CGC UNIVERSITY MOHALI

Shaping Tomorrow, Today

STUDENT POLICIES

(Student Code of Conduct, Rules, Regulations & Standard Operating Procedures)

Duly Approved by the Hon'ble Vice Chancellor, CGC University

CGC UNIVERSITY MOHALI
Shaping Tomorrow, Today

Shaping The Next-Gen
With India's New Age AI Driven Campus in Mohali.
25+ Years of legacy

STUDENT POLICIES

(Student Code of Conduct, Rules, Regulations & Standard Operating Procedures)

DEPARTMENT OF STUDENT AFFAIRS
CGC UNIVERSITY, MOHALI

Department of Student Affairs
CGC University, Mohali

Ref. No. CGCU/DSA/26-27/07 **Date: 11/08/26**

STUDENT CODE OF CONDUCT

1. PREAMBLE

CGC University is committed to providing a safe, inclusive, equitable, and academically stimulating environment that promotes excellence in education, research, innovation, professional ethics, and holistic development.

Every student admitted to the University shall maintain discipline, uphold the dignity of the institution, respect the rights of others, and conduct themselves in accordance with the Constitution of India, the UGC Regulations, and the rules and policies of the University.

This Code shall apply to all students enrolled in the University, whether present on campus, residing in hostels, participating in online learning, internships, industrial visits, community outreach programmes, sports, cultural activities, placements, or representing the University in any capacity.

2. OBJECTIVES

The objectives of this Code are to:

- Promote ethical conduct and responsible citizenship.
- Maintain academic integrity and professional ethics.
- Ensure a safe, secure, inclusive, and discrimination-free campus.
- Prevent ragging, harassment, bullying, violence, and misconduct.
- Protect the rights, dignity, and diversity of all stakeholders.
- Foster respect for constitutional values and human rights.
- Preserve the reputation and property of CGC University.

3. DUTIES AND RESPONSIBILITIES OF STUDENTS

Every student shall:

- Observe the Constitution of India and respect its ideals and institutions.
- Comply with the provisions of the UGC Act, University Statutes, Ordinances, Regulations, and policies.
- Maintain discipline, honesty, integrity, and ethical behaviour.
- Respect faculty members, staff, fellow students, visitors, and support personnel.
- Maintain regular attendance and punctuality.

- Carry the University Identity Card while on campus.
- Cooperate with University authorities in maintaining order and discipline.

4. RESPECT FOR HUMAN DIGNITY AND EQUALITY

Every student shall:

- Treat every individual with dignity and respect.
- Refrain from discrimination on the basis of caste, religion, gender, disability, ethnicity, language, region, nationality, socioeconomic status, or any other protected characteristic.
- Promote equality, inclusiveness, and harmony.
- Respect diversity in opinions, beliefs, and cultures.

5. PROHIBITION OF RAGGING

Ragging in any form is strictly prohibited.

Students shall neither directly nor indirectly:

- Physically or mentally harass another student.
- Humiliate or intimidate any fresher or fellow student.
- Compel any student to perform acts against their will.
- Indulge in verbal, written, online, psychological, financial, or physical ragging.

Any student found guilty shall be liable for disciplinary action, including suspension, rustication, expulsion, and criminal proceedings, in accordance with the applicable UGC Anti-Ragging Regulations.

6. SEXUAL HARASSMENT

No student shall engage in:

- Sexual harassment.
- Stalking.
- Eve teasing.
- Sexually colored remarks.
- Physical or verbal misconduct of a sexual nature.
- Online harassment or cyber stalking.

Complaints shall be dealt with by the **Internal Complaints Committee** in accordance with applicable law.

7. ANTI-DISCRIMINATION

The University maintains zero tolerance towards:

- Caste discrimination
- Religious discrimination
- Gender discrimination
- Disability discrimination
- Regional discrimination
- Racial discrimination
- Language-based discrimination
- Any form of harassment or victimization

Every student shall contribute to an inclusive and equitable learning environment.

8. DISCIPLINE ON CAMPUS

Students shall not:

- Indulge in violence or intimidation.
- Participate in unlawful assemblies.
- Damage University property.
- Disrupt academic activities.
- Possess weapons or hazardous substances.
- Consume or distribute alcohol, narcotic drugs, tobacco, vaping devices, or prohibited substances on campus.
- Enter restricted areas without authorization.

9. DIGITAL ETHICS

Students shall:

- Use University IT infrastructure responsibly.
- Respect privacy and confidentiality.
- Not engage in cyber bullying, hacking, identity theft, or dissemination of false information.
- Use social media responsibly without bringing disrepute to the University.

10. HOSTEL DISCIPLINE

Hostel residents shall:

- Follow hostel rules and timings.
- Respect fellow residents.
- Maintain cleanliness.
- Protect hostel property.
- Avoid nuisance, noise, gambling, substance abuse, or unauthorized entry.

