

# **Maulana Azad National Urdu University's**

## **Code of Conduct**

**for**

**Students, Teachers, and Non-Teaching Staff**

**(Compiled by Internal Quality Assurance Cell)**

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## **1. Introduction**

Maulana Azad National Urdu University (MANUU) has in place Code of Conduct for students, teachers, other academics, administrators and non-teaching staff. For teachers, other academic staff, administrators and non-teaching staff, the Government of India CCS (Conduct) Rules 1964, and CCS (CCA) rules 1965 are applied. For students, MANUU has in place conduct and discipline rules, which are made available to all the stakeholders through its website.

Notwithstanding this, the code of conduct for teachers, other academics and non-teaching staff, and rules and regulations pertaining to the discipline of the students are fundamental part of Maulana Azad National Urdu University *Act and Statutes* 1996 (no. 2 of 1997), which are available on MANUU Website (<https://manuu.edu.in/University/Statutory-Documents/Act-Statutes>).

The Internal Quality Assurance Cell, MANUU for the purposes of ease of access to the Code of Conduct for all the stakeholders of MANUU and for the requirements of assessment and accreditation, compiled all the rules and regulations in this booklet, entitled *Maulana Azad National Urdu University's Code of Conduct*.

All the rules and regulations gathered and compiled here are approved by different authorities of MANUU at different occasions, that is, as and when there was necessity. Some of the regulations have been also improved upon through modification and revision.

MANUU operates and implements its Code of Conduct through various authorities such as Executive Council, Academic Council, Finance Committee, Deans of Schools, Heads of the Departments and by constituting various related committees. However, with regard to students, the permanent academic and administrative units and offices of MANUU such as Provost's Office, Proctor's Office, Dean Students' Welfare Office and so on directly carry the responsibility of monitoring and implementing the Code of Conduct.

This booklet has provided in general the basic code, and cited the links for the complete code, rules & regulations and guidelines for all the stakeholders to refer to and read, if they so desire.

## **2. The Objects of the University**

The objects of Maulana Azad National Urdu University as per Section 4 of its *Act* 1996 (No. 2 of 1997) are:

*to promote and develop the Urdu Language,*

*to impart education and training in vocational and technical subjects through the medium of Urdu,*

*to provide wider access to people desirous of pursuing programmes of higher education and training in Urdu medium through teaching on the campus as well as at a distance, and*

*to provide focus on women education.*

### **The Vision**

*To provide and promote quality higher education and research through Urdu and be recognized as the leading institution for academic excellence.*

### **The Mission**

*To disseminate knowledge through the medium of Urdu.*

*To impart quality higher education in Urdu through regular and distance modes.*

*To provide highest quality of teaching, learning and research environment to the students.*

*To develop students' personality and enhance students' learning traits.*

*To produce linguistically and socially responsible graduates who could make substantive contribution in the society and the nation.*

*To empower Urdu knowing people by providing higher education access to them.*

### **The Core Values**

MANUU is committed to:

*supporting and implementing its vision, objects and mission,*

*focusing on students' needs,*

*promoting continuous improvement in teaching and learning,*

*fostering research culture,*  
*felicitating the spirit of scholarship in students,*  
*promoting the notion of guidance beyond teaching among teachers,*  
*manifesting the ethos of Urdu through its architecture and culture,*  
*channeling the resources and potential towards nation building,*  
*establishing, maintaining and expanding Green Campus,*  
*involving stakeholders in the activities that affect them,*  
*assessing and improving policies related with academic and administration,*  
*cultivating transparency in administration,*  
*preferring merit and quality in all spheres of promotion,*  
*recognising the worth of all its teaching and non-teaching members, and*  
*treating all the students, staff and the people of the country with dignity.*

### **3. Code of Conduct for Students**

Maulana Azad National Urdu University (MANUU) provides all opportunities to its students not only to advance and materialize their higher educational aspirations, but also to improve their selves as honest, caring, considerate, responsible and magnanimous human beings and citizens. In this regard, the expectation of MANUU from all those who enroll themselves in any study programme of it, whether through regular mode or distance mode, is that they all strive to set and practice high standard of ethics. Some of the characteristics and good manners required from students from their enrolment in MANUU to the completion of their study programme are:

*The students must be respectful towards all, irrespective of people's racial, regional, and religious identities.*

*The students must be respectful towards their teachers and all the employees and stakeholders of the University.*

*The students, if capable, must help all who need or seek any help which is moral, ethical and legal, inside and outside the University campus.*

*A student must treat all classmates, fellow students and colleagues with consideration and kindness.*

*Humbleness must be the hallmark of every student.*

*Preferring others' needs over theirs must be the attitude of all the students, provided such attitude/act does not interfere with their studies.*

*Every student must cultivate softness in their conduct and speech. Harshness must be avoided at all cost.*

*Inconsiderate treatment, harmful attitude, physical or mental injury caused by any member, whether a classmate or an employee, must not be retaliated by the student, but should be reported to University authorities (Heads, Deans, Provost, Proctor, Vice Chancellor)*

Maulana Azad National Urdu University in its *Acts and Statutes*, has laid down a statute entitled ***Maintenance of discipline among students of the University***, pertaining to the discipline and conduct of the students in the University, the Statute no. 29 reads:

- (1) All powers relating to discipline and disciplinary action in relation to students of the University shall vest in the Vice-Chancellor.
- (2) The Vice-Chancellor may delegate all or any of his powers as he deems proper to a Proctor and to such other officers as he may specify in this behalf.

(3) Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action, as may seem to him appropriate for the maintenance of discipline, the Vice-Chancellor may, in exercise of his powers, by order, direct that any student or students be expelled, or rusticated, for a specified period, or be not admitted to a course or courses of study in an Institution or a Department of the University for stated period, or be punished with fine for an amount to be specified in the order, or be debarred from taking an examination or examinations conducted by the University, Institution or Department or a School for one or more years, or that the results of the student or students concerned in the examination or examinations in which he or they have appeared be cancelled.

(4) The Heads of Institutions, Deans of Schools of Studies and Heads of teaching Departments in the University shall have the authority to exercise all such disciplinary powers over the students in their respective Institutions, Schools and teaching Departments in the University as may be necessary for the proper conduct of such Institutions, Schools and teaching Departments in the University.

(5) Without prejudice to the powers of the Vice-Chancellor, and other persons specified in clause (4), detailed rules of discipline and proper conduct shall be made by the University. The principals of Institutions, Deans of Schools of Studies and Heads of teaching Departments in the University may also make the supplementary rules as they deem necessary for the aforesaid purposes.

Consequently, the Proctor Office maintains the overall discipline among the students of the University, in conjunction and collaboration with the Deans of the Schools, Heads of the Departments, and Principals of the University Colleges. The Proctor Office webpage displays *Conduct and Discipline Rules for the Students*, and information about On and Off Campus Disciplinary Committees which oversee the implementation of rules and actions.

