- To ensure the implementation of the policy through proper reporting of the complaints and their follow-up procedures.

## 1.3 Scope

This policy extends to all category inclusive employees of MUJ and also to students studying at MUJ.

The policy for MUJ is applicable at any location, not confining only to office/ University premises and can also include a place away from the university town where the accused/victim was on deputation.

Employer, employee and the students of either sex who indulges in such behavior will be in the ambit of this policy. Individual of either sex who experiences harassment is the 'victim' and the individual of either sex who commits the offence is the 'accused'.

## 2. Definition of Terms

**2.1 Sexual harassment** would mean and include any of the following:

- i) Unwelcome sexual advances, requests or demand for sexual favours, either explicitly or implicitly, in return for employment, promotion, examination or evaluation of a person towards any activity.
- ii) Unwelcome sexual advances involving verbal, non-verbal, or physical conduct such as sexually colored remarks, jokes, letters, phone calls, text message, emails, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds, display of pictures, signs, verbal or non-verbal communication which offends the individual sensibilities and affect her/ his performance.

- iii) Eve teasing, taunts, physical confinement against one's will and likely to intrude upon one's privacy.
- iv) Uploading obscene pictures of the victim in the social networking sites
- v) Such act or conduct of the person is likely to create a hostile or intimidating environment to the employee/ student belonging to the other sex.
- vi) Conduct of such an act at work place/ study area or outside in relation to an employee or student of MUJ, and
- vii) Any unwelcome gestures by an employee or student towards a fellow employee or student, having sexual overtones.

**2.2 “Employee”** means all employees of MUJ as set out in this policy and includes all categories of employees of the organization either working part-time or full time and including but not limited to permanent employees, temporary employees, trainees and students.

**2.3 “Employer” means and includes**

- i. The Board of Management, Chairperson or President, MUJ, and
- ii. The Registrar, MUJ, for the purposes of appointment of members of the Internal Committee.

**2.4 “District Officer”** means an officer notified under Section 5 of the Act.

**2.5 “Internal Committee”** (hereinafter referred as “IC”) means a committee constituted by the employer for the purpose of dealing with all matters in relation to sexual harassment.

**2.6 “Local Committee”** (hereinafter referred as) “LC” means a committee notified by the state government for the purpose of dealing with matters in relation to sexual harassment in each and every district.

**2.7 “Member”** means the members of IC appointed by the employer.

**2.8 “Complainant”** means, in relation to a workplace (as hereinafter defined), a woman, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment (as hereinafter defined).

**2.9 “Workplace”** means and includes all offices, departments, laboratories, places of instructions and research or other premises where the MUJ’s activities are conducted and also includes

- i. any premises / sites including field offices or any other campus where University-related activities are being performed including seminars and conferences etc, either conducted by the Institute inside or outside its premises, which shall also include travel to such other place including the transportation, whether provided by the employer or not for undertaking such journey.

ii. any social, business or other functions, including college fests or other competitions where employees, students etc are representing the Institute, and where the conduct or comments may have an adverse impact on the workplace or workplace relations.

iii. all accommodation (student as well as faculty and staff), within the University campus and provided for by the University, including guest houses and outside accommodation when used for official purposes.

### **3. Exclusion:**

It is to be noted that this policy does not apply to any act that occurs outside the workplace and is of the complainant's own accord and for personal reasons.

### **4. Harassment by or Against an Employee of a Third Party:**

Harassment by or against an employee of a third party means "Sexual Harassment" perpetrated by or against visitors, patrons, vendors, independent contractors, auditors, consultants, and others with whom the employees have come in contact, directly or indirectly, because of MUJ having a relationship/business relationship with them.

Where the sexual harassment at the workplace occurs as a result of an act or omission by any third party, MUJ shall take all steps necessary and reasonable to assist the affected Employee in terms of support and preventive action.

If the complaint is filed by an employee of the third party against an employee, MUJ will provide an opportunity for the "Third Party Internal Committee" representation in the inquiry proceedings.