Note: Please refer to the guidelines and procedures prescribed in the Hostel Information Handbook, Ref. No. CGCU/RO/25-26/251 **(Annexure Attached)**

11. ENVIRONMENTAL RESPONSIBILITY

Students shall:

- Keep the campus clean.
- Conserve water and electricity.
- Avoid single-use plastics wherever possible.
- Participate in sustainability and environmental initiatives.

12. USE OF UNIVERSITY PROPERTY

Students shall:

- Use laboratories, classrooms, libraries, sports facilities, transport, and hostels responsibly.
- Compensate for any loss or damage caused due to negligence or misconduct.

13. STUDENT GRIEVANCE REDRESSAL

Every student has the right to seek redress through the University's statutory mechanisms, including:

- Dean Student Affairs
- Student Grievance Redressal Committee
- Internal Complaints Committee (ICC)
- Anti-Ragging Committee
- Equal Opportunity Cell
- Hostel Grievance Committee

14. DISCIPLINARY MEASURES

Violation of this Code may attract one or more of the following:

- Warning
- Written reprimand
- Counselling
- Community service
- Monetary fine
- Restitution of damages
- Withdrawal of privileges
- Debarment from examinations
- Hostel suspension
- Suspension from the University
- Rustication
- Legal action wherever applicable

Disciplinary proceedings shall follow the principles of natural justice.

15. STUDENT RIGHTS

Every student has the right to:

- Equality and non-discrimination.
- Safe and secure learning environment.
- Fair hearing before disciplinary action.
- Freedom from ragging and harassment.
- Access to grievance redressal mechanisms.
- Privacy and confidentiality in disciplinary proceedings.
- Equal opportunity in academic and extracurricular activities.

Protocol for Receiving & Processing Student Grievances

❖ Purpose

To establish a transparent, accessible, and accountable mechanism for receiving, categorizing, and resolving student grievances related to academic, hostel, administrative, and miscellaneous matters.

• Grievance Submission Channels

Students may submit grievances through the following official channels:

- **University ERP Help Desk and Website Grievance Portal:**

  - Accessible **24/7 through the student login**: https://helpdesk.cgc.ac.in/
  - All grievances submitted through the portal are **automatically logged and tracked** for effective monitoring and redressal.
  - The **University Grievance Redressal Mechanism** is available at: www.cgcuniversity.in/grievance-redressal-mechanism

- **In-Person Visit to DSA Office (Block 01 Ground Floor):**
  - Available during working hours.
  - Students may approach for urgent or sensitive matters.

➢ **Direct Contact – Student Affairs:**

Students may reach out to **Manager – Student Affairs**, for guidance, support, or grievance escalation related to student welfare, discipline, or campus conduct.

❖ Hostel-Related Grievances:

❖ **Grievances pertaining to hostel accommodation, facilities, conduct, or mess services shall be addressed as follows:**

- Shall be received and processed by the **Office of Executive Director – *Operations* & Planning.**
- The Office of the **Executive Director – Operations & Planning** shall, where appropriate, seek the inputs of the Dean – Student Affairs (DSA) on matters concerning student affairs before finalizing the decision.
- Upon resolution, the DSA Office shall be updated regarding the action taken.

➢ **Direct Contact -Hostel Facilities & Accommodation:**

Students may approach **General Manager–Hostel**, for concerns related to infrastructure, room allocation, or hostel conduct.

➢ **Direct Contact -Mess Services & Food-Related Issues:**

Students may contact **Assistant General Manager (AGM) –Administration**, for grievances concerning food quality, hygiene, or service standards.

- **Academic Grievances**

Academic concerns shall follow the University's academic hierarchy:

1. Mentor / Class Advisor
2. Head of Department
3. Deans of respective schools/Cells
4. PVC Academics & International (Academics)
5. Vice Chancellor

(Note: In case any academic grievance received by the DSA Office, it shall be forwarded to the respective department as per the academic hierarchy for the final decision.)

❖ Reporting by Security Personnel

- All **security personnel** deployed on campus are mandated to report any incidents of:
  - Nuisance, altercations/fight, or disruptive behavior
  - Breach of discipline or safety protocols
  - Unauthorized gatherings or activities

Reports shall be submitted directly to the Director (Administration) through:

- Written incident reports, duly signed and dated
- Immediate verbal communication, in cases requiring urgent attention

In case of escalation, the DSA Office shall:

- Initiate preliminary inquiry or verification
- Coordinate with relevant authorities (Hostel, Academic, Admin, or Disciplinary Committees)
- Maintain a file for all such reports

Hostel-Specific Incidents

If the incident pertains to the **hostel premises**, the matter shall be forwarded to the **Executive Director – Operations & Planning** for appropriate action, in coordination with the **Dean, Student Affairs (DSA)**.

(Note: A copy of Action Taken Reports shall be submitted to the DSA Office for official record-keeping and documentation.)

- **Other Grievances**

Any other issues not falling under hostel or academic categories—such as harassment, discrimination, or personal distress—shall be:

- Directly received and handled by the **DSA Office**.
- The DSA Student Grievance Cell will coordinate with relevant departments or authorities as needed.