**MANUU's Conduct and Discipline Rules (2014) are as follows:**

**Nature of Penalties**

If the student is found involved directly or indirectly in any kind of in-disciplinary activity he/she will be awarded black dots. The black dots given to a student by disciplinary committee will be cumulative. The reward for the black dots can be one or more than one penalty listed below:

**1) One Black Dot**

- a) Warning and call to the parents within one week
- b) Fine up to Rs. 1000/-
- c) Written warning and information to the guardian; and
- d) Hostel shift

**2) Two Black Dots**

- a) Expulsion from the University for a specified period
- b) Suspension from Class/Department/College/Hostel/Mess/Library or availing of any other facility
- c) Suspension or cancellation of scholarship, fellowship, or any other financial assistance from any source and recommendation to that effect to the sanctioning [awarding] agency
- d) Fine up to Rs. 5000/-
- e) Debarring from participation in sports/NCC/NSS and other such activities
- f) Disqualification from holding any representative position in the Class/University/Hostel/Mess/Sports/Club and in similar other bodies
- g) Recovery of pecuniary loss caused to the University property; and
- h) Expulsion from the Department/Faculty/Hostel/Mess/Library/Club for a specified period.

**3) Three Black Dots**

- a) Expulsion from the Examination
- b) Expulsion from the Hostel

**4) Four Black Dots**

Expulsion from the University for one academic year

**5) Five Black Dots**

- a) Expulsion from the University permanently; and
- b) Disqualification from further studies, or prohibition of further admission or readmission.

**Note:** *If a student is given any number of black dots the same will be reflected in his/her character certificate. However, the number of black dots displayed in character certificate may be reduced or removed by the Proctor/Disciplinary Committee based on the student's progress, performance and behavior [report] given by the Head of the Department concerned.*

During the period of suspension the identity card and library card of the student shall be deposited in the Office of the Proctor. The student shall not be allowed to enter the University campus and participate in any kind of activity. However, they may be allowed for the examinations with prior permission of the Proctor/Disciplinary Committee. In case of any emergency such student(s) must take prior permission from the Proctor to enter the University campus. If such student is found in the University campus, without permission they shall be liable for further disciplinary action. (Part III: Nature of Penalties, *MANUU's Conduct and Discipline Rules*)

### **Indiscipline and Misconduct**

Any act of misconduct committed by a student inside or outside the campus shall be an act of violation of the discipline of the University. Violations of the discipline include:

- i) Disruption of the teaching, student examination, research or administrative work, curricular or extra-curricular activity or residential life of the members of the University, including any attempt to prevent any member of the University or its staff from carrying on their work; or any act reasonable likely to cause such disruption (one black dot).
- ii) Damaging or defacing any University property or the property of the members of the University or any other property inside or outside the University campus (one black dot).
- iii) Engaging in any attempt at wrongful confinement of teachers, officers, employees, students of the University or camping inside or creating nuisance inside the boundaries of the houses of teachers, officers and other members of the University (one black dot).
- iv) Use of abusive and derogatory slogans and intimidating language or incitement of hatred or violence and any other act calculated to further the same (one black dot).
- v) Ragging in any form
  - a) The word 'ragging' means the action of teasing, playing a practical joke upon someone or holding comic parades and other activities during certain period of a semester or academic term (one black dot).

b) Ragging includes display of noisy, disorderly conduct, teasing, excitement by rough and rude treatment or handling, including rowdy undisciplined activities which cause or likely to cause annoyance, undue hardship, physical or psychological harm, or raise apprehension or fear in a fresher, or asking the students to do any act or perform something which causes him/her shame or embarrassment or danger to his/her life (two black dots).

c) Forms of ragging are: to address senior as 'sir', perform mass drills, ask/answer vulgar questions; force freshers to look at pornographic pictures, force [students] to drink alcohol, scalding tea etc., to make the [students] do acts which can lead to physical injury, mental torture or death; strip kiss, or do other obscenities (two black dots).

vi) Ragging in any form is strictly prohibited both inside and outside the University premises. Any student found indulging in any kind of ragging would be considered as a guilty of gross indiscipline and as per the latest decision of the Hon. Supreme Court an FIR will be filed against them, and they shall be immediately suspended from the University. Anyone indulging in eve-teasing shall be also dealt with the same (three black dots).

vii) Eve-teasing or disrespectful behavior towards, women or girl students (two black dots).

viii) An assault upon, or intimidation to, or insulting behavior towards a teacher, officer, employee, student or any other person.

a) Verbal assault involving oral assault that results in an emotional, mental and or/psychological injury to the victim (one black dot).

b) Simple assault wherein a weapon is not used and the resulting injuries caused to the victim are minor in nature (two black dots).

c) Physical attack wherein an individual or a group provokes and attacks a person physically, with or without the use of weapon or threatens to hurt that person resulting in:

i) Provocations: insults, threats (one black dot).

ii) Intimidation: making a fist, pushing, stalking, stealing/throwing objects (two black dots).

iii) Brutality: attacks, struggles, fights (three black dots).

iv) Punches and injuries: bites, bruises, injuries, dislocations, fractures (four black dots).

v) Assault with a weapon leading to minor injuries (four black dots).

vi) Assault with a weapon leading to major injuries (four black dots).

vii) Assault with or without a weapon leading to life threatening injuries (five black dots).

- viii) Causing or colluding with the unauthorized entry of any person into the campus, or the unauthorized occupation of any portion of University premises, including hostels or halls of residence by any person (one black dot)
- xi) Getting enrolled in more than one course of study simultaneously in violation of the University rules (two black dots).
- x) Committing forgery or tampering with or misuse of the University documents or records, identification cards etc. (two black dots)
- xi) Furnishing false certificate or false information to any officer under the control and jurisdiction of the University (two black dots)
- xii) Consuming or possessing alcoholic drinks or dangerous drugs or other intoxicants in the University premises (one black dot)
- xiii) Indulging in the acts of gambling in the University premises (one black dot)
- xiv) Possessing or using any weapons such as knives, iron chains, iron rods, sticks, explosives, fire arms in the University premises (two black dots).
- xv) Arousing communal, caste or regional feelings or creating disharmony among students (one black dot).
- xvi) Disobeying the instructions of teachers or the authorities (one black dot).
- xvii) Misconduct or misbehaviour of any nature at the time of elections to the student bodies or at the meetings or during curricular or extra-curricular activities in the University (one black dot).
- xviii) Misconduct or misbehaviour of any nature at the examination centre (one black dot).
- xix) Giving publicity to misleading accounts or rumour among the students (one black dot).
- xx) Not disclosing the identity when asked to do so by an employee or officer of the University who is authorized to ask for identity (one black dot).
- xxi) Tearing of pages, defacing, burning and destroying of books of any library or seminar (one black dot).
- xxii) Unauthorized occupations of hostel, rooms or unauthorized acquisition or use of University furniture in one's hostel room or elsewhere (one black dot).
- xxiii) Accommodating guests in the hostel without the permission of proctor or warden (one black dot).
- xxiv) Improper rendering of accounts for money drawn from or through any office under the control and jurisdiction of the University (one black dot).

xxv) Coercing the medical staff to render medical assistance to persons not entitled to the same or any other disorderly behavior (one black dot).

xxvi) Any act of moral turpitude (one black dot).

xxvii) Any offence under law (one black dot).

xxix) Violation of the traffic rules as notified by the University (one black dot).

xxx) Improper behavior while on tour or excursion (one black dot).

xxxii) Pasting of posters or disturbing pamphlets, handbills etc. of an objectionable nature or writing on walls and disfiguring of buildings (one black dot).

xxxii) Any other act which may be considered by the Vice Chancellor or Disciplinary Committee to be an act of violation of University discipline (as per the decision of the Disciplinary Committee). (Part IV: Indiscipline and Misconduct, *MANUU's Conduct and Discipline Rules*)

### **Miscellaneous Rules**

1) Any student against whom a charge of misconduct has been made may be suspended from the rolls of the University by the Vice Chancellor, pending inquiry, pending trial for a cognizable offence by a court of law.

