



MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

Dr Ambedkar Administrative Building, Raghunathpur, Motihari, East Champaran, Bihar

“Proctorial manual & Disciplinary Guidelines” OFFICE OF PROCTOR

Chief Proctor

Prof. Prasoon Dutta Singh

Department of Sanskrit

[Signature]
Deputy Proctor

Dr. Anjani Kumar Srivastava

Associate Professor
Department of Hindi

[Signature]
Deputy Proctor

Dr. Bimlesh Kumar Singh

Associate Professor
Department of English

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Dr **Sunil Deepak Ghodke**

Assistant Professor
Department of Media Studies

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Dr **Shyam Babu Prasad**

Assistant Professor
Department of Zoology

Dr Prerana Bhaduli

Assistant Professor
Department of Political Science

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Dr. Sweta

Assistant Professor
Department of Sociology

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Dr **Neelabh Srivastava**

Assistant Professor
Department of Physics

[Signature]
Dr **Shivendra Singh**

Assistant Professor
Department of Commerce

C. Purpose of the Manual:

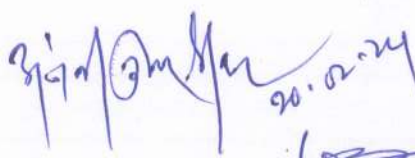

This manual serves as a comprehensive guide for students regarding the rules, regulations, and expectations set forth by the Proctorial Board of Mahatma Gandhi Central University, Bihar. We believe that, together, we can create a safe and nurturing campus environment. The manual makes a conscious effort to foster an atmosphere that reflects our commitment to academic excellence, respect, and cooperation. It outlines the code of conduct, disciplinary procedures, and support services available to students.

1.2 Role and Responsibilities of the Proctorial Board:


The Proctorial Board is responsible for maintaining discipline, ensuring a safe environment, and upholding the values of Mahatma Gandhi Central University. Its role includes investigating and addressing violations of the code of conduct, implementing appropriate disciplinary actions, and fostering a positive and inclusive campus community. The Proctorial Board, or its designated members, reserves the right to conduct surprise visits to the campus. During these visitations, any student found engaged in any form of indisciplinary activity will be reprimanded and may face strict disciplinary action.

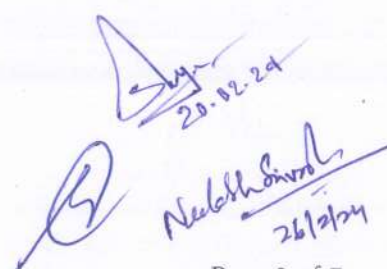
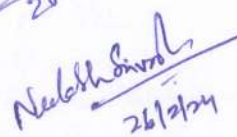
2. General Code of Conduct:

Mahatma Gandhi Central University values diversity and inclusion. Students are required to treat others with respect and dignity, embracing the rich tapestry of backgrounds, cultures, and perspectives within the university community. The University upholds academic honesty, and students are expected to engage in fair and ethical practices in all academic endeavors.


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C.1 Anti-Discrimination and Ragging Policies:

Mahatma Gandhi Central University maintains a strict stance against discrimination based on race, gender, religion, sexual orientation, or any other protected characteristic.

Ragging is strictly prohibited. Any student found guilty of participating in or abetting ragging activities will face severe consequences as per UGC guidelines. The repercussions may include but are not limited to disciplinary actions, fines, suspension, expulsion from the institution, and initiation of legal proceedings. Any student found engaged in any of the entailed acts of indiscipline:

Eve-teasing or disrespectful behaviour with female teachers, staff and students of the University;

Arousing communal, caste or regional feelings or creating disharmony among fellow students shall be fined Rs 10000 and suspension for 15 days along with prohibition to enter any university property.

2.3 Attendance and Punctuality:

Regular attendance and punctuality are essential for academic success.

Absence for more than 15 days and failure to provide prior notification to the relevant university authorities regarding absence for more than 15 days can result in the immediate suspension of the student's admission in accordance with Ordinance 17 of MGCU.

In the event of an extended absence exceeding 15 days, any documentation submitted to request relaxation from suspension must be genuine and is subject to legal verification. If it is determined that the document presented for approval during this leave period is falsified, severe disciplinary action will be taken.

