

THE ASSAM
ROYAL GLOBAL UNIVERSITY
GUWAHATI

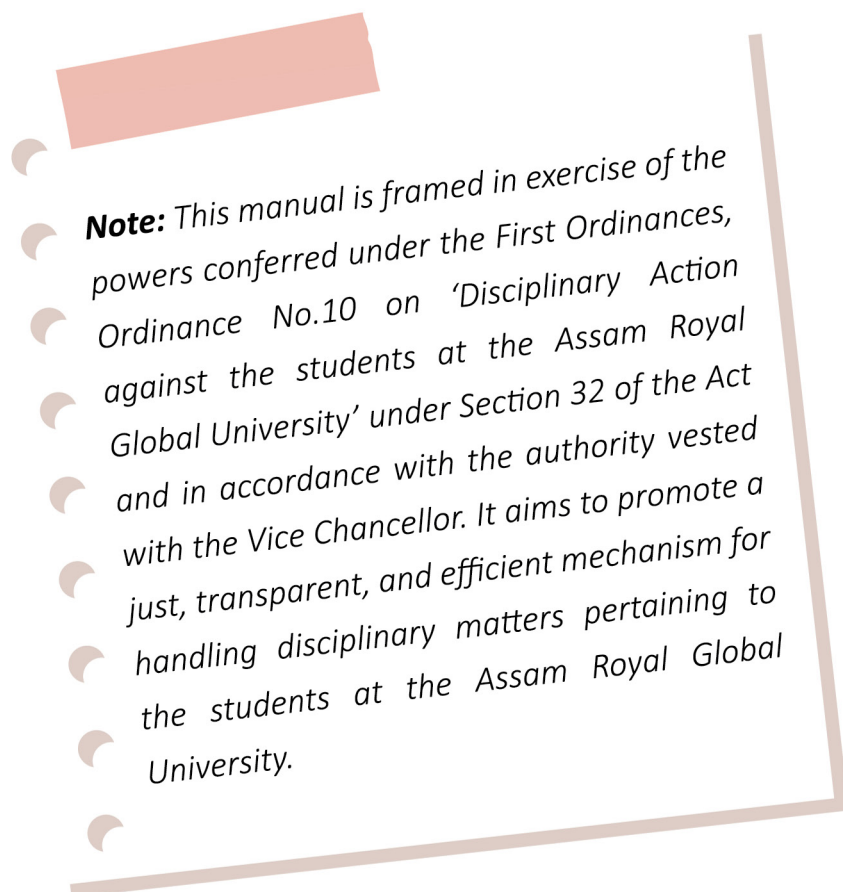


PROCTORIAL BOARD MANUAL

Preamble of the Manual

This manual pertains to the workings of the Proctorial Board of the Royal Global University. The board is tasked with resolution of grievances, academic integrity, personal probity and for the protection of discipline within the campus, its classrooms, halls of residence and any other area which are within the precincts of the RGU.

The Proctorial Board shall in all circumstances be guided by this manual and, would be responsible for upholding the letter and spirit of the manual while dealing with students of this university.



The Proctorial Board

The Proctorial Board of the university is central to the overall maintenance of the academic and general discipline. The proctorial board will be headed by a Chief Proctor nominated by the Vice Chancellor of the university from amongst the Professors of RGU. The Board will consist of the Chief Proctor as the Chairperson, Deputy Proctors, Assistant Proctors, representatives from faculties, Hostel Wardens, administrative staff as members and shall be duly constituted as per the provisions in the relevant university rules and regulations by the Vice Chancellor.

The Proctorial Board shall have **representation** from all stakeholders and communities including minority community and SC/ST/OBC communities.

The members of the Proctorial Board shall generally hold office for a term of **two years** from the date of appointment or until further notification whichever is earlier.

Scope of the Proctorial Board

RGU's approach to student conduct and discipline is comprehensive and involves University-wide regulations and disciplinary procedures and rules and behaviours outlined in the Code of Conducts for the registered students at the University. The Proctorial Board therefore has a wide coverage implicating the following:



- Interference with University activities
- Damage to University property
- Academic misconduct, including plagiarism and cheating
- Theft or stealing of any property, material belonging to the students, faculty, university or any other stockholders.