### **5. Zero Tolerance Policy**

Any employee who feels that she or he is being sexually harassed may submit a complaint to the immediate senior of the accused; in case of students, the complaint is to be submitted to the respective institution head in writing or to any member of the committee with his/her signature, immediately or within 10 days of occurrence of the incident. The complaint must include within it all necessary details with no omission of facts, which may later hinder in the investigation process. The complaints can be sent to any of the committee member via email at [posh@jaipur.manipal.edu](mailto:posh@jaipur.manipal.edu). Anonymous complaints will not be entertained.

## 6. The Committee and the process of dealing with the complaints

A committee has been constituted to consider and redress complaints of sexual harassment. The composition of IC is as follows:

- |   |   |
|---|---|
| 1. Prof. Kalpna Sharma  | Presiding Officer                         |
| 2. Prof. Richa Arora  | Member                                    |
| 3. Dr. Neha Chaudhary   | Member                                    |
| 4. Mr. Radhakrishna Samga   | Member                                    |
| 5. Ms. Poonam Rathi   | Member                                    |
| 6. Three students (Comprising of at least of one girl student and if matter involves student) | shall be nominated by Dean of the Faculty |
| 7. Mr. Deepak Kulhar, (NGO “BHOR”)  | External Member                           |

The committee may at its own discretion also invite a faculty member from the department from where the complaint is received as Special invitee / member.

The quorum for each proceeding shall consist of the Presiding officer, Member Secretary and any two members of the committee.

## 7. Pre-enquiry Process

- i) The committee will maintain a register to endorse the complaint received by it and keep the contents confidential, except to use the same for discreet investigation.
- ii) The Presiding officer of the committee will hold a meeting with the victim as soon as possible but not later than three working days in any case, after receiving the complaint.
- iii) At the first meeting, the committee members shall hear the victim and record her/his statement. The victim can also submit any corroborative material with a documentary proof, oral or written material, etc, to substantiate his / her complaint. If the victim does not wish to depose personally due to embarrassment of narration of the event, a lady officer for lady employees involved and a male officer for male employees, involved shall meet and record the statement.
- iv) Thereafter, the accused may be called for a deposition before the committee and an opportunity will be given to him / her to give an explanation, where after, an "enquiry" shall be conducted and concluded.
- v) In the event, the complaint does not fall under the purview of sexual harassment or the complaint does not mean an offence of sexual

harassment, the same would be dropped after recording the reasons thereof.

- vi) All proceedings of the committee shall be recorded in writing and will have to be signed off by the presiding officer, victim and the accused.
- viii) Minutes of meeting shall be recorded, and the recommendation(s) of the case shall be submitted to the Employer.

## 8. Enquiry Process

- i) The committee shall immediately proceed with the enquiry and communicate the same to the victim and the accused.
- ii) The committee shall prepare and hand over the statement of allegations to the accused and give him/her an opportunity to submit a written explanation if he/she so desires within 3 days of receipt of the same.
- iii) The victim shall be provided with a copy of the written explanation provided by the accused.
- iv) If the victim or the accused desires to summon witness(s), they shall communicate in writing to the committee, the name(s) of witness/witnesses whom they propose to call.
- v) If the victim or the accused wishes to provide any documents by way of evidence before the committee he/she may do so by supplying original copies of such documents. Both shall affix his/ her signature on the respective documents to certify these to be original copies.
- vi) The committee shall summon all witness/witnesses/any other person related to the case mentioned by both the parties and record their statements.
- vii) The committee shall provide every reasonable opportunity to the victim and the accused for putting forward and defending their respective case.
- viii) If the offense is a serious one and if a victim expresses a desire to lodge a police complaint, it will be facilitated after counseling and seeking the university legal advisors' opinion.
- ix) In case the complaint is found to be false, the victim shall, if deemed fit, be liable for appropriate disciplinary action by the University.
- x) In the event the complaint of sexual harassment is made against any member of the Internal Committee (IC), that member shall cease to be a member of the committee, till the said complaint is disposed-off by the committee. If the member is found guilty he/she will be removed from the Internal Committee with immediate effect and the relevant procedures/actions administered/instituted.
- xi) In case the offence has been proved, MUJ may initiate appropriate disciplinary action against the accused, as recommended by the IC on approval of the Employer.
- xii) The committee may suggest any appropriate rehabilitation measures for the victim like medical assistance, counseling etc and also change of location.

