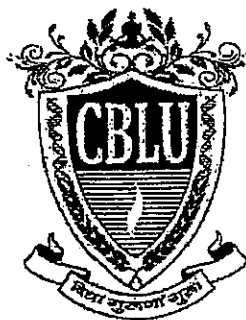

PROCTOR BOARD MANUAL

Rules of Discipline and Proper Conduct of Students

Chaudhary Bansi Lal University

(A State University established under Govt. of Haryana Act No. 25 of 2014)

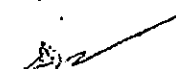
(Recognized u/s 2 (f) & 12B of the UGC Act, 1996)



OFFICE OF THE PROCTOR

CHAUDHARY BANSI LAL UNIVERSITY

BHIWANI-127031

NO.   

FOREWORD TO THE FIRST EDITION

It was strongly felt that the existing disciplinary rules and regulations of the Office of the Proctor required a thorough review. Accordingly, it became imperative to prepare a comprehensive Proctor Office (PO) Manual encompassing the rules, regulations, and procedures to be followed during proctorial inquiries. After a meticulous and systematic exercise, a detailed PO Manual—outlining various categories of misconduct and indiscipline, along with the Standard Operating Procedures (SOPs) for inquiries conducted by the PO—has been prepared to address the evolving requirements of proctorial processes. The provisions incorporated in the manual aim to facilitate a seamless and transparent inquiry mechanism. The draft proposal was initially discussed with the committee constituted by the Hon'ble Vice-Chancellor and subsequently circulated among the University officers, Deputy Proctor(s), and the staff of the Proctor Office for their valuable feedback. The proposed manual has since been rigorously examined and revised, integrating all suggestions received from committee members and University officers. The Executive Council approved the Proctor Office Manual at its meeting held on _____.

As per the Statutes of the University, we are pleased to circulate copies of the Proctor Office Manual to all students of CBLU for their information. We earnestly hope that all concerned Proctors and members of the Proctor Office will make effective use of this manual while discharging their respective duties.

Our heartfelt thanks also go to the University officers, committee members, and the staff of the Proctor Office for their continuous support and guidance throughout the preparation of this manual. We are confident that the PO Manual will be reviewed and updated periodically in the future, in accordance with changes in the University's rules and regulations.

Proctorial Board
Chaudhary Bansi Lal University

PREMBLE

The Proctorial Board of CBLU, Bhiwani stands as a cornerstone of the University's commitment to fostering an environment of discipline, mutual respect, and academic excellence. Guided by the principles of fairness, integrity, and accountability, the Board is dedicated to ensuring the safety, security, and well-being of all members of the University community.

Recognizing the importance of harmonious coexistence and the holistic development of students, the Proctorial Board upholds the values enshrined in the University's mission, promotes adherence to established norms, and addresses grievances or challenges with impartiality and diligence. As a vigilant custodian of institutional ethos, the Board works consistently to maintain order and resolve conflicts in a manner aligned with the ideals of equity and inclusiveness.

Committed to creating a conducive environment where academic pursuits flourish and ethical conduct prevail, the Proctorial Board strives to ensure that students, faculty, and staff experience a vibrant, secure, and supportive campus life. Through proactive measures, effective conflict resolution, and an unwavering dedication to justice, the Board seeks to nurture a campus culture where every individual can thrive, grow intellectually, and contribute meaningfully to the collective pursuit of knowledge, innovation, and societal progress.

ABOUT THE UNIVERSITY

Established by the government of Haryana under Act No. 25 of 2014 and recognized by the University Grants Commission under 2(F) and 12B, Chaudhary Bansi Lal University, Bhiwani is a boon for the academically rather deprived region of Bhiwani of Haryana, which is located at a distance of 125 kilometers from Delhi and 285 kilometers from Chandigarh. At present, the University is running 53 undergraduate and postgraduate programmes in 22 University teaching departments and 66 affiliated colleges, spreading over two districts namely Bhiwani and Charkhi Dadri with an almost 50,000 students on roles.

This teaching-cum-affiliating University has been making persistent efforts to accelerate its pace of growth to facilitate higher education and research in various disciplines with special emphasis on sports and physical education. Eminent experts from different disciplines are engaged in modernizing and updating the curricula with special focus on university-industry interface. The University has already signed several MOUs to enhance its facilities. The teaching faculty is encouraged to undertake research projects funded by prestigious funding agencies such as DBT, ICMR and ICSSR to contribute to the creation of new knowledge. The University is currently running Doctoral Programmes (Ph.D.) in 14 disciplines. It has also framed its research promotion policy and consultancy rules. Moreover, University has already planned to start a University Research Scholarship. The University takes pride in the achievements of the faculty with a number of patents.

