



**Mewar University
Gangrar, Chittorgarh (Raj.)**

MU Policy for Students Grievances

(w.e.f. 2017-18)



[Signature]
Registrar
Mewar University
Gangrar, (Chittorgarh)

MU Policy for Students Grievances

The Student's Grievance Cell desires to promote and maintain a conducive and unprejudiced educational environment. The objectives of Students Grievance Cell include the following:

1. To support, those students who have been deprived of the services offered by the University, for which he/she is entitled.
2. To make officials of the University responsive, accountable and courteous in dealing with the students.
3. To ensure effective solution to the student's grievances with an impartial and fair approach.

The Cell enables a student to express feelings by initiating and pursuing the grievance procedure in accordance with the rules and regulations of the University. 'Student's Grievance Cell' enquires and analyses the nature and pattern of the grievances in a strictly confidential manner. Emphasis on procedural fairness has been given with a view to "the right to be heard and right to be treated without bias".

During the year no such major grievances were received. Grievances otherwise received were forwarded to the vice chancellor for immediate redress. In all such cases prompt action were taken and the matter sorted out. In all cases the aggrieved student was informed of the measures taken and checks in the system were introduced to ensure there was no repetition of the same.

Functions

1. Redressal of Students' Grievances to solve their academic and administrative problems.
2. To co-ordinate between students and Departments / Sections to redress the grievances.
3. To guide ways and means to the students to redress their problems.

Students' Grievance Procedure

The grievance procedure is a machinery to sort out the issues between student and University. It is a means by which a student who believe that, he / she has been treated unfairly with respect to his / her academic / administrative affairs or is convinced to be discriminated is redressed. It is a device to settle a problem. It enables to express feelings by initiating and pursuing the grievance procedure in accordance with the rules and regulations of the University.



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It involves a process of investigation in which 'Student's Grievance Cell' enquires and analyses the nature and pattern of the grievances in a strictly confidential manner. Matters are disclosed to only those, who have a legitimate role in resolving the matter. Emphasis on procedural fairness has been given with a view to "the right to be heard and right to be treated without bias".

The students are ought to lodge their grievances in the application to Vice-Chancellor (s) / Dean (s)/ HOD of the respective department. The secretary of Grievance committee in turn intimates the matter to the committee for necessary action. Final report based on grievance received and resolved will be submitted to the Higher authority and further course of action will be decided and the same shall be intimated to the students. Although, most of the grievance is resolved at departmental level and grievance which is intense in nature is put before the grievance committee.

Students Grievance Committee shall not entertain following issues.

1. Decisions of the Academic Council / Board of studies and other academic / administrative committees constituted by the University
2. Decisions with regard to award of scholarships / fee concessions / awards / medals.
3. Decisions made by University under the Discipline Rules and Misconduct.
4. Decisions of the University in admissions of my courses.
5. Decisions of the competent authority on assessment and examination result.



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Munir University
Bangor, (Chittorgarh)



**Mewar University
Gangrar, Chittorgarh (Raj.)**

MU Policy for Anti-Ragging

(w.e.f. 2017-18)



Registrar
Mewar University
Gangrar, (Chittorgarh)

MU POLICY OF ANTI-RAGGING

Ragging is strictly prohibited in the Mewar University premises. If anybody found indulged in such kind of activities, strict action will be taken irrespective of the extent. Supreme Court of India has banned ragging. In order to prevent such activity in campus, Anti-Ragging committees have been developed and brought into operation even before the start of new session every year by the Registrar approved by the Hon'ble Vice-Chancellor.

Ragging in any form is strictly prohibited within the premises of the university/department/classroom as well as on MU transport. Any student or group of students who indulge in an act or practice of ragging constitutes gross indiscipline and such student/groups shall be dealt with as per the ordinance. This includes individual or collective acts or practices that involve physical assault or threat or use of physical force, which violate the status, dignity, and honour of any student.

Students shall not:

- Violate the status, dignity and honour of girl students.
- Violate the status, dignity and honour of SC and ST students.
- Expose students to ridicule and contempt there by affect their self-esteem.
- Entail verbal abuse and aggression indecent gestures and obscene behavior.
- The Anti ragging committee shall take immediate action on any information of the occurrence of ragging.

Action against Ragging

Maharashtra Prohibition of Ragging Act 1999 which is in effect from 15th May 1999 has the following g provision for action against ragging.

- a) Ragging within or outside of any education all in situation is prohibited.
- b) Whosoever directly or indirectly commits, participates in, a betis, or propagates ragging within or outside any education all in situation shall, on conviction, be punished with imprisonment for a term up to 2 years and / or penalty which may extend to Ten thousand rupees.


