

**POLICY AND FUNCTIONS OF THE  
PROCTORIAL BOARD**



**LINGAYA'S  
VIDYAPEETH**  
choose to know

**LINGAYA'S VIDYAPEETH, FARIDABAD**  
**(2021-2022)**

Approved in the 17<sup>th</sup> Academic Council Meeting dated 05<sup>th</sup> October, 2018

For LINGAYA'S VIDYAPEETH,

178 APR 2021 Registrar

# Lingaya's Vidyapeeth

Deemed-to-be-University u/s 3 of UGC Act 1956, Government of India  
NAAC ACCREDITED  
Approved by MHRD / AICTE / PCI / BCI / COA / NCTE  
Nachauli, Jasana Road, Faridabad- 121002 | Ph: 0129-2598200-05  
Website: www.lingayasvidyapeeth.edu.in

## PROCTORIAL BOARD

### **Objectives:**

The prime responsibilities of the Proctorial Board are:

- to ensure that all rules and regulations of the Vidyapeeth are being followed by the students;
- to deal with matters related to maintaining discipline in the Campus as per rules and regulations of the Vidyapeeth;
- to take cognizance of any breach of discipline by student/students;
- to monitor the disciplinary climate prevailing in the student community and to take preventive steps such as issue of notices, warnings, an instruction regulating certain acts and other arrangements for the purpose of forestalling acts of individual or collective indiscipline.
- to collect relevant facts about the incidents of indiscipline, evaluate the evidence and decide/recommend the quantum of punishment to be imposed on the erring students. Whenever necessary, the Proctor shall place the relevant information before the Proctorial Board/Discipline Committee/Academic Committee/DSW/Vice Chancellor;
- to issue all orders relating to disciplinary proceedings against the students;
- to frame rules and make arrangements for the upkeep of cycles/scooters/cars stand in the Campus;
- to liaise with the local administration/Police Station regarding the law and order situation in the Campus;
- to advise foreign students regarding the registration with local Police Station and Visa matters;
- to supervise security and safety environment in the Campus.

### **A. Policy and Functions**

1. The Proctorial Board of Vidyapeeth shall help in maintaining sound discipline and order in the Campus and take full disciplinary action against any violation of the compulsory Code of Conduct as laid down.

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2. Repetition or indulgence in acts of ragging/misconduct/indiscipline shall lead to the suspension/rustication of the defaulting students.
3. Notwithstanding stated anything herein the Regulations directives for banning Ragging and Anti Ragging measures, the Regulations of UGC Act, 2009 on curbing the menace of Ragging in Higher Education Institutions Act, 2010 shall prevail.
4. The Proctorial and Anti Ragging Board is responsible for ensuring that rules and regulation framed by the Lingaya's Vidyapeeth are being followed by the students. Case of indiscipline or indecent behaviour of any students, cases of individual/group harassment, threats, manhandling to be dealt strictly.

## **Major specific responsibilities of the Proctorial Board are as follows:**

1. To maintain discipline in the Vidyapeeth and ensure that the rules are understood and followed;
2. To keep an eye on the general moral behaviour of the student;
3. To prevent the student from indulging in any political activities in the premises of Vidyapeeth.
4. Though, all the preventive measures against ragging are implemented, nevertheless, all the students are required to submit an undertaking at the time of admission, to the effect that they will not get involved in any type of misconduct and will abide by the rules and regulations of Vidyapeeth. In case of any report obtained, the Proctorial Board primarily conducts an enquiry and recommends suitable punishments to those found guilty as per rules.
5. The Proctorial and Anti Ragging Committee maintains the discipline and order during various celebrations, events and other activities where a large gathering of students is common.
6. The Proctorial Board and Anti Ragging Committee will follow the procedure to initiate enquiry. The complainant is called for hearing and his/her statement is recorded.
7. The accused person(s) is called for recording his/her statement. Any evidence, from staff or other persons, who were present there and had witnessed the incident, are called and their statements recorded.

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8. Any evidence from staff or other persons, who were present there and had witnessed the incident, are called and their statement is recorded.
9. A cross-examination of the accused and the complainant is conducted.
10. If any material evidence, like audio/video, tapes/paper documents etc. is available, the same is examined. The authenticity is established from the submitted documents.
11. Finally, a comprehensive report is prepared where specific charge against the accused is framed and a *show-cause notice* is issued and accused is be suspended from classes till, he/she submits his/her defence and punishment is decided.
12. The defence given by the accused persons in the show-cause notice is studied and examined.
13. A report is prepared as per the "Code of Conduct", appropriate disciplinary action is recommended.
14. Final report and recommendations are submitted to the Vidyapeeth Management for approval and final decisions by the Proctorial Board headed by Dean Student Welfare.
15. Consequently, the award of punishment is conveyed to the student duly signed by the Chairman of the Proctorial Board.
16. The punished students have the right to appeal against the punishment and College Management is the empowered authority to deal with appeals.

## **B. Structure of the Proctorial Board**

The Proctorial Office is headed by Dean Students Welfare as the Chairperson. Chief Proctor, Asst. Proctors and Members constitute the Proctorial Board.

## **C. Powers of The Proctor**

- (i) To suspend or institute proceedings in cases of breach of discipline referred to him by the Vice Chancellor;
- (ii) To suspend or rusticate a student up to a maximum of period of two weeks;
- (iii) To impose a fine as warranted by the facts and circumstances of the case.

For LINGAYA'S VIDYAPEETH

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## D. Code of Conduct for Students

Preamble: The Code of Conduct for Students is defined and shared with students at the time of entry/admission and it is expected of them to abide by the same.

