

ख़्वाजा मुईनुद्दीन चिश्ती भाषा विश्वविद्यालय,
लखनऊ

**KHWAJA MOINUDDIN CHISHTI
LANGUAGE UNIVERSITY,
LUCKNOW**

U.P. STATE GOVERNMENT UNIVERSITY



**HANDBOOK
ON
CODE OF CONDUCT**

Banisha

REGISTRAR
KHWAJA MOINUDDIN CHISHTI
LANGUAGE UNIVERSITY,
LUCKNOW

ख़्वाजा मुईनुद्दीन चिश्ती भाषा विश्वविद्यालय,
लखनऊ

**KHWAJA MOINUDDIN CHISHTI
LANGUAGE UNIVERSITY,
LUCKNOW**

U.P. STATE GOVERNMENT UNIVERSITY



Code of Conduct Policy

Director, IQAC
Khwaja Moinuddin Chishti
Language University, Lucknow

Code of Conduct for Teaching and Non-Teaching Staff

A. Code of Ethics for Faculties:

In fulfilment of their obligations to the teaching profession, teachers will strive to:

1. Advance the interests of the teaching profession through responsible ethical practices.
2. Regard themselves as learners and engage in continual professional development.
3. Be truthful when making statement about their qualifications and competencies.
4. Contribute to the development and promotion of sound educational policy.
5. Contribute to the development of an open and reflective professional culture.
6. Treat colleagues and associates with respect, working with them in a very congenial environment.
7. Assist newcomers to the profession, disclosure is required by the law or serves compelling professional purpose.
8. Respect confidential information on colleagues unless.
9. Speak out if the behaviour of a colleague is seriously in breach of this code.

B. Identity CARD:

1. It is mandatory for faculty members to display Identity cards at all times when they are inside the college campus.
2. Faculties should avoid taking Identity cards from students when they are involved in undesirable activities. Identity cards can be demanded only to ascertain the identity of students. After noting the details of student, Identity card must be returned to the student concerned on the spot.


C. COMMUNICATING WITH PARENTS:

Faculty should not summon parents to the University under any circumstances. Parents shall be invited to the campus only on the recommendation of the University Discipline Committee.

D. STUDENTS - LATE COMING:

1. Students should not be denied entry into the classrooms / Labs when they report late for the classes. However, such students shall automatically lose attendance for those classes.


Director, IQAC
Khawaja Moinuddin Chishti
Language University, Lucknow


REGISTRAR
KHAWAJA MOINUDDIN CHISHTI
LANGUAGE UNIVERSITY,
LUCKNOW

2. Teachers must desist from awarding physical punishments to students indulging in misbehaviour in the classrooms. However, they can warn such students or report to the HOD/Dean for necessary action.

3. Cases of indiscipline, misbehaviour or insubordination should be dealt by departmental HoD or Dean level as such teachers should not threaten the students in the name of marks or other punitive action for their lapses or indiscipline.

E. TAKING ATTENDANCE:

1. Faculty members must take attendance within first 5 minutes of starting the period.

2. Late comers should not be denied admission into the classes for being late. However, such students need not be given attendance.

3. Teachers are advised to refrain from awarding punishments like :

- Dismissal from the class rooms
- Making them stand in the class rooms
- Summoning their parents to campus

4. Trouble makers in the class rooms must be reported to the HoD / Dean / Director for further action.

F. COURSE FILE:

1. Every teacher must maintain a course file for each subject as well as lab offered during semester/year.

2. Course file shall have all the details mentioned in the check list mainly

- Time Table of the Faculty
- Copy of the Syllabus as given by the University.
- Lecture Plan
- Lecture notes
- Date and time of delivery

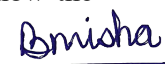
3. Every teacher must submit course file to HoD four times in a term for clarity.

4. Every teacher should submit the Course file after the Term end to HoD.

G. CLASS ADJUSTMENT BEFORE GOING ON LEAVE

1. As per the rules of the University staff members must adjust their classes and show the consent of the substitute teacher to the HoD before going on leave.