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C. Misconduct

Any activities that are detrimental to the peaceful and orderly functioning of the University are not tolerated. Engaging in activities such as:

- Unauthorized recording, whether in video, audio or still photography format, of any communication or gathering without the explicit consent of the involved parties;
- Misappropriation of any information pertaining to the university, spreading unfounded rumors, utilizing social media to disparage the university fraternity, its systems, procedures, and integrity – including but not limited to admissions, recruitment, and examinations – defaming the university and its staff, or participating in any form of misconduct towards the institution and its members;
- Making false accusations against the university system or its staff, and filing baseless complaints that result in maligning and defamation of the institution, teachers, and staff;
- Seeking to exert inappropriate political or other influences on teachers and University officials for personal gain is vehemently condemned.

Such actions will be deemed a violation of disciplinary guidelines, resulting in a fine of Rs. 20,000 imposed on the wrongdoer. Furthermore, consequences may include the cancellation of admission and the initiation of necessary legal actions.

4. Substance Abuse:

The consumption, possession, or presence of any form of intoxicants, including but not limited to tobacco, gutka, cigarettes, drugs, alcohol, and narcotics, within the university premises is strictly prohibited. Violation of this policy will result in a penalty of Rs 10,000 and immediate suspension of the wrongdoer for 15 days.

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- ✦ Any endeavor to enter the premises under false pretenses or with a misrepresented identity card is subject to a penalty of Rs. 5000. Admittance onto the university premises is contingent upon the presentation of a valid identification card by each student. University authorities retain the prerogative to request the identity card at any given moment, and students are required to promptly furnish it upon request.
- ✦ Engaging in inappropriate behavior, including but not limited to hooliganism, sloganeering, hooting, or causing any form of disturbance during university programs and gatherings.
- ✦ Organization of or participation in Strikes, Picketing, Gheraos and Dharnas for whatsoever reason.
- ✦ Assault on or intimidation of a teacher, officer, employee and student or any other person inside or outside the premises of the University;
- ✦ Inciting others against the institution or individuals, use of abusive, intimidating or derogatory slogans or language or incitement of hatred and violence or any such act.
- ✦ The possession or utilization of weapons, including knives, lathis, iron chains, iron rods, sticks, explosives, and firearms, within the confines of the University premises is unequivocally proscribed.
- ✦ Activities such as tearing, defacing, burning, destroying, or pilfering books, documents, reading materials, and laboratory equipment are categorically forbidden. The unauthorized procurement or utilization of university furniture, coupled with unwarranted occupancy of hostel rooms, is expressly intolerable.
- ✦ The harboring of guests or individuals in hostels without explicit permission from hostel authorities is strictly prohibited. Acts characterized by moral turpitude, offenses against the established laws of the land, and any improper behavior within the University premises, during study tours, or excursions, are deemed egregious violations.
- ✦ The use of cellular devices during classes, examinations, and other academic pursuits is strictly proscribed.

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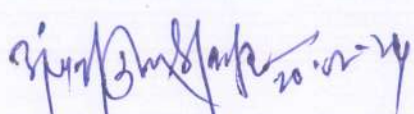
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✚ Forgery, tampering with, or misuse of signatures belonging to University authorities, as well as the unauthorized utilization of University letterheads, documents, records, or identification cards, without due authorization, is regarded as a grave transgression. Such actions warrant serious consequences and are incompatible with the standards of conduct expected within this academic institution.

Note: The disciplinary policies are applicable to all individuals who have registered for any course within the university. It is imperative for all students to adhere to these stipulations to ensure a secure and orderly environment on the university premises.



Dr. Anjani Kumar Srivastava

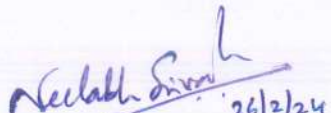

Dr. Bimlesh Kumar Singh


Dr Sunil Deepak Ghodke

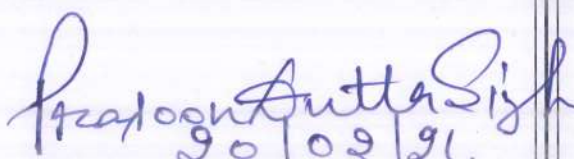

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