- **Documentation and Tracking**

  - All grievances shall be properly documented and maintained in the Grievance File maintained by the DSA Grievance Cell.
  - All disciplinary cases, along with the action taken, shall be properly documented and maintained by the DSA Office.
  - Status updates and resolutions shall be duly recorded and reviewed periodically.
  - Confidentiality and sensitivity shall be maintained at all stages of the grievance and disciplinary

Communication of Resolution:

- Students shall be informed of the outcome via ERP notifications or official email.
- In case of dissatisfaction, students may request a review through the DSA Office.

- **Timelines:**

  - Acknowledgement & Action: Within 2 working days
  - If the case requires further investigation, a resolution shall be provided within 5 working days.

Other Statutory and Student Support Committees

In addition to the grievance redressal mechanism outlined above, the University has established various statutory and student support committees/cells to address specific concerns and ensure a safe, inclusive, and conducive learning environment for all students.

1. Anti-Ragging Committee

The Anti-Ragging Committee is responsible for preventing and addressing incidents of ragging on campus and in hostels. Any complaint related to ragging shall be dealt with in accordance with the provisions of the UGC Anti-Ragging Regulations and University policies.

2. Student Disciplinary Committee

The Student Disciplinary Committee examines cases involving misconduct, indiscipline, violation of University rules, damage to property, unauthorized activities, and other behavioral concerns. The Committee recommends appropriate disciplinary action to the competent authority based on the nature and severity of the incident.

3. Student Development Cell

The Student Development Cell promotes the overall growth and well-being of students through mentorship, counseling, capacity-building initiatives, life-skills training, leadership development programs, and student engagement activities. Students may approach the Cell for guidance and developmental support.

4. Equal Opportunity Cell (EOC)

The Equal Opportunity Cell works towards ensuring equal access, inclusion, and non-discrimination for all students irrespective of gender, religion, caste, disability, socio-economic background, or any other protected characteristic. Complaints related to discrimination, exclusion, or unequal treatment may be referred to the EOC for appropriate action.

5. SC/ST/OBC Committee

The SC/ST/OBC Committee safeguards the rights and interests of students belonging to Scheduled Castes (SC), Scheduled Tribes (ST), and Other Backward Classes (OBC). The Committee addresses grievances relating to discrimination, harassment, denial of benefits, or any issues affecting the welfare of students from these categories.

Student Identification and Security Compliance

1. Purpose

The University requires all students to comply with prescribed identification and security requirements to ensure a safe, secure, disciplined, and orderly campus environment.

2. Applicability

This provision shall apply to **all students of CGC University** and shall govern compliance with requirements relating to University identification cards, campus security, and other security-related matters.

3. Student Identification Requirements

1. Every student shall carry and **wear/display a valid CGC University ID Card at all times while on the University campus**, or whenever required during University-related activities.
2. The University ID Card shall be the **primary and valid identification document** for campus entry, academic purposes, examinations, hostel access, and other University-related activities.
3. ID cards issued by clubs, student communities, societies, departments, or other organizations **shall not be treated as substitutes for the University ID Card.**
4. Students carrying any additional identification card shall also carry and display their **valid University ID Card** whenever required.
5. Students shall produce their University ID Card for verification whenever requested by **authorized University officials, security personnel, faculty members, or administrative staff.**
6. Students shall immediately report a **lost, misplaced, damaged, or stolen ID Card** to the concerned University authority and obtain a replacement in accordance with the prescribed procedure.

4. Prohibited Conduct

The following acts shall constitute violations of the Student Code of Conduct:

- Forgetting or failing to carry the University ID Card;
- Failing to wear or display the ID Card when required;
- Misusing, altering, tampering with, or falsifying a University ID Card;
- Possessing or using a fake or forged ID Card;
- Using another student's ID Card;
- Lending, transferring, or giving one's ID Card to another person or an outsider;

- Allowing an unauthorized person to use the student's ID Card for campus entry or any University-related purpose;
- Refusing to produce an ID Card when asked by an authorized official;
- Misbehaving, arguing, threatening, obstructing, or otherwise acting inappropriately with security personnel or University officials while carrying out their official duties;
- Any other act intended to circumvent or compromise the University's security or identification system.

5. Disciplinary Measures

Violations shall be dealt with in accordance with the nature and seriousness of the offence. The University may impose one or more of the following measures:

Violation	Prescribed Action
Forgetting ID Card	Warning for the first instance; ₹100 fine for the second instance; strict disciplinary action for repeated instances
Losing/Misplacing ID Card	Applicable ID Card reissue charges Rs. 250/-
Failure to wear/display ID Card when required	₹200 for the first instance; ₹500 for the second instance; strict disciplinary action for subsequent instances
Fake/Forged ID Card	₹1,000 fine and referral to the Disciplinary Committee, where warranted
Using another student's ID Card	₹1,000 fine and referral to the Disciplinary Committee, where warranted
Giving/Lending ID Card to an outsider	₹2,000 fine and strict disciplinary action, depending on the circumstances
Misbehaviour with Security Personnel	₹500 fine, written apology, warning, and/or further disciplinary action depending on the seriousness of the conduct

Note: Repeated or serious violations may attract enhanced disciplinary action, irrespective of the penalty prescribed for a first or subsequent instance.