- The students must abide by the rules and regulations;
- The students must behave with diligence, fidelity and honor;
- If any student violates the Institute rules and regulations, Disciplinary action may be taken;

## E. General Rules

- Ragging/harassment in any form is banned in the Campus. Students are advised to abide by dignity and respect of Institute;
- Student must be regular in attendance for theory and practical classes. In case, the attendance falling short of 75% for theory and practical, term will not be granted;
- Students must put-on College I-Card every day, failing to do so will invite disciplinary action;
- Students should come to the class room in decent and presentable attire;
- Mobile phones should be switched-off during lecture hour and on 'Silent Mode' in the Vidyapeeth premises;
- Usage of Mobile Phones, Bluetooth devices during class sessions and assessment during the institutional hours in the Campus are strictly prohibited. Anybody found violating the above will be fined and losing the assessment marks;
- Students are not allowed to leave the Campus premises during the working hours. If he/she wants to leave the Institute for any valid reason, they have to approach Department for GATE PASS citing the reasons and confirmation (duly signed by the Head of Department)
- Student should park their vehicles in the student parking space only.
- Students coming by Two-Wheelers have to compulsory wear helmet;
- Use of Internet for the purpose other than Academic related activities is banned;

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*[Signature]*  
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- Students should read the Notice Board every day;
- Smoking and use of Alcohol / drugs strictly prohibited within the Campus;
- Students shall not cause damage of property or financial loss to the Vidyapeeth. In the event, the Vidyapeeth suffers any kind of damage or loss, financial or otherwise, the concerned student will be liable for compensation of such loss;
- Writing on class room walls, desk, benches, door, toilet wall, other areas or pasting of poster on the wall are strictly banned;
- Students should not create disturbance in the academic, administrative, supporting, social or other activities of the Vidyapeeth whether on Campus or elsewhere in community;
- Students should not have indecent behaviour with staff and or students that is harmful to the dignity of any individual;
- Spitting, smoking, throwing bits of paper, chocolate wrappers, plastic bottles etc. in the Campus premises must be avoided. Instead use Dustbins for disposition of garbage;
- Distributing, displaying or publishing unauthorized print or non-printed matter in the form of poster, notice, signature campaign, electronic or Internet posting or any other publication either on College premises or computer/mobile networks should be avoided;
- Possessing, distributing or using forbidden materials like alcoholic drinks, narcotic drugs, obscene videos, pictures and photographs in print or electronic form is banned;
- Possession of firecrackers of any kind in the hostel and college campus is strictly prohibited;
- Smearing of colour powder and splash colour water in the guise of festivals and functions or any other occasion in the hostel or college campus is strictly prohibited;
- Any act of theft either college property or staff and students' belongings will invite serious disciplinary action;

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- Students are not allowed to convene any kind of meeting in the Campus or fund collection to circulate/display any kind of notice among students or on black boards or on notice board without permission of HOD/Dean/DSW;
- Students are strictly forbidden from engaging themselves in any political or other activities. Gathering in groups at roads, entrance, exit, pathways, gardens etc., is strictly prohibited;
- Students must inform the Vidyapeeth of any changes in personal details or address;
- Students who want to avail bus facility in between the academic session will have to pay full bus fee;
- Students who are not availing the bus facility but caught travelling in bus will be charged with full bus fee as fine;
- Any type of misconduct during industrial visits and educational tours arranged by the Vidyapeeth will invite serious disciplinary action.

## F. Code of Conduct for Students

- **Regularity**  
Attend the classes regularly. Attend the lectures, practical sessions and class test regularly
- **Punctuality**  
Be on time for college, theory and practical sessions
- **Study**  
Complete class work, assignments and journals regularly
- **Examination**  
Do not use unfair means for examination
- **Intimation**  
In case of absentees, inform to your class Counsellor
- **Behaviour**  
Be honest, behave politely, speak professionally and treat others with respect
- **Interference**

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Behave in a manner that will not interfere with the right of others

- **Respect**

Be respectful to others while under jurisdiction of the College and while participating in College sponsored activities

- **Faith**

Show fairness, courtesy and good faith towards others

- **Credit**

Give credit where it is due. Accept as-well-as honest and fair comments

- **Care**

Utilize amenities provided by the College with care

- **Report**

Report to appropriate College Authorities in any hazardous illegal situations in the College

## G. Hostel Discipline Rules for Students

Rules of General Discipline:

- The student should behave in such a manner that the atmosphere in the hostel remains clam and conducive to studies and leading to the cultural and moral development of the inmates;
- Students should take utmost care to keep their room and hostel premises neat and clean;
- Student suffering from contagious disease, injury or sickness should immediately report the matter to the Warden and seek help from the dispensary;
- Students should not play indoor games in hostel rooms which will cause damage to property and disturbance to others;
- Students from hostel must witness flag hoisting on 26<sup>th</sup> January and 15<sup>th</sup> August;
- Vehicles, if any, of the students will have to be parked only at the parking place at their own risk;
- Student should not loiter in the Veranda, passages and disturb others, perfect silence should be observed;

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- Shouting in the hostel is strictly prohibited;
- Smoking and alcoholic drinks are strictly prohibited in the hostel;
- Students shall not bring or use cracker, hand bombs or any other explosive articles in the hostel premises that may cause noise pollution, disturbance or danger to life/property or both;
- Students should not play radio, transistor, record player or any other musical instruments in the hostel premises;
- The students will have to make entry in the Register kept at the entrance of the hostel while going out or coming in;
- Students shall behave politely and properly with the warden, hostel staff and mess staff of the hostel;