## 9. Provision for Appeal

If the accused or the victim in any case feels the enquiry proceedings are unsatisfactory/ biased, he/she may appeal to the Employer. The decision of the Employer is final and binding on both parties concerned.

## 10. Penalty and Punishment

The committee may recommend to the Employer for appropriate action to be initiated. As disciplinary action, any of the following penalties may be imposed for good and enough reasons on an employee / student if found guilty upon enquiry by the committee.

### For employees:

- i) Written warning or caution
- ii) Demotion
- iii) Censure
- iv) Withholding/stoppage of increment with or without cumulative effect.
- v) Fines, not exceeding an amount equivalent to 7 days salary.
- vi) Transfer or change of place of employment.
- vii) Discharge/ removal/ dismissal.

### For students:

- i) Warning/ caution /censure
- ii) Stringent action against the delinquent student
- iii) Rustication of delinquent student from college.

## 11. Conciliation:

- i) The complainant can request for conciliation before commencement of an inquiry by the IC.
- ii) No monetary settlement shall be made as a basis of conciliation.
- iii) The IC shall then record the settlement so arrived and may create a conciliation settlement report and forward the same to the Employer to take action as specified in the recommendation.
- iv) The IC shall provide the copies of the settlement to the complainant and the respondent.
- v) Where a settlement is arrived under conciliation, no further inquiry shall be conducted by the IC.



**Note:** *In addition to the conciliation as requested by the complainant, IC shall have the power to recommend preventive measures to the employer.*

- vi) In case of breach of the terms of conciliation settlement then an inquiry shall also be held to investigate such breach.
- vii) IC shall give equal opportunity of being heard to both the parties.
- viii) The inquiry shall be completed within ninety days from the date of complaint.
- ix) IC shall forward the copy of findings to both the parties to make representation against findings of the IC.

## 12. Miscellaneous

- i) The management shall provide all necessary assistance for the purpose of ensuring full, effective and speedy implementation of this policy.
- ii) Where sexual harassment occurs as a result of an act or omission by any third party or outsider, MUJ shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.
- iii) The committee shall analyze and put up report on all complaints of this nature at the end of the year for submission to the Employer.
- iv) In case the committee finds the degree of offence coverable under the Indian penal code, then this fact shall be mentioned in its report and appropriate action shall be initiated by the Employer, for making a police complaint.
- v) The University recognizes that confidentiality is important, therefore all complaints of sexual harassment shall be processed in a manner to protect the privacy of all parties in accordance with the University policy.
- vi) Retaliation against a complainant or witness is illegal.
- vii) Making malicious complaints of sexual harassment will also attract similar and appropriate disciplinary action.
- viii) Manipal University Jaipur reserves the right to modify/change the policy from time to time.



MUJ/REGR/1403/594/2022

September 17, 2022

**OFFICE ORDER**

**SUBJECT: ANTI-RAGGING SQUADS**

1. The University's Anti-ragging squad, as per office order attached, will be active with effect from 19 Sep 2022, by this date squad should be fully operational in terms of mobility, communication and alertness to maintain vigil to ensure that no ragging activity takes place in the University campus/in its vicinity.
2. Senior most members of the squad will be the Team Leader. The Team Leader will decide and suggest of any change. If required in the distribution of Area of Responsibility (AoR) to improve effectiveness of the squad.
3. The Anti-Ragging Squad, in contrast, is a body with vigil, oversight and patrolling functions and should appropriately is a smaller body with such representation as considered necessary to keep it mobile, alert and active at all times. The Squad may be called upon to make surprise raids on hostels and other hot sports and is empowered to inspect places of potential ragging. The squad will work under the overall guidance of the Anti- Ragging Committee.
4. Complying with the directives of the Hon'ble Supreme Court of India (vide SLP No 24295 of 2006 and vide its order dated 16 May 2007) and in Civil Appeal No 887 of 2009 dated 08 May 2009 AICTE Notification dated 01 July 2009 (issued vide F. No.37-3/Legal/AICTE/2009), and UGC Letter No F.1-15/2009(ARC) pt III dated 29 April 2014, Anti ragging Committee is formed for overseeing the implementation of the provisions of Anti-ragging verdict.
5. All roads and sports fields / complex in the Campus will be covered by the security guards. All guards to be trained to be proactive if any ragging activity is observed in their area of duty. They should closely monitor the students' activities in their area of duty, and if they notice any objectionable activity like gathering of students etc. they should immediately report it to the Proctor & Dean Student Welfare or Chief Warden.