6. Security Compliance

Students shall:

- Cooperate with security personnel and authorized University officials;
- Comply with reasonable security checks and verification procedures;
- Follow all campus entry, exit, identification, and security instructions;

- Not obstruct security personnel in the discharge of their official duties;
- Not leave personal belongings, including helmets, in areas where their unattended presence may create a security or safety concern;
- Immediately report any suspicious activity, unauthorized access, misuse of an ID Card, or security concern to the University authorities.

7. Reporting and Record

Any violation may be reported by Security, faculty members, wardens, administrative staff, or other authorized University personnel. The concerned authority shall record the incident and refer serious or repeated violations to the Department of Student Affairs/Disciplinary Committee, as applicable.

Fines imposed under this provision shall be deposited through the prescribed University payment mechanism, and the payment shall be recorded in the University's official records.

8. Student Responsibility

Every student is responsible for carrying a valid University ID Card, complying with security requirements, maintaining discipline, and cooperating with authorized University personnel. Failure to comply with these requirements may result in disciplinary action under the Student Code of Conduct.

SOP and Disciplinary Policy for Student Fights within Campus

1. Purpose

The purpose of this Standard Operating Procedure (SOP) and Disciplinary Policy is to maintain a safe, disciplined, and violence-free campus environment and to establish a clear procedure for handling incidents involving student fights, physical altercations, threats, or violent behavior within the campus.

2. Scope: This policy applies to all students of the University and covers incidents occurring within the University premises, including academic blocks, hostels, sports complexes, cafeterias, parking areas, and institutional transport, as well as during any institutional event, programme, activity, or function, whether conducted on or off the University campus under the University's supervision or authorization.

3. Definition: A "student fight" includes:

- Physical assault or violence;
- Verbal threats leading to violence;
- Group clashes;
- Intimidation or aggressive behavior;
- Use of objects/weapons to threaten or injure;
- Provoking, encouraging, recording, or circulating fight videos.

4. Zero Tolerance Policy

The institution adopts a zero-tolerance approach towards violence, physical assault, bullying, intimidation, and disruptive conduct within campus premises.

5. Immediate Response Procedure

Step 1: Intervention

- Security personnel, faculty members, wardens, or administrative staff shall immediately intervene to stop the fight.
- Students involved shall be separated immediately.

Step 2: Ensure Safety

- Injured students shall be provided first aid or medical assistance immediately.
- Serious cases may be referred to a hospital or emergency services.

Step 3: Reporting

- The incident must be immediately reported to the following authorities, as applicable:
  - Dean, Student Affairs / Discipline Committee
  - Chief Security Officer
  - Hostel Warden, in case the incident occurs in the hostel premises
  - Concerned HOD/Department

  Note: For cases involving violence or other serious incidents in the hostel premises, the guidelines and procedures prescribed in the Hostel Information Handbook, Ref. No. CGCU/RO/25-26/251 shall be followed. (Refer to the attached Annexure.)

Step 4: Documentation

A written incident report shall be prepared containing:

- Date and time;
- Location;
- Names of students involved;
- Witness statements;
- CCTV footage reference, if available;
- Nature of injuries/damages.

Step 5: Temporary Restriction
Pending inquiry, the institution may:

- Suspend involved students temporarily;
- Restrict hostel or campus access;
- Debar participation in classes/events.

6. Inquiry Procedure

1. The University Student Disciplinary Committee shall conduct an inquiry.
2. Students involved shall be given an opportunity to explain their conduct.
3. Statements of witnesses and CCTV footage may be reviewed.
4. The Committee shall recommend disciplinary action based on severity and involvement.

7. Disciplinary Actions

A. Minor Altercation / Verbal Aggression

For first-time minor incidents without physical injury:

- Written warning;
- Counseling session;
- Apology undertaking/Notarized Affidavit;
- Fine up to ₹10,000/-.

B. Physical Fight / Assault

For involvement in physical violence:

- Fine up to ₹15,000/-;
- Suspension from classes/hostel/institutional activities;
- Parent/guardian call and written undertaking.
- Notarized Affidavit
- Medical Expenses.

C. Serious Violence / Group Clash / Repeated Offence

For severe or repeated incidents involving injuries, organized violence, intimidation, or property damage:

- Fine up to ₹20,000/-;
- Suspension for a specified period;
- Hostel expulsion;
- Medical Expenses.
- Notarized Affidavit
- Rustication/expulsion from institution (subject to committee referral);
- FIR/legal action, wherever applicable.

D. Possession or Use of Weapons

Any student carrying or using weapons or dangerous objects during a fight shall be liable for:

- Immediate suspension;
- Heavy disciplinary penalty;
- Police complaint/legal proceedings;
- Possible expulsion from the institution.