2) Any student against whom a charge of misconduct has been made may be suspended by the Proctor in consultation with the Vice Chancellor without waiting for the report of the Disciplinary Committee.

3) Any student against whom a charge of misconduct has been provided or awarded black dot(s), shall not be eligible to take further admission in any regular programme of the University.

For the detailed Conduct Rules in Urdu, English and Hindi please go to the following links:

<https://manuu.edu.in/sites/default/files/GeneralUploads/Conduct-Discipline-Rules-Urdu-English-Hindi.pdf>

<https://manuu.edu.in/University/Students/Support/Proctor-Office/ddc-on-campus>

**(Disciplinary Committees)**

<https://manuu.edu.in/University/Students/Support/Proctor-Office/ddc-off-campus>

**(Disciplinary Committees-Off Campus)**

## **Students' Conduct in the Examination**

1. All the students are supposed to maintain high standard of discipline in the examination hall. Students should read the instructions on the answer booklet carefully.
2. Students must not talk in the examination hall.
3. If any student indulges in any **unfair means** they shall be debarred from the examination.
4. Absence or lateness due to misreading the timetable or similar error does not entitle a student to sit in the examination or seek any special consideration.
5. The students are necessarily required to bring their hall tickets and show whenever any person appointed by the University (Invigilator, Superintendent, Observer, Flying Squad, etc.) demands.
5. No student shall be allowed in the examination hall without a hall ticket.
6. Students should occupy their seats in the examination hall as per their hall ticket numbers; sitting on other seats shall incur debarring.
7. Student should fill all the columns on the front page of the answer script compulsorily, and should ensure that the Invigilator signs their answer script. (Answer scripts without the signature of the Invigilators shall not be evaluated.)
8. No student is permitted to write anything on the question paper during examination time.
- 9) Students are not permitted to enter the examination hall 15 minutes after the commencement of the examination.
10. During the examination, if any extraordinary situation arises, with the special permission of the Invigilator and Centre Superintendent the student may leave the hall under the supervision of a person nominated by the Center Superintendent.
11. The allowable material in the examination hall includes only pens, pencils, scale, eraser, hall ticket/admit card and student's I-card. The unauthorized material, that is, the material not allowed in the examination hall includes: books, writing paper, notes, manuscripts, electronic instruments, cell phones, programmable calculators, notebook, iPad and every form of electronic media. Students found with any unauthorized material will be debarred from the Examination.

## **Student's Behaviour during the Examination**

The students are not allowed to communicate in any way with any person other than the Invigilator during the examination. Any other communication will be deemed and treated

'breach of examination'. An Invigilator is empowered to exclude the student from taking the examination for the breach of code of exam.

**Note:** Please read candidate(s) wherever student(s) appeared in the above examination rules for those who are taking entrance examination to seek admission in the University for any study Programme, for the same rules are applicable to them as well.

Detailed examination rules and regulations are displayed on the Examination Branch webpage, which can be accessed through the following links:

[https://manuu.edu.in/sites/default/files/2019-11/General%20Examinations%20Rules2016-17\\_2Feb2017.pdf](https://manuu.edu.in/sites/default/files/2019-11/General%20Examinations%20Rules2016-17_2Feb2017.pdf)

[https://manuu.edu.in/sites/default/files/2019-11/ICBCS%20Regulations\\_Final\\_3January17.pdf](https://manuu.edu.in/sites/default/files/2019-11/ICBCS%20Regulations_Final_3January17.pdf)

### **Students Conduct during MANUU Students' Election**

Maulana Azad National Urdu University has a student representative body for general welfare of the students in accordance with the provisions of its *Act 5 (xix)*. The representative is called MANUU Students Union (MSU). The Vice-Chancellor of the University is its Patron. All full-time regular and *bona fide* on campus students of the University enrolled in different courses offered by the University, that is, undergraduate, post-graduate and research levels including Master of Philosophy and Doctor of Philosophy (full-time) shall be members of the MSU and shall accordingly constitute its Executive Committee. The Polytechnic, D.Ed. students shall also be the member of MSU, However they shall contest and vote for MSU Executive Committee member of their respective school/polytechnic/centre only. Any student whose name has been removed from the rolls of the University shall cease to be a member of the MSU. Further, students shall cease to be members of MSU as soon as they complete their prescribed duration of the course and in case of research scholar if they have submitted their thesis/dissertation.

Outside MANUU's headquarters, every regular and *bona fide* student of Polytechnic, Satellite Campus and Colleges of Teacher Education shall vote for Executive Committee representative of their corresponding polytechnic/satellite /college. Representation of the students who are away from the University campus, that is, headquarters, is ensured through Executive Committee representative elected and constituted for the same.

### **Code of Conduct Required to Participate in Elections is as follows:**

No candidate shall indulge in, nor shall abet, any activity, which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religious or linguistic, or between any group(s) of students.

Criticism of other candidates, when made, shall be confined to their policies and programs, past record and work. Candidates shall refrain from criticism of all aspects of private life, not connected with the public activities of the other candidates or supporters of such other candidates. Criticism of other candidates, or their supporters based on unverified allegations or distortion shall be avoided.

There shall be no appeal to caste or communal or sexist or regional feelings for securing votes. Places of worship, within or outside the campus and classrooms and library shall not be used for election propaganda.

All candidates are prohibited from indulging or abetting, in all activities which are considered to be “corrupt practices” and offences, such as bribing of voters, intimidation of voters, impersonation of voters, canvassing or the use of propaganda within 100 meters of polling stations, holding public meetings during the period of 24 hours ending with the hour fixed for the close of the poll, and the transport and conveyance of voters to and from polling station.

No candidate is permitted to make use of printed posters, printed pamphlets, or any other printed material for the purpose of canvassing. Candidates may only utilize hand-made posters for the purpose of canvassing and paste them at designated places, provided that such hand-made posters are procured within the expenditure limit set.

Candidates may only utilize hand-made posters at certain places in the campus, which shall be notified in advance by the election commission/University authority.

No candidate is permitted to carry out processions, or public meetings, or in any way canvass or distribute propaganda outside the University campus.

No candidate shall, nor his/her supporters, deface or cause any destruction to any property of the University/college campus, for any purpose whatsoever. All candidates shall be held jointly and severally liable for any destruction/defacing of any University property.

During the election period the candidates may hold processions and / or public meetings, provided that such processions and / or public meetings do not, in any manner, disturb the classes and other academic and co-curricular activities of the University. Further, such procession / public meeting may not be held without the prior written permission of the University authority.

The use of loudspeakers, vehicles and animals for the purpose of canvassing or carrying voters in hired vehicles to and from polling booth is prohibited.

On the day of polling, student organizations and candidates shall:

- (i) co-operate with the officers on election duty to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction;
- (ii) not serve or distribute any eatables, or other solid and liquid consumables, except water on polling day;
- (iii) not hand out any propaganda on the polling day.

Excepting the voters, no one without a valid pass / letter of authority from the election commission or from the University authorities shall enter the polling booths.

The election commission / college/ University authorities shall appoint impartial observers. If the candidates have any specific complaint or problem regarding the conduct of the elections they may bring the same to the notice of the observer. Observers shall also be appointed to oversee the process of nomination of students in institutions that are following the nomination model of student representation.