The students have been given wide exposure through participation in and organization of national level championships and competitions. The students of the University have bagged medals in international events like Commonwealth Games, Khelo India University games etc. The University has also implemented some out-of-the-box ideas, such as creation of e-mart to promote start-up culture in the region. The university has adopted 05 villages and has taken a series of initiatives such as adult literacy programme, awareness programmes related to water and soil conservation, health check-up camps, entrepreneurship development programmes. The University makes use of solar energy to fulfil its requirement up to 80%.

The University has a well-stocked library with more than 24036 books, 53 journals, 11 Magazines, 16 Newspapers and database access to around 7129 e-journals. The process of teaching and learning is strengthened through Wi-Fi services, smart classrooms, modernized labs and use of other ICT related infrastructure. University has taken a series of steps to ensure the holistic growth of students through sports and athletics, co-curricular activities, extension programmes, 11 Hobby Clubs and other activities being held under various centers. It provides a conducive atmosphere for teaching-learning and research, which makes this university a promising HIE for prospective students. With commitment to educational excellence as our mantra.

VISION

To be known as university having capacity to transform the society through continual innovation in education, research, creativity and entrepreneurship in the domain of higher education.

MISSION

- The overall focus of the University will be to create transformative experience for the students so as to enable them to realize their full potential. Towards this end following shall be the focal areas.
- To create an environment in which new ideas, research and scholarship flourish and from which the leaders and innovators of tomorrow emerge.
- To use local resources and environment as testing laboratory by faculty and students for generating new ideas and solution of local problems.
- To provide a challenging and rigorous curriculum which is global in outlook and simultaneously provides an understanding of the needs of society and industry.
- To collaborate with leading academic and research institutes around the world to strengthen the education and research ecosystem.
- To integrate ICT into teaching-learning processes and administrative systems for enhancing their effectiveness.
- To create forums to encourage students to participate in curricular and extra-curricular activities to showcase and hone their talent and creativity.
- To promote continuous engagement with stakeholders at all levels i.e. students, faculty, administration, alumni, industry, management of affiliated institutions, government & regulatory bodies and community for their support, new ideas and feedback.

CORE VALUES

The core values adopted by the University as enduring principles include:

- Integrity: University will adhere to the highest standards of ethics in all its activities and will promote an environment of academic freedom and honesty to carry out teaching and research related activities.
- Excellence: University is committed to excellence in all spheres of its activities and through internal and external reviews, will work towards continuous improvement. Exceptional efforts of students, faculties and supporting staff shall be recognized through awards and honors.

- **Accountability:** CBLU, being a government funded University is accountable for all its actions and activities to the people of the country and other stakeholders including students, staff, faculty, alumni, industry, government and statutory bodies.
- **Transparency:** The University will function in accordance with defined procedures and rules, and all the important information related to its functioning shall be made public.
- **Empathy:** Our endeavor will be to contribute towards the solution of the problems facing the society especially of the weaker sections, through teaching, research and extension activities of the University.
- **Collegiality and Collaboration:** University shall seek inputs from the stakeholders and follow participatory decision-making process.

GOALS

- Enhance engagement with society and stakeholders
- Improve internal support systems
- Enhance students' experience
- Broaden funding base
- Advance frontiers of knowledge
- Enhance diversity, equity and social justice
- Develop a cleaner and greener new campus

Organization of the Proctor Office

- The Office of the Proctor (PO) has been made functional in the University.
- Statute of the CBLU Act states that the Proctor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor, from amongst the teachers of the University, who shall not be below the rank of Professor, on such terms and conditions, as the Vice-Chancellor may recommend to the Executive Council, and shall exercise such powers and perform such duties in respect of the maintenance of discipline among the students as may be assigned to him by the Vice-Chancellor
- The Proctorial Board consists of a Proctor, who is assisted by the Dy Proctor/Assistant Proctor(s). The size of the Proctorial Board is decided by the competent authority.
- The Proctor is the head of the office and looks after general administrative functions of the office and entrusts the students' disciplinary complaints/cases to the proctors for detailed investigation.
- The Proctor Board look after the complaints/cases delegated to them and will conduct detailed inquiry. They shall submit the inquiry proceedings in the form of an inquiry report along with their recommendations for disciplinary action (i.e. quantum of punishment) to the appropriate authority for further action.
- The proctor is the principal authority and responsible person in all matters relating to investigation of the complaint/case by conducting free and fair trials.
- Proctor awards the punishment to the persons for breach of rules of discipline and proper conduct.