8. Additional Provisions

A. Recording or Circulating Fight Videos

Students recording, sharing, or promoting videos/photos of fights on social media or messaging platforms shall also face disciplinary action.

B. Damage to Institutional Property

Students shall bear the cost of damages caused to institutional property during such incidents.

C. False Complaints

Any student filing false or misleading complaints may also face disciplinary action.

9. Appeal Process

A student who is aggrieved by any disciplinary action or order passed by the Disciplinary Committee/Competent Authority may submit a written appeal to the designated Appellate Authority of the University within seven (7) working days from the date of receipt of the disciplinary order.

10. Authority of Institution

The institution reserves the right to:

- Take immediate preventive action;
- Inform parents/guardians;
- Report serious incidents to law enforcement agencies;
- Amend this policy as required.

Policy on Use and Possession of Prohibited Substances

1. Purpose

The purpose of this policy is to maintain a safe, healthy, disciplined, and substance-free campus environment. The institution strictly prohibits the possession, consumption, distribution, or use of cigarettes/tobacco products, alcohol, narcotic substances, and drugs within the campus premises or during any institution-related activity.

2. Scope

This policy shall apply to all students of the institution and shall cover their conduct within the academic blocks, hostels, sports facilities, parking areas, institutional transport, and during events, tours, competitions, and other activities organized or authorized by the institution.

3. Prohibited Activities

Students shall not:

1. Smoke or consume cigarettes, e-cigarettes, vapes, or tobacco products.
2. Possess, consume, distribute, promote or remain under the influence of alcohol, narcotic drugs, psychotropic substances, or any illegal intoxicants.

4. Disciplinary Action

A. Smoking / Cigarette / Tobacco Consumption

Any student found smoking or possessing cigarettes, tobacco products, vapes, or related items shall be liable for:

- A fine up to ₹10,000-/-; and/or
- Written warning;
- Counseling session;
- Intimation to parents/guardians

B. Alcohol Consumption or Possession

Any student found consuming, possessing, or being under the influence of alcohol shall be liable for:

- A fine up to ₹10,000/-; and/or
- Suspension from classes, hostel, or institutional activities;
- Mandatory counseling;
- Intimation to parents/guardians.

C. Drugs / Narcotic Substances

Any student found possessing, consuming, distributing, or being involved with drugs or narcotic substances shall be liable for:

- A fine up to ₹20,000/-;
- Suspension from the institution for a specified period or immediate rustication in severe cases;
- Debarment from institutional activities;
- Reporting to law enforcement authorities, wherever applicable;
- Any other disciplinary action deemed appropriate by the Disciplinary Committee.

5. Repeat Offences

Repeated violations shall attract stricter disciplinary action, which may include:

- Enhanced penalties;
- Suspension;
- Expulsion/rustication from the institution;
- Cancellation of hostel facility;
- Withholding of results, certificates, or participation privileges.

6. Disciplinary Committee

All cases shall be reviewed by the Institutional Disciplinary Committee. The Committee shall:

- Conduct an inquiry;
- Provide the student an opportunity to present their explanation;
- Recommend suitable disciplinary action based on the severity of the offence.
-

7. Institutional Rights

The institution reserves the right to:

- Conduct checks and inspections where necessary;
- Take immediate preventive action to maintain campus discipline and safety;
- Amend this policy from time to time as deemed necessary.

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Dean Student Affairs
CGC University, Mohali

Dean Student Affairs
CGC University, Mohali

28.8.2024

Prof. (Dr.) Anupam Sharma,
Registrar
CGC University, Mohali

Registrar
CGC University, Mohali

Approved By:

28.8.24

Prof. (Dr.) Vinay Goyal
Vice Chancellor,
CGC University, Mohali

Vice Chancellor
CGC University, Mohali

ANNEXURE

Hostel Norms, Standard, Guidelines & Regulations

Ref No. CGCU/RO/25-26/251 **Dated 02 Feb 2026**

Hostel Norms, Standard, Guidelines & Regulations
CGC University, Mohali

1. Introduction.

Home away from home.... That is what a hostel is! Just like every home has its own rules and systems, where everyone respects each other, we too have a few guidelines laid for our hostel students and we are sure you would understand, appreciate, and follow these regulations in the true spirit.

2. Purpose.

The Hostel rules & regulations aims to establish a safe, disciplined, inclusive, and academically conducive residential environment for students of CGC University, Mohali. The policy defines governance structures, roles and responsibilities, admission procedures, rules and regulations, disciplinary mechanisms, safety protocols, grievance redressal, and exit procedures for all CGC University hostels. This Policy is designed as per various UGC regulations related to ragging and sexual harassment.

3. Scope.

This policy applies to:

a) All students residing in University-managed hostels and any other designated hostels. (boys, girls, and any other category may be treated as special category) .
b) Hostel administration and staff.
c) Outsourced service providers operating within hostels (if any).

