
CHIEF PROCTOR OFFICE MANUAL

Rules of Discipline and Proper Conduct of Students of Jawaharlal Nehru University

(Under Statute 32(5) of the Statutes of the University)

**Approved by
Executive Council of the University on 24.11.2023**



**OFFICE OF THE CHIEF PROCTOR
JAWAHARLAL NEHRU UNIVERSITY
NEW DELHI - 110067, INDIA**

November 2023

FOREWARD TO THE FIRST EDITION

It was strongly felt to review the existing disciplinary rules and regulations of Office of the Chief Proctor. There are no substantially approved rules and regulations on proper conduct and discipline of students by the Statutory Body (i.e. Executive Council) of Jawaharlal Nehru University in vogue. Hence, it is imperative to undertake a careful preparation of Chief Proctor Office (CPO) manual encompassing rules and regulations to be followed during the proctorial enquiry based on the experiences accumulated over the years. After meticulous exercise, a comprehensive CPO manual outlining different categories of misconduct and indiscipline and standard operating procedure (SOP) of enquiry conducted by the CPO, is brought out to suit our changing requirements of proctorial enquiry. New provisions are incorporated for hassle free enquiry and draft proposal was initially discussed with committee members (*constituted by Hon'ble Vice Chancellor*) and circulated to officers of the University, proctors and staff of CPO for their feedback. The proposed manual was thoroughly scrutinized and modified by incorporating all suggestions given by committee members as well as officers of University. I have no doubt that the manual is an important document, which provides adequate guidance to all concerned students in the matters pertinent to the day-to-day administration of the CPO.

The Chief Proctor Office manual has been approved by the Executive Council at its 313th meeting of the University (Resolution No.(s): 6.8 & Any Other Matter No. 3(2), dated 24.11.2023). As per the Statute 32(5) of the Statutes of the University, I am glad to circulate copies of the Chief Proctor Office manual to all students of JNU for their information. I sincerely hope and wish that all concerned proctors of CPO make full use of this newly framed rules and regulations manual while discharging their respective responsibilities.

I am grateful to the Hon'ble Vice-chancellor Prof. Dr. (Mrs) Santishree Dhulipudi Pandit for appointing me as a Chief Proctor and also given an opportunity to bring out the Chief Proctor Office Manual pertinent to Rules of Discipline and Proper Conduct of Students of Jawaharlal Nehru University'. Many thanks are due to the officers, committee members, staff of proctor office for their constant support and guidance in bringing the CPO manual for smooth functioning of the Chief Proctor Office.

I do hope the CPO manual will be reviewed and updated from time to time in future as well depending on the changes in the rules and regulations of the University.

Prof. N. JANARDHANA RAJU
CHIEF PROCTOR
JAWAHARLAL NEHRU UNIVERSITY

Place: **New Delhi**

Dated: **November 2023**

About the Jawaharlal Nehru University (JNU)

- Jawaharlal Nehru University was established in the year 1969 by the act of Parliament in the Seventeenth Year of the Republic of India. JNU is a unique University not just in India but in the World with its diversity, its commitment to social justice and intellectual attainment.
- Over the years, JNU has made a highly perceptible impact on Indian society by way of its national character, liberal and democratic ethos, high teaching standards, quality research and publications, etc. The presence of JNU's graduates and researchers can be seen in all walks of life including academics, administration, media, NGOs and other fields of activities.
- By providing education to students drawn from hinterland of the country, JNU has benefited the economically weaker and socially deprived sections of society. Candidates from the above strata having flair for higher academic pursuits are given equal chance to study in JNU. They enter JNU by competing with others through the entrance examination and once admitted they excel in their studies and pick up fast in terms of sociability, public debate and awareness. Such students with strong academic base perform very well in the field of their choice and they also compete successfully in Civil Services and banking exams to serve the country.
- The studies in JNU being interdisciplinary, students get exposure not only in the core discipline but also in other disciplines as well. This enhances their capability in terms of expression, vision, outlook and awareness which help them in competitive examinations and they have an edge over others in selections.
- Participatory teaching and research is the hallmark of JNU. Students are required to present seminars, term-papers and, to participate in quizzes and group discussions. All these help them to gain confidence in their public dealings as well.
- Continuous evaluation system in JNU has stood the test of times for the last 50 years. It has set a model for other Universities to follow. The UGC has set the goal for other Universities to undertake reforms in examination system which is already being followed in JNU since its inception. JNU has earned the distinction of adhering to the schedules of admissions of students, fulfilling the teaching requirements, holding examinations on time, and declaration of results as announced in the Academic Calendar of the University.
- Another unique feature of JNU is that the Students Union manages its affairs without any intervention by the authorities. As per the Constitution, the Union sets up Election Commission to conduct elections. JNU students' elections are highly democratic and it is an example to be emulated by other students' organisations.
- Ragging is unheard of in the history of JNU. Adequate public awareness is created among the students to condemn and curb such activities.
- Internal Complaints Committee (ICC) has been functioning in the University for quite some time now. It is the policy of Jawaharlal Nehru University that no sexual