6. Team Leader of each Anti-ragging Squad is requested to submit a report as per the prescribed format at Appendix to this Office Order by 10.00 AM on the next day to Proctor & Dean Student Welfare.
7. **HoDs Only.** HoDs are requested to disseminate the contents of the following to all the faculty members and staff of their respective department: -
- (a) UGC Regulations on Curbing the Menace of Ragging in Higher Education Institutions 2019 issued vide D.O. No. 1-15/2009(ARC) pt.III dated 27<sup>th</sup> June 2019.
- (b) Regulations / Notices on Curbing the Menace of Ragging earlier issued by the Registrar.
8. Actions to be taken by Anti-ragging Squad members.
- (a) Must be aware of all the notices/circulars/orders published by the University on Anti-ragging measures and act accordingly.
- (b) Must report immediately telephonically to one or more of the following if ragging activity is observed:-
- |        |   |   |            |
|--------|---|---|------------|
| (i)    | Prof. (Dr.) Jawahar M Jangir<br>Provost   | - | 7506704620 |
| (ii)   | Prof (Dr.) Anil Dutt Vyas<br>Director Students' Welfare & Proctor                   | - | 8003599912 |
| (iii)  | Col (Retd) Ajay Singh Shekhawat<br>Chief Warden                                     | - | 8003599904 |
| (iv)   | Dr. Shyam Sunder Sharma<br>Assistant Director, Students' Welfare                    | - | 9887765320 |
| (v)    | Dr. Arun Kumar Poonia<br>Assistant Director, Students' Welfare – Student Club       | - | 9929113568 |
| (vi)   | Dr. Abhishek Shrivastava<br>Deputy Director, Students' Welfare – Student Discipline | - | 7891752313 |
| (vii)  | Dr. Anand Pandey<br>Deputy Director, Academics and<br>Coordinator B Tech First Year | - | 9116613638 |
| (viii) | Dr. Rina Poonia,<br>Deputy Director, Physical Education                             | - | 8560067932 |





- |        |  |   |            |
|--------|--|---|------------|
| (ix)   | Dr. Babita Malik<br>Deputy Director, Students' Welfare, Student Counseling | - | 8209429250 |
| (x)    | Dr. Susruth Samanta,<br>Assistant Director- Academics                      | - | 9653700140 |
| (xi)   | Dr. Neha Choudhary,<br>Deputy Director, Academics                          | - | 9785500056 |
| (xii)  | Col R. S. Bhaskar<br>Chief Security Officer                                | - | 9971228778 |
| (xiii) | Mr. Hemant Kumar<br>Assistant Director, Students' Welfare, Society Connect | - | 9828565268 |
| (xiv)  | Dr. Dinesh Yadav,<br>Assistant Director, E-Cell                            | - | 9829574400 |
| (xv)   | Prof. T. Bhattacharya<br>Ombudsman   | - | 9460143235 |