- Maintenance of punctuality in attending classes
- Interference with freedom of speech or assembly duly approved by the University authority
- Maintaining decorum in attire and behaviour towards each other.



- Physical, sexual, or abusive misconduct
- Intoxicated substance abuse
- Endangering health and safety



Functions of the Proctorial Board

The following shall be the responsibilities and functions of the Proctorial Board:



- i) The Proctorial Board, headed by the Chief Proctor, shall maintain order and discipline on the campus, ensuring that all students adhere to the university's rules, regulations and code of conduct.
- ii) The Chief Proctor serves as the principal authority for enquiries into complaints and incidents of violations of disciplinary rules, ensuring that proceedings are conducted in a fair, impartial, and transparent manner.



- iii) The Board shall address cases of misconduct, including individual or group harassment, or any act of indiscipline committed by students while representing the university, whether on or off the campus.
- iv) Upon receiving complaints, the Board shall initiate the enquiry process following the provisions of the relevant rules.



- v) The Board may take *suo motu* cognisance of offences such as assault, use of criminal force, or physical or mental violence, inappropriate dresses/ attire, theft, stealing of any property based on direct observation or credible reports from any reliable source.
- vi) For specific hearings, the Board may constitute a sub-committee within itself to adjudicate the matter in accordance with the principles of natural justice.



- vii) The Board has jurisdiction to hear complaints from any individual, including students, faculty members, staff, parents/ guardians, members of the civil society considering misconduct or indiscipline by the students of the university on or off campus and may impose suitable punishment after due enquiry.
- viii) The Chief Proctor or designated members may conduct surprise visits to any part of the campus or hostels and take disciplinary measures against students found engaged in misconduct, and other undesirable activities.



- ix) The Proctorial Board shall also work towards nurturing a strong moral compass among students and fostering respect for one's own physical and mental well-being.
- x) The Board shall foster an environment that instils moral and ethical values among students, guiding them to make responsible choices in their academic, personal and social lives.



- xi) The roles and responsibilities of the Proctorial Board is comprehensive and involves University- wide regulations and disciplinary procedures and rules and behaviours outlined in the Code of Conducts for the registered students at the University such as examination rules, hostel rules, library rules, anti-ragging regulations, or internal complaints committee rules (relating to students only). The Board shall involve all the relevant committees concerned with these rules and regulations for resolving issues.
- xii) Encourage students to value and care for their bodies with dignity, nurturing health and well-being, and recognising them as sacred and deserving of respect, free from harmful substances or activities.

Students' Code of Conduct within the Campus



- » Students shall maintain respectful, courteous, and inclusive behaviour towards fellow students, teachers, administrative staff, security personnel, visitors, guests, and individuals from other institutions, upholding the dignity and rights of every person.
- » Regular attendance, punctuality, and prior intimation for absences exceeding five days through the proper channel are mandatory. Relevant documents must be submitted for extended absences for legal verifications.
- » Any form of discrimination based on religion, caste, gender, sexual orientation, region, language, or other identities, as well as participation in anti-communal or unlawful activities, such as online abuse, bullying, intimidation, public indecency, offensive gestures, etc, is strictly prohibited.



- » Students shall not disrupt teaching, examination, research, administrative work, or curricular and extracurricular activities, and must adhere to the prescribed university dress code.
- » Actions that endanger personal safety or that of others are forbidden. Smoking, possession or use of liquor, narcotics, psychotropic substances, weapons, or any contraband is strictly prohibited within the campus. Ordering, bringing, or attempting to procure cigarettes, tobacco, liquor, narcotic drugs or psychotropic substances (as defined under the NDPS Act 1985) through any agency or by themselves for personal use, sale or distribution within the campus is strictly prohibited. Any act of indiscipline by any student outside the campus wearing university uniform shall be taken cognizance of and shall be prosecuted as per rules.
- » Students must safeguard university property and return articles issued for official use in good condition. Damages will be recovered from the responsible individual, in addition to possible disciplinary action.
- » Meetings, celebrations, cultural programmes, and events require prior written permission from the concerned authorities, must be held only in approved locations and times, and must ensure no property damage or littering.
- » Academic integrity shall be upheld at all times. Cheating, stealing or theft of any property, plagiarism or any form of academic and professional dishonesty is strictly prohibited and subject to disciplinary action.



