CGC UNIVERSITY MOHALI

Shaping Tomorrow, Today

SOPs

Standard Operating Procedures

Student Related Issues



Ref. No: CGCU/DSA/26/33

Date: 05/03/2026

Standard Operating Procedure (SOP)
Student Related Issues
CGC University, Mohali

Purpose

To ensure uniformity, fairness, discipline, and transparency in handling student ID card and security-related issues within the CGC University campus.

Scope

This SOP applies to all students, security personnel, and the concerned administrative offices of CGC University.

General Rules

- Wearing a valid CGC University ID Card is mandatory at all times on campus.
- Any misuse of ID cards will be treated as a serious disciplinary offence.
- Any other ID card issued by clubs, student communities, societies, or other organizations will not be considered valid for campus entry or academic purposes.
- Students carrying any additional card must also carry and display their University ID card along with it.
- Students must cooperate with Security and University officials.

Categories of Violations & Disciplinary Action

Violation	Action / Fine / Disciplinary Measure
1. Forgetting ID card	Warning for the first instance, ₹100 fine for the second instance, and strict disciplinary action for the third and subsequent instances
2. Losing / Misplacing ID card	₹300 fine + Reissue charges (Rs.250/)
3. Carrying a fake ID card	₹1000 fine + Disciplinary Committee referral (if required)
4. Using another student's ID card	₹1000 fine + Disciplinary Committee referral (if required)
5. Giving ID to outsider	₹2000 fine + Strict disciplinary action (subject to the seriousness of the case)
6. Not wearing ID when instructed	₹200 fine in 1st time, 500 in 2nd time, and strict disciplinary action for the third and subsequent offenses.
7. Leaving helmets unattended	The University authorities shall not be responsible for any loss or damage to unattended or unlocked vehicles or belongings.

Violation	Action / Fine / Disciplinary Measure
8. Arguing / Misbehaving with security	₹500 fine + Written apology + University warning (subject to the seriousness of the case)

9. **Repeated offences will lead to higher penalties and strict disciplinary action.**

Process Flow

Step 1:
Security identifies the violation → Records student details → Refers the case to Administration office, keeping the Student Affairs Office informed.

Step 2:
Administration office verifies the case → imposes a fine and/or disciplinary action, with the consent of the Student Affairs Office, as per the SOP → Updates official records.

Step 3:
The student pays the fine via the Accounts Office or Online Portal → submits the receipt to the DSA Office and also provides a copy to the hostel office (if the student is a hosteller).

Communication & Verification Protocol
- Department of Student Affairs is the final authority for imposing fines and disciplinary action.
- All communication will be done through official email / record system only.
- Monthly coordination reports will be shared between Admin office and DSA for transparency.

Student Responsibilities:
- Carry your CGC University ID card daily.
- Cooperate with security personnel at all times.
- Follow all campus rules and maintain discipline.
- Report any lost ID card immediately to the concerned mentor or hostel authority (if student is a hosteller).

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CGC UNIVERSITY MOHALI
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Corrigendum / Amendment Notice

(Regarding SOP on Student Related Issues –CGC University, Mohali)

Ref. No: CGCU/DSA/26/33-01 **Date: 10/03//2026**

This is to notify all concerned that an **amendment has been made to Point No. 2 under "Categories of Violations & Disciplinary Action"** in the *Standard Operating Procedure (SOP) – Student Related Issues, CGC University, Mohali* dated **05/03/2026**.

Earlier Provision

2. Losing / Misplacing ID Card: ₹300 fine + Reissue charges (₹250)

Revised Provision (Amended)

2. Losing / Misplacing ID Card: Only **ID Card Reissue Charges (₹250)** will be applicable. No additional fine will be imposed.

All other provisions of the SOP shall remain **unchanged and in force**.

This corrigendum shall be treated as an **integral part of the existing SOP** and will be applicable with immediate effect.

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Revised policy doc. to be shared in tdn.