9 The distribution of duties are as under-

Squad	EMP ID	NAME	EXT/MOB NO	DEPARTMENT
G-1	MUJ0386	Dr. Tarun Kumar Dubey	409	ECE
	MUJ0878	Dr. Md Parwez Akhtar	8235630860	Civil Engineering
	MUJ1248	Ms. Smriti Saraswat	9811933032	Interior Design
	MUJ1084	Dr. Samridhi Pareek	9509226771	Psychology
	MUJ1090	Mr. Vivek Sharma	8952013001	Computers and Communication Engineering
G-2	MUJ0427	Dr. Pushpendra Kumar	454	Physics
	MUJ0923	Dr. Bhavana Arya	7014931833	Psychology
	MUJ1254	Dr. Rajnish Kumar Gupta	9413969269	Psychology
	MUJ0928	Dr. Kusum Lata Jain	9828133885	Computers and Communication Engineering
	MUJ1389	Dr. Ganpat Singh Chauhan	9829576701	Information Technology
G-3	MUJ0534	Dr. Monika Sogani	543	Bio Sciences
	MUJ0925	Dr. Arvind Dhaka	9882530593	Computers and Communication Engineering
	MUJ1353	Dr. Ajit Noonia	9416500027	Computer Science and Engineering
	MUJ1371	Ms. Jeevesh Sharma	9352734606	Commerce
	MUJ1384	Dr. Gaindi Lal Saini	8890191811	Computers and Communication Engineering
G-4	MUJ0546	Dr. Shilpi Birla	416	ECE
	MUJ1368	Dr. Bhasker Arora	7568111710	Commerce
	MUJ1355	Dr. Poonam Singh	8571819424	Computer Applications
	MUJ1430	Mr. Sunil Kumar Patel	911574497	Computer Science and Engineering
	MUJ1091	Dr. Timothy Malche	9826569765	Computer Applications





Squad	EMP ID	NAME	EXT/MOB NO	DEPARTMENT
G-5	MUJ0568	Dr. Anand Gupta Chakinala	332	Chemical Engineering
	MUJ0930	Dr. Punit Gupta	9882205191	Computers and Communication Engineering
	MUJ1364	Dr. Mamta Soni	9887400222	Commerce
	MUJ1377	Ms. Sonal Nirwal	9934655509	Mathematics and Statistics
	MUJ1163	Dr. Lal Pratap Verma	7725863511	Computers and Communication Engineering
G-6	MUJ0383	Dr. Amit Saraswat	415	Electrical Engineering
	MUJ0940	Dr. Sonu Agarwal	9928159638	Law
	MUJ1370	Dr. Rohit Mittal	9887953342	Computers and Communication Engineering
	MUJ1382	Dr. Sheetal Punia	8586809470	Physics
	MUJ1228	Mr. Sanjeev Pareek	9783403061	Architecture
G-7	MUJ0577	Dr. Sandeep Kumar Srivastava	512	Bio Sciences
	MUJ0942	Dr. Amita Nandal	9736494921	Computers and Communication Engineering
	MUJ1390	Ms. Anshika Malsaria		Computers and Communication Engineering
	MUJ1383	Mr. Arpit Kumar Sharma	9462410708	Computers and Communication Engineering
	MUJ1234	Dr. Neelam Chaplot	8302588886	Computer Science and Engineering
G-8	MUJ0649	Dr. Reema Jain	648	Mathematics and Statistics
	MUJ0958	Dr. Pradeep Kumar Tiwari	9584533161	Computer Applications
	MUJ1394	Mr. Girish Sharma	9785445554	Computer Science and Engineering
	MUJ1386	Dr. Usha Choudhary	8890670250	Computers and Communication Engineering
	MUJ1252	Dr. Manmohan Sharma	8769732010	Computer Science and Engineering





Squad	EMP ID	NAME	EXT/MOB NO	DEPARTMENT
G-9	MUJ0709	Dr. Himanshu Chaudhary	688	ECE
	MUJ0961	Dr. Ghanshyam Raghuwanshi	9981596489	Computers and Communication Engineering
	MUJ1396	Ms. Shikha Chaudhary	9116133011	Information Technology
	MUJ1388	Mr. Rishav Dubey	9229687177	Computer Science and Engineering
	MUJ1362	Dr. Rekha Chaturvedi	7728057504	Information Technology
G-10	MUJ0711	Dr. Arjun Singh	694	CCE
	MUJ0964	Dr. Deepak Sinwar	9416164461	Computers and Communication Engineering
	MUJ1405	Dr. Praveen Kumar Shukla	7999517129	Computers and Communication Engineering
	MUJ1391	Dr. Neha Grover	8556092301	Physics
	MUJ1365	Dr. Swati Jain	9983322732	Commerce
G-11	MUJ0713	Dr. Sunita Singhal	713	CSE
	MUJ0992	Dr. Nitesh Kumar Poddar	8650420308	Bio Sciences
	MUJ1417	Dr. Yadvendra Pratap Singh	9654306320	Computer Science and Engineering
	MUJ1392	Ms. Rochak Swami	7761820848	Computer Science and Engineering
	MUJ1361	Dr. Abhay Sharma	9887742809	Computers and Communication Engineering
G-12	MUJ0874	Dr. Narendra Singh Yadav	756	IT
	MUJ0968	Dr. Geeta Rani	9899511683	Computers and Communication Engineering
	MUJ1421	Mr. Shishir Singh Chauhan	7905307175	Computer Science and Engineering
	MUJ1393	Ms. Nidhi Kundu	9416961190	CCE
	MUJ1367	Dr. Amit Kumar Gupta	9414843401	Computer Science and Engineering
G-13	MUJ0900	Dr. Mousumi Debnath	787	Bio Sciences





