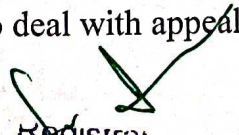


Standard Operating Procedures (SOP) for Disciplinary Enquiry

1. A student can lodge complaint in the office of any of the authority of university including Vice Chancellor/Director/Chief Proctor/Dean/HOD/Chief Warden etc.
2. After receipt of a complaint, it is analyzed by the receiving authority and they try to resolve it at the time of submission of the complaint. This authority forward the case to the Chief Proctor if he/she ascertain that the offence pertains to the jurisdiction of Chief Proctor office
3. Chief Proctor setup an enquiry committee for an in-depth investigation.
4. Proctorial enquiry is an internal enquiry of University and hence, no other person, except the Board members and faculty or staff, is allowed to be present during hearings. The accused or complainants is not allowed to be represented by a third party.

The Proctorial board will follow following procedure to initiate enquiry:

1. The complainant is called for hearing and his statement is recorded.
2. The accused person(s) is called for recording his/her statement.
3. Witnesses mentioned by both parties are listed and they are called for recording their deposition.
4. Any evidence, from security staff/ staff or other persons, who were present there and had witnessed the incident, are called and their statements recorded.
5. A cross-examination of the accused and the complainant is conducted.
6. 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.
7. Finally, a comprehensive report is prepared where specific charge against the accused is framed and a notice is issued and accused will be suspended from classes till he submit his defense and punishment is decided.
8. The defense given by the accused persons in the notice is studied and examined.
9. A report is prepared by recommending appropriate disciplinary action.
10. Final report and recommendations is submitted to Chief Proctor/Vice Chancellor for final decisions.
11. Consequently, the punishment is conveyed to the student duly signed by the Chief Proctor.
12. The punished student has the right to appeal against the punishment and Vice Chancellor is the empowered authority to deal with appeals.


Registrar
Invertis University
Bareilly