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- c) Any student convicted of an offence of ragging shall be dismissed from the educational institution & such student shall not be admitted in any educational institution for a period of five years from the date of order of such dismissal.
- d) Whenever any student or, as the case may be, the parent or guardian or a teacher of an educational institution complains, in writing of ragging to the head of the educational institution, the head of the educational institution shall without prejudice to the forgoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint & if, prima facie, it is found true, suspend the student who is accused of the offence, & shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action. Where, on the enquiry by the head of the educational institution, it is found that there is no substance, prima facie, in the complaint received, he/she shall intimate the fact, in Writing, to the complainant. The decision of the head of the educational institution shall be final.
- e) If the head of the educational institution fails or neglects to act in the manner specified in section "d" above when a complaint of ragging is made, such person shall be deemed to have abetted the offence & shall, on conviction, be punished as provided for in section "b" above.

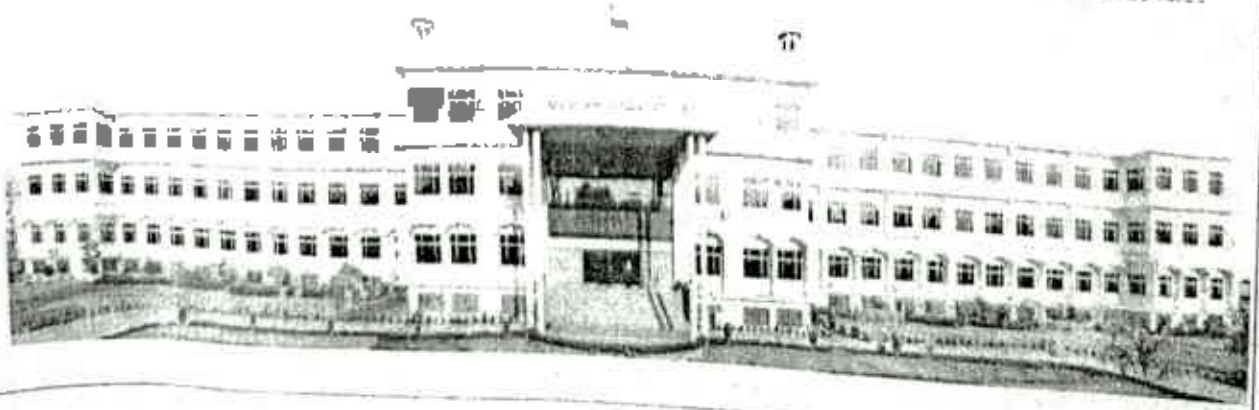


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MEWAR UNIVERSITY
GANGRAR, CHITTORGARH
RAJASTHAN

**GENERAL CODE OF
CONDUCT OF
STUDENTS**



Registrar
Mewar University
Gangrar, (12/11/2024)

GENERAL CODE OF CONDUCT OF STUDENTS

Hostel Rules Admission

- Boys' Hostels (BH) and Girls' Hostels (GH) are reserved for students and full-time Ph. D. students of Mewar University..
- Admission to the hostels will be made on the recommendation of the Committees constituted for the purpose by the V.C. / Registrar of Mewar University.
- Application for admission into hostel must be made on the prescribed form available in the Academic Section of the University website.
- Admission into a hostel is for one academic session only (July–August). On the expiry of this session, a student will cease to be a boarder of the hostel in which he / she resided.
- The allotment of rooms, seats and directions as to the use of lavatory, bathing places, kitchen, store room, roof, etc. will be entirely at the discretion of Warden / In-Charge of the hostel.
- Every boarder is expected to pay room rent and other charges in advance to Mewar University through cash/demand draft before the date of registration, failing which his/her room will be treated as vacant, and his/her name will be removed from the rolls of the hostel in the beginning of the next semester.

WITHDRAWAL

A student once admitted as boarder must pay in advance the charges (for 12 months) at the time of admission.

(Explanation - If a boarder desires to leave a Hostel any time after admission, he/she has to pay for the seat and other charges payable to Mewar University, Chitorgarh for the remaining days of the month).

- In order to withdraw from a hostel, a boarder must give at least one month's notice in writing to the Hostel Superintendent.

FEEES

The boarders, on admission, will have to pay fees under the following headings (information about the actual charges can be obtained from the concerned section and is subject to revision from time to time).

- i) Admission fee ii) Seat rent for the session, and iii) Miscellaneous charges

P. S. Yadav
Registrar
Mewar University
Gangrar, (Chitorgarh)

Boarders, on admission, will also have to pay one-time refundable caution deposit which is refundable to the boarder at the end of the boarder-ship tenure subject to fulfillment of certain conditions.

Late fine: Students, who fail to take re-admission as boarders by the last date, will have to pay a late fine.