Squad	EMP ID	NAME	EXT/MOB NO	DEPARTMENT
	MUJ1014	Dr. Abhishek Sharma	8249588150	Mechanical Engineering
	MUJ1428	Dr. Veena Khandelwal	9413350811	Information Technology
	MUJ1419	Mr. Ajay Kumar	8797666963	Computer Science and Engineering
	MUJ1374	Dr. Sourabh Sharma	9828694426	Computer Science and Engineering
G-14	MUJ0911	Dr. Maryam Ishrat Beg	740	Law
	MUJ1023	Dr. Prakash Chandra Sharma	9826582696	Information Technology
	MUJ1431	Mr. Lav Upadhyay	8054041270	Computer Science and Engineering
	MUJ1422	Mr. Adiya Gupta	7006279122	Computer Science and Engineering
	MUJ1092	Ms. Smaranika Mohapatra	8387057697	Information Technology
G-15	MUJ0916	Dr. Dhaneshwar Mishra	808	Mechanical Engineering
	MUJ1037	Dr. Linesh Raja	9460439419	Computer Applications
	MUJ1432	Mr. Mayank Kumar Jain	7987152575	Computer Science and Engineering
	MUJ1425	Ms. Pallavi .	7004008701	Computer Science and Engineering
	MUJ1099	Dr. Suman Bhakar	9782761926	Computers and Communication Engineering
G-16	MUJ0922	Dr. V. Vineeth Kumar	790	Psychology
	MUJ1046	Dr. Vijander Singh	9414459235	Computer Science and Engineering
	MUJ1435	Dr. Anita Choudhary	7665027770	Computer Science and Engineering
	MUJ1427	Mr. Monu Bhagat	8240162514	Computers and Communication Engineering
	MUJ1400	Dr. Aprna Tripathi	9415736072	Information Technology
G-17	MUJ0953	Dr. Manoj Kumar Sharma	831	CSE
	MUJ1068	Dr. Nirmal Kumar Gupta	8279780692	Information Technology
	MUJ1437	Mr. Rajesh Kumar	9813327133	Computers and Communication Engineering





Squad	EMP ID	NAME	EXT/MOB NO	DEPARTMENT
	MUJ1376	Ms. Sakshi Shringi	9649832226	Computer Science and Engineering
	MUJ1444	Ms. Subh Lakshmi Agrwal	9414481213	Computer Science and Engineering
G-18	MUJ1016	Dr. R K Tailor	863	Business Administration
	MUJ1223	Dr. Subhash Chandra Devrath	9571188767	Architecture
	MUJ1440	Dr. Swati Sharma	7895335156	Commerce
	MUJ1433	Mr. Vivek Kumar	7477742001	Computer Science and Engineering
	MUJ1244	Ms. Ketaki Sunil Darp	7620928426	Interior Design
G-19	MUJ1027	Dr. Shilpa Kulkarni Sharma	866	Computer Applications
	MUJ1380	Dr. Abhishek Baplawat	9928941751	Law
	MUJ1443	Mr. Deepjyoti Choudhury	9508756084	Computer Science and Engineering
	MUJ1434	Ms. Megha Prabhu Karkala	9945239397	Interior Design
	MUJ1397	Dr. Sandeep Kumar Sharma	9828528311	Computers and Communication Engineering
G-20	MUJ1047	Dr. Santosh Kumar Vishwakarma	284	CSE
	MUJ1381	Dr. Ashu Maharshi	9413343775	Law
	MUJ1447	Mrs. Babita Tiwari	8770177581	Computer Science and Engineering
	MUJ1446	Mr. Anubhav Shivhare	8081647478	Computers and Communication Engineering
	MUJ1385	Dr. Ajay Kumar	9772850088	Computer Science and Engineering

(The overall functioning of Anti-ragging Squads will be mentioned by Dr. Anand Pandey, Deputy Director Academic and Coordinator B. Tech First Year Programme).