4. Definitions.

a) **Chancellor / Pro Chancellor:** Chancellor / Pro Chancellor of the CGC University.
b) **Chief Warden:** Senior authority overseeing all hostels.
c) **Disciplinary Committee:** Committee constituted to address violations of hostel rules.
d) **Hostel:** Any residential facility managed or recognized by the CGC University.
e) **Registrar:** Registrar of the CGC University.
f) **Resident:** A student formally allotted a hostel room.
g) **University:** CGC University, Mohali.
h) **Vice Chancellor:** Vice Chancellor of the CGC University.
i) **Warden:** Faculty/administrative staff appointed to manage a hostel.

5. Hostel Governance Structure, Authorities, Their Power and Functions.

(a) Chancellor / Pro-Chancellor.

Powers and Functions:

i. Overall oversight of University residential policies.
ii. Final appellate authority in exceptional cases.

(b) Vice-Chancellor (VC)

Powers and Functions:

i. Approves hostel policies and major amendments.
ii. Constitutes Hostel Management Committees.

(c) Registrar

Powers and Functions:

i. Administrative coordination of the University through Director Administration.
ii. Ensures policy notification and implementation.

(d) Chief Warden

i. Chief Warden will be the Head of all hostels.
ii. He/She will supervise Hostel Wardens and hostel staff from time to time and ensure compliance of rules and regulations.
iii. Issues circulars, instructions, and SOPs with prior permission of the Registrar.
iv. May suggest his/her recommendation regarding disciplinary action to Director Admin/ DSW.

(e) Hostel Wardens

i. Hostel wardens manage hostel and its day-to-day activities of allotted hostels.
ii. It is the major responsibility of the Hostel warden to maintain discipline, attendance, and records in the hostel.
iii. Hostel warden will be the first authority for student grievances, arises within the hostel.
iv. Hostel warden will conduct inspections and enforce rules in the Hostel and ensure compliance of the same.

v. To get maintained and check Hostel office records and other related materials time to time.

(f) Assistant Wardens / Residential Supervisors.

(i) Assistant Wardens will assist Hostel Wardens in supervision, inspection, and enforcement of hostel rules.
(ii) It is the duty of the Assistant wardens to take Night rounds and attendance checks.
(iii) Any type of incidence happened in the hostel should be reported by the assistant wardens to the Hostel wardens, immediately.

(g) Hostel Office Staff / Administration.

Following records must be maintained at Hostel office(s):
(i) Room allotment records
(ii) Fee collection coordination
(iii) Entry and Exit Registers
(iv) Visitor Register
(v) Complaint Register and Disposal of complaints records

(h) Security Officer.

(i) Security Officers and staff, deputed in Hostels will ensures round-the-clock security in the hostels. Any type of incidence happened must be reported to Assistant wardens, Hostel Wardens without delay.
(ii) Security Officers will control entry / exit registers and access systems of the Hostels
(iii) Any type of breach of security must be reported to Chief Security Officers also.

6. Disciplinary Committee (Hostel Level).

A disciplinary committee will be appointed to deal with any type of issue, related to violation of discipline in the hostel. The composition of the committee will be as follows

1. Chief Warden / Warden
2. Registrar / Dean of Students Welfare / Director Admin
3. Faculty representatives
4. Student representatives (boys & girl's hostels)
5. Security or administrative officers

6.1 Functions of the Disciplinary Committee.

1. Supervise enforcement of hostel discipline and conduct rules.
2. Review serious or repeated disciplinary cases.
3. Recommend penalties as per Hostel Policy, UGC Anti-Ragging Regulations, and University rules.

Note: Ragging cases are mandatorily forwarded to the Anti-Ragging Committee and discrimination case to Equal Opportunity Center.

7. Hostel Admission and Allotment Procedure.

Step 1: Application submission:
Student to apply through the University Hostel Application Portal or prescribed form along with other requisite documents.

Step 2: Scrutiny:
Hostel Office verifies eligibility and documents.

Step 3: Allotment:
Allotment of rooms will be done on first come first serve basis, subject to the availability of room. The Room will be allotted by the Hostel Office under the approval of Chief Warden.

Step 4: Fee Payment:
After approval of allotment of room, the hostel fee and mess fees to be paid within stipulated time. Non-payment of fee may lead to cancellation of application and allotment.

Step 5: Reporting and Occupancy:
Students will report to hostel warden for occupancy. Head Warden will allow the occupancy only after the full payment of hostel fee.

8. Duration of Stay.

a) Hostel allotment is valid for one academic year.
b) Renewal subject to conduct, attendance, and fee clearance.
c) In case student is leaving the hostel in between the AY, he/she is liable to pay the full AY fee.

9. Code of Conduct for Residents.

a. General Conduct.

i) Every hostel resident shall maintain discipline, dignity, and mutual respect.
ii) Residents must comply with:
   a) University rules
   b) Hostel policy
   c) Instructions issued by the Warden / Chief Warden from time to time.
iii) Any act bringing disrepute to the University or hostel shall invite disciplinary action and expulsion from the hostel.

b. Compliance with UGC Regulations.