Clearance Certificate: Boarders must produce Clearance Certificate from the hostel warden in respect of payment of seat rent, electricity charge, mess bill and other charges at the time of submitting fees and also before admit cards for the examination are issued.

DISCIPLINE

- A warden will be in the charge of each hostel, who will be duly assisted by a superintendent. The superintendent will be responsible for the proper management of the hostel and observance of discipline-related rules.
- Without the permission of the Superintendent, which shall be recorded in a book kept for the purpose, students shall not absent themselves from the hostel between 12 AM and 6 AM. If a boarder stays outside the hostel any night between 12 AM to 6 AM without obtaining written permission of the Superintendent, he / she is liable to be expelled from the hostel.
- The inmates of men's hostel are expected to be back in the hostel before 10 PM. Late-comers should enter their name and time in the register available with the security personnel.
- The inmates of ladies' hostel are expected to be back in the hostel before 7 PM. Late-comers should enter their name and time in the register available with the security personnel.
- A student going out of station must inform in writing to the Warden and shall take necessary permission before leaving.
- The students should follow the instructions issued by the hostel authorities and the security personnel.
- The inmates are expected to behave politely with fellow students, institute staff and hostel authorities and show utmost decency in all their activities.
- Students residing in the hostel shall not engage themselves in undesirable activities such as ragging and forming groups in the name of language / religion / state that may disturb the peaceful atmosphere of the hostel.
- Inmates are not permitted to convene meeting of any sort anywhere in the hostel or its premises without the Warden's permission. No circular/ subscription list shall be taken around without the permission/ authorization of the Warden.
- No student shall give a party of entertainment in the hostel without the previous permission of the Warden.

Principals
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- A boarder should not rebuke or chastise a security guard, a cook, a servant or any other employee of the hostel for any reason whatsoever. If necessary, he / she may complain to Superintendent.
- No boarder shall employ a guard/cook/attendant for his / her personal business.
- The Common Room of the hostel will be kept open usually between 8:30 AM and 10 AM and between 4 PM and 7 PM every day unless decided otherwise by the Superintendent for special reasons.
- Smoking, consumption of alcohol and intoxication by any other means are strictly prohibited.
- Shouting, reading aloud and other similar acts, which are likely to disturb other residents, should not be indulged at any point of time.

The inmates should keep their rooms neat and tidy. They should make the room available for periodic inspections by the

- concerned authorities.
- Cooking inside the room is strictly prohibited.
- Boarders should not keep valuable and costly items in their rooms. They shall take due care of their belongings and deposit money in the bank.
- Boarders are required to make their rooms available for repair, maintenance, and inspection by Warden whenever necessary.
- The use of unauthorized electrical appliances such as heater, etc., is strictly prohibited.
- Each boarder should check the condition of furniture and electrical fittings which are to be returned at the time of vacating the room.
- All the boarders are responsible for maintaining the hostel equipment issued to them and returning them in good condition at the time of leaving the hostel. The student will have to pay for any loss or damage. No student is allowed to remove any equipment from the hostel.
- In case of sickness, boarders will consult the university doctor, or inform the hostel warden in case of emergency.
- The students are encouraged to discuss their problems with their warden as their mentor. They must note down the telephone numbers of their warden.
- Dining in the hostel mess (meals and tiffin) is compulsory for all boarders. Individual cooking or taking meals outside the hostel is not permitted. Boarders shall keep to the hours set for the meals and tiffin.

• The dining hours will ordinarily be

Break fast	7.00 A.M. to 9.00 A.M.
Lunch	12.00 P.M. to 2 P.M.
Tea	5.00 P.M. to 6.00 P.M.

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 Mess Upd
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Dinner 7.30 P.M. to 9.00 P.M.

The following rules are subject to change with the consent of the Warden.

- Meals or extras will not be served to the rooms of the members.
- Under no circumstances, members are allowed to take cups, saucers, tumblers and other utensils of the hostel mess to their rooms/lawns outside.
- Students are expected to maintain perfect discipline and order in the dining halls during dining hours. They are normally not allowed to enter the kitchen and help themselves.
- Rules for reduction of mess charges for the days of absence of diners will be framed by the hostel and mess committee from time to time.
- If the dues are not cleared before the end of the month when they fall due, the defaulting students will not be allowed to dine in the mess. (Hostel dues include mess charges, room rent, electricity charges, water charges, etc.). Students whose dues remain unpaid for a long period will be expelled from the hostel, and a penalty will be imposed for the delayed period. Students leaving the hostel for vacation should clear all their dues before their departure.
- The hostel office will inform the parents/guardian about the hostel dues if the student fails to pay in time. However, it is the responsibility of the student to clear the dues in time.

