

REGULATIONS FOR MAINTAINING DISCIPLINE OF STUDENTS UNDER THE INSTITUTIONS OF THE UNIVERSITY

Regulation – 1

Definition:

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

- (a) Student Means the student admitted in any institution of the University at any level i.e. Certificate, Diploma, and Under-graduate, Post-graduate or at Ph.D. course etc.
- (b) Institution Means the Institutions established under Uka Tarsadia University at Under-graduate, Post-Graduate, Diploma or Certificate level courses whether on campus or on off campus.
- (c) Head of institution Means the Director/ Principal or any other person who is heading the institute.
- (d) Hostel Means the hostel managed or recognized by the Uka Tarsadia University.
- (e) Term A portion of an academic year, normally coinciding with a semester. The words "Term and semester" are generally used synonymously.
- (f) Ragging Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, or handling with rudeness any other student, in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or junior student.

Regulation – 2

Discipline rules to be observed by the students admitted:

- (1) All the students admitted under the different institutions of the University will have to observe and abide by the discipline rules prescribed by the University / Institute and he/she will submit to the disciplinary jurisdiction of the Head of the institution/ Provost (UTU) and other competent officers or authorities or bodies of the University as the case may be and in this respect he/she has to submit the declaration in the Performa attached herewith as **Enclosure-1**.

The student will also be required to give an undertaking in the Performa attached herewith as **Enclosure-2** to be filled up and signed by the candidate and his/her parent/ guardian to the effect that he/ she is aware of the University's approach towards ragging and the punishment

to which he/ she shall be liable.

- (2) (i) Everyday student must carry his/ her Identity Card which should be produced when demanded;
- (ii) It is mandatory for the students to attend the classes, sessions, prayer, co-curricular activities etc. on all working days from the start to the end of the term/ semester. Absence due to illness or unavoidable circumstances shall be considered only if the application is supported with medical certificate in case of illness and/ or leave application form from the parent is submitted to the Head of the Institution.
- (iii) Students are expected to behave in a responsible manner and abstain from chatting amongst themselves while the class is in progress;
- (iv) Students are expected to be polite individually or in groups and show respect to the faculty / staff of the institute/ University;
- (v) Any indiscipline or misbehavior in class or in the campus or in the bus or even outside the campus would warrant disciplinary action against the student(s);
- (vi) Any action of any individual, group or a wing, which amounts to interference in the regular administration of institute, is prohibited. Disciplinary actions will be initiated against such student(s);
- (vii) Causing disfiguration or damage to the property of the University or belongings of staff members or students is prohibited.
- (viii) No student shall indulge in any activity that might be illegal or may lead to disorderliness;
- (ix) No student shall be in possession of liquor, drugs or any intoxicating materials, nor would consume such things.
- (x) Smoking cigarettes/ chewing pan or tobacco or gutkha is strictly prohibited.
- (xi) Indecent behavior in any form will not be tolerated.
- (xii) Use of mobile phone is strictly prohibited in the classrooms, corridors, or inside the blocks.
- (xiii) Activities like video shooting, photography, playing musical instruments and listening to radio, tape recorder, etc. are prohibited on the campus except with the permission of the Head of the Institution.
- (xiv) The students are expected to be in the classrooms/ Laboratory or any

place of study on time prior to the commencement of the study.

- (xv) Use of helmets is compulsory for everyone who rides a two-wheeler to and from the campus;
 - (xvi) Students should follow a dress code when they come to the University, as per the norms time to time.
 - (xvii) Any kind of misuse of Internet, intra net or computer software, mobile etc. is strictly prohibited.
 - (xix) Disobeying any instructions of any kind issued by the Head of the Department or Head of the Institution will be considered as indisciplinary action on the part of the student.
 - (xx) The items which are not covered above and which the Head of Institution considers as indisciplinary action, will be dealt with, under these rules.
- (3) The disciplinary rules to be observed in the hostels of the University or the hostels recognized by the University:-
- (i) As the hostel is located on the campus, the students are expected to conduct themselves in a manner, which will not cause offence, inconvenience to other members at the campus.
 - (ii) The students must observe complete discipline inside the hostel premises and see that no wasteful improper and destructive use is made of amenities such as water, electricity, furniture, etc. The students shall be responsible for any damage done in the building or any other articles in the hostel, and will be required to pay the damages as decided by the management.
 - (iii) Each student will see that his/ her action does not lead to breach of privacy or cause inconvenience to other residents of the hostel.
 - (iv) The student will observe proper behavior in such a way that it will not cause disturbance of any kind to his/ her fellow residents.
 - (v) Students shall be in the Campus/ Hostel premises by the designed time as decided by the competent authority.
 - (vi) No waste of paper or rubbish would be thrown around / in the hostel. When the student(s) goes out of the room, he/she should see that the lights, fans etc are also switched off.
 - (vii) A student shall only occupy the room when seat is allotted to him/ her in the hostel and shall not change the same.

- (viii) Hostel student shall not stay overnight out of the hostel without the permission of official designed by the Head of the Institution. Permission for such requirement should be sought in writing, indicating the address with the telephone number at which the student will be spending night.
- (ix) Boys and Girls can interact with each other in the designed areas as decided by the Competent Authority. Under no circumstances, the boys and girls will enter the rooms of each other. Guests are not allowed in any rooms. It is punishable.

Declaration to be submitted by the students admitted to Different Programmes of the University

Declaration

I, admitted in of the Institute of _____ under Uka Tarsadia University hereby declare and undertake that I will abide by the disciplinary rules of the University prescribed under the relevant regulations which I have already gone through failing which I know I am subjected to the major/ minor penalties as the case may be.

Date:

Place:

Signature of student _____

Name of Student: _____

Signature of parents: _____

Name of parents: _____

Undertaking for not involving himself/ herself for ragging

Declaration

I, admitted in of the Institute of _____ under Uka Tarsadia University hereby declare and undertake that I am aware of the University's approach towards ragging and the punishment to which, I shall be liable, if found guilty of ragging.

Date:

Place:

Signature of student _____

Name of Student: _____

Signature of parents: _____

Name of parents: _____