



VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)



ANTI-RAGGING POLICY

SOPs FOR HANDLING CASES OF INDISCIPLINE/RAGGING

1. Operating Procedure.

1.1 Administrative Process for Handling Disciplinary Cases.

(a) Reporting Misconduct.

- (i) Students can report misconduct either via email to proctor.vgu@vgu.ac.in or helpline.antiragging@vgu.ac.in or by handwritten application to the Proctor Office.
- (ii) Campus discipline misconduct should be reported to the Proctor (Office of Proctor - Campus Discipline) Office, while hostel discipline misconduct should be reported to the Chief Warden Office (CWO) or Hostel Security Head.

(b) Categorization of Offense. Respective authorities will determine the category of offense: -

- (i) Minor Offense (M.O.).
- (ii) Major Offense-I (M.O.-I).
- (iii) Major Offense-II (M.O.-II).

(c) Handling Minor Offenses.

- (i) For minor offenses on campus, the Proctor (Office of Proctor - Campus Discipline) will investigate and recommend disciplinary action.
- (ii) The Chief Warden is authorized to handle minor disciplinary cases in hostels.
- (iii) Information will be shared with the concerned HOD/Mentor. No Proctorial Board meeting is necessary for minor offenses.



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- (d) **Investigation of M.O.-I and M.O.-II.** If the misconduct occurs during university official timings on the university premises, the Proctor (Campus Discipline) will investigate the case.
- (e) **Hostel Disciplinary Cases.** The Chief Warden will review recommendations from the concerned Block Warden(s) and pass them to the convener (Proctor - Campus Discipline) of the Proctorial Board for further action.
- (f) **Convening Proctorial Board Meeting/Disciplinary Committee Meeting.**
- (i) The Proctor (Campus Discipline) will convene a Proctorial Board Committee/Disciplinary Committee meeting based on recommendations.
- (ii) The committee will cross-examine evidence and facts provided by the Office of Proctor.
- (g) **Decision and Penalties.** Based on committee findings, penalties such as black dots and others, if necessary, will be awarded.
- (h) **Right to Appeal.**
- (i) Students have the right to appeal to the President for reconsideration of punishment by submitting a written application.
- (ii) The decision of the President is final.
- 1.2 This procedure ensures a systematic approach to handling disciplinary cases in accordance with university policies.
2. **Standard Operating Procedure for Severe Cases of Indiscipline.**
- 2.1 **Bringing or Using Drugs/Banned Substances in University/Hostel.**



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- (a) **Initial Actions.** If authorities suspect a student of possessing a controlled drug in violation of the NDPC Act, 1985, or related regulations, they may: -
- (i) Conduct a preliminary investigation and detain the student for search.
 - (ii) Search vehicles or vessels suspected of containing drugs.
 - (iii) Seize and detain any evidence found during the search.
- (b) **Investigation and Disciplinary Action.**
- (i) Based on the investigating authority's recommendation(s), a Proctorial Board meeting/disciplinary committee will be convened as per policy for appropriate disciplinary measures.
 - (ii) Students found guilty of such acts may face severe disciplinary action, potentially leading to expulsion.

2.2 **Ragging.**

- (a) **Actions Against Ragging.** If authorities suspect student involvement in ragging as per UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, or subsequent amendments: -
- (i) The University Anti-Ragging Committee (ARC) convener will arrange for a preliminary investigation and record statements of involved students.
 - (ii) The ARC meeting will be convened, and proceedings must be completed within one day.
 - (iii) The Committee will submit its report and proposed punitive actions in writing to relevant authorities.
 - (iv) Documentation will be sent via email to the UGC helpline and hard copies to the Registrar's office for record-keeping.



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- (v) Written notifications will be provided to students involved, with copies to parents, mentors, and case files for disciplinary issues.

2.3 **Other General Offenses Defined Under Policy (M.O-I and M.O. II).**

(a) **Investigation and Action.**

- (i) General offenses affecting the university/hostel community or property will be addressed.
- (ii) Authorities will summon the student based on complaint details for statement recording.
- (iii) Enquiries will be conducted per investigation guidelines.
- (iv) Upon completion, the authority will pass the investigation report and recommendations to the Proctorial Board.
- (v) The Proctorial Board will submit its report and proposed punitive actions in writing to the concerned students, parents, mentors, and case files in both soft and hard copies for disciplinary issues.

2.4 This SOP outlines the procedures for handling severe cases of indiscipline related to drugs, ragging, and other general offenses, ensuring adherence to relevant regulations and timely resolution of disciplinary matters.