Expulsion

- Boarders are liable to be fined by the Superintendent for any kind of misconduct; serious offences shall be punishable with expulsion from the Hostel by the Board of Residence.
- If any boarder is expelled from the hostel for any breach of rules, he / she will be liable to expulsion from the college to which he / she belongs.
- Cases of infringement of rules and disobedience of orders shall be dealt with by the Superintendent who is authorized to impose fine in such cases. He / she shall report all cases of serious misconduct for consideration by the warden, and the decision of the warden shall be final in this regard.

Collective Worship/Religious Celebrations

- No collective worship/religious celebrations shall be permitted in any hostel without the special permission of the warden.

Water, Electricity, Furniture and Fixture

- Boarders must take bath only in the bathrooms provided for the purpose.
- All lights/fans must be switched off when the occupants leave their room.
- No Furniture shall be removed from one place to another without the prior permission of the Superintendent / In-Charge of the hostel.

Registrar
M.C. Gangra
Gangra
12/11/21

- Any damage to furniture, fixture, and utensils must be made good by the boarder/boarders causing it. If the boarder causing the damage is not detected, all the occupants of the room or rooms where the damage was caused will be held liable for such damage.
- Bulbs, holders, switches, etc., must not be changed by the boarders without the knowledge of the Superintendent / Assistant Superintendent / In-Charge of the hostel. Violation of this rule will make the boarder liable to a fine as determined by the authority.
- Any damage to the electric fitting in the rooms, passages, hostels, etc. must at once be reported to the Superintendent / In-Charge of hostel who will take necessary measures to repair the damage.

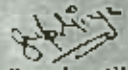
Registrar
M. P. Singh
Gangra, J. K. State
12/11/77

Mewar University

Hostel Rules and Regulations

Students should read the rules and regulations before signing the application form (A copy of rules is attached with the application form).

- Smoking, Alcohol & Narcotic consumption is strictly prohibited in and around the Hostel premises. Strict action will be taken against offenders.
- Strict adherence to the prescribed dress code is required. Decency in dressing & demeanor is a must.
- Littering in the Hostel campus during the class hours will not be appreciated.
- The Management & Staff will not be responsible for personal belongings.
- Late comers will be penalized.
- Girl students should return to the hostel before 9 pm and boys before 10 pm on all days.
- Out pass will be permitted only for one & half hour i.e. (4:30pm to 6pm) on week days and on Sunday for 9 am to 5 pm.
- No student should stay away from the hostel on any day without the prior permission of the concerned Warden.
- Students must keep the Campus & Rooms clean. Defacing walls, equipment, furniture etc., is strictly prohibited.
- Students must occupy the rooms allotted to them and should not change/exchange rooms without prior permission from the Deputy Warden/Hostel Authorities. Violations of this rule will result in the Expulsion of the student concerned from the hostel.
- Students should keep the toilets and bathrooms clean, failing which a collective fine of Rs.300/- will be collected from the residents of the respective wings/floors.
- Birthday/Other Celebrations are strictly prohibited in Hostel.
- Students must turn off all the electrical equipments & lights before leaving their rooms.
- Students are not allowed to use electric stoves, heaters etc in rooms except in designated places.
- Students are not allowed to organize any group activities in their room.
- Food will be served only in the designated Dining Hall(s) and only during the specified timings. Wasting food & water will not be encouraged.
- All lights must be switched off before 11 pm in the rooms. Only study lamps are permitted.
- Any kind of misbehavior by the students with the hostel wardens will be dealt with strictly.
- Tipping of Wardens, Security Guards, Cleaning staff etc., is not permitted.
- No outside Guest/Students will be allowed inside the hostel.
- Any complaints regarding electric equipment, plumbing etc., is required to be entered in the 'Complaints Book'.
- Students should not enter rooms of other students without permission.
- Silence: Strict silence shall be observed in hostel from 11:00 pm to 5:30 am. Care should be taken at all times to ensure that music/loud talking is NOT audible outside the room.
- Any manner of festivities and noise making/celebrations will not be entertained, which may cause disturbance to other inmates in the hostel premises.
- Students during their stay in the hostel will be governed by the management rules.
- The hostel will be personally inspected by the Wardens and other authorities regularly. The residents will be subjected to sever disciplinary action if they fail to follow above mentioned rules and regulations.
- Ragging in any form is banned inside and outside the campus. Strict action will be taken against those indulging in ragging. Suspension and or withdrawal from the hostel/college are one of the actions taken immediately.


Ms. Supriya Chaudhary
(Chief Proctor)


NON COMPLIANCE WITH THE HOSTEL RULES WILL BE DEALT WITH STRICTLY

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- Students should keep the toilets and bathrooms clean, failing which a collective fine of Rs 100/- will be collected from the residents of the respective wings/floors.
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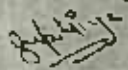
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