- »» Parking of two- wheelers and four- wheelers of the students shall be permitted only in designated areas and any violation shall constitute misconduct.
- »» Complaints of indiscipline may be submitted to the Chief Proctor or Proctorial Board members by e-mail or in hard copy by any aggrieved person or responsible observer belonging to the university or outside.
- »» Students must adhere to the guidelines with respect to the prescribed university uniform. During special events, students are expected to maintain absolute decency and dress appropriately in accordance with the occasion. Wearing the university ID at all times on campus is mandatory.
- »» Misusing university resources, engaging in cyberbullying, unauthorised access to systems, spreading misinformation, or recording/ sharing without consent is prohibited.
- »» While the university welcomes constructive criticism on matters related to its functioning- posting derogatory messages on social media such as Facebook, Instagram, Reddit, WhatsApp, X,etc, that harm the reputation of the university as a whole, or of its faculty members and stakeholders, will be treated as a serious offence.
- »» Sharing of any classified information or any information pertaining to the university without prior consent will also be considered an offence.
- »» Damaging university property, participating in vandalism, disrupting classes or administrative works, holding unauthorised protests, or violating hostel, library, or laboratory rules is not permitted.

Ragging is strictly prohibited and will be dealt with under UGC Anti-Ragging Regulations by the Anti-Ragging Committee.

Prohibited Acts

The following acts on the campus are strictly prohibited and punishable (as mentioned in the Annexure):

- ⊘ Assault, to use criminal force, mental or physical violence
- ⊘ Carrying of, or use of or threat to use any weapon
- ⊘ Keeping, using or inducing to use any intoxicant, including smoking or drug or contraband
- ⊘ Any violation of the provision of the Protection of Civil Rights Act, 1976
- ⊘ Any practice whether verbal or otherwise derogatory to anyone
- ⊘ Willful destruction, theft or stealing of property belonging to the students and university
- ⊘ Creating ill-will or intolerance on the ground of religion, community, caste, tribe, region, language, sexual identity, gender identity
- ⊘ Abetting and/or sharing common intention of act of indiscipline with other students
- ⊘ Any other act that lowers the status or reputation of RGU



Code of Conduct with respect to ICT use



- » RGU's Computing, networking, and IT facilities are **for authorised academic**, research, official, and limited personal use, in compliance with laws, university rules, IPR regulations, and licensing requirements. The university's internet connection and IT infrastructure **shall not be used** for downloading, accessing, procuring, or storing pirated material, engaging in hacking activities, sending spam emails, or committing any act prohibited under applicable laws.
- » Students shall not use the university's official email for soliciting financial support from banks or other financial support from banks or other financial agencies without prior information to and approval from the university authorities.
- » **Unauthorized use of the university's logo** or social media handles for spreading rumours, causing reputational damage, or harming the university or any other establishment through digital or other means is strictly prohibited.
- » Students are prohibited from accessing, transmitting, storing, or sharing any obscene, fraudulent, harassing threatening, or otherwise offensive content.
- » Users must respect data privacy, avoid vandalism or tampering with IT resources, and must not impair their availability.
- » The University may monitor, audit, or share IT records with authorised third parties for legal or institutional purposes, without prior notice.
- » **Prior written approval** is required before sharing images, references, or intellectual property related to the university or parties; all media/ legal queries must be directed to the authorised official.
- » Social media use is allowed **only for official duties**, must not hinder work, and personal and official accounts shall be kept separate with strict professionalism.

Part 1

Enquiry Process



The Office of the Chief Proctor may receive complaints of misconduct directly from students, faculty members, non-teaching staff, security personnel, or other stakeholders of the university.



Upon receiving a complaint, the Chief Proctor shall constitute a Proctorial Sub-Committee, comprising two or more proctors (as deemed appropriate to the case), to conduct a thorough enquiry.




All enquiries shall be conducted in strict adherence to the principles of natural justice and will be held in camera.



Part 2


Enquiry Process



The office of the Chief Proctor shall issue a written notice to the complainant (security personnel or individual) specifying the date, time and venue for the hearing before the Enquiry Committee constituted by the Proctorial Board. The purpose of the hearing is to present and determine the veracity of the complaint. The hearing shall be recorded in writing. If complainant(s) fails to appear before enquiry committee for deposition, the case shall be summarily dismissed.