## H. Applicable Punishments

- Suspension and restriction: The duration of suspension or Restriction shall be dependent on the gravity of breach of regulations. It shall be decided by the Chairperson/Chief Proctor based on Committee's decision.
- Intentional or deliberate damage caused to property; the recovery cost shall be twice the cost of replacement/repair;
- Inadvertent damage caused to property; the recovery cost shall be of replacement/repair;
- Written warning asking apologies and undertaking;
- Expulsion from hostel
- Submission of Surety Bond

## I. Discipline and Conduct Rules for Students: Level of Misconduct and Indiscipline

### Level - 1

- (i) All acts of violence and mob activities like gheraos, sit-ins or any variation of the same which disrupt the normal academic and administrative functioning of the Campus and/or any act which incites or leads to violence;

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- (ii) Gheraos, laying siege or staging demonstrations around the residence of any member of the Lingaya's Community or any other form of coercion, intimidation or disturbance of right to privacy of the residents of the Campus;
- (iii) Sexual harassment of any kind which shall also include:
- Sexual proposition/advancements, sexually graphic comments of a body, unwelcome touching, patting, pinching or leering or persistent offensive or sexual jokes and/or vulgar comments;
  - Eve-teasing or disrespectful behaviour or any misbehaviour with a girl student, women staff member/visitor.
- (iv) Ragging in any form

## Level - 2

- Committing forgery, tempering with the Identity Card or L.V. records, impersonation, misusing 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 the Library or unauthorized photocopying or possession of Library books, journals, magazines or any other material;
- Furnishing false certificates or false information in any manner to the Vidyapeeth;
- Arousing communal, caste or regional feeling or creating disharmony among students;
- Using insulting, inciting, threatening language when talking with fellow students inside or outside the Campus in a way that would bring disrepute to the Vidyapeeth;
- Use of abusive, defamatory or derogatory language against any member of the Institute;
- Causing or colluding in the unauthorized entry of any person into the Campus or in the hostel;
- Accommodating unauthorized guests or other persons in hostels;

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- Indulging in acts of gambling, possessing or consuming or distributing Alcohol, harmful drugs, illegal Narcotics, Ghutkas and smoking Cigarettes in the Institute premises;
- Damaging or defacing any property of the University;
- Misusing University resources and facilities such as Library, Software, Computers and Internet or causing any type of damage to Internet and Computer Security System of the University;
- Harming reputation of the University or individual (fellow-students, Faculty and Staff of University) through social media and electronic media;
- Not disclosing one's identity when asked to do so by a Faculty member or employee of the Institute;
- Improper behaviour while on tour or excursion;
- Violation of security and safety rules notified by the Vidyapeeth;
- Any other offence under the Law of Land;
- Any intimidation or insulting behaviour towards a student, staff or faculty or any other person;
- Any other in disciplinary act which may be considered by the Competent Authority to be an act of violation of discipline and conduct.

## **J. Punishment for Violation of Rules & Regulations**

On the recommendation of Committee and approval of Authority any of the following steps/punishment may be decided:

### **For Category-1 of Misconduct & Indiscipline**

- Suspension from the Institute and/or hostel;
- Rustication upto four Semesters and/or declaring the entire Campus out of bounds;
- Fine upto Rs. 5,000/- (in case of Ragging as per Supreme Court Ruling);
- Lodging of FIR with the Police.

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## **For Category-2 of Misconduct and Indiscipline & Violation of General and Academic Rules & Regulations**

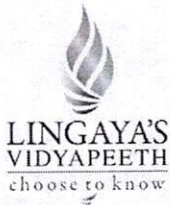
- Admonition/Reprimand and submission of bond or Affidavit on a Stamp Paper of Rs. 10/- duly Notarized;
- Deduction of marks from General Proficiency Marks and Teacher Assessment Marks;
- Fine based on the Committee recommendations;
- Recovery of any kind, such as Scholarship/fellowship, any dues, cost of damages etc.
- Withdrawal of any or all facilities available to a student as per, MIST Rules (such as Scholarship/Fellowship, hostel etc.)
- Suspension from the Institute for a specific period depending upon the level of indiscipline.

## **K. General Guidelines for Implementation of Punishments**

- (i) 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 Board or any other inquiry Committee;
- (ii) Students found guilty in any in-disciplinary activity by the Proctorial Board, one "Red Mark" will be marked against his/her profile. Further, if number of such Red Marks exceeds to 3 during program duration, he/she will be automatically debarred from the Campus placement and hostel;
- (iii) Further, Red Marks may result into expulsion from the rolls of Vidyapeeth;
- (iv) However, if a student improves his/her conduct, behaviour, attendance, percentage of marks and takes keen interest in student Welfare, he/she can give application to the Proctorial Board to remove Red Marks. If Board is satisfied with the improvement, then the Board may remove such Red Marks from the student's profile;
- (v) In case, the Chairperson or any Competent Authority is of the opinion on the basis of the available material and evidence on record, a prima-facie case exists against a student, he may order suspension of the student including

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- withdrawal of any or all facilities available to a bonafide student pending Proctorial or any other inquiry;
- (vi) In case, any dispute arises with regard to the interpretation of any of these Rules, the matter shall be referred to the Dean (SW)-Chairman whose decision thereon shall be final;
- (vii) The Management is not responsible for the loss, theft or damage of any personal property owned, operated or possessed by the student, guest(s), parents or family members which may be held, located or stored in any location unit or anywhere else on the Vidyapeeth-owned or leased property;
- (viii) The student understands and expressly agrees to accept all risks of such losses or damages.

