

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/Halls/Hostels 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/Hostels 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> ; along with the local level rules and regulations to render a safe and secure environment to the students especially new comers .
4. As identified in **Clause 5, Ordinance XV(B)** the 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/Hall 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 of the University.
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. The names of the officials to be contacted and their telephone numbers to report any incidence of ragging should be clearly displayed on the notice board.**
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 all related activities of the student community in their respective premises.
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 respective 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 the 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.