(i) Ragging in any form is strictly prohibited as per UGC Regulations on Curbing the Menace of Ragging.
(ii) All residents must submit UGC Anti-Ragging Undertakings.
(iii) Sexual harassment complaints shall be governed by UGC POSH regulations and handled by the Internal Complaints Committee (ICC).

c. Attendance.

i. Residents must mark attendance as prescribed by hostel authorities.
ii. Late entry without permission shall be treated as a violation.

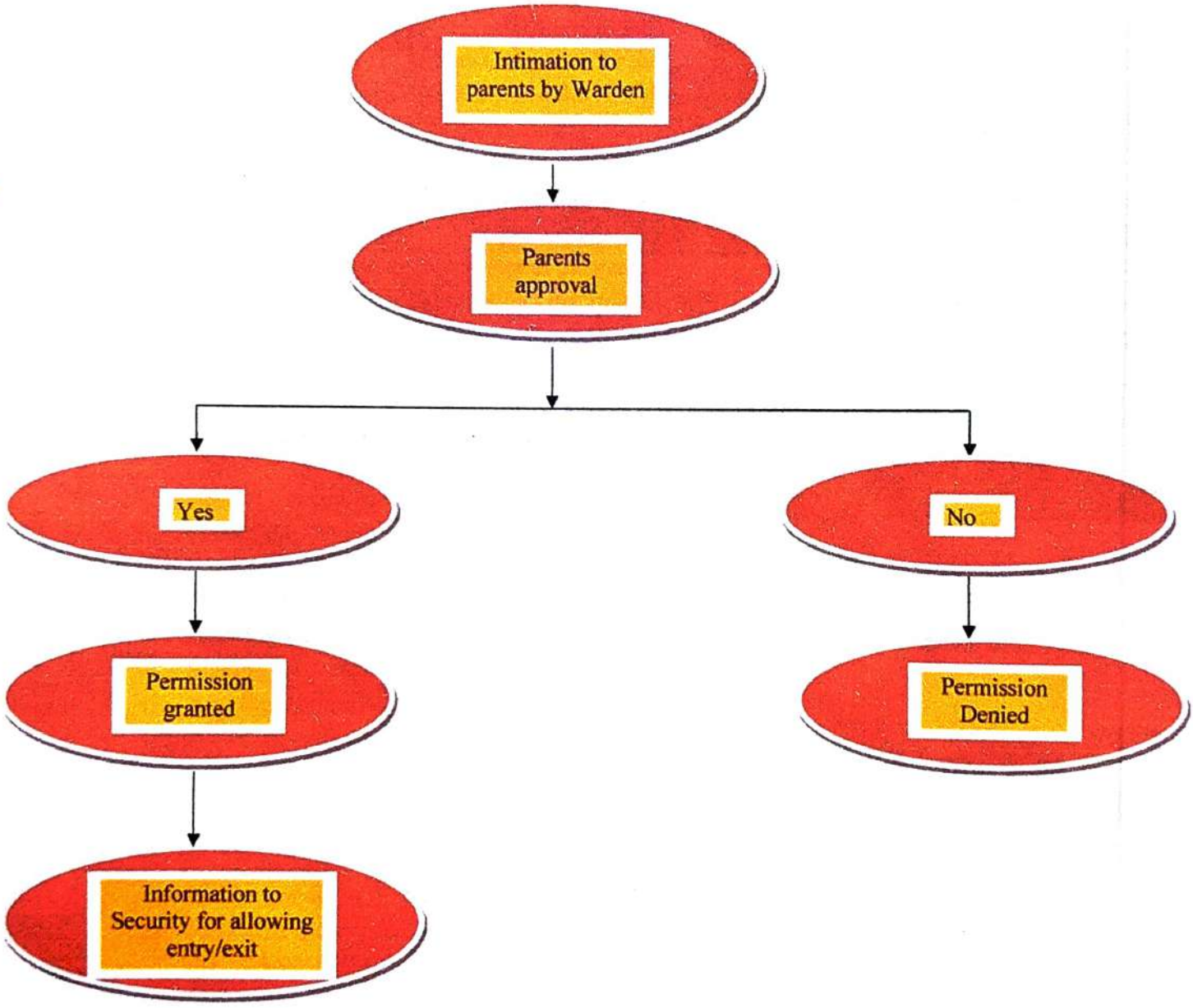
d. Entry and Exit.

i. Entry and exit shall be only through designated hostel gates
ii. All movements must be recorded in the entry / exit register or biometric system.

e. Visitors.

Only parents or authorized guardians are permitted during visiting hours. Visiting hours will be defined by the Chief Hostel Warden and visitor will be allowed to visit their wards during the specific time only, with the permission of the Hostel Warden. Overnight stay of visitor is strictly prohibited. Opposite-gender entry into residential areas is also strictly prohibited.