Proctor Office Mandate

- To regulate and enforce disciplinary measures, as deemed necessary, among the students and employees of the University.

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- The Statute empowers the University to establish a Proctorial system responsible for framing detailed rules of discipline and proper conduct. Matters pertaining to student-related indiscipline are delegated to the Proctor for necessary action.
- The Office of the Proctor is entrusted with maintaining peace and harmony on the campus. Its functioning is guided primarily by a reformatory approach rather than a punitive one. However, in instances involving violations of disciplinary norms, appropriate and proportionate disciplinary action is taken.

1. Short Title, Application and Commencement

- 1.1 These rules shall be called the CBLU (Proctorial Board) Rules of Discipline and Proper Conduct of Students, 2025, hereafter referred to as the "Rule"
- 1.2 These rules shall apply to the students of Chaudhary Bansi Lal University Bhiwani
- 1.3 These rules shall come into force from the date of notification.

2. Definitions

- 2.1 In these rules, unless the context otherwise requires:

- a) "Appropriate or Competent Authority" means and includes the Vice Chancellor of CBLU;
- b) "Campus" includes all buildings and land owned, leased, or otherwise possessed by CBLU, as well as any location where students are present in their capacity as CBLU students and engaged in activities related to any aspect of the University's functioning;
- c) "Campus timings" shall refer to the time-based deadline prescribed by the competent authority through an order or notification, after which hostel students shall not exit the campus or remain outside the CBLU premises;
- d) "Curriculum-related, co-curricular or extra-curricular activity" includes, but is not limited to, academic conferences, seminars, trainings, moot court competitions, law reform competitions, outreach programmes, tree plantation drives, quizzes, debates, sports events, cultural competitions, flower shows, food festivals, festival celebrations, and similar activities conducted within or outside the CBLU campus;
- e) "Hostel" and "Hostel Premises" mean and include any hostel or hall of residence maintained by the University;
- f) "Hostel Disciplinary Committee" or "HDC" means the Hostel Disciplinary Committee constituted under CBLU Hostel Rules;
- g) "CBLU and University" means Chaudhary Bansi Lal University Bhiwani established vide Chaudhary Bansi Lal University Act, 2014;
- h) "Office hours" means the time frame on working days as notified by the competent authority.
- i) "Pirated" refers to any work that enjoys protection under the Copyrights Act, 1957 or any other law relating to copyright and neighbouring rights and has been reproduced or distributed (whether electronically or otherwise) without proper authorization;
- j) "Proctor" means the faculty member appointed by the order of competent authority.
- k) "Proctorial Board" means the Board consisting of the Proctor, Deputy Proctor(s)/Assistant Proctor(s) as may be appointed by the appropriate authority from time to time;

- 40
- l) "Prohibited acts" refers to the acts and omissions mentioned in the rules along with the acts mentioned in ANNEXURE;
 - m) "Ragging" means 'any conduct as notified by the University Grants Commission from time to time under its Rules, Regulations, etc.
 - n) "Rule" means any rule or any sub-division thereof;
 - o) "Student" means and includes a student enrolled in any full-time or part-time course offered by the University;
 - p) Unless the context otherwise requires, the other words and phrases used herein shall be constructed in the light of their ordinary meaning.

3. Appointment of Proctor and Proctorial Board Members

The Vice-Chancellor shall appoint a faculty member as the Proctor and may appoint additional faculty members as Deputy or Assistant Proctors, as required, for a term of two years, which may be renewed from time to time.

4. Proctorial Board

- 4.1 The Proctorial Board headed by the Proctor shall maintain order and discipline in the Campus and be vigilant that the disciplinary rules are followed properly.
- 4.2 The Proctorial Board shall deal with cases of Indiscipline by any student in the campus or outside campus while representing the University and cases of individual/group harassment, threats, manhandling including online harassment.
- 4.3 Assault, use of criminal force or physical or mental violence is not permitted under any circumstances on the Campus. All students have a duty to report to the Proctorial Board any instance of assault, use of criminal force, or physical or mental violence they may witness. The matter will then be taken up in the appropriate manner by the Proctorial Board as provided in these Rules.
- 4.4 The Proctorial Board may take suo motu cognizance of any of the above-mentioned actions observed by them or on the basis of information, received from any other source.
- 4.5 Without prejudice to the generality of the powers of the Vice-Chancellor conferred by the CBLU Act, the faculty members in the class, wardens in the hostels and librarian in the library, shall have the authority to exercise all such disciplinary powers over students in their respective places in the University as may be necessary for the proper conduct and discipline of students on the campus.
- 4.6 For the purpose of hearing, the Proctorial Board may form a sub-committee within itself to hear and adjudicate upon the matter.