## L. Gate-Pass

Student Gate-Pass	
Ref. No.	
Name	
Roll No.	
Branch	
Semester	
Student Mobile No.	
Father/Guardian Name	
Mobile No.	
Reason	
Date	
Time Out:	Time In:
Consent from Parent: Yes/No (Mobile No. of Parent)	

Student  
Name & Sig.

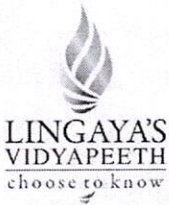
Course Coordinator  
(Name & Sig.)

HOD  
(Sig. & stamp)

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M.

## UNDERTAKING BY STUDENT

*(In respect of Code of Conduct)*

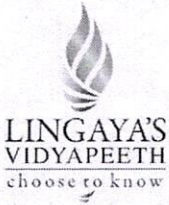
I \_\_\_\_\_ S/o, D/o \_\_\_\_\_  
Enrolment No. \_\_\_\_\_ student of Class \_\_\_\_\_  
Department of \_\_\_\_\_ and resident of Village/Town \_\_\_\_\_  
\_\_\_\_\_ district \_\_\_\_\_  
State \_\_\_\_\_ do hereby undertake on this day \_\_\_\_\_ Month \_\_\_\_\_  
\_\_\_\_\_ Year \_\_\_\_\_ binding myself as follows:

- (i) That, I shall conduct myself within & outside the premises of the Lingaya's Vidyapeeth in a matter befitting to the students of an Institution;
- (ii) That, I am aware of, as per the Order of the Hon'ble Supreme Court of India, ragging in any form is banned and acts of ragging will be considered as gross discipline and will be severally dealt with;
- (iii) That, I aware that, the following acts shall constitute gross violation of the Code of Conduct and I am liable to be invoked with disciplinary measures, for any or more of the followings:
  - Ragging;
  - Lack of courtesy and decorum; indecent behaviour anywhere within or outside the Campus;
  - Wilful damage or stealthy removal of any property/belongings of the Institute/Hostel or of fellow students;
  - Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs;
  - Mutilation or unauthorized possession of Library books;
  - Noisy and unseemly behaviour, disturbing studies of fellow students;
  - Hacking in Computer Systems (such as entering other person's area without prior permission, manipulation and/or damage of Computer Hardware & Software etc.);
  - Any other act of gross discipline. Commensurate with the gravity of the offence, the punishment may be reprimand, fine and expulsion from the hostel,

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debarment from an examination, rustication for a specified period or even outright expulsion from the Vidyapeeth;

- For an offence committed in (a) hostel; (b) department or in a classroom & (c) elsewhere, the Warden, the Head of the Department, the Chief Proctor/ Proctor respectively, shall have the authority to reprimand or impose fine. All cases involving punishment other than reprimand shall be reported to the Chief Proctor/Dean-SW of the Vidyapeeth;
- Leaving hostel rooms without switching-off the lights, fans and any other electronic appliances, the punishment may be reprimand, fine and expulsion from the hostel;
- All major acts of indiscipline, which may have serious implications on the general body of students, and/or which may warrant a uniform and more formalized nature of investigation, shall be handled by the Proctorial Board/Disciplinary Committee of the Vidyapeeth;
- Case of adoption of unfair means in an examination shall be reported to the Chief Proctor, Dean-SW for taking appropriate action;
- That apart, I am also aware that in case, I am involved in any criminal activities besides punishment as aforesaid, I shall be liable under Penal Law by Civil or Criminal Court as applicable;
- I agree to vacate the hostel, in case, I fail to register in any Semester.

Signature of Father/Guardian

Signature of Student

Name of Father: \_\_\_\_\_ Name: \_\_\_\_\_

Mob. No.: \_\_\_\_\_ Mob. No.: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Full Address

Enrolment No.

Hostel Name & Room No.

Mobile No.

**Note: All the students must submit this Undertaking Form duly filled-up at the time of admission.**

For LINGAYA'S VIDYAPEETH

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## LINGAYA'S VIDYAPEETH REGULATIONS GOVERNING GRIEVANCE REDRESSAL MECHANISM FOR STUDENTS (2021-2022)

### 1. SHORT TITLE & COMMENCEMENT

- (i) These Regulations shall be called the "LINGAYA'S Regulations for Governing Grievance Redressal of Students", 2021;
- (ii) These Regulations shall come in to force with effect from the date of approval by the Board of Management of the University.

### 2. PURPOSE

Lingaya's Vidyapeeth is committed to developing and maintaining an effective, timely, fair and equitable grievance handling system for its students **and their parents / guardians**, which is easily accessible and offered to complainants at no charge.

### 3. AIM

- (i) To develop a culture that views grievances as an opportunity to improve the organization and how it works;
- (ii) To set in place a grievance handling system that is student / employee focused and helps the University to prevent grievances from recurring;
- (iii) To ensure that any grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality;
- (iv) To ensure that the view of each complainant and respondent are respected and that any party to a grievance is neither discriminated against nor victimized and;
- (v) To ensure that there is a consistent response to grievances.

### 4. SCOPE AND APPLICABILITY

- (i) These Regulations shall cover any kind of grievance that students of the University or their parents / guardians may have during their stint in the University;



- (ii) A 'Student' for purpose of these regulations shall mean a student enrolled for a program of study at Lingaya's Vidyapeeth.

## 5. DEFINITIONS

- (i) '**Grievance**' is defined as a **person's** dissatisfaction with any aspect of the **University's** activities and services'
- (ii) '**Person**' referred herein shall mean a student on the current rolls of the University or their parents / guardians;
- (iii) '**University**' means Lingaya's Vidyapeeth.