All candidates shall be jointly responsible for ensuring the cleaning up of the polling area within 48 hours of the conclusion of polling.

Any contravention of any of the above recommendations may make the candidate liable to be stripped of his candidature, or his elected post, as the case may be. The election commission / college / University authorities may also take appropriate disciplinary action against such a violator.

The candidate should abide by the above mentioned code of conduct as well as the general rules and regulations of MANUU framed from time to time.

### **Election Related Expenditure and Financial Accountability**

The maximum permitted expenditure per candidate is Rs. 5000/-

Each candidate shall, within two weeks of the declaration of the result, submit complete accounts to the University authorities. The college/University shall publish such audited accounts, within

5 days of the submission of such accounts, through a suitable medium so that any member of the student body may freely examine the same.

The election of the candidate will be nullified in the event of any noncompliance or in the event of any excessive expenditure.

With the view to prevent the inflow of funds from political parties into the student election process, the candidates are specially barred from utilizing funds from any other sources than voluntary contributions from the student body.

### **Canvassing**

Canvassing is strictly prohibited in and around the class rooms. Canvassing by candidates may be permitted post lunch to avoid the disturbance, provided other terms and conditions are fulfilled. However, the following activities are considered as electoral mal-practices and their indulgence by either the candidate themselves or through their agents or supporters shall lead to disqualification from the contest:

- a) *Use of loud-speakers and mikes.*
- b) *Writing or pasting of slogans/posters or defacement of any buildings of University or outside the University.*
- c) *Incitement to an offence and/or indulgence in casteist, regional, sexist, ethnic or communal canvassing or by any other unethical and immoral act or manner in any form whatsoever.*
- d) *Forcing students to leave class rooms/libraries/laboratories/studios or entering classes engaged by teachers or disrupting any official/academic work of any nature whatsoever or canvassing at prohibited places as notified from time to time by the University.*
- e) *Seeking or soliciting any help, whether financial or otherwise, directly or indirectly, of any individual or group or organization.*
- f) *Indulging in any activity which is otherwise illegal or is against public policy, morality or decency.*
- g) *Any other activity which is unbecoming of a student of the Maulana Azad National Urdu University or is prohibited by any law or notification.*

xv. The candidate shall have one opportunity to contest for the post of office bearer, and two opportunities to contest for the post of an executive member.

xvi. A member shall hold one Office of the Executive Committee at a time.

The web link for accessing the detailed information pertaining to rules and regulations for MSU elections is (<http://manuu.ac.in/PDF%20files/MSU%20Rules%20&%20Regulations%2012-11-2013.pdf>)

## **Students' Conduct in the Hostel**

Maulana Azad National Urdu University (MANUU) is not a [full] residential university and does not guarantee hostel accommodation to every student who seeks admission in the University. The stay of non-local students at the hostel is purely voluntary and the University does not insist on compulsory hostel residence.

*MANUU Hostel Manual* which is prepared by the Office of the Provost provides detailed information about the hostel facilities available, pertinent facts related to resident's/boarder's life, and the rules and regulations of hostel residency in the University.

The MANUU community is guided by the principles of equal opportunities for all, respect for diversities and sensitivity to marginalized groups. The *Hostel Manual* explains these values and standards and the residents are expected to uphold these in their conduct as resident-students.

MANUU has modest hostel facilities available on the campus for students. Provosts are the chief administrative heads of the hostels and serve under the direct control of the Vice Chancellor. Separate Provosts are appointed for Boys and Girls Hostels. Each hostel has a warden who serves as the guardian of the hostel.

MANUU treats its hostels as academic spaces and its residents are encouraged to foster a spirit of brotherhood, maintain discipline and avoid unlawful activities. Neglect of hostel rules and dereliction in observance of the code of conduct are punishable by warning, by fine, by suspension or by expulsion depending upon the severity of the case.

### **Some Hostel Regulations are**

Hostel residents must necessarily wear the Identity Card (ID) while entering and leaving their hostel and dining hall, during hostel events, and must produce the same on demand by the security personnel/caretaker/warden/provost.

Hostel residents must be modestly dressed in common areas such as office, dining hall, lounge etc.

Every hostel resident is necessarily required to respect the right to privacy and the right to dignity of life of all other hostel residents.

Residents must not take pictures/videos of other residents without their permission.

Sexual/gender harassment of any kind is not allowed. Cases of sexual/gender harassment must be brought immediately to the notice of the Internal Complaints Committee (email: iccmanuu@gmail.com)

Hostels are strictly ragging free. Ragging of any kind is not allowed. Cases of ragging should be brought to the immediate notice of the Office of the Proctor.

Possession and consumption of alcoholic drinks, narcotics and other intoxicating substances is strictly prohibited on MANUU campus. Additionally, the entire campus, its buildings, offices, hostels, dining halls, canteen, class rooms and all public places are designated as non-smoking areas. Violation of any code will result in penalty, expulsion from hostel / institute or other disciplinary or legal action as per the recommendations of the Disciplinary Committee.

If empty bottles of alcoholic drinks, remnants of any other intoxicating substances or cigarettes are found in the hostel rooms, all the members in the room will be fined for the first time offence. If a student is found guilty of the offence further, it will attract penalty, expulsion from the hostel or other disciplinary or legal action as per the recommendations of the Disciplinary Committee.

Any kind of verbal or physical abuse by any resident toward any hostel staff or any person in the form of shouting, hurling abuses, swearing, bickering, manhandling; assaulting and misconduct/misbehavior of any kind will invite disciplinary action including suspension / expulsion from the Hostel immediately.

Residents must not indulge in any act of intimidation or violence and drunken or riotous behaviour. Use of narcotics, consumption of alcoholic beverages is prohibited.

Entry of male students in girls' hostel premises, and female students in boys' hostel premises is strictly prohibited. If anyone found violating the same, strict disciplinary action will be initiated against them.

In case of girls' hostel, no male person is allowed inside the residential area. The male kitchen staff /helpers are permitted only in the kitchen area and in the kitchen stores. They are not allowed even inside the dining hall/mess. Male caretakers/office staff are not allowed in the residential space. They are not allowed to enter other than kitchen/kitchen stores and into the office of the warden and in all such cases through the permitted zones only.

In case of emergency/technical work/repair work etc. male persons will be allowed inside the residential area of girls' hostels only with the prior permission of the warden and will necessarily be accompanied by the female caretaker/warden. In and Out entry with timings is compulsory in the register concerned in such cases.

Residents must not enter rooms of the others without the willingness of the inmates. Residents must not go/remain in other's room after 11:00 pm. Male students must not leave the campus after 11.00 pm. In case of emergency, they must obtain prior permission from the warden for late entry.

Every resident should be in the hostel by 8:00 p.m. However they are allowed to return late in case of emergency up to 11.00 pm but such residents have to submit an application/gate pass to the warden/caretaker on the same day or before. The residents, who return after 8.00 pm should make proper entry in the Late Entry Register available at the Hostel Security Gate.

No hostel resident shall leave the campus between 11.00 p.m. and 5.00 a.m., except with prior permission in exceptional cases. In case of travel outside, it is essential to inform the warden in writing in advance.

Each resident must sign in the Daily Attendance Register twice: (1) before leaving the hostel to attend classes or before 9:30 am whichever is earlier and (2) on returning to the hostel or before 8 pm whichever is earlier. Presence attendance is compulsory on all days including weekends, holidays, short term vacation etc.