harassment in any form is tolerated on its campus. An employee or student of the University found violating this policy shall be subject to strict disciplinary action.

JNU Vision and Mission

- Jawaharlal Nehru University (JNU) campus is microcosm of the Indian nation, drawing students from every nook and corner of the country, and from every stratum of society.
- Most of faculty, staff and students of the university reside on campus. Hostels for students are built close to faculty residences in order to facilitate their close interaction and to encourage the feeling of belonging to a large academic family.
- In fact, student life peppered by post-dinner speeches and discussions on pressing contemporary issues.
- The mission of the university is social contribution through education and learning using advanced research tools and methodologies at the highest levels of excellence matching international standards.
- JNU will strive to keep the university at the forefront by initiating innovation, fundamental and inter/multi/trans-disciplinary courses that meet the needs of the society by contributing to new research evidence and also by preparing new generation of scientists to address the challenges faced by the society.

The Objectives of the student life of University are:

- To ensure that the students are able to devote adequate time to their studies and research to achieve their academic or administrative goals
- To ensure that students coming from different parts of the country learn to live together and strengthen their relations with mutual co-operation and good will.
- To develop a congenial climate for co-curriculum and extra-curriculum activities of students.

Organization of the Proctor Office:

- The Office of the Chief Proctor (CP) has been in existence in the University since 1986.
- Statute 10(3)(a) of the JNU Act states that the Chief Proctor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor 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 Chief Proctor, who is assisted by the proctors. The size of the Proctorial Board is decided by the competent authority.
- Chief Proctor is the head of the office and looks after general administrative functions of the office and entrust the students' disciplinary complaints/cases to

the proctors for detailed investigation. The Chief Proctor is assisted on matters concerning general administration by private secretary and an office assistant.

- The proctors look after the complaints/cases delegated to them and will conduct detailed enquiry. They shall submit the enquiry proceedings in the form of an enquiry report along with their recommendations for disciplinary action (i.e. quantum of punishment) to the CP 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 trails.
- Chief Proctor awards the punishment to the persons for breach of rules of discipline and proper conduct.

Chief Proctor Office Mandate

Whereas by virtue of Section 5(10)^(*) of the JNU Act read with Statute 32(1)^(#) of the Statutes of the University, the Vice-Chancellor has been vested with all the powers relating to discipline and disciplinary action in relation to students.

{() To regulate and enforce discipline measures (as may be deemed necessary) among students and employees of the University. (#)All powers relating to discipline and disciplinary action in relation to students shall vest in the Vice-Chancellor.}*

- Statute 32(5)^(@) empowers the University to set up a proctorial system to frame detailed rules of discipline and proper conduct. The administration of student related matters on all acts of indiscipline are delegated to the Chief Proctor.

[(@) Without prejudice to the powers of the Vice-Chancellor and the Chief Proctor as aforesaid, detailed rules of discipline and proper conduct shall be framed. The Principals or as the case may be, the Heads of the Colleges, Institutions, Departments, Special Centres or Specialised Laboratories may frame such supplementary rules as they deemed necessary for the aforesaid purposes. Every student shall provide himself/herself with a copy of these rules.]

- The Chief Proctor's office is responsible for maintaining peace and harmony on the campus; it relies, by and large, on the philosophy of taking reformatory measures rather than punitive steps.
- In cases involving violation of disciplinary norms, however, appropriate disciplinary action is taken.

Rules of Discipline and Proper Conduct of Students of JNU

As per Statute 32(5) of the Statutes of the University, the Executive Council of Jawaharlal Nehru University has approved the following rules of discipline and proper conduct of the students of the University. **These Rules shall come into force with effect from 24.11.2023 (Executive Council Resolution No.(s): 6.8 & Any Other Matter No. 3(2), dated November 24, 2023).**

1. Short Title and Commencement

- These Rules shall be called “The JNU Students’ Discipline and Conduct Rules”, hereafter referred to as the “Rules”.
- “University” means the Jawaharlal Nehru University.
- These Rules shall come into force with effect from the date of the Executive Council notification.