**Note:** In these Regulations wherever 'he' and 'his' occurs, these shall mean to imply 'he / she' and 'his / her' respectively.

## 6. TYPES OF STUDENT GRIEVANCES

- (i) **Grievances of Academic Nature**
- Academic content and quality
  - Class scheduling / time-table
  - Course material
  - Co-curricular activities (debates, seminars, guest lectures, etc.)
  - Issues related to student progress such as internal assessment, attendance norms / relaxation, directed reading, etc.
  - Inadequacy / non-availability of learning resources such as Library books & Journals, Lab Equipment's, IT facilities, maintenance issues etc.
- (ii) **Grievance against Faculty (Including Heads of Departments)**
- Academic delivery and quality
  - Classroom conduct
  - Regularity and punctuality
  - Any discrimination / victimization of students

(iii) **Registration and Examination Related**

- (a) Registration / re-registration
- (b) Student records
- (c) Mid-Semester, End-Semester, Supplementary examinations related issues
- (d) Grading / Results
- (e) Debarred / Year-back
- (f) Discrepancy in Diplomas / Degrees issues

(iv) **Grievances regarding Summer Internships and Placements**

- (a) Discrimination regarding selection for summer internship
- (b) Grievance regarding discrimination or non-adherence of Placements rules and procedures

(v) **Non-Academic Grievances (Amenities and Services)**

- (a) Deficiency in common services such as transportation, canteen, medical etc.
- (b) Quality of food and hygiene in Hostels and Mess
- (c) Any deficiency in extra-curricular activities and facilities
- (d) Student financial aid
- (e) Student travel concession
- (f) Identify Card related
- (g) Student Uniforms

(vi) **Accounts related Grievances**

- (a) Fees and Dues
- (b) Fee Concessions
- (c) Scholarships
- (d) Refunds

(vii) **Student to Student Grievances**

- (a) Conflicts between students of same course / class

- (b) Intra-College conflicts
- (c) Inter-College conflicts

## 7. GRIEVANCES OF PARENTS / GUARDIANS OF STUDENTS

Parents / Guardians of students may have any of the following grievances:

- (a) Any discrimination of their ward in providing access to University's facilities or services;
- (b) Any action of a teacher or a staff member or a student of the University causing harassment to their ward;
- (c) Any demand for fee not covered under University norms;
- (d) Withholding disbursement of Scholarship, if entitled;
- (e) Unfair involvement of their ward in disciplinary proceedings

## 8. PROCEDURE FOR GRIEVANCE REDRESSAL

### (i) Informal resolution before an issue becomes a formal grievance

- (a) Students will encourage resolving concerns or problems directly with the Mentor / Head of Department concerned through personal discussions / counselling;
- (b) Aggrieved students should first approach the respective Mentor who will informally try to resolve the problem. Wherever necessary, the Mentor may seek guidance from the appropriate Authority for the purpose.

### (ii) Grievance handling and Resolution Mechanism

In case, the problem is not resolved informally, the concerned person may use the Grievance Redressal Mechanism as outlined below:

- (a) The Grievance Redressal Mechanism has three levels of Grievance Redressal of which Level-III is the Appellate Authority;

- (b) Formal grievances shall be submitted in writing stating full material facts to the First Level Grievance Handling Authority as specified under Clause-9 of these regulations.

### (iii) Procedure and States in Grievance Handling

The following procedure shall be used by the students to seek Grievance Redressal of any kind whether academic or non-academic in nature, as specified under Clause-6 above:

#### (a) Stage - I

- (i) Formal complaint by the aggrieved person shall be submitted in writing to the Level-I Grievance Handling Authority, as specified in Clause-9;
- (ii) The Authority concerned will acknowledge receipt of the complaint and initiate the Redressal process within two working days;
- (iii) If felt necessary, the designated Authority may allow an opportunity to the complainant to formally present his / her case along with relevant documents in support. The Authority may also seek clarification from the complainant or call for further material facts having bearing on the matter. Such clarification may be sought by written or verbal request or by face-to-face interview with the complainant;
- (iv) The Authority concerned will then endeavour to resolve the grievance within next seven working days of receiving the formal grievance and convey the outcome / action taken to the complainant;
- (v) Wherever required, the University will take preventive or corrective action in a reasonable time and advise the complainant of the same.

**(b) Stage - II**

- (i) If a complainant does not receive any response within the stipulated number of days or is dissatisfied with the outcome of the complaint, he / she may lodge an appeal in writing with the Level-II Grievance Handling Authority concerned as specified under Clause-9 of these regulations;
- (ii) The Level-II Authority will consult with the complainant and other relevant parties within ten working days or receiving the appeal. Wherever possible, such consultations may be in the form of face-to-face discussion;
- (iii) Following the consultation, the Authority concerned will take further steps to address the grievance and communicate the same to the complainant.

**(c) Stage - III (Appellate Authority)**

- (i) If a complainant is still dissatisfied with the outcome or decision of Level-II Authority on the appeal he / she may represent the matter to the Appellate Authority as specified under Clause-9 of these regulations;
- (ii) The concerned Appellate Authority will convey its decision within five working days from receiving the appeal;
- (iii) The decision of the Appellate Authority will be final and no further appeal will be entertained under any circumstances.