*(Handwritten Signature)*  
17/09/2022  
Registrar

Manipal University Jaipur



<b>DUTY CHART</b>					
<b>19 Sep 2022 to 23 Sep 2022</b>					
Date	Day	Time			
		09 a.m.-11 a. m.	11 a.m.-1 p.m.	1 p.m.-3 p.m.	3 p.m.-6 p.m.
19 Sep 22	Monday	G-1	G-2	G-3	G-4
20 Sep 22	Tuesday	G-5	G-6	G-7	G-8
21 Sep 22	Wednesday	G-9	G-10	G-11	G-12
22 Sep 22	Thursday	G-13	G-14	G-15	G-16
23 Sep 22	Friday	G-17	G-18	G-19	G-20
<b>26Sep2022 to 30 Sep 2022</b>					
26Sep 22	Monday	G-1	G-2	G-3	G-4
27Sep 22	Tuesday	G-5	G-6	G-7	G-8
28Sep 22	Wednesday	G-9	G-10	G-11	G-12
29Sep 22	Thursday	G-13	G-14	G-15	G-16
30Sep 22	Friday	G-17	G-18	G-19	G-20
<b>03 Oct 2022 to 07Oct 2022</b>					
03 Oct 22	Monday	G-1	G-2	G-3	G-4
04 Oct 22	Tuesday	G-5	G-6	G-7	G-8
05 Oct 22	Wednesday	Holiday	Holiday	Holiday	Holiday
06 Oct 22	Thursday	G-13	G-14	G-15	G-16
07 Oct 22	Friday	G-17	G-18	G-19	G-20
<b>10Oct 2022 to 14Oct 2022</b>					
10 Oct 22	Monday	G-1	G-2	G-3	G-4
11 Oct 22	Tuesday	G-5	G-6	G-7	G-8
12 Oct 22	Wednesday	G-9	G-10	G-11	G-12
13 Oct 22	Thursday	G-13	G-14	G-15	G-16
14 Oct 22	Friday	G-17	G-18	G-19	G-20
<b>17Oct 2022 to 21Oct 2022</b>					
17 Oct 22	Monday	G-1	G-2	G-3	G-4
18 Oct 22	Tuesday	G-5	G-6	G-7	G-8
19 Oct 22	Wednesday	G-9	G-10	G-11	G-12
20 Oct 22	Thursday	G-13	G-14	G-15	G-16
21 Oct 22	Friday	G-17	G-18	G-19	G-20
<b>24 Oct 2022 to 28 Oct 2022</b>					
24 Oct 22	Monday	Holiday	Holiday	Holiday	Holiday
25 Oct 22	Tuesday	Holiday	Holiday	Holiday	Holiday
26 Oct 22	Wednesday	Holiday	Holiday	Holiday	Holiday
27 Oct 22	Thursday	Holiday	Holiday	Holiday	Holiday
28 Oct 22	Friday	Holiday	Holiday	Holiday	Holiday
<b>31 Oct 2022 to 04 Nov 2022</b>					
31 Oct 22	Monday	G-1	G-2	G-3	G-4
01 Nov 22	Tuesday	G-5	G-6	G-7	G-8
02 Nov 22	Wednesday	G-9	G-10	G-11	G-12
03 Nov 22	Thursday	G-13	G-14	G-15	G-16
04 Nov 22	Friday	G-17	G-18	G-19	G-20