2. Application of Rules

- a. These Rules shall apply to all regular, casual and part-time students of the University whether admitted prior to the commencement of these Rules or after the commencement of these Rules.
- b. Any breach of discipline and proper conduct by a student on the JNU Campus shall fall under the purview of these Rules.
- c. Without prejudice to the generality of the power to enforce discipline under Statute 32 of the Statutes of the University, the acts mentioned in Rules 3 shall amount to acts of misconduct or indiscipline or both.

3. Categories of Misconduct and Indiscipline

Category – I	
Acts	Punishment
i. *Smoking is prohibited in public places and workplaces such as healthcare, educational and government facilities and on public transport. <i>{*The Delhi Prohibition of smoking and non-smokers health protection Act, 1996, section (5)}</i>	Fine up to 500/- and/or JNU Community Service
ii. Not disclosing one’s identity when asked to do so by faculty or employee of the University/security personnel who is authorized to ask for such identity.	Fine up to Rs. 6,000/- and/or JNU Community Service
iii. #Organizing events such as fresher’s welcome party/farewell/disc jockey (DJ) in JNU premises without prior permission. <i>{# The use of DJ/sound system is not permitted beyond 10 PM, as per the Supreme Court guidelines.}</i>	Fine up to Rs. 6,000/- and/or JNU Community Service

<p>iv. Consuming or possessing dangerous drugs, illicit substances, alcohol or other intoxicating substances in the University premises.</p> <p>v. Indulging in acts of gambling in the University premises.</p>	<p>Fine up to Rs. 8,000/- and/or JNU Community Service</p>
<p>vi. Any act of moral turpitude.</p> <p>vii. Committing forgery, tampering with the identity Card or University records, impersonation, misusing University 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.</p> <p>viii. Improper behavior while on tour/excursion/field visits/sports activity/NCC/NSS.</p> <p>ix. Printing, circulating or pasting posters/pamphlets (text or picture) carrying derogatory religious, communal, casteist or anti-national remarks</p> <p>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</p>	<p>Fine up to Rs. 10,000/-</p>
<p>Category II</p>	
<p>i. Furnishing false certificates or false information in any manner to the University.</p> <p>ii. Hunger strikes, dharnas, group bargaining and any other form of protest within 100 meter radius of any academic and administrative complexes and/or by blocking entrance or exit of any academic and administrative complexes</p> <p>iii. Disrupting the movement of any member of the University community in administration, academic complexes, etc.</p>	

<p>iv. Obstruction of roads/pathways leading to faculty/staff quarters, market places etc. by motor vehicles (bikes, cars etc.)</p> <p>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.</p> <p>vi. Use of abusive, defamatory, derogatory or intimidator language against any member of the University Community.</p> <p>vii. Students entering class room illegitimately to obstruct faculty member while performing teaching duty in the class.</p> <p>viii. Unauthorised occupation of the hostel rooms or unauthorized acquisition and use of University furniture in one's hostel room or elsewhere.</p> <p>ix. False allegation/case against any student by the complainant</p> <p>x. Obstruction/damage of electronic devices (i.e. camera, phone, etc.) at the time of evidence collection by security staff</p> <p>xi. Violation of rules/orders/circulars of competent authority.</p>	<p><i>Either one or two punishments imposed based on the severity of the act/actions committed</i></p> <ul style="list-style-type: none"> • Fine up to Rs. 20,000/- • Up to two semester's eviction from the hostel. • Rustication and declaring out of bounds from entire JNU campus up to two semesters.
<p>Category III</p>	
<p>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.</p> <p>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.</p>	

<p>iii. Damaging or defacing, in any form, any property of the University or the property of any member of the University community.</p> <p>iv. Disrupting/blocking normal movement of person(s) or traffic in the premises of University. Blockade or forceful prevention of any normal movement of traffic, violation of security and safety rules notified by the University.</p> <p>v. Engaging in any attempt at wrongful confinement of any member of the faculty, staff, student or anyone camping inside the campus.</p> <p>vi. Any intimidation or insulting behavior (physical violence/ abuse/manhandling) towards a student, staff, or faculty or any other person.</p> <p>vii. Possession of illegal arms (i.e. knife, pistol, gun etc.) and other explosive materials.</p> <p>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.</p>	<p><i>Either one or two punishments imposed based on the severity of the act/actions committed</i></p> <ul style="list-style-type: none"> • Fine up to 20,000/- • Withdrawing of hostel facility • Cancellation of admission or withdrawal of degree or denial of registration for a specified period. • Rustication and declaring out of bounds from entire JNU campus up to four semesters. • Expulsion from the University
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Note:

- The competent authority may impose any of the above punishments on any student found guilty of any of the acts of indiscipline or misconduct mentioned as the case may be, in Rule 3.
- The appellate authority has discretionary powers to uphold or change or waive the punishment as deemed to be fit.
- A student (repeat offender) shall be expelled if he/she was awarded with 5 (five) or more punishments during the entire duration of the study.

4. Norms and Procedures of Enquiry followed by the Office of the Chief Proctor

The Office of the Chief Proctor receives complaint directly from students, teachers and non-teaching staff of the Jawaharlal Nehru University as well as from University security staff based on their report of diary note. On receipt of a complaint by the Office of the Chief Proctor, a Proctorial Enquiry committee (consisting of one or more members depending upon the case) will be constituted by the Chief Proctor to conduct an in-depth inquiry into the matter. Proctorial enquiry is an internal enquiry process carried out in the University; only proctorial committee member(s) is/are allowed during hearing and depositions. No third-party representation/observer is allowed on behalf of the alleged person or complainants during the process of enquiry. The enquiry is conducted in accordance with the principle of natural justice.

Standard Operating Procedure (SOP) of the Enquiry:

1. The Chief Proctor office sends a notice to the complainant/security staff for hearing. The notice contains specific date and time on which he/she will appear before the proctorial committee to explain the contents of the complaint. The hearing may be recorded through videography and proctorial committee may note down his/her statement.
2. The complainant (security/individual) will be required to submit a written deposition along with any evidence (audio/video/photo/paper documents) and list of witnesses immediately after hearing.
3. The Chief Proctor office sends a notice along with complaint/security report copy to the accused person/defendant to appear before the proctorial committee on a given date and time to explain his/her position/defence with regard to complaint.
4. On appearance of the accused/defendant before the proctorial committee, the hearing may be recorded through videography and proctorial committee may note down his/her defence. The defendant will be required to provide the list of witnesses/evidence to support of his/her defence.
5. The proctorial committee will show the available evidence to the defendant at the time of hearing.
6. Defendant is required to submit a written deposition/reply on the complaint against him/her immediately after hearing.

7. Anybody who has witnessed the specific incident (i.e. Security staff/JNU staff/faculty/students) is called by the proctorial committee and their statements will be recorded.
8. The available material evidence such as audio/video/photo/paper documents shall be thoroughly examined by proctorial committee and its veracity should be established by the person who has submitted these evidence.
9. Complainant, defendant and witness are not allowed to carry phones, bags etc. inside the CP office during proctorial enquiry. The Office of the Chief Proctor is under CCTV Surveillance.
10. On the basis of proctorial enquiry report, a show cause notice with charges imposed on him/her is sent to the student/accused. He/she should reply to the show cause notice within 4 (four) days to explain his/her position once again. Cross-examination between defendant and complainant/witness shall not be allowed.
11. Based on the merits of the reply to the show cause notice, the enquiry committee shall again review the contents of the case and recommend punishment depending on the seriousness of the case.
12. After following the due enquiry process, the enquiry committee shall prepare a comprehensive inquiry report with specific charges framed against the accused and submits the same to the Chief Proctor.
13. The Chief Proctor will issue Office Order containing the findings for punishment imposed under Statues 32(5) of Statutes of the University to the student/accused person.
14. The defendant may appeal to the Appellate Authority (i.e., Vice Chancellor) against the punishment(s) awarded. The Appellate Authority may take appropriate decision on the appeal after due consideration to the merit of the punishment(s) imposed.
15. If the matter is Sub-Judice, the Office of the Chief Proctor will follow the order/direction of the Hon'ble Court.
16. Since JNU is a residential University, complainant/defendant should attend the proctorial enquiry on a first notice without fail. Another chance will be given in exceptional cases under certain emergencies such as health emergency or scheduled examination after producing relevant evidence (i.e., medical reports countersigned

by the CMO JNU Health Centre, or examination call letter) on or before the date of the proctorial enquiry stipulated in the first notice.