**(d) Confidentially and Record-keeping**

- (a) During all stages of the Grievance Handling and Resolution Procedure, the University will take all possible steps to ensure that the complainant and the respondent are not victimized or discriminated;

- (b) Implementation of the procedure will be done without prejudice to either party;
- (c) At all stages of this procedure, a full explanation **(in writing for decisions)** of the actions taken as part of the process will be provided if so requested by the complainant or the respondent;
- (d) While dealing with the issue, all possible confidentiality and privacy will be maintained and all records relating to such complaints will be treated as confidential;
- (e) Records concerning grievances handled under this procedure and their outcomes shall be maintained for a period of one year;
- (f) There will be no cost to the complainant for utilizing this grievance and appeals process.

## 9. MATRIX FOR GRIEVANCE HANDLING AUTHORITIES

### Student Grievances

Nature of Grievances	Level - I Grievance	Level - II Grievance	Appellate Authority
<b>1. Of Academic nature</b> <ul style="list-style-type: none"> <li>• Academic quality</li> <li>• Course material</li> <li>• Class Time-Table</li> <li>• Inadequate learning resources (IT, Library, Labs / Equipment etc.)</li> <li>• Attendance / directed reading</li> <li>• Internal Assessment</li> <li>• Co-curricular activities</li> </ul>	Head of the Department	Dean	VC
<b>2. Against Faculty</b> <ul style="list-style-type: none"> <li>• Academic delivery &amp; quality</li> <li>• Classroom conduct</li> <li>• Regularity &amp; Punctuality</li> <li>• Any discrimination / victimization of students</li> </ul>	Head of the Department	Dean	VC

<b>3. Registration / Examination related</b> <ul style="list-style-type: none"> <li>• Registration / Re-registration</li> <li>• Student records</li> <li>• Mid-Semester / End-Semester / Supplementary exam scheduling / date sheet</li> <li>• Evaluation of Answer Books</li> <li>• Grading / results</li> <li>• Re-checking / Re-evaluation</li> <li>• De-barred / Year back cases</li> <li>• Discrepancy in Diplomas / Degrees</li> </ul>	Head of the Department	Dean	VC
<b>4. Summer Internship &amp; Placements</b> <ul style="list-style-type: none"> <li>• Discrimination in summer Internship selection</li> <li>• Discrimination or non-adherence of placement procedures / rules</li> </ul>	Head of the Department	Dean	VC
<b>5. Amenities &amp; Services</b> <ul style="list-style-type: none"> <li>• Common services (Transportation / Canteen / Medical etc.)</li> <li>• Extra-curricular facilities</li> <li>• Student Financial Aid</li> <li>• Travel Concession</li> <li>• Identity Cards</li> <li>• Student Uniforms</li> </ul>	Dy. Registrar (Admin)	Dean of Students' Welfare	VC
<b>6. Hostel related</b> <ul style="list-style-type: none"> <li>• Quality of Food &amp; Hygiene</li> <li>• Hostel amenities</li> </ul>	Hostel Warden	Dean of Students' Welfare	VC
<b>7. Finance related</b> <ul style="list-style-type: none"> <li>• Fees and Dues</li> <li>• Fee Concessions</li> <li>• Scholarships</li> <li>• Refunds</li> </ul>	Dean	Head Finance	VC
<b>8. Student to Student</b> <ul style="list-style-type: none"> <li>• Conflict between students of same Program</li> <li>• Intra-school conflicts</li> <li>• Inter-school conflicts</li> </ul>	Head of Department	Dean of the School	VC

## 10. SPECIAL PROVISION

In matters affecting large number of students, the Vice Chancellor will have the power to constitute Special Committees to make recommendations and to take action as deemed appropriate.

- (i) Aggrieved parents / guardians are advised to take up their grievance(s) directly with the Dean/Vice Chancellor either personally or in writing. In case, their problem remains un-addressed, they may approach the Pro-Chancellor/Chancellor;
- (ii) Matrix for Grievance Redressal Mechanism for students is given under Clause-9 of these regulations.

\*\*\*End of Document\*\*\*

For LINGAYA'S VIDYAPEETH

Registrar

18 APR 2024



# Lingaya's Vidyapeeth

Deemed-to-be-University u/s 3 of UGC Act 1956, Government of India  
NAAC ACCREDITED

Approved by MHRD / AICTE / PCI / BCI / COA / NCTE  
Nachauli, Jasana Road, Faridabad- 121002 | Ph: 0129-2598200-05  
Website: www.lingayasvidyapeeth.edu.in

No: LV/Registrar/2022/393

25<sup>th</sup> April, 2022

## NOTIFICATION

### INTERNAL COMPLAINT COMMITTEE

In pursuance of UGC (Prevention, Prohibition and Redressal of student harassment as Women Employees and Students in Higher Educational Institutions) regulations 2015 read with sexual harassment of women at working place (Prevention, Prohibition, Redressal Act 2013). Internal Complaint Committee is reconstituted as under to deal with the complaints relating to sexual harassment at work place.

#### Internal Complaint Committee

S.No.	Position	Name	Designation, Mobile No, & Email ID	Remarks
1	Presiding Officer	Dr. Jaskiran Kaur	PVC/8700001255/ dr.jaskiran@lingayasvidyapeeth.edu.in	Senior most Women Representative
2	Member	Ms. Kavita Nagpal	Professor – SOA / 9810258305/ kavita.arch@lingayasvidyapeeth.edu.in	Teaching Staff
3	Member	Mr. Rajiv Kr. Jha	Assistant Professor – LAW / 8700003741/ rajivkumar@lingayasvidyapeeth.edu.in	Teaching Staff
4	Member	Ms. Soma Dutta	Asstt. Manager & Secretary to Chancellor Office / 8447372472/ soma@lingayasvidyapeeth.edu.in	Non-Teaching Staff
5	Member	Ms. Bindu Sharma	Chief Warden / 9911275728/ bindusharma@lingayasvidyapeeth.edu.in	Non-Teaching Staff
6	Member	Mrs. Madhu Sharma	Prayas NGO / 9990846222/ prayassws.ngo@gmail.com	NGO Representative
7	Member	Mr. Pulkit	Automobile Engg. 19MAE03L/ 8295107504/ 9813739852 / 19mae03l@lingayasvidyapeeth.edu.in	Student
8	Member	Ms. Aastha Shankar	B.A. English (H) 21BEN05 / 9312081035 / 8178616534 / 21ben05@lingayasvidyapeeth.edu.in	Student
9	Member	Mr. Shiddhant Shukla	BA LLB 18BLI21 / 8447886310 / 18bli21@lingayasvidyapeeth.edu.in	Student
10	Member	Mr. Rajamani Saravanan	HR Manager / 9873005552/ saravanan@lingayasvidyapeeth.edu.in	Non-Teaching Staff