5. Power and Jurisdiction of Proctorial Board

- 5.1 The Proctorial Board shall have jurisdiction to conduct disciplinary hearings and impose punishments thereof on any complaints made by any other person (including students, teachers, staff of CBLU or any outsider regarding the misconduct or indiscipline of any student of CBLU on Campus after due inquiry following the principal of natural justice.
- 5.2 The Proctorial Board shall have the power to deal with any act of indiscipline not covered by these Rules, upon reference by the Vice-Chancellor.

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- 5.3 The Proctorial Board shall not have jurisdiction to deal with matters falling under jurisdiction of other disciplinary rules of the University such as Examination Rules, Hostel Rules, Library Rules, Anti-Ragging Regulations, Internal Complaints Committee (ICC) Rules etc.

6. Campus Timings

- 6.1 The campus entry and exit timings will be notified by the authorities from time to time.

- 6.2 Students are required to make an entry every time they enter or exit the CBLU Campus into the relevant movement register maintained at the main gate of the CBLU Campus. Each student is required to show University ID card at the time of entry and exit from the gate of the University.

7. Conduct within the Campus

- 7.1 Students are expected to behave in a decorous manner among themselves and with faculty and the administrative staff (whether teaching or non-teaching), guards, workers, visitors, university guests, students from other institutions, etc.
- 7.2 Students shall not indulge in any anti-communal activity and shall not discriminate on the basis of religion, caste, sex, gender, sexual orientation, region, language, etc.
- 7.3 Students shall conduct themselves in a manner which is not detrimental to law and order on campus and in society.
- 7.4 Students shall not indulge in practices/activities, which may endanger their own personal safety or that of others.
- 7.5 The University premises is a no-smoking zone, as per the UGC guidelines. Import or use of any contraband items like arms, cigarettes, liquor, narcotic or psychotropic substances are strictly prohibited.
- 7.6 Students are required to take care of the University property and articles issued to them by the University for bonafide use. If a student is found to cause any damage/loss of the property, same shall be borne by the concerned student in addition to the disciplinary action as per the merit of the case.
- 7.7 Students shall not hold any party or celebration—such as but not limited to birthdays, competition victories, or similar events—inside the Academic Block, Administrative Block, Library, or any other University building. Any such celebration may take place only in the duly permitted areas, or other designated open areas of the CBLU campus or as directed by the University authorities. Due care shall also be taken that if any party or celebration is being held at any time, no damage or defacing is caused to any University property and ensure that the area is properly cleaned-up after any such celebration.
- 7.8 In a case where the property is damaged due to external reasons out of control of the student, it shall be reported to the University authorities. If the University authorities are satisfied that the damage has been caused in the above circumstances, the student shall not be held liable for the same.
- 7.9 Students shall not indulge in any conduct which brings disrepute to the University.
- 7.10 Ragging on the Campus is strictly prohibited and punishable as per UGC Anti-Ragging Regulations.

7.11 Any dispute arising between students should be settled in an expeditious and amicable manner. If such dispute has not been resolved, then the same shall be reported to the Proctorial Board.

7.12 A complaint of indiscipline may be sent to the concerned department/branch/office and their decision should be communicated to the Proctor or office of the Proctorial Board by email or hard copy, or online by the victim or any other person whether they are students of the CBLU or not. The Proctorial Board may also take suo motu cognizance of any indiscipline or misconduct on Campus by a student of CBLU on the basis of any information received or on its own information.

8. Prohibited Acts

8.1 A student shall be liable for disciplinary action if found indulging in any undesirable activity, including but not limited to: assault, use of criminal force, any form of physical or mental violence, possession or use of prohibited items such as cigarettes, liquor, narcotic or psychotropic substances on campus, causing damage to any person or property, or engaging in any act of indiscipline or misconduct.

8.2 Abuse, harassment, assault, or the use of criminal force against any staff member shall be treated as gross indiscipline.