17. If defendant fails to appear before the inquiry committee on the stipulated date and time mentioned in the second notice, the proctorial committee decides the quantum of punishment based on the evidence provided by either security staff or complainant. In such cases, proctorial committee may take ex-parte decision.
 18. If complainant(s) fails to appear before proctorial enquiry committee for deposition, the case shall be summarily dismissed. The Office of the Chief Proctor assumes that he/she filed a false complaint with malafide intention to damage the reputation of accused person. In such cases, a strict warning letter will be issued to the complainant(s) and/or directed to perform community service in JNU.
 19. All the office orders of punishment/warning issued will be uploaded in the JNU e-office portal. A copy of the punishment will be sent to the parents/guardians.
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Important Instructions

- Permanent JNU security staff should prepare final complaint report of any incident held in JNU premises and should submit to the Office of the Chief Proctor.
- The Security Office of JNU should submit all relevant evidence (physical/electronic) at the time of report of a complaint to the Office of the Chief Proctor. The security office should keep a copy of the same till the complaint is disposed. The security office should ensure that their security officers attend the proctorial enquiry committee for deposition without fail.
- All security staff of JNU are authorized to take photos/videos using camera/phone as evidence to support the security report/complaint.
- The portal of the Office of the Chief Proctor will be opened for registration of a bona-fide student after receiving undertaking (i.e., stating full cooperation in the proctorial inquiry process in a free and fair manner), if inquiry is pending against that student.
- In case a fine is imposed/any other punishment is given to a student, then he/she shall not be allowed semester registration, and also he/she will not be given no-dues certificate and transcripts without clearing the imposed fine and/or during the subsistence of the period of the aforesaid punishment.

- Only the complainant/defendant is allowed to seek clarification regarding a proctorial enquiry pending with the Office of Chief Proctor. If anybody violates the same, an action shall be initiated against him/her.

5. Cases beyond the Purview of the Chief Proctor Office

Acts	Dealing Office in JNU
<p>Sexual harassment:</p> <ul style="list-style-type: none"> • Unwelcome sexual propositions/advancements, sexually graphic 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 misbehaviour with a girl student, women staff member/visitor 	<p>Internal Complaints Committee (ICC):</p> <ul style="list-style-type: none"> • Action will be taken as per the recommendation of ICC duly approved by the Competent Authority <p><i>{Jawaharlal Nehru University has adopted UGC framed ICC rules and procedures by approving in its Executive Council meeting (resolution No. 5.3, dated 18.09.2017) in supersession of all existing JNU, GSCASH rules and procedures, which are available in the JNU website under the Internal complaint committee (ICC) for further information}</i></p>
<p>Ragging in any form:</p>	<p>Anti-Ragging Committee (ARC):</p> <ul style="list-style-type: none"> • Action will be taken as per the recommendation from the Anti-Ragging Committee duly approved by the Competent Authority. <p><i>{UGC regulations on curbing the menace of ragging in Higher Educational institutions, 2009 and Anti-ragging squad particulars are available in the JNU website under the Anti-ragging}</i></p>
<p>Communal/Caste Discrimination:</p> <ul style="list-style-type: none"> • Arousing communal, caste or regional feelings or creating disharmony among students 	<p>Equal Opportunity Office (EEO)</p> <ul style="list-style-type: none"> • Action will be taken as per recommendations of the Equal Opportunity Office duly approved by the competent authority <p><i>{The Jawaharlal Nehru University has an Equal Opportunity Office (EEO) to aid and advise the students belonging to marginalized sections including the scheduled castes, scheduled tribes, other backward communities, minority communities, persons with disabilities, etc. pursuing various programs of studies at the University, detailed are available}</i></p>
<p>Violation of rules and regulations of Hostel manual</p>	<p>Inter Hall Administration (IHA)</p> <ul style="list-style-type: none"> • Action will be taken as per recommendations of DOS duly approved by the competent authority

	<i>{Jawaharlal Nehru University has approved hostel manual to govern the functioning of IHA in its Executive Council meeting held on 19.07.2001, which are available in the JNU website under the Inter Hall Administration (IHA) for further information}</i>
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Note

- 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 Chief Proctor for issuing the office order to the concerned person(s), as per the statute 32(5) of Statute of the University.
- The Chairperson/Head of the concerned bodies are required to appraise the case to the Chief 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 Rule 3, the Appellate 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.
- The Office of the Chief Proctor has no resources to translate the Security Report in any other language. However, the content of the report will be explained to the student/accused by the Proctor(s).