

**PROCTOR'S OFFICE
UNIVERSITY OF DELHI, DELHI-110007**

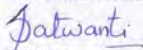
GUIDELINES

1. All matters relating to maintenance of discipline among students in the University/affiliated colleges and institutions/departments/faculties will be governed by **Ordinance XV (B) and XV (C). Kindly refer Clause 3 - Ordinance XV (B)** which defines categorically the acts of gross indiscipline on the part of student.
2. Detailed rules of discipline and proper conduct of students shall be framed at local level by the Deans of Faculties/Heads of Departments/Principals/Provosts of Halls of Residence/ Wardens of College Hostels. These rules are to supplement rather than substitute guidelines available from the University.
3. Full publicity should be given to the existing Ordinances XV (B), XV(C) of the University & **The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013) - website <http://wcd.nic.in/wcdact/womenactsex.pdf>** ; and also the local level rules and regulations enforcing good conduct of students.
4. **As identified in Clause 5, Ordinance XV(B) the local Heads of Institutions "shall have the authority to exercise all such disciplinary powers" over students in their respective institutions. Further, they may identify a Disciplinary Resource Person (DRP) in each college/hostel/ department/faculty. The name, address and telephone number of the DRP should be immediately intimated to the Proctor's Office for record and reference. The DRP may directly liaison with the Proctor's Office at the University level.**
5. **The Institutions may erect suitable hoardings/bill boards/banners in prominent places within the respective Campus to exhort the students to prevent or not to indulge in ragging and also indicating therein the names of the officials and their telephone numbers to be contacted in case of ragging.**
6. Along with the DRP, senior teachers, NCC/NSS officers, if any, and senior students may be involved to form a Disciplinary Resource Committee (DRC)/Disciplinary Committee (DC) at the college/faculty/ department level.
7. The DRC/DC shall be expected to maintain law and order inside the college/department. The Committee shall facilitate the process of induction of new entrants, election of new office bearers of union/association/society, organisation of functions and related activities - all activities of the student community in the premises of any Delhi University institution.
8. Vigilance squads may be constituted (in addition to the DRC/DC) taking help of NCC/NSS student volunteers wherever possible to keep constant vigil to avoid cases of indiscipline amongst students and any kind of untoward incident. Such squads may be specifically instructed to take timely action to prevent incidents of hooliganism, ragging, eve-teasing and any other undesirable event. The Vigilance squads should also be directed to take care of activities in and around the institutional premises including the cafeteria/canteen/dhaba/student common rooms/visitors' room/play-grounds and other places where students are likely to organise any group activity. Special attention should be given and vigilance exercised day and night over hostels and mess associated to it.
9. **Sealed complaint boxes be placed in front of the Principal's Office, especially in those undergraduate colleges which have hostels, for the benefit of the potential victims of ragging to enable them to put their complaints/suggestions to College authorities. Officials in each college on whom the responsibility has been entrusted will look into those complaints and take prompt necessary action, as per University norms.**
10. The Vigilance squads and the DRC/DC must act in complete coordination because ultimately action with regard to any incident of indiscipline involving any student or group of students will be recommended by the DRC/DC and thereupon local Head of Institution will initiate the disciplinary action.
11. Each student is expected to carry his/her own identity card. Entry to the institution should be strictly governed on the verification of identity cards carried by students. To enforce such regulated entry, Security Guards and other associated staff may be engaged. Such security staff along with the Vigilance squads may organise, from time to time, some surprise raids on the premises of cafeteria/canteen/hostels/student union rooms/general common rooms/ parking lots etc.

12. The use of institutional premises beyond office hours and for specific purposes such as extra-mural activities should be allowed only with the prior approval of the institutional head. The use of institutional premises for any illegal/immoral/undesirable purposes and activities will be strictly dealt with as per the disciplinary rules and guidelines in force. The caretaker of the building must be instructed to be alert and vigilant such that no unauthorised use of institutional premises takes place any time.
13. Extra-curricular activities, e.g. drama, debates, quizzes, etc. should be planned in such a way that the student community is kept engaged in constructive activities.
14. The system of personal/moral tutor may be introduced in colleges and departments, if necessary. All new entrants may be attached both individually and collectively in a group to specific faculty member who should devote a little time and energy for helping the students individually or collectively to overcome any emotional problems resulting from adjustment to new environment, staying away from home, so on and so forth. Ideally speaking, a student of science discipline should be given a moral tutor belonging to other disciplines such as humanities or commerce and vice-versa. Such a system can be a very effective step towards development of confidence and personality in young students.
15. The institutional head is authorised to negotiate directly with external agencies like Police, DTC/Metro etc. The University will render help and support towards maintenance of atmosphere of peace and harmony among students. For example, the matters like instituting a police picket, getting a PCR van for patrolling around the institution, arranging U-specials etc. can be directly taken up with appropriate authorities by the College Principal/Head of the Institution.
16. Special care must be taken to avoid harassment of any student on the basis of caste, sex, religion etc. In this regard preventive actions are more important than punitive actions.
17. The proctorial system as applicable in the University intends to maintain a federal character of the University. It is, therefore, as per our Ordinance that local level decision and actions with regard to matters of discipline may be taken with intimation to the University Proctor's Office. Any kind of help and support that is required from the Office of the University Proctor will be made available on request and on availability of timely information. Any "distress call" to take care of any emergency situation may be made directly to the Office of the Proctor and/or Joint Control Rooms located on both North and South Campus.
18. The telephone numbers of the Principal (Head of the Institution), the Teacher designate (Disciplinary Resource Person), Warden of the Hostel, University Proctor should be prominently displayed on the Notice-Boards of the College/Institute so that students can contact them freely in case of need.
19. **The UGC has recently formulated very strict guidelines to curb the menace of ragging which is available on their web site www.ugc.ac.in**
20. As per "UGC regulations on curbing the menace of ragging in higher educational Institutes, 2009", the Principal/Head/Provost shall during the first three months of an academic year, submitted weekly report on the status of compliances with Anti-ragging measures under these regulations and monthly report on such status thereafter. The report can be sent by email to proctor@du.ac.in
21. **The Ministry of Human Resource Development (MHRD), Government of India has also launched a 24x7 toll free anti-ragging helpline No. 1800-180-5522 and an e-mail facility at helpline@antiragging.in This information may please be given wide publicity.**
22. **A Control Room, jointly manned by Delhi Police and the University Officials at Room No. 13, 1st Floor, Proctor's Office, Conference Centre Opposite Department of Botany, University of Delhi, Delhi-7, would function to deal with any untoward incident. Telephone Number of Joint Control Room in North Campus is 27667221. The Joint Control Room Telephone Number in South Delhi Campus is 24119832. It is, therefore, requested that Principals, Heads of the Departments and Provosts of Halls/Hostels, disseminate information to students and University residents about the location and functioning of the Joint Control Room.**

The Joint Control Room will function from 21st July 2014 to 31st July 2014.

23. **An Affidavit as suggested by the UGC should be taken from the students/Hostel residents as well as his/her parents/guardian, on the prescribed Proforma which is enclosed herewith for doing the needful at your end at the time of admission. These affidavits can also be filled-in/obtained from any of the below mentioned two websites:**
<http://www.antiragging.in>
<http://www.amanmovement.org>


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