Hostel residents should sign in the Late Register when they return to the hostel after Permissible limit.

Hostel residents returning from visit to their home must sign in the register concerned available at each hostel.

Hostel residents may return to campus after 11:00 p.m. for a maximum of four times in a month with the written permission of the warden concerned in advance. On their return to the campus, they must produce their Identity Card to the Security at the Gate. Those who fail to produce the Identity Card or fail to follow the instructions of the security staff will face disciplinary action.

The University has empowered the Security Staff to monitor and document movement of hostel residents out of campus beyond permissible limits and such information may be shared with the parent/local guardian, if necessary.

Students' safety is of prime concern to the University. It is important to be aware of the safety hazards of movement outside the campus late in the night and thus, as far as possible the students and hostel residents must get back to their place of residence at the earliest. It is advisable to move in groups rather than alone for safety. Movement on campus in the late evening / night hours should be avoided for safety and security concerns. As the University employees and officers also stay on campus with their families, it is important that their privacy must also be respected.

Hostel is only for the use of *bona fide* students. Visitors / guests / day scholars of any student resident are not allowed to stay in the hostel after 7.30 pm and before 7.00 am in any room without prior permission of hostel officials. The visitors / guests/ day Scholars and non-resident members of the hostel should make their entry and exit time in the Visitors' Register available at the Hostel Security Gate.

Permission from the warden of the hostel must be sought in writing if the student is going out of the hostel for overnight stay. In case of girl resident students, such permission will be considered only after the consent of the parent over phone on the registered contact number.

If a resident is to remain absent from the hostel for more than three (03) days due to internship, field work, data collection etc. prior written application should be submitted to the warden of the hostel before proceeding. In case a research scholar wishes to stay away from the hostel for more than 15 days (excluding vacation), prior written intimation should be submitted to the warden duly forwarded by the Head of the Department, and Research Supervisor concerned before proceeding.

Any student, who is also a hostel resident, if found to be regularly absent from classes and/or the hostel without the prior permission of the School Dean/Head/Supervisor/Research Guide and the Provost concerned will be asked to vacate the hostel.

Any complaint from the neighbours / roommates will be viewed seriously and result in severe action if found true. Similarly baseless allegations by neighbours / roommates will also be viewed seriously and result in severe action against them if found baseless.

All the matters relating to differences among residents and complaints about the hostel staff must be brought to the notice of the warden. Student residents are not allowed to take law and order into their hands.

No police complaint shall be directly lodged by the residents without taking prior permission from the provost through the warden.

Mutual polite behavior is expected of all in dealing with fellow residents and hostel staff.

No outside performers, including non-professionals will be allowed to participate in the hostel functions. A non-student shall be treated as an outsider in this context.

Outside sponsorship of any kind and from any quarter is strictly not allowed.

A student resident shall not organize / participate in any activity in conflict with the rules of the University and model conduct desired from the students, and if this happens, the student resident shall be liable to disciplinary action even amounting to suspension and rustication from the

University or hostel or both whichever will be deemed fit.

A resident shall not participate in any campaign / discussion / forum via personal presence or through print/electronic media including social media which spread acrimony/animosity among individual, groups and society, or which are against the law of the land, or which violate the rules of the University or vitiate its atmosphere.

A resident shall take prior permission from the respective authorities for organizing or starting any kind of discussion / campaign / forum involving the mass of students and staff via personal presence or through print / electronic media including social media. Such student resident shall be accountable for any adverse effect of these activities on the campus and accordingly shall be liable for disciplinary action.

University/Hostel authorities reserve the right to conduct surprise checks of all areas in the hostels to ensure compliance to the hostel rules in general. No male person / male official will be part of the surprise check in Girls Hostels except on the written consent of the Provost, Girls Hostels, and only when accompanied by female Caretaker/Warden/officer.

### **Hostel Accommodation**

Accommodation in the hostel is allowed initially for the current semester and is subsequently renewed subject to the continuing registration, conduct, result and fulfilling academic requirements, failing which, the hostel student resident is liable to be evicted. All occupants should produce the proof of registration and payment of all hostel dues every month, including depositing of respective fee with the Provost office.

Hostel Admission will not be granted to a student / scholar whose conduct is unsatisfactory and against whom disciplinary action has been initiated in MANUU.

If any students/scholars who have been issued Show Cause Notice(s), the allotment of hostel accommodation to them will be withheld till the enquiry is completed and final decision taken.

Hostel Admission/Readmission will not be given /extended in the following cases:

- a. Failed/detained in the previous examination due to shortage of attendance of the same programme.
- b. Debarred from appearing in the examination by the University.
- c. Absent in the examination without reasonable reason.
- d. Discontinuation of study for one or more years to pursue other programme(s).
- e. Un-cleared /Pending / Irregular and late payment of hostel / mess dues with outstanding bill up to of Rs 1000/- at the end of May / June of the current year.
- f. Not joining the mess facility for a period of two months continuously without valid reasons.

Hostel is only for the use of bona-fide students of that particular hostel. Stay of any Guests/Parents of hostel residents (male in Boys Hostel and female in Girls Hostels) is permitted in the hostel for specific reasons on payment of applicable charges and only with prior written permission of the warden. Permission for the same will be subject to availability of rooms. It is the discretion of the hostel authorities to allow the Visitors/Guests to stay in the hostel and no complaint in this regard will be entertained. A warden will not permit stay of any guest of the resident for more than five (5) days according to hostel norms.

A hostel resident seeking permission to entertain a guest will apply in the form prescribed for the purpose and after obtaining the permission of the sr. warden/warden deposit the guest room charges in cash with the hostel caretaker against proper receipt.

The accommodation cannot be transferred, sublet. Any violation of this will result in the cancellation of the allotment and consequent eviction. The residents who want to be absent from the hostel for more than three days must inform the warden specifying the addresses where they can be contacted.

In case the hostel residents do not get registered for the next semester in the academic year or abscond without informing the hostel office and keep their rooms locked, the hostel authorities will get them to vacate the room. In such cases the hostel office disowns any responsibility for the personal belongings of the residents when they are

removed from the abandoned rooms. Also they will be fined Rs. 2000/- for leaving the hostel without proper procedure.

Stay of any visitor in the hostel room when the resident is on leave from the hostel is prohibited. Any resident lodging an unauthorized person may be expelled from hostel and disciplinary action may be initiated against him/her.

A particular guest of a particular resident shall not be allowed to continue his / her stay as guest of another resident. The Provost/ Deputy Provost/Warden reserves the right to cancel the stay of a guest at any time without assigning any reason. The host resident will be responsible for the behaviour of their guest during the stay in the hostel.

In the interest of the privacy, safety and wellbeing of the hostel residents, only bona fide hostel residents and authorised visitors are permitted inside the hostel rooms.

Accommodating or entertaining unauthorised persons/guests in the hostel is an offence and the University reserves the right to take necessary action against unauthorised persons, and the hostel residents entertaining such persons, including asking them to leave the hostel within 24 hours with or without penalty.

The hostel administration reserves the right to deny entry into the hostel to visitor(s) if such visit is likely to disturb peace and order in the hostel/campus.

### **Hostel Furniture/Equipment/Assets**

At the time of occupying the room, the allottee shall be given furniture according to the prescribed norms. Demand for additional furniture will not be entertained.

At the time of occupying the hostel, the allottee shall be required to sign the inventory of furniture and other items provided. They shall be personally responsible for the

custody of the same.