This ICC supersedes all previous committees.  
For Lingaya's Vidyapeeth

Registrar

For LINGAYA'S VIDYAPEETH

Cc : Hon'ble Chancellor – for kind information  
: Hon'ble Pro Vice Chancellor – for kind information  
: All HoD's / Notice Board  
: All Members

18 APR 2022

\*(Consent of Prayas NGO Chairman Shri M.L. Gupta obtained for member Mrs. Madhu Sharma)

# Lingaya's Vidyapeeth

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Nachauli, Jasana Road, Faridabad- 121002 | Ph: 0129-2598200-05  
Website: www.lingayasuniversity.edu.in

No.: LV/Registrar/GRC/2022/151

February 22, 2022

## NOTIFICATION

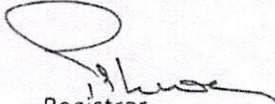
### Grievance Redressal Committee

The Vice-Chancellor has been pleased to re-constitute the Grievance Redressal Committee as under, with immediate effect:

1	Dr. K.K. Gautam	Proctor	Chairperson
2	Dr. Ankur Tyagi	Assoc. Professor - Education	Convener, Women Cell
3	Mr. Anand Prakash Pathak	HOD-SOHSS	Member
4	Mr. Rakesh Bhardwaj	Legal Advisor	Member
5	Dr. Sharik Ahmed	Asstt. Professor - CSE	Member

This Grievance Redressal Committee supersedes all previous committees.

For Lingaya's Vidyapeeth,



Registrar

CC :  
Hon'ble Chancellor- for kind information  
Hon'ble Vice-Chancellor- for kind information  
All HoD's / Notice Board  
All Members

For LINGAYA'S VIDYAPEETH



Registrar

18 APR 2024

# Lingaya's Vidyapeeth

Deemed-to-be-University u/s 3 of UGC Act 1956, Government of India  
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 Nachauli, Jasana Road, Faridabad- 121002 | Ph: 0129-2598200-05  
 Website: www.lingayasuniversity.edu.in

No.: LV/Registrar/2022/1394

February 21, 2022

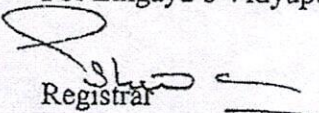
## Anti-Ragging Committee

### NOTIFICATION

In pursuance of the directions of the Hon'ble Supreme Court of India, The Anti-Ragging Committee (ARC) has been constituted by Lingaya's Vidyapeeth as under, with immediate effect:

S.No	Member Name	Designation	Contact No
1	Dr. Arvind Kr. Agrawal	Vice Chancellor	9418294100
2	Sh. Paramjeet Singh Chahal, HCS	SDM Faridabad	0129-2227868
3	Insp. Surender Singh	SHO PS Bhupani Faridabad	0129-2202350
4	Sandeep Parashar	Bureau Chief, India News Aaj Samaj	9540200014
5	Ms. Madhuri Garg	Prayas NGO	9953979960
6	Dr. Rashmi Maniar	Assistant Professor	8178867794
7	Dr. Priya Raghav	Associate Professor	9205006489
8	Ms. Sapna Devi	Assistant Professor	8527080321
9	Mr. Naveen Nagar	Civil Engineer	9899871493
10	Mr. Anurag Nagar	Assistant to Proctor	9899166148
11	Mr. Deep Kumar	Sports In-charge	8586988925
12	Sh. Arvind Kumar Singh	Parent	9939994723
13	Harshit Dev	Student	9142011410
14	Prashant Kumar	Student	8787063265

For Lingaya's Vidyapeeth,

  
 Registrar



For LINGAYA'S VIDYAPEETH

  
 Registrar

178 APR 2024

CC:

Hon'ble Chancellor- for kind information  
 Hon'ble Vice-Chancellor- for kind information  
 Hon'ble Pro Vice-Chancellor- for kind information  
 Concern Persons.

# Lingaya's Vidyapeeth

Deemed-to-be-University u/s 3 of UGC Act 1956, Government of India  
NAAC ACCREDITED  
Approved by MHRD / AICTE / PCI / BCI / COA / NCTE  
Nachauli, Jasana Road, Faridabad- 121002 | Ph: 0129-2598200-05  
Website: www.lingayasuniversity.edu.in

No.: LV/Registrar/2022/142

February 21, 2022

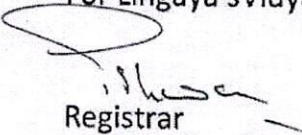
## Anti Ragging Committee

### NOTIFICATION

The following members have been nominated as members of Anti Ragging Committee held on 21.02 2022 in room no. 203 main building 1<sup>st</sup> floor.