8.3 The following acts on Campus are strictly prohibited and are punishable as per ANNEXURE

8.3.1 Assault, use of criminal force, or any form of mental or physical violence;

8.3.2 Carrying, using, or threatening to use any weapon;

8.3.3 Possession, use, or encouragement of the use of any intoxicant, including smoking, drugs, or contraband substances;

8.3.4 Any violation of the provisions of the Protection of Civil Rights Act, 1976;

8.3.5 Violation of the status, dignity, or honour of students belonging to Scheduled Castes or Scheduled Tribes;

8.3.6 Any verbal or non-verbal practice that is derogatory toward any individual;

8.3.7 Any form of discrimination or harassment on the grounds of sexual orientation, gender identity, or disability of a student.

8.3.8 Willful destruction of the university property;

8.3.9 Creating ill-will or intolerance on the basis of religion, community, caste, tribe, region, language, sexual identity, or gender identity;

8.3.10 Abetting or sharing a common intention in any act of indiscipline committed by other students;

8.3.11 Any act that lowers or adversely affects the status, dignity, or reputation of CBLU.

9. Prohibited Deliveries on the Campus.

9.1 Students are prohibited to consume cigarettes, tobacco, liquor or other narcotic drugs or psychotropic substances as mentioned in the NDPS Act.

9.2 Any student bringing, ordering, trying to smuggle, or found in possession of these prohibited articles shall be subject to disciplinary action for gross misconduct and discipline.

10. Computer and IT Related Matters

- 10.1 Students shall not transmit on the Campus any pornographic or sexually explicit material, including but not restricted to, photographs, films and so on, in any form, whether electronic (i.e., Stored in computer hard disks, flash drives, CD or DVD disks etc.) or otherwise. In addition, sharing or posting the video or photograph of any person without their permission will also be treated a misconduct or any other offense as per the applicable IT Act,
- 10.2 Students shall not use the University internet connection and IT infrastructure for the purpose of downloading, procuring, accessing, or storing any pirated material, or for hacking into any other network, sending spam e-mails, or any other act prohibited by law.
- 10.3. They shall not use university email for soliciting any financial support other than for education loans from banks without informing the University authorities in advance and taking their permission or using it for any other illegal purposes. Any violation will attract disciplinary action under ANNEXURE (provided at the end).

11. Institution of Disciplinary Proceedings

- 11.1 The Proctorial Board shall initiate an inquiry for any act of indiscipline, or violation on of any provision of the Proctorial Board Rules suo motu on its own information or on the basis of a report received by the Proctorial Board made by any person including but not limited to faculty members, wardens, student(s) respect to any violation or any staff of the University whether teaching or non-teaching, outsiders, or upon a reference by the Vice Chancellor, stipulated hereunder.
- 11.2. The Annexure does not limit the general power of the Proctorial Board to initiate disciplinary proceedings on matters not covered in the Annexure but affecting the safety, security of any person or adversely affecting the name, reputation, property or prestige of the University or any of its employees.
- 11.3 On receipt of such information or report, if the Proctorial Board is of the opinion that the information or report or complaint constitutes a prima facie case of indiscipline, it shall issue a show-cause notice to the student in respect of whom the violation has been alleged.
- 11.4 In cases, where the information or report of misconduct, the Proctorial Board to prevent any further order before issue of show cause notice to ensure a peaceful atmosphere on the campus for conduct of an impartial disciplinary inquiry.

12. Protective measures for pending Inquiry

- 12.1 If the Proctorial Board is of the opinion that the matter is a prima facie act of gross indiscipline or misconduct, it may pass any order or Inquiry, including but not limited to
- Suspension from the hostel. Provided that during examinations, reasonable time shall be given to vacate the hostel
 - Suspension from the classes
 - On campus ban of the entry
 - No contact with the complainant, victim, or prospective witnesses of the complainant
 - Prohibition from participation in the activities of centers, committees etc.
 - Prohibition of representing the University in any event within or outside the University

- g. Protection of the complainant and connected persons and for preserving the integrity of hearing process
- 12.2 In all cases of complaint by staff about abuse, harassment, assault or violence against the staff and in other extra-ordinary circumstances, protective orders shall be passed without conducting hearing. In such circumstances, the hearing shall be conducted at the earliest possible opportunity to decide the continuance of protective orders.
- 12.3 The Proctorial Board may take such other protective measures as may be necessary in the circumstances.