The hostel residents are responsible for the security of their rooms and their belongings and shall lock their rooms properly before leaving for any place. The University shall not be responsible for any loss of their private belongings and other property.

Hostel residents shall switch off lights, fans, water taps etc., before they leave their room failing which they have to pay the cost for the waste/damage incurred due to noncompliance of the rule. In addition they will be fined any proportionate amount up to Rs. 2000/-

Use of electrical gadgets/appliances such as air-conditioner, geyser, immersion rod, room heater, cooking heater, induction, micro-oven, electric iron etc. is not permitted in the rooms. If any hostel resident is found to be using such appliances other than a reading lamp and a tea kettle in his/her room, strict disciplinary action will be taken, including confiscation of the appliances, levying penalty, expulsion from the hostel or a combination of both.

Cooking in hostel rooms is strictly prohibited. If found guilty, strict disciplinary action will be taken against the hostel resident, including levying penalty, expulsion from the hostel or a combination of both whichever is deemed fit.

Tampering with fittings and fixtures in the rooms will be treated as willful damage to the University property and those guilty will be expelled from hostel.

Walls, doors and furniture should not be disfigured in any way including by driving in nails or sticking pictures on them. If any damage is noticed, the walls or the furniture will be repainted/ polished and the expenses for the same will be recovered from the resident.

Newspapers and recreation facilities must be used in the designated areas only.

Sports equipment for outdoor use must be deposited back in the recreation room.

Gym equipment is for use in the gym only.

Garbage bins must be used for waste material. Littering the hostel premises is not allowed.

In multi seater rooms, the lights in the room should be switched off by 12.30 a.m. and anyone studying can use table lamps, so as not to disturb others.

### **Observance of Quiet Period**

The time after dinner 10:00 p.m. to 6.00 a.m. is maintained as quiet period in the hostels to facilitate private study or rest. Hostel residents should not play loud music on mobiles, computers, laptops, other gadgets or talk loudly, shout, sing, or make any other noise during this period. Quiet period is also maintained on the campus. Even at other times, students are advised to play musical instruments at low volume or not to play at all if others object to it.

While students are permitted to use the Library and computer facilities till late in the night (only up to 8:30 pm for Girls) they are advised to respect the privacy of residents on the campus and families living on the campus by refraining from unwelcome, loud and boisterous behaviour.

### **Noise Pollution:**

The hostel residents are required not to make any noise pollution. Use of loud speakers or any instrument that causes noise is strictly not permissible. The University follows rules stipulated by Ministry of Environment and Forests (MoEF) (<http://www.moef.gov.in/>) in respect of noise limit.

### **Traffic Regulations and Parking of Vehicles inside the Hostel:**

The students who possess vehicles must have a valid driving license/registration, and registration documents. They must be produced on demand by Security Staff/ any official.

The speed limit inside the University is 20 kilometers per hour. Strict action will be taken against students who do not adhere to speed limit. Triple riding on two wheelers is strictly prohibited.

Two wheeler riders must wear a helmet. Fancy horns are not allowed.

Residents may park their private/personal vehicles in the University at their own risk without creating any hindrance to others.

All students who have a vehicle should obtain a vehicle pass from the Security Office.

This will enable the security personnel to identify your vehicle.

Parking of vehicles in front of “NO PARKING” signs is strictly prohibited and vehicles found in such areas will be removed by the security guards. The University will not be responsible for any inadvertent loss or damage to such vehicles parked in No Parking zones.

### **Valuable Articles**

Residents are advised not to keep large amounts of money and/or valuable articles in their rooms. The bank located in the University premises offers facilities for safe keeping of valuables. The University will not take responsibility for the loss of money and/or valuables due to the negligence of the hostel residents.

Any loss or theft of any belongings should be reported immediately to the Proctor Office duly forwarded by the Provost/warden of the hostel. If any hostel residents are found guilty of theft, they will be asked to leave the hostel immediately and other disciplinary or legal measures will be initiated against them.

### **Health and Illness**

In the case of medical emergencies residents must contact the Resident Doctor / Incharge / Deputy Provost (Administration)/ caretaker/ warden and go to Health Centre. The Doctor on duty will attend to the resident and if necessary, arrange visit to hospital. Students are not expected to leave on their own without informing the officials concerned of the University or hostel.

A first-aid kit is available with hostel health secretary/wardens/caretakers of the hostel. In case of infectious diseases and other medical emergencies, the University may admit the student to a hospital on the recommendation of the University Doctor. Students with infectious disease are not permitted to stay in the hostel. After recovery, they will have to produce a fitness certificate from the Medical Officer concerned to rejoin the hostel.

Girl residents must be accompanied by a female attendant during visit to hospital/ during hospitalization.

Sick residents must report their sickness in the Sick Register either in person or through their representative.

Sick residents seeking hospitalization must inform the caretaker / warden / Provost through their representative. After discharge, they should report back to the caretaker / warden.

Request for special diet during illness must be placed with the caretaker.

Residents suffering from chronic/serious/terminal illness will inform the Warden in writing about their illness and give an undertaking that their stay in the hostel is at their own risk. Confidentiality will be maintained if so requested.

A copy of case history of residents suffering from chronic illness must be submitted in the office of the warden.

Residents of Girls Hostels must inform the warden in writing about their pregnancy, if any, so that special consideration may be given. However, the Girls' Hostels and the staff are not equipped to deal with any emergency. Therefore, stay in the hostel during the period of pregnancy will be at the risk of the resident. Such residents will have to give an undertaking in that regard.

**The following Actions shall be Construed as Misconduct and Indiscipline:**

- i. All kinds of Ragging at hostel.
- ii. All acts of violence and all forms of coercion including *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 by the resident of hostels.
- iii. Laying siege to any space/building at hostel or staging demonstrations around the

hostels or any other form of coercion, intimidation or disturbance of right to privacy of the residents of the campus by the boarders.

iv. Causing or colluding in the unauthorized entry of any person into the hostel or in the unauthorised occupation of any portion of the hostels by the boarders.

v. Damaging or defacing, in any form, any property of the University or the property of any member of the University community by the boarders.

vi. Coercing the medical staff to render medical assistance to persons not entitled for the same or any other disorderly behaviour in the Health Centre by the boarders.

vii. Blockade or forceful prevention of any normal movement of traffic, violation of security and safety rules notified by the University.

viii. Any other offence under the law of land and University.

ix. Engaging in any attempt at wrongful confinement of any member of the faculty, staff, student or anyone camping inside the campus by the boarders.

x. Any intimidation of or insulting behaviour towards a student, staff, or any University staff.

xi. Sexual harassment of any kind which shall also include: unwelcome sexual propositions / advancements, sexually graphic comments of a body, unwelcome touching, patting, pinching, leering of parts of the body, persistent cracking of sexual jokes and comments etc.

xii. Eve-teasing or disrespectful behaviour or any misbehaviour with a student, women staff member / visitor/ guest.

xiii. Committing forgery, tampering with the Identity Card or University records, impersonation, misusing hostel 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.

xiv. Furnishing false certificates, or false information in any manner to the hostel administration.

xv. Any act of moral turpitude.

xvi. Arousing communal, caste or regional feelings or creating disharmony among students. Use of abusive, defamatory, derogatory language against any

resident member of the hostel.

xvii. Unauthorised occupation of the hostel rooms or unauthorized acquisition and use of hostel furniture in one's hostel room or elsewhere.

xviii. Indulging in acts of gambling hostels.

xix. Consuming or possessing drugs or other intoxicants at hostels.

xx. Not disclosing one's identity when asked to do so by a faculty member or employee of the University or hostel staff.

xxi. Accommodating unauthorized guests or other persons in the halls of residence.

xxii. Any other act which may be an act of violation of discipline and conduct.