1. Dr. K.K.Gautam	Proctor	M-8700001633
2. Dr. Annu	Assistant Professor-Chem	M-9717713087
3. Mr. Deepak Kaushik	Assistant Professor-CE	M-8860021674
4. Mr. Naveen Nagar	Civil Engineer	M-9899871493
5. Mr. Anurag Nagar	Assistant to Proctor	M-9899166148
6. Mr. Deep Kumar	Sports Incharge	M-8586988925

For Lingaya's Vidyapeeth,

  
Registrar

CC :

Hon'ble Chancellor- for kind information

Hon'ble Vice Chancellor- for kind information

Hon'ble Pro- Vice-Chancellor- for kind information

Concern Persons

For LINGAYA'S VIDYAPEETH

  
Registrar

18 APR 2024

# Lingaya's Vidyapeeth

Deemed-to-be-University u/s 3 of UGC Act 1956, Government of India  
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Nachauli, Jasana Road, Faridabad- 121002 | Ph: 0129-2598200-05  
Website: www.lingayasuniversity.edu.in

No.: LV/Registrar/ICC/2021/249A

February 25, 2021

## NOTIFICATION

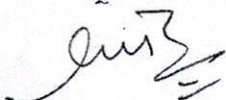
### Internal Complaint Committee

The Vice-Chancellor has been pleased to re-constitute the Internal Complaint Committee (ICC) as under, with immediate effect:

1	Dr. Anchal Mishra	HOD-School of Humanities & Social Sciences	LV Chairperson
2	Ms. Madhuri Garg	Prayas NGO	Member
3	Dr. Shivani Dubey	HOD-CSE	Member
4	Ms. Shrabani Kar	Asstt. Professor-Law-LV	Member
5	Mr. Rakesh Bhardwaj	Legal Advisor	Member
6	Mr. Sandeep Kaul	DGM (PR)-LV	Member
7	Mr. Subhash Manna	Deputy Registrar LV	Member
8	Ms. Bindu Sharma	Hostel Warden (Girls), LV	Member
9	Mr. Harsh Vikram Trivedi	18BLI29	Student
10	Mr. S. Rohit Kumar	18ME13	Student
11	Ms. Twinkle Kalra	19MBA08	Student

This ICC supersedes all previous committees.

For Lingaya's Vidyapeeth,

  
Registrar

CC :

Hon'ble Chancellor- for kind information  
Hon'ble Vice-Chancellor- for kind information  
All HoD's / Notice Board  
All Members

For LINGAYA'S VIDYAPEETH

  
Registrar

18 APR 2021

Ref.No: LV/Registrar/2022/

21<sup>st</sup> April, 2022

All HOD/Faculty/Staff

**SUBJECT : CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE.**

**BACK GROUND :** In order to provide protection to Women at Vidyapeeth and for redressal of Complaints in accordance to UGC Norms & Regulation, Internal Complaint Committee is required to be constituted.

**CONSTITUTION :** Following Members are hereby nominated for the Internal Complaints Committee which shall have a tenure till 31<sup>st</sup> March 2025.

S.No.	Position	Name	Designation, Mobile No, & Email ID	Remarks
01	Presiding Officer	Dr. Jaskiran Kaur	PVC/9876637715/ dr.jaskiran@lingayasvidyapeeth.edu.in	Senior most Women Representative
	Member	Ms. Soma Dutta	Asstt. Manager & Secretary to Chancellor Office / 8447372472/ soma@lingayasvidyapeeth.edu.in	
	Member	Ms. Kavita Nagpal	Professor – SOA / 9810258305/ kavita.arch@lingayasvidyapeeth.edu.in	
	Member	Dr. Tapsi Nagpal	Associate Professor – CSE / 9990601564/ dr.tapsi@lingayasvidyapeeth.edu.in	
	Member	Mr. Rajiv Kr. Jha	Assistant Professor – LAW / 8800288432/ rajivkumar@lingayasvidyapeeth.edu.in	
	Member	Dr. Ankur Tyagi	Associate Professor – SOE / 9729707035/ ankurtyagi@lingayasvidyapeeth.edu.in	
05	Member	Ms. Bindu Sharma	Chief Warden / 9911275728/ bindusharma@lingayasvidyapeeth.edu.in	
06	Member	Mr. Ashok Suri	Dy. Registrar /9310806667 / ashoksuri@lingayasvidyapeeth.edu.in	
07	Member	Mr. Pulkit	Automobile Engg. 19MAE03L/ 8295107504/ 9813739852 / 19mae03l@lingayasvidyapeeth.edu.in	Student
08	Member	Ms. Aastha Shankar	B.A. English (H) 21BEN05 / 9312081035 / 8178616534 / 21ben05@lingayasvidyapeeth.edu.in	Student
09	Member	Mr. Shiddhant Shukla	BA LLB 18BLI21 / 8447886310 / 18bli21@lingayasvidyapeeth.edu.in	Student
10	Member	Mrs. Madhu Sharma	Prayas NGO / 9990846222/ prayassws.ngo@gmail.com	NGO Representative

All concerned are requested to make a note of it and disseminate information to all faculty, staff and students to make Lingaya's Vidyapeeth free of Menace of Sexual Harassment and make the same a safe workplace and Institution for Female gender.

For Lingaya's Vidyapeeth

Registrar

Cc : Chancellor's Office  
Vice Chancellor's Office  
Pro - Vice Chancellor's Academic/R&D Office  
Member Concerned

For LINGAYA'S VIDYAPEETH

18 APR 2022 Registrar

\*(Consent of Prayas NGO Chairman Shri M.L. Gupta obtained for member Mrs. Madhu Sharma)