Unless otherwise specified cognizance of an offence shall not be taken if the complaint is lodged after 24 hours of the incident.



The complainant shall be required to submit a written deposition immediately after the hearing, along with any relevant evidence such as audio, video, photographs, paper documents, and a list of witness. Non-appearance of the complainant before the committee shall lead to dismissal of the case.



Any witness of the incident may be called for appearing before the Proctorial Committee for their statements which will be formally recorded as part of the enquiry process.

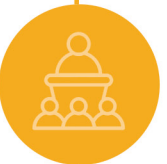


Enquiry Process



Based on the findings of the proctorial enquiry, a show cause notice detailing the charges will be issued to the accused student. The accused shall be required to submit a written response to the charges within four days. Cross-examination between the complainant and the accused or their witnesses will not be permitted. Should the accused fail to appear in the hearing on the notified date and time without any prior intimation to the committee, the hearing will be conducted ex-parte.

The enquiry Committee shall submit its report with its findings and recommendations within a period of two weeks from the date of issue of the notification of the committee to the Chief Proctor. If the Proctorial Board is satisfied with the report of the committee, she/he shall issue an official order relating to the findings of the committee and the punitive measures/ advisories in accordance with the relevant rules of the university.



The complainant may appeal against the punishment(s) awarded to the Appellate Authority (Vice Chancellor), who will make a decision after considering the merits of the case. In situations where the matter is sub judice, the Office of the Chief Proctor shall act in strict compliance with the orders or directions of the Hon'ble Court.



Proactive Measures during ongoing Enquiry Process



If the Proctorial Board finds *prima facie* evidence of gross indiscipline or misconduct, it may issue protective orders against the respondent pending enquiry.

Where deemed necessary to protect the complainant or associated persons and to preserve the integrity of the proceedings, the Board may issue interim protection orders.

In cases where university employee (faculty members and staff) report abuse, harassment, assault, or violence, proactive orders shall be issued immediately, with a hearing held at the earliest for further necessary action.



Such orders may include:

- ❖ Suspension from attending classes.
- ❖ Restriction of entry into the campus.
- ❖ Prohibition from participating in any activities of any school, department, centre, club, forum.
- ❖ Prohibition from representing the university in any event within or outside the university.
- ❖ Restraining contact with the complainant, victim, or potential witnesses.
- ❖ Any other protective measures as warranted by circumstances may be initiated by the Proctorial Board.



Where circumstances require, the Board may also issue an interim protection order in favour of the complainant.

Suo motu

Cognizance by the Proctorial Board



A. The Proctorial Board may, on its own or upon receiving information/reports from any source including university members, outsiders, or from the Vice Chancellor, shall initiate enquiries into acts of alleged indiscipline or violations of student discipline.

B. It may also take suomotu action on matters not specifically mentioned in these guidelines if such act(s) jeopardise the safety, security, reputation, property, or prestige of the university or its members.



C. If a prima facie case is found, the Board shall issue a show- cause notice or Interim Order and proceed as per the relevant provisions of these regulations.



Orders of the Chief Proctor



A. The Chief Proctor shall issue a written order within two weeks of completing an enquiry, specifying date, time, reasons and evidence relied for arriving at the conclusion.



B. If any punitive order is not complied with within ten days of issue of the same, the Proctorial Board may recommend additional penalties, including suspension or expulsion. The recommendation(s) of the Proctorial Board shall be submitted to the Registrar (administration) for serving appropriate order with respect to necessary punitive measures as any such action as deemed fit on the basis of the recommendation.



C. A copy of the order shall also be sent to the parents/guardians of the delinquent student.

Appeals



- a) Orders issued by the Proctorial Board shall take immediate effect and shall remain in force unless modified or set aside by the Appellate Authority, i.e., the Vice Chancellor.
- b) A student aggrieved by such an order may file an appeal before the Vice Chancellor within fifteen days of receiving the order, upon which the Vice Chancellor shall hear and decide the matter.