### **Complaints/Grievances and Redressal Mechanism**

Any complaint/grievance from a resident(s) in the first instance should be referred to the Deputy Provost (Administration) of hostel who will, depending on the nature of the complaint ensure that it is processed by them as speedily as possible.

In case the resident(s) is not satisfied with the action taken by the sr. warden, the student (s), may bring the grievance in writing to the notice of the Provost of the hostel as soon as the decision of the Deputy Provost (Administration) has been made known and in no case later than three weeks from the date of decision of the Deputy Provost (Administration).

Hostels in the University exist to provide conditions of congenial living to the residents, within the constraints of resources and personnel. Routine matters pertaining to the provision of facilities for the day-to-day running of the hostel, therefore, should be attended to by the existing hostel authorities. Redressal of grievances through the proposed special mechanism should be viewed as a last resort.

In case the resident(s) is not satisfied with action taken by the Provost, the resident(s) is free to bring the grievance in writing to the notice of the *Maulana Azad National Urdu University Hostel Grievances Redressal Committee (MANUUHGR)*

Residents may appeal against the decision of the Provost, within a week in writing to the MANUUHGR of the hostel which shall consist of

i. Dean Students Welfare

ii. Two teachers nominated by the Vice-Chancellor, preferably from

amongst persons having adequate experience in hostel administration.

The Grievance Redressal Committee shall ensure that the grievances referred to it are processed as speedily as possible and in no case later than 14 days from the date the complaint is lodged in writing.

The decision of the Grievance Committee shall be final however the student may approach University Disciplinary Committee if not satisfied with the verdict.

The Committee shall formulate its own procedure. Questions relating to structure of the hostel administration including Rules and Regulations governing the hostel will be outside the purview of the Grievance Redressal Committee.

### **Students Hostel Committee**

For the proper integration of the residents' life, each hostel will have a Hostel Committee headed by a senior hostel and six (06) members, all directly elected by the general body of the hostel concerned. The general body shall consist of all resident students of the hostel.

Each hostel has common room secretary, cultural and literary secretary, mess secretary, reading room secretary, sports secretary, health and sanitation secretary, discipline secretary, disaster management secretary, and editors, for University hostel magazine (*bilingual*)

### **Conduct in Mess/Dining Hall**

The warden (mess) is responsible for proper administration and maintenance of discipline and accounts of the hostel mess. The mess warden, mess secretaries and the 'Food and Audit Committee' are responsible for observing purchases, procedures & maintenance of records as per rules.

All *bona fide* students of MANUU who have been allotted seats in the hostels shall be the members of their respective hostel mess. All the hostel residents have to compulsorily join mess as provided by the hostel administration, and no student is allowed to stay at the hostel without mess either permanently or temporarily.

An account of the diets taken by each member of the mess is maintained in a bound

‘Mess Attendance Register’, wherein, it is compulsory for the students to register their date-wise sign about the meals (breakfast, lunch and dinner) that they eat.

Each hostel mess committee will decide the food menu of the mess every month in advance after taking into account the availability of seasonal vegetables and fruits, eating habits of the residents who have come from different parts of the country and the paying capacity of the members.

Self-service system is followed in the mess. Students are required to collect their share of food from the counter in the dining hall.

Food should not be taken outside the mess / dining hall; violation will invite penalty.

Impersonation i.e. eating or signing the ‘Mess Attendance Register’ for any other *bona fide* student is prohibited and disciplinary action will be taken against defaulter, as per University norms.

Only one resident may eat from one *plate or thali*. More than one person to eat from one *plate or thali* is prohibited.

Mess utensils/crockery/cutlery etc. are for use in the mess/dining hall. Residents cannot take them out of the dining hall area.

Students including their guests, if any, should adhere to the set timings of the breakfast / lunch / dinner at the dining hall. No complaint will be entertained if a student fails to report within the stipulated period.

All residents and guests should come to the dining hall properly dressed.

The residents are expected to behave courteously with the mess caretaker and the mess staff and must not enter into any altercation with them. If they have any grievance, they may record the matters in the suggestions book, and the mess secretary will bring it to the notice of the Food and Audit Committee of the hostel.

Smoking or taking alcoholic drinks in the dining hall is strictly prohibited.

Students must not take mess utensils out of the dining hall.

Students should not waste food.

Students should observe cleanliness in the dining hall.

Dining hours are fixed by the mess warden in consultation with Food and Audit Committee.

Any breach of the above conduct shall render the student liable to fine and/or disciplinary action including expulsion from the hostel, removal from the University, etc.

.A student who has fallen sick may give a written requisition to the warden (mess) for supply of special diet subject to the convenience of the mess and availability of food stuff, the warden (mess) may authorise the supply of a special diet to the student.

Subject to the availability in the mess, a student who asks for any extra item at breakfast / lunch / dinner may be supplied with it at such extra charges as may be fixed from time to time.

The mess bill must be paid by the 10th of current month, that is, right after the month in which mess services were availed by the boarders.

All such residents who do not pay mess bills for a continuous period of two months, their rooms are liable to be locked and mess facility would not be made available to them which will lead to their eviction from the hostel.

The student will pay the bill before he or she leaves the hostel.

The code above has been completely drawn from the MANUU *Hostel Manual*. For accessing the detailed rules and regulations, please see the *Hostel Manual*, the link for which is [https://manuu.edu.in/sites/default/files/2019-10/HOSTEL MANUAL 2018 19.pdf](https://manuu.edu.in/sites/default/files/2019-10/HOSTEL%20MANUAL%202018%2019.pdf)

## **Anti-Ragging**

MANUU has a very robust mechanism to deal with Anti-Ragging cases. It has an Anti-Ragging Committee in addition to the disciplinary committees which oversee every form of indiscipline whether they pertain to ragging or otherwise. Proctor Office, Provost Offices and Dean Students Welfare are all involved in tackling the issues of ragging. Every department displays the posters containing the punishment and penalties for indulging in ragging. Dean, Students Welfare, in the induction programme highlights the issues of ragging and its ill effects. MANUU displays and provides links to the UGC regulations on its website pertaining to ragging.

[http://manuu.ac.in/PDF%20files/ragging\\_ugc\\_regulations.pdf](http://manuu.ac.in/PDF%20files/ragging_ugc_regulations.pdf)

[https://www.ugc.ac.in/pdfnews/6225980\\_English.pdf](https://www.ugc.ac.in/pdfnews/6225980_English.pdf)

[http://manuu.ac.in/PDF%20files/UNDERTAKINGS\\_15June2017.pdf](http://manuu.ac.in/PDF%20files/UNDERTAKINGS_15June2017.pdf)

The anti-ragging committee has been empowered to make surprise raids on hostels, and other places, vulnerable to incidents of, and having the potential of ragging for inspection. It is also empowered to conduct on the spot inquiry into any incident of ragging referred to by any stakeholder of the University.

MANUU's Conduct and Discipline Rules 2014 and Hostel Regulations carry specific regulations pronouncing punishment for those who indulge in the menace of ragging.