Director, IQAC
Khawaja Moinuddin Chishti
Language University, Lucknow


REGISTRAR
KHAWAJA MOINUDDIN CHISHTI
LANGUAGE UNIVERSITY,
LUCKNOW

2. Every teacher should display name of substitute teacher and subject and also send on WhatsApp group of their respective class.
3. All the faculty members are advised to strictly follow the above procedure; failing which the leave will be treated as unauthorized with loss of pay.



Director, IQAC
Khwaja Moinuddin Chishti
Language University, Lucknow



REGISTRAR
KHWAJA MOINUDDIN CHISHTI
LANGUAGE UNIVERSITY,
LUCKNOW

Code of Conduct for Students

1. Students are expected to maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the University campus. They shall abide by the rules and regulations of the University and should act in a way that highlights the discipline and esteem of the University.
2. All the students are expected to be present in the class well -within time and late coming will attract loss of attendance for the corresponding hour.
3. Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
4. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
5. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
6. All leave applications (Regular & Medical) shall be submitted in time, for sanction by concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
7. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non-teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
8. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behaviour such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
9. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
10. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours.
11. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.



Director, IQAC
Khawaja Moinuddin Chishti
Language University, Lucknow



REGISTRAR
KHAWAJA MOINUDDIN CHISHTI
LANGUAGE UNIVERSITY,
LUCKNOW

12. Consumption of intoxicants / psychotropic substances in any form or smoking or using pan masala etc. are strictly prohibited.
13. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the University and destroy the academic ambience.
14. Carefully handle the furniture, equipment's, fixtures and appliances of the University and lab.
15. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
16. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners etc. in the campus without the permission of the competent authority.
17. Students who intend to represent the University in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
18. During internal examinations, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy the seat 5 minutes before the commencement of the examination.
19. Political activity in any form is not permitted in the University campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the University, hostels, and outside the University.
20. Harassing juniors, ill treatment to other fellow students or any such form of ragging is\ objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
21. Misbehaviour towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.


Director, IQAC
Khawaja Moinuddin Chishti
Language University, Lucknow


REGISTRAR
KHAWAJA MOINUDDIN CHISHTI
LANGUAGE UNIVERSITY,
LUCKNOW

University Statute for Conduct

| S. No. | Body | Page Range |
|--------|-----------------|------------|
| 1 | Administrators | 72-81 |
| 2 | Faculty Members | 126-128 |

University Statute: <https://kmclu.ac.in/wp-content/uploads/2022/04/University-Statute-English.pdf>

UGC Regulation: <https://kmclu.ac.in/wp-content/uploads/2022/04/UGC-Regulation-July-2018.pdf>

State Act: <https://kmclu.ac.in/wp-content/uploads/2022/04/UP-State-University-ACT.pdf>



Director, IQAC
Khwaja Moinuddin Chishti
Language University, Lucknow



REGISTRAR
KHWAJA MOINUDDIN CHISHTI
LANGUAGE UNIVERSITY,
LUCKNOW

ख़्वाजा मुईनुद्दीन चिश्ती भाषा विश्वविद्यालय,
लखनऊ

**KHWAJA MOINUDDIN CHISHTI
LANGUAGE UNIVERSITY,
LUCKNOW**

U.P. STATE GOVERNMENT UNIVERSITY



Ethics Policy



ख्वाजा मुईनुद्दीन चिश्ती भाषा विश्वविद्यालय, लखनऊ, उत्तर प्रदेश (भारत)
Khwaja Moinuddin Chishti Language University, Lucknow, U.P. (India)
U.P. STATE GOVERNMENT UNIVERSITY,
(Recognised Under Section 2(f) & 12(B) of the UGC Act, 1956 & B.Tech. Approved by (AICTE))