13. Show-cause notice

- 13.1. A show-cause notice shall be in writing. It may be served through email or in hard copy.
- 13.2. It shall be sent ordinarily along with a copy of the complaint. In circumstances where the victim has requested withholding their identity for fear of reprisal from the person or others in response to the complaint being filed, substance of the complaint may be sent.
- a. It shall state the act/s of indiscipline or misconduct due to which disciplinary proceeding is required to be initiated.
- b. Ordinarily such student shall be given a resort period of days to reply to the show-cause notice.
- c. However, in case of emergencies, the resonate period for responding to show-cause notice may be reduced to not less than 24 hours.
- 13.3. If the student does not reply to the show-cause notice within the stipulated period, the Proctorial Board may proceed with the matter ex parte.
- 13.4. An adverse inference may be drawn against the student in case the matter precedes ex parte.

14. Hearings

- 14.1 The Proctorial Board shall conduct hearings after receiving reply to the show cause notice or ex parte if the reply is not received within the stipulated time.
- 14.2 The details regarding the hearing, such as date, time and venue shall be intimated to the concerned student/s via email at least 3 days prior to the date and time of hearing or as per the circumstances.
- 14.3 If the student does not attend the hearing on the scheduled date, the Proctorial Board may give another date of hearing, provided the student has given reasonable and justified reasons for his/her inability to attend the hearing on the scheduled date.
- 14.4 For Prohibited Acts under ANNEXURE any three members of the Proctorial Board may conduct the hearing.
- 14.5 The Proctorial Board has the discretion to decide the composition of the Board for the hearings depending on the gravity of the complaint/action.
- 14.6 No student shall be allowed to carry a mobile phone or any other electronic device, including but not limited to smart watch, camera, recorder, etc. during the hearings, unless specifically asked to do so by the Board conducting the hearing for matters related to or connected with the complaint.

14.7 If the student against whom disciplinary proceeding has been initiated does not appear for hearings, the Proctorial Board shall record its findings on the basis of information and evidence before it.

14.8 The hearing procedure will be completed within one month from the date of receipt of complaint.

15. Orders

15.1 The Proctorial Board may, after giving the opportunity to be heard in accordance with Rules as per the provisions of ANNEXURE, impose penalties through orders that shall:

- a. be in writing;
- b. state the reasons;
- c. state the material relied upon in making the order; and
- d. state the time when the order may become effective.

15.2 In case of non-compliance of the Order within the time specified the Proctorial Board shall have the power to issue further order, including but not imposition of additional penalties, or suspension, and recommend expulsion of the student to the Appropriate Authorities.

16. Penalties

16.1 The Proctor may choose any penalty or penalties as per the ANNEXURE.

16.2 Any act or violation for which penalty has not been expressly mentioned under the ANNEXURE, punishment/penalty shall be imposed by the Proctorial Board on the basis of facts and circumstances of the case.

16.3 Additional orders and/or penalties, apart from those mentioned in the ANNEXURE, may include the following:

- a. Written warning and/or intimation to parents or guardian;
- b. Monetary fine;
- c. Suspension from the University for a specific period of time;
- d. Expulsion from hostels;
- e. Suspension or cancellation of any scholarship, fellowship, or any other financial assistance;
- f. Recovery of pecuniary loss to the University;
- g. Debarring from participation in any student activity committees or any student activity;
- h. Debarring from membership or holding positions of office in student committees/societies.
- i. Debarring from attending Convocation;
- j. Suspension from the Mess or Library;
- k. Withholding of good character certificate;
- l. Withholding of examination results.

More than one penalty may be imposed simultaneously depending on the wrongful act or indiscipline.

17. Appeals

- 17.1 The order issued by the Proctorial Board shall be implemented with an immediate effect until modified or cancelled by the Competent Authority.
- 17.2 Any student aggrieved by the Appellate Order may file an appeal before the Vice-Chancellor within a period of 15 days of receipt of the order from Registrar, who shall then hear and decide upon the matter. Provided that any appeal, preferred beyond the period of 15 days, may be entertained by the Vice-Chancellor, if the appellant is able to show sufficient cause for such delay.
- 17.3 The powers of the Proctorial Board to impose penalties extend mutatis mutandis to the Registrar.
- 17.4 The Vice Chancellor shall have the power to uphold, cancel, or modify the order issued by the Proctorial Board.
- 17.5 The Vice Chancellor may also send the matter back to the Proctorial Board for fresh inquiry.
- 17.6 The decision of the Vice-Chancellor shall be final and the same shall be considered as the final decision of the University.

18. Protection of acts taken in good faith

No action shall lie against any person for any acts that are done, or intended to be done, by them in good faith under these Rules.

