	<b><u>INTER OFFICE MEMO</u></b>	Review Date:

From : Registrar

To : Dr Prachi, Dr Archana Sarma,  
Ms. Jiveta Chaudhary, Dr Bharti  
Arora, Mr. R S SharmaCC : GB, PC, VC, Faculty, HR, VC  
Office, Registrar Office15<sup>th</sup> January 2024

SECR-01/IOM/002/2024

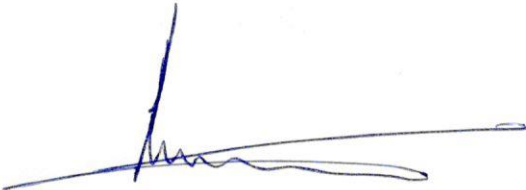
### **RE-CONSTITUTION OF UNIVERSITY STUDENTS DISCIPLINARY COMMITTEE**

1. Maintaining discipline in the University is paramount for its effective functioning, smooth delivery of academic processes and ensuring a conducive environment for learning and personal development. Towards this endeavor, cases of students' indiscipline need to be addressed swiftly, fairly and with transparency to ensure that justice is delivered promptly.
2. With the above in mind, it has been decided that henceforth, all the cases of students indiscipline will be dealt with by combining the functioning of the Proctorial Board (formed earlier vide IOM No. SECR-01/IOM/110/2021 dated 27<sup>th</sup> October 2021) and University Discipline Committee for Students (formed earlier vide IOM No. SECR-01/IOM/225/2022 dated 20<sup>th</sup> December 2022), through a single committee viz. **University Students Disciplinary Committee**, the composition of which is as below:

Sr. No.	Name	Designation
a)	Dr. Prachi, SOET	Chairperson
b)	Dr. Archana Sarma, SOL	Member
c)	Ms. Jiveta Chaudhary, SOM&LS	Member
d)	Dr. Bharti Arora, APS	Member
e)	Mr. R S Sharma, Estate Manager	Member

3. In the above context, incidents which constitute indiscipline by students are as under: -
  - Misbehaving & arguing with faculty members
  - Creating noise in corridors and in front of the classrooms.
  - Using mobile phones in the Academic buildings
  - Making MMS / videos in classrooms, library & corridors
  - Moving out of the Auditorium when master class / central classes are in progress.
  - Passing derogatory / obscene / abusive remarks against faculty, fellow students & other staff members.

- Not adhering to the appropriate dress code on campus
  - Circulating fictitious information on social media
  - Other acts of indiscipline as highlighted in Students Code of Conduct [Document No. NCU/DISC/COC-S/2023-VERSION 1]
4. The University Students Disciplinary Committee is to be guided by the Standard Operating procedure for Handling Cases of Students Indiscipline as specified in Document No. NCU/DISC/SOP/2023 VERSION 1. Relevant extract of the procedure for award of punishment and appeal, if any, is placed at **Annexure 1** for ready reference and compliance.
5. The tenure of the Committee shall be for a period of two years.



**Commodore Diwakar Tomar NM (Retd.)**  
**Registrar**