Ethics Committee

1. Prof. Masood Alam

Masood Alam

Dean

Faculty of Arts & Humanities

KMC Language University, Lucknow

2. Dr. Praveen Kumar Rai

Praveen Kumar Rai

Head,

Department of Geography

KMC Language University, Lucknow

3. Dr. Tanu Dang

Tanu Dang

Assistant Professor

Department of Journalism & Mass Communication

KMC Language University, Lucknow

Director, IQAC
Director, IQAC
Khwaja Moinuddin Chishti
Language University, Lucknow

Omisha
REGISTRAR
KHWAJA MOINUDDIN CHISHTI
LANGUAGE UNIVERSITY,
LUCKNOW



Ethics Policy

Introduction

KMC Language University, Lucknow later referred to as University, is pleased to declare its policy of Code of Conduct and Ethics to be abided by the Faculty Members and Students. This Policy indicates the standard procedures and practices for appropriate Conduct and Ethics for the entire Faculty as employees and all the Students who have enrolled in this University to study various Programs. It is binding on them to strictly adhere to and follow this Code of Ethics and Conduct and the rights, responsibilities including the restrictions flowing from it.

This document lays down guidelines and norms to be followed to ensure good conduct and ethical practices in the University. The document is made available in both the forms- soft and hard. All the stakeholders are expected to be well conversant with the Code of conduct and academic ethics, which can also be reviewed on the official website of the University.

The University's endeavor by means of enforcing this Code is to pioneer and administer the student and staff discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes their growth through individual and collective responsibility.

Jurisdiction

- The University shall have the jurisdiction over the conduct of the stakeholders associated /enrolled with the University and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the campus or in connection with the University related activities and functions.
- The University may exercise jurisdiction over conduct which occurs on campus violating the ideal student conduct and discipline as laid down in this Policy which shall include-
 - (a) Any violations of the Sexual Harassment Policy of the University against other students of the University.
 - (b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the University;
 - (c) Possession or use of weapons, explosives, or destructive devices on campus
 - (e) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
 - (f) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off- campus community.



The University, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the University shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off- campus.

Ethics and Conduct

This Code of conduct shall apply to all kinds of conduct of the students that occurs on the University premises including in university sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the interest of the University or reputation.

At the time of admission, each student must sign a statement accepting the policy on Code of conduct and ethics and by giving an undertaking that-

- a) He/she shall be regular and must complete his/her studies in the University.
- b) In the event, a student is forced to discontinue studies for any legitimate reason; such a student may be relieved from the University on written direction of the Principal.
- c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and the fees of the University if any.

The University believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.

All students must deter from indulging in any and all forms of misconduct including partaking in any activity which can affect the University's interests and reputation substantially. The various forms of misconduct include:

- Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- Intentionally damaging or destroying the property of the University or property of other students and/or of faculty members.
- Any disruptive activity in a class room or in an event sponsored by the University.
- Unable to produce the identity card, issued by the University, or refusing to produce it


Director, IQAC
Khwaja Moinuddin Chishti
Language University, Lucknow


REGISTRAR
KHWAJA MOINUDDIN CHISHTI
LANGUAGE UNIVERSITY,
LUCKNOW



ख्वाजा मुईनुद्दीन चिश्ती भाषा विश्वविद्यालय, लखनऊ, उत्तर प्रदेश (भारत)
Khwaja Moinuddin Chishti Language University, Lucknow, U.P. (India)

U.P. STATE GOVERNMENT UNIVERSITY,
(Recognised Under Section 2(f) & 12(B) of the UGC Act, 1956 & B.Tech. Approved by (AICTE)



on demand by campus security guards, teachers and the staff.

Participating in activities including-

1. Organizing meetings and processions without permission of the University
2. Accepting membership of terrorist groups banned by the Government.
3. Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to the law or the policy.
4. Use of harmful chemicals and banned drugs
5. Smoking on the campus of the University
6. Possessing, Consuming, distributing, selling of alcohol and drugs in the University and/or throwing empty bottles on the campus.
7. Use of plastic in any form in the University premises
8. Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
9. Rash driving on the campus that may cause any inconvenience to others
10. Theft or unauthorized access to others resources
11. Misbehavior at the time of student body elections or during any activity of the University.