#### **4. Code of Conduct for Teaching, Other Academics and Non-Teaching Staff**

MANUU expects from all its teaching, other academics, and non-teaching/academic staff, the conduct which is exemplary, based on honesty, integrity, justice and respectful treatment of all its stakeholders, country men, and all humans irrespective of race, religion, region, caste, and colour.

MANUU has adopted Government of India Central Civil Services (Conduct) Rules 1964, and Central Civil Services (Classification Control and Appeal) Rules 1965, for its teachers, administrators and other staff. The rules can be accessed on the following links of the Department of Personnel and Training, Government of India.

[https://dopt.gov.in/sites/default/files/CCS\\_Conduct\\_Rules\\_1964\\_Updated\\_27Feb15\\_0.pdf](https://dopt.gov.in/sites/default/files/CCS_Conduct_Rules_1964_Updated_27Feb15_0.pdf)

<https://dopt.gov.in/ccs-cca-rules-1965-0>

Nevertheless, Maulana Azad National Urdu University in its *Acts and Statutes*, 1996 (No. 2 of 1997) laid down statutes with respect to conditions of service of employees and code of conduct, some of which are:

#### **Terms and Conditions of Service and Code of Conduct of the Teachers, etc.**

- (1) All the teachers and other academic staff of the University shall, in the absence of any agreement to the contrary, be governed by the terms and conditions of service and code of conduct as specified in the notification of the UGC and as amended from time to time and also as specified in the Statutes, Ordinances and the Regulations of the University.
- (2) Every teacher and member of the academic staff of the University shall be appointed on a written contract, the form of which shall be prescribed by the Ordinances.
- (3) A copy of every contract referred to in clause (2) shall be deposited with the Registrar.
- (4) The age of superannuation for all the persons who were holding teaching positions on regular employment against sanctioned post as on 15.03.2007 would be 65 years and thereafter no extension in the service would be given. However, it will be open to the university to re-employ a superannuated teacher up to the age of 70 years. (*University Statutes*, p.35)

## **Terms and Conditions of Service and Code of Conduct of Other Employees**

All the employees of the University, other than the teachers and other academic staff of the University, shall, in the absence of any contract to the contrary, be governed by the terms and conditions of service and code of conduct as are specified in the Statutes, the Ordinances and the Regulations. (*University Statutes*, p.35)

### **Seniority list**

(1) Whenever, in accordance with the Statutes, any person is to hold an Office or be a member of an authority of the University by rotation according to seniority, such seniority shall be determined according to the length of continuous service of such person in his grade, and in accordance with such other principles as the Executive Council may, from time to time, frame.

(2) It shall be the duty of the Registrar to prepare and maintain, in respect of each class of persons to whom the provisions of these Statutes apply, a complete and up-to-date seniority list in accordance with the provision of clause (1).

(3) If two or more persons have equal length of continuous service in a particular grade or the relative seniority of any person or persons is otherwise in doubt, the Registrar may, on his own motion and shall, at the request of any such person submit the matter to the Executive Council whose decision thereon shall be final. (*University Statutes*, p.35)

### **Removal of Employees of the University**

1. Where there is an allegation of misconduct against a teacher, a member of the academic staff or other employee of the University, the Vice-Chancellor, in the case of the teacher or member of the academic staff, and the authority competent to appoint (hereinafter referred to as the appointing authority) in the case of other employee, may, by order in writing, place such teacher, member of the academic staff or other employee, as the case may be, under suspension and shall forthwith report to the Executive Council the circumstances in which the order was made: Provided that the Executive Council may, if it is of the opinion that the circumstances of the case do not warrant the suspension of the teacher or a member of the academic staff, revoke such order.

(2) Notwithstanding anything contained in the terms of the contract of appointment or of any other terms and conditions of service of the employees, the Executive Council in respect of teachers and other academic staff, and the appointing authority, in respect of other employees,

shall have the power to remove a teacher or a member of the academic staff or as the case may be, other employee on ground of misconduct.

(3) Save as aforesaid, the Executive Council or as the case may be, the appointing authority, shall not be entitled to remove any teacher, member of the academic staff or other employee except for a good cause and after giving three month notice or on payment of three month salary in lieu thereof.

(4) No teacher, member of the academic staff or other employee shall be removed under clause (2) or clause (3) unless he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

(5) The removal of a teacher, member of the academic staff or other employee shall take effect from the date on which the order of removal is made: Provided that where the teacher, member of the academic staff or other employee is under suspension at the time of his removal, such removal shall take effect from the date on which he was placed under suspension.

(6) Notwithstanding anything contained in the foregoing provisions of this Statute, a teacher, member of the academic staff or other employee may resign:- (a) if he is a permanent employee, only after giving three month notice in writing to the Executive Council or the appointing authority, as the case may be, or by paying three month salary in lieu thereof. (b) if he is not a permanent employee, only after giving one month notice in writing to the Executive Council or, as the case may be, the appointing authority or by paying one month salary in lieu thereof: Provided that such resignation shall take effect only on the date on which the resignation is accepted by the Executive Council or the appointing authority, as the case may be. (*University Statutes*, p.36)

### **Disqualifications**

(1) A person shall be disqualified for being chosen as, and for being, a member of any of the authorities of the University:

- i) if he is of unsound mind;
- ii) if he is an un-discharged insolvent;
- iii) if he has been convicted by a court of law of an offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than six months.

(2) If any question arises as to whether a person is or had been subjected to any of the disqualifications mentioned in clause (1), the question shall be referred to the Visitor and his

decision shall be final and no suit or other proceeding shall lie in any civil court against such decision. (*University Statutes*, p.38)

### **5. Regulations for Medical Claims and Reimbursements**

MANUU has in place medical policy for all its employees/beneficiaries. Central Government Health Scheme (CGHS) has been adopted by MANUU in word and spirit for all its beneficiaries. MANUU has a Medical Cell which regulates all the bills and claims in accordance with CGHS. Additionally, there is a medical committee to make decisions and recommendations in case of emergencies and exigencies. The following links provide information in detail about MANUU's Medical Reimbursement Regulations and General Guidelines for Medical Claims.

<http://manuu.ac.in/Circular/Medical%20Cell%20General%20Guidelines.pdf>

(General Guidelines)

<http://manuu.ac.in/Circular/Annexure%201.pdf>

<http://manuu.ac.in/Circular/Annexure%202.pdf>

<http://manuu.ac.in/Circular/Annexure%203.pdf>

[http://manuu.ac.in/Circular/Annexure%204%20\(1\).pdf](http://manuu.ac.in/Circular/Annexure%204%20(1).pdf)

### **6. Internal Complaints Committee Regulations**

MANUU has an Internal Complaints Committee (ICC) which deals with all harassment cases. The Committee was constituted in terms of Clause 4 of UGC Regulations of *Prevention, Prohibition and Redressal of Sexual Harassment of Women, Employees and Students in Higher Educational Institution, 2015*.

MANUU has zero tolerance for gender/sexual harassment in the Campus and outside the Campus. The following links provide MANUU ICC web page and MANUU ICC Regulation:

[https://manuu.edu.in/sites/default/files/MinutesAgenda/2020-09/PADASH%20Regulations\\_page-0001.pdf](https://manuu.edu.in/sites/default/files/MinutesAgenda/2020-09/PADASH%20Regulations_page-0001.pdf)

<https://manuu.edu.in/administration/Internal-Complaint-Committee>