Name of HoD	Department	Group reporting
Dr. Sandeep Chaurasia	HOD (CSE)	G-1, G-2
Dr. Mani Sachdev	HOD (Arts)	G-3, G-4
Dr. Pankaj Vyas	HOD (IT)	G-5, G-6
Dr. Bhavana Arya	HOD (Psychology)	G-7, G-8
Dr. Birajit Mohanty	HOD (BBA)	G-9, G-10
Dr. Monika Mathur	HOD (Economics)	G-11, G-12
Dr. Saurabh Sharma	HOD (Commerce)	G-13, G-14
Dr. Priyanka Chaudhary	HOD (Languages)	G-15, G-16
Dr. Abhijeet Singh	HOD (Bio Sciences)	G-17, G-18
Dr. Sony Kulshrestha	HOD (Law)	G-19, G-20











**Notification**

**Subject: Committee of SC/ST**

**1. Objectives:**

- a) To resolve all the affairs and problems related to any SC/ST officers, Employees, and Students of the University.
- b) To promote higher education among these two communities suffering from economic, social, and educational deprivations.

**2. Composition:**

The committee is constituted as per the following structure.

Sl. No.	Member Details	Designation
1	Director, Student Welfare	Chairperson
2	Legal & Compliance officer	Nodal Officer/Convener
3	Dr Nripendra Narayan Das	Member
4	Mr Rajesh Sharma	Member
5	Mr Hemant Kumar	Member
6	Ms. Yashoda Kumari	Member
7	Ms Yogshikha Mathur	Member
8	Two Students (If matter involves students)	To be nominated by respective Dean on the basis of merit

**Note:** Any other member(s) may be invited to the meeting as a "Special Invitee" pertaining to the agenda items.

**3. Functions of the Committee:**

- a) To collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the SC/ST in the University.
- b) To analyze information on admissions, education, training, and employment of SCs and STs
- c) To deal with representations received from SC/ST candidates regarding their admission, recruitment, promotion, and other similar matters in University.





- d) To function as a Grievances Redressal Cell for the grievances of SC/ST students and employees and render them necessary help in solving their academic as well as administrative problems.
- e) To monitor the working of the remedial coaching scheme, if approved in the university.
- f) To maintain a register for employment of SCs/STs in the University for the candidates belonging to SC/ST communities for various posts in the university.

**4. General Norms:**

- a) One-third of the total members of the committee shall constitute a quorum.

**5. Meetings:**

- a) Meeting shall be held at least twice a year and minutes of the meetings will be submitted to the Registrar Office.
- b) Additional meeting(s) may be conducted as per the requirement.

  
Registrar

To

- Concerned members -

for information and necessary action.

Copy to: -

- Hon'ble President, through PS
- Pro-President, through PS
- All Deans and Directors

- for information please.  
- for information please.  
- for information please.



  
Registrar





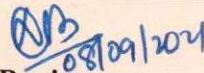
Notification

**Subject: Re-constitution of Internal Committee for differently abled persons (Equal Opportunity Cell)**

With reference to the above subject and as per the UGC letter no D.O. No. F.6-1/2018(SCT) dated 05 December 2019 followed by letters of even number dated 11.01.2019 as per Judgement dated 15.12.2017 passed by Hon'ble Supreme Court of India in the matter of WP (Civil) No. 292/2006, titled as Disabled Rights Group and Anr Vs UOI & ors, formation of an Internal Committee comprising teachers, students and parents for taking care of the day to day needs of differently-abled persons as well as for implementation of the schemes and Grievances .

The committee is constituted as per the following structure.

Sl. No.	Member Details	Designation
1	Prof AD Vyas, Director, Student Welfare	Chairperson
2	Prof Vijay Laxmi Sharma, Director, SoL	Convenor
3	Prof Richa Arora, Director, SHSS	Member
4	Prof Bhavna Tripathi, Director, SCCE	Member
5	Chief Warden	Member
6	Assistant Registrar, Academics	Member
7	Parents	Member
8	Student Council	Member

  
08/09/2021  
Registrar

To

- Concerned members -

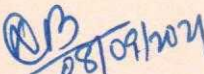
for information and necessary action.

Copy to:

- Hon'ble President, through PS
- Pro-President, through PS
- All Deans and Directors
- Student Notice Board

- for information please.
- for information please.
- for information please.
- for information please.



  
08/09/2021  
Registrar