Process Flow Chart - Parents/Guardians Approval for Leave, Night-Out & Absence



10. Leave, Night-Out & Absence.

i. If any hosteller wants to leave, night-out on his own wish, prior permission of the Warden is mandatory.
ii. Parent / guardian consent also required for the same.
iii. The hostellers are allowed to leave the hostel on holiday making the necessary entry in the hostel out-pass register available in the respected hostel's security room.
iv. Students who desire of moving out of the station on an out-pass should take permission from their parents and obtain an out pass from the respected wardens or Admin Head. Students are requested to make entry at the out-gate and deposit their out pass with security supervisor at the gate.
v. Unauthorized absence shall attract disciplinary action, against the Hosteller.

11. Prohibited Items and Activities.

The following are strictly prohibited inside hostel premises:

i. Alcohol, drugs, narcotics, tobacco, smoking / vaping products
ii. Gambling, betting, or illegal activities
iii. Weapons, explosives, or hazardous materials
iv. Electric appliances
v. Cooking inside rooms
vi. Playing loud music with music player, phone etc.
vii. Any form of violence, bullying, or harassment
viii. Any such activity, which disturb the other hostellers.
ix. Any Damage to hostel property

12. Room & Property Rules.

1) Rooms are allotted on a shared basis and are non-transferable.
2) Residents must not:
   (a) Alter furniture or fixtures
   (b) Damage hostel property
3) Cost of damages shall be recovered from the concerned student(s).
4) Room inspections may be conducted by hostel authorities at any time.

13. Cleanliness & Hygiene.

i. Residents shall maintain cleanliness of rooms and common areas.
ii. Littering, spitting, or unhygienic practices are prohibited.
iii. Housekeeping staff must be treated with respect.

14. Use of Common Facilities.

(i) Common rooms, study areas and recreational facilities must be used responsibly.
(ii) Silence should be maintained during study hours and night hours. Playing music with music player, phone etc. is strictly prohibited.
(iii) Misuse of common facilities shall invite penalties.

15. Mess Rules.

i. Residents must follow mess timings and rules.
ii. Wastage of food is strictly prohibited.
iii. Students should consume their meals only in the dining mess area provided in their respective hostels, taking meal to the room are not allowed except when the student is sick. In this case meals will be allowed with the permission of warden, to room.
iv. Light food like (khichdi) will be available to those students only who are sick and given prior information to the warden for the light meal.
v. No market-packed food is allowed after 11 PM.
vi. No mess utensils are allowed to keep in the hostel room. Penalty will be imposed, if found.
vii. Cooking of food inside the hostel room is strictly prohibited, any violation will be dealt with strict disciplinary action.
viii. Complaints regarding mess quality shall be routed through:
    1) Mess Committee (to be constituted and to be notified by DSW).
    2) Warden.

16. Safety & Security

i. Residents must cooperate with:
    (i) Security staff for security checks.
    (ii) CCTV monitoring.

ii. Any suspicious activity must be reported immediately.
iii. Fire safety and emergency instructions must be strictly followed.

17. Vacating Hostel & Exit Rules.

i. Hostel residents must vacate rooms:
   1) At the end of the academic year
   2) On cancellation of allotment
ii. Room handover and No-Dues Clearance are mandatory.
iii. Keys and issued items must be returned.
iv. Inspection of room at the time of exit will be done by Hostel warden. If any discrepancy is found, the same will be recovered from the hosteller.

18. Grievance Redressal.

a) Hostel-related grievances shall first be reported to the Warden.
b) If unresolved, the matter may be escalated to:
   i. Chief Warden
   ii. General Hostel Committee
   iii. University Grievance Redressal Committee (as applicable).

19. Grievance Redressal Mechanism.

Step 1: Warden Level: Student submits complaint to Warden
Step 2: Chief Warden Level: If unresolved, escalated to Chief Warden
Step 3: Hostel Grievance Committee: Formal hearing and resolution
Step 4: University Authority: Appeal to Registrar / VC.

20. Disciplinary Action.

Violation of hostel rules may result in:
i) Warning
ii) Fine
iii) Community service
iv) Suspension from hostel
v) Cancellation of hostel allotment
vi) Rustication from University (for serious offences)

21. Safety, Security, and Health Facilities.

The CGC University shall provide the following facilities at Hostel to its residents:

a) Security Measures. 24 x 7 security personnel, CCTV surveillance in common areas.
b) Medical Facilities. First-aid available in hostels.
c) Fire and Disaster Management. Fire safety equipment's are installed on each floor.
d) Evacuation drills are conducted periodically to ensure safety of residents

22. Hostel and Mess Fee.

The Hostel and Mess fee will be charged for full academic year. The amount of fee will be notified by competent authority from time to time.

23. Refund and Forfeiture of Fees.

The Hostel / Mess fee will be refunded as per University refund policy. Deduction will be done as per usage / damages.

24. Amendments and Interpretation.

- University reserves the right to amend this policy.
- Interpretation rests with the Vice-Chancellor.

2.2.26.

Prof. (Dr.) Anupam Sharma
Registrar
CGC University, Mohali

Approved By

2.2.26

Prof. (Dr.) Vinay Goyal
Executive Director
CGC University, Mohali