The Appellate Authority



- ❖ The Appellate Authority- the Office of the Vice Chancellor, reserves the right to not entertain any plea against an order passed by the Chief Proctor.
- ❖ The Vice Chancellor, at their discretion, may refer a case to the Board of Management where the order involves cancellation of admission, withdrawal of degree, or denial of registration as the case may be.

Powers of the Vice-Chancellor & Appellate Authority

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The Vice Chancellor may uphold, annul, modify, or send for review any order of the Proctorial Board, applying *mutatis mutandis* principles wherever required.

The decision of the Vice Chancellor shall be final and binding as the university's final ruling.

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These rules shall not limit or alter the powers vested in the university or the Vice Chancellor under the RGU Acts, Statutes, or any applicable law.



Miscellaneous



These rules shall not limit or alter the powers vested in the university or the Vice Chancellor under the RGU Acts, Statutes, or any applicable law.

The Chief Proctor may authorise University security staff to seize photographs or videos in evidence in support of security reports or complaints.

All proceedings of the Proctorial Board and Appellate authority shall adhere to principles of equity, conscience, and due process, ensuring natural justice.



General Information

- 1** The Vice-Chancellor, as Appellate Authority, may change the penalty imposed either by enhancing or reducing the same.
- 2** No student shall be penalised without a fair enquiry, following principles of natural justice.
- 3** Offences not listed here will be dealt with as per the law of the land.
- 4** All the documents relevant to any offense including complaints, evidence and enquiry reports shall be explained to the students by the Proctor in a transparent manner.
- 5** The Vice Chancellor's decision will be final in case of any disputes over interpretation of rules.



Punitive Measures

Category I		
Sl no.	Acts	Punitive measure
i)	Smoking is prohibited in public places and workplaces such as healthcare, educational, and government facilities and on public transport.	Fine upto Rs. 500/-
ii)	Not disclosing one's identity when asked to do so by faculty or employees of the University/security personnel who is authorized to ask for such identity.	Fine upto Rs. 5000/- and or suspension
iii)	Organizing events such as fresher's welcome party/farewell/disc jockey (DJ) on the University Premises Without Prior Permission.	
iv)	Consuming or possessing dangerous drugs, illicit substances, alcohol, or other intoxicating substances in the University premises.	Fine up to Rs. 10,000/- and /or Suspension/ Termination from hostel / University (if availed)
v)	Indulging in acts of gambling on the University premises.	
vi)	Any act of moral turpitude.	
vii)	Committing forgery, theft, stealing, tampering with the identity Card or University records, impersonation, misusing University property (movable or immovable), documents and records, tearing of pages, defacing, burning, or in any way destroying the books, journals, magazines, and any material of library or unauthorized photocopying or possession of library books, journals, magazines or any other material.	Fine up to Rs. 15,000/- and/or Suspension / Termination
viii)	Improper behaviour while on tour/excursion/field visits/sports activity/NSS.	
	Printing, circulating, or pasting posters/pamphlets (text or picture) carrying derogatory religious, communal, casteist or anti-national remarks	
x)	Any activity that incites intolerance towards a religion, caste or community and/or is anti-national in nature which disturbs the peaceful atmosphere in the campus.	
Category II		
i)	Furnishing false certificates or false information in any manner to the University.	Either one or two punishments are imposed based on the severity of the act/actions committed
ii)	Hunger strikes, dharnas, group bargaining and any other form of protest within a 100-meter radius of any academic and administrative complexes and/or by blocking entrance or exit of any academic and administrative complexes	<ul style="list-style-type: none"> • Fine up to Rs. 20,000/- and / or Suspension/ Termination