19. Powers of the Vice-Chancellor

- 19.1 Nothing contained in these rules shall be construed in any way restricting or modifying the powers conferred on the University or the Vice-Chancellor by Chaudhary Bansi Lal University, Act, 2014 or any other applicable law.
- 19.2 Nothing contained in these rules shall be construed in any way restricting or modifying the Vice-Chancellor's power to take in exceptional circumstances suo-moto cognizance of any violation of a rule, or of any other disciplinary or misconduct norm, adjudicate on the same, and impose such punishment under the rules as they may deem fit.
- 19.3 The Vice-Chancellor has the power to suspend any student from the University against whom a charge of rule violation, indiscipline or misconduct of sufficient gravity has been brought, pending hearing by the Proctorial Board, as the case may be or trial for a cognizable offence in a court of law.

20. Natural Justice

All hearings by the Proctorial Board and Competent Authority shall be conducted, and all punishments and penalties shall be imposed on students, in accordance with the principles of natural justice, equity and good conscience, providing the students, whether complainant or against whom complaint has been made, reasonable opportunity of being heard.

21. Review

The CBLU (Proctor Board) Rules, 2025 may be amended as and when required to remove difficulties found in the functioning of the Proctorial Board or in conduct of disciplinary proceedings. Thereafter these rules may be reviewed every three years by the University.

ANNEXURE

Following is the list of Acts of Misconduct and Indiscipline and punishments that shall ordinarily be imposed. However, it does not prevent the Proctorial Board from imposing such other punishment as may be necessary keeping in mind the circumstances of the case.

Categories of Misconduct and Indiscipline

Categories of Misconduct and Discipline	
CATEGORY-I	
Acts	Punishments
i. Smoking is prohibited in public places and workplaces such as healthcare, educational and government facilities and on Service public transport.	Fine up to 500/- and/or Community services in CBLU
ii. Not disclosing one's identity when asked to do so by faculty or employee of the University/security personnel who authorized to ask for such identity.	Fine up to Rs. 5,000/- and/or CBLU Service
iii. Organizing events or parties without or with disc jockey (DJ) in CBLU premises without prior permission. In general, the use of DJ/sound system is not permitted beyond 10 PM, as per the Supreme Court guidelines	
iv. Consuming, selling or possessing of dangerous or narcotic drugs or psychotropic or illicit substances enlisted under The Narcotic Drugs and Psychotropic Substances Act, 1985 as amended from time to time, alcohol or other intoxicating substances in the University premises.	Fine up to Rs. 8,000/- and/or CBLU Community Service
v. Indulging in acts of gambling in the University premises.	Police Complaint
vi. Any act of moral turpitude.	Fine up to Rs. 10,000/- and/or FIR wherever necessary for criminal offence
vii. Committing forgery, tampering with the identity Card or University records, impersonation, misusing and University property (movable or immovable), documents and records, tearing of pages, defacing, necessary for criminal burning or in any way destroying the books, journals, offence magazines and any material of library or unauthorized photocopying or possession of library books, journals, magazines or any other material.	
viii. Improper behaviour while on tour/excursion/field visits/sports activity/NCC/NSS.	
ix. Printing, circulating or pasting posters/pamphlets (text or picture) carrying derogatory religious, communal, casteist or anti-national remarks.	
x. Any activity which incites intolerance towards a religion, caste or community and/or anti-national in nature which disturbs the peaceful atmosphere in the campus.	
CATEGORY-II	
i. Furnishing false certificates or false information in any manner to the University.	Either one or two punishments imposed

ii. Hunger strikes, dharnas, group bargaining and any other form of protest within 100 meter radius of blocking entrance or exit of any academic and administrative complexes iii. Disrupting the movement of any member of University community in administration, academic complexes, etc iv. Obstruction of roads/pathways leading to faculty/staff quarters, market places etc. by motor vehicles (bikes, cars etc.) v. Causing or colluding in the unauthorized entry of any person into the campus or in the unauthorized occupation of any portion of the University premises; including halls of residence, vi. Use of abusive, defamatory, derogatory or intimidator language against any member of the University Community. vii. Students entering class room illegitimately to obstruct faculty member while performing teaching duty in the class. viii. Unauthorized occupation of the hostel rooms on unauthorized acquisition and use of University furniture in one's hostel room or elsewhere. ix. False allegation/case against any student by the complainant x. Obstruction/damage of electronic devices (i.e. camera, phone, scanning etc.) at the time of evidence-collection by security staff xi. Violation of rules/orders/circulars of competent authority.	based on the severity of act/actions the committed. • Fine up to Rs. 20,000/- • Up to two semesters eviction from the hostel/class. • Rustication and declaring out of bounds entire from CBLU campus up to two semesters.
CATEGORY-III i. All acts of violence and all forms of coercion such as 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. ii. Gheraos, laying siege or staging demonstrations around the residence of any member of the University Community or any other form of coercion, intimidation or disturbance of right to privacy of the residents of the campus. iii. Disrupting/blocking normal movement of person(s) or traffic in the premises of University. Blockade or forceful prevention of any normal movement of traffic. iv. Violation of security and safety rules notified by the University. v. Engaging in any attempt at wrongful confinement of any member of the faculty, staff, student or anyone camping inside the campus. vi. Any intimidation or insulting behavior (physical violence/ abuse/manhandling) towards a student, staff, or faculty or any other person.	Either one or two punishments Imposed based on the severity of act/actions • Fine up 20,000/- to Withdrawing of hostel facility • Cancellation of admission withdrawal of degree or denial of registration for a specified period. • Rustication and declaring out of bounds from entire CBLU campus up to four semesters.