Punitive Measures

iii)	Disrupting the movement of any member of the University community in administration, academic complexes, etc.	<ul style="list-style-type: none"> • Eviction from the hostel up to two semesters. • Rustication and declaring out of bounds from the entire university campus up to two semesters. <p>Either one or two punishments are imposed based on the severity of the act/actions committed</p> <ul style="list-style-type: none"> • Fine up to Rs. 20,000/- and / or Suspension/Termination • Eviction from the hostel up to two semesters. • Rustication and declaring out of bounds from the entire university campus up to two semesters.
iv)	Obstruction of roads/pathways leading to faculty/staff quarters, marketplaces etc. by motor vehicles (bikes, cars etc.)	
v)	Causing or colluding in the unauthorized entry of any person into the campus or in the unauthorized occupation of any portion of the University premises; including halls of residence.	
vi)	Students entering the classroom illegitimately to obstruct faculty members while performing teaching duties in the class.	
vii)	Unauthorized occupation of the hostel rooms or unauthorized acquisition and use of university furniture in one's hostel room or elsewhere.	
viii)	False allegation/case against any student by the complainant	
ix)	Obstruction/damage of electronic devices (i.e. camera, phone, etc.) at the time of evidence collection by security staff	
x)	Violation of rules/orders/circulars of competent authority.	

Category III

All acts of violence and all forms of coercion such as gheraos, sit-ins or any variation of the same which disrupt the normal academic and administrative functioning of the University and/or any act which incites or leads to violence.

i)	Gheraos, laying siege or staging demonstrations around the residence of any member of the University Community or any other form of coercion, intimidation or disturbance of right to privacy of the residents of the campus.	<ul style="list-style-type: none"> • Either one or two punishments imposed based on the severity of the act/actions committed • Fine up to 20,000/- and/or Suspension/Termination • Withdrawing of hostel facility, Cancellation of admission or withdrawal of degree or denial of
ii)	Damaging or defacing, in any form, any property of the University or the property of any member of the University community.	
iii)	Blockade or forceful prevention of any normal movement of traffic, violation of security and safety rules notified by the University.	
iv)	Engaging in any attempt at wrongful confinement of any member of the faculty, staff, student or anyone camping inside the campus.	

Punitive Measures

v)	Any intimidation or insulting behaviour (physical violence/ abuse/manhandling) towards a student, staff, or faculty or any other person.	registration for a specified period.
vi)	Possession of illegal arms (i.e. knife, pistol, gun etc.) and other explosive materials.	• Rustication and declaring out of bounds from entire University campus up to four semesters.
vii)	Any other act which may be considered by the Vice-Chancellor or any other competent authority to be an act of violation of discipline and conduct.	• Expulsion from the University

Note:



Consequential Disciplinary Actions

In addition to the penalties prescribed in the Act, the following additional orders, penalties and fines may also be imposed depending upon the gravity of the wrongful act or indiscipline:

- a. Written warning and/or intimation to parents or guardian
- b. Levying Fine
- c. Suspension or cancellation of any scholarship, fellowship, or any other financial assistance by the University or from External Funding Agencies
- d. Recovery of pecuniary loss to the University
- e. Debarring from attending Convocation
- f. Suspension from the Mess or Library
- g. Withholding of Character certificate
- h. Withholding of examination results
- i. More than one penalty may be imposed simultaneously depending on the gravity of the wrongful act or indiscipline.

Note: For removal of doubts, it is hereby clarified that the Proctorial Board may impose any penalty prescribed under these rules depending upon the gravity of indiscipline and misconduct including combination of two or more penalties.

Cases beyond the purview of the Chief Proctor Office		
Sl	Acts	Dealing Office
i)	<p>Sexual harassment:</p> <ul style="list-style-type: none"> • Unwelcome sexual propositions/ advancements, sexually graphic comments on a body, unwelcome touching, patting, pinching, or leering parts of the body, groping, exhibitionism or persistent or unwelcome sexual jokes and/or comments. • Eve-teasing or disrespectful behaviour or any misbehaviour with any student, staff member/visitor. 	<p>Internal Complaints Committee (ICC):</p> <ul style="list-style-type: none"> • Action will be taken as per the recommendation of ICC duly approved by the Competent Authority.
ii)	<p>Ragging in any form:</p>	<p>Anti-Ragging Committee (ARC):</p> <ul style="list-style-type: none"> • Action will be taken as per the recommendation of the Anti-Ragging Committee duly approved by the Competent Authority. <p><i>UGC regulations on curbing the menace of ragging in Higher Educational institutions, 2009 and Anti-ragging squad particulars are available on the university website under the Anti-ragging</i></p>
iii)	<p>Violation of rules and regulations of Hostel manual</p>	<p>Administration (Registrar Academic)</p> <ul style="list-style-type: none"> • Action will be taken as per recommendations duly approved by the competent authority



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