vii. Possession of illegal arms (i.e. knife, pistol, gun etc.), any assaulting device, and other explosive materials. viii. Any other act which may be considered by the Vice-Chancellor or any other competent authority to be an act of violation of discipline and conduct.	• Expulsion from the University or FIR.
Notes: • The competent authority may impose any of the above punishments on a student found guilty of any of the acts of indiscipline or misconduct mention as the case may be, in Rule 16. • The Competent authority has discretionary powers to uphold or change or waive the punishment as deemed to be fit. • A student (repeated offender) shall be expelled if he/she was awarded with three or more punishments during the entire duration of the study.	

Cases beyond the Purview of the Proctor Office

Acts	Dealing Office in CBLU
Sexual harassment: Unwelcome sexual propositions/ advancements, sexually graphics, the comments on a body, unwelcome touching, patting, pinching or leering of parts of the body or persistent or unwelcome sexual jokes and/or comments. Eve-teasing or disrespectful behaviour or any misbehavior with a girl student, women staff member/visitor or any student Ragging in any form:	Internal Complaints Committee (ICC) Action will be taken as per the recommendation of ICC duly approved by the competent authority. Rules are available at CBLU website for further Information. Anti-Ragging Committee (ARC) Action will be taken as per the recommendation from the Anti-Ragging Committee available at CBLU website.
Communal/Caste Discrimination: Arousing communal, caste or regional feelings or creating disharmony among students	Equal Opportunity Office (EOO) CBLU has an Equal Opportunity Office (EOO) to aid and advise the students belonging to marginalized sections including the scheduled castes, scheduled tribes, other communities, backward minority communities, persons with disabilities, etc pursuing various programs of studies at the University, detailed are available at the university website
Violation of rules and regulations of Hostel manual:	Inter Hall Administration (IHA) Action be taken as per the recommendations of DSW duly approved by the competent authority

Notes:

- The complaints/cases received by ICC, ARC, EOO and IHA committee shall be enquired by the concerned bodies. The findings and recommendations of the enquiry process by the concerned bodies shall be submitted to the competent authority for the approval.
- After the approval by the competent authority, the final decision of the concerned bodies shall be forwarded to the Office of the Proctor for issuing the office order to the concerned person(s), as per the provision of Statute of the University.
- The Chairperson/Head of the concerned bodies are required to appraise the case to the Proctor before issuing the Office Order.

General Information

- No punishment shall ordinarily be imposed on a student unless he/she is found guilty of the offence for which he/she has been charged by a proctorial or any other inquiry after following the due procedure of the inquiry based on natural justice and providing due opportunity (i.e. SOP) to the student charged for the offence to defend himself/herself.
- In case the Competent Authority is of the opinion that on the basis of the available material and evidence on record, a prima facie case exists against a student, the Competent Authority may order suspension of the student including withdrawal of any or all facilities available to a bonafide student pending proctorial or any other inquiry.
- Notwithstanding any punishment mentioned in ANNEXURE, the Competent Authority (Vice-Chancellor), may in appeal against the order passed in proctorial enquiry, keeping in view of the gravity/nature of misconduct/act of indiscipline, the manner and the circumstances in which the misconduct/indiscipline has been committed, award a punishment in excess of or less than or other than what has been mentioned thereon for reasons to be recorded.
- Any other Act/offence in violation of discipline and conduct other than those listed above will be dealt as per the law of land.
- In case any dispute arises with regard to the interpretation of any of these Rules, the matter shall be referred to the Vice-Chancellor, whose decision thereon shall be final.

Proctorial Board
CBLU

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23/12/2019