Students are expected not to interact, on behalf of the University, with media representatives or invite media persons on to the campus without the permission of the University authorities.

Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the University on the social media or indulging in any such related activities having grave ramifications on the reputation of the University.

Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.

Regulation of the violation of the Codes

If there is a case against a student for a possible breach of code of conduct, then the committee handling grievances and its redressal, is forwarded for a suitable disciplinary action and shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.


Director, IQAC
Khwaja Moinuddin Chishti
Language University, Lucknow


REGISTRAR
KHWAJA MOINUDDIN CHISHTI
LANGUAGE UNIVERSITY,
LUCKNOW



appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.

Examples of plagiarism include:

- Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
- Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
- Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non- textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.
- Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
- Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
- Paraphrasing or changing an author's words or style without citation.

(ii) Cheating

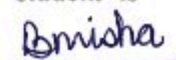
Cheating includes, but is not limited to:

- Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
- Allowing or facilitating copying, or writing a report or taking examination for someone else.
- Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
- Creating sources, or citations that do not exist
- Signing another student's name on an assignment, report, research paper, thesis or attendance sheet.

Individual and Collective Responsibility: The responsibility varies with the role one plays.

a) **Student roles:** Before submitting a thesis (Ph.D.) to the department, the student is


Director, IQAC
Khwaja Moinuddin Chishti
Language University, Lucknow


REGISTRAR
KHWAJA MOINUDDIN CHISHTI
LANGUAGE UNIVERSITY,
LUCKNOW



Academic Integrity

As a premier University for advanced studies in multi-faculties, research and education, the University values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The University believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the University and its research missions, and hence, violations of academic integrity constitute a serious offence.

Scope and Purpose

This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the University and are required to adhere to the said policy. The purpose of the Policy is twofold:

1. To clarify the principles of academic integrity, and
2. To provide examples of dishonest conduct and violations of academic integrity.

Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

The principles of academic integrity require that a student:

1. Properly acknowledges and cites use of the ideas, results, material or words of others.
2. Properly acknowledges all contributors to a given piece of work.
3. Makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
4. Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
5. Treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

Violations of this policy include, but are not limited to:

- (i) Plagiarism means the use of material, ideas, figures, code or data as one's own, without



ख़्वाजा मुईनुद्दीन चिश्ती भाषा विश्वविद्यालय, लखनऊ, उत्तर प्रदेश (भारत)
Khwaja Moinuddin Chishti Language University, Lucknow, U.P. (India)

U.P. STATE GOVERNMENT UNIVERSITY,
(Recognised Under Section 2(f) & 12(B) of the UGC Act, 1956 & B.Tech. Approved by (AICTE)



responsible for checking the thesis for plagiarism using software that is available on the web (see resources below). In addition, the student should undertake that he/she is aware of the academic guidelines of the University, has checked the document for plagiarism, and that the thesis is original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to report the misconduct in a timely manner.

- b) **Faculty roles:** Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the University academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.
- c) **Institution roles:** A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the University, and this can lead to various sanctions. In the case of a student the first violation of academic breach will lead to a warning. A repeat offence, if deemed sufficiently serious, could lead to expulsion. It is recommended that faculty bring any academic violations to the notice of the department. Upon receipt of reports of scientific misconduct, the Principal may appoint a committee to investigate the matter and suggest appropriate measures on a case by case basis.

ANTI-RAGGING

The University has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Universities, 2009'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational University. The said UGC Regulations shall apply to the University and the students are requested kindly to follow the codes strictly.

- a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;


Director, IQAC
Khwaja Moinuddin Chishti
Language University, Lucknow


REGISTRAR
KHWAJA MOINUDDIN CHISHTI
LANGUAGE UNIVERSITY,
LUCKNOW



ख्वाजा मुईनुद्दीन चिश्ती भाषा विश्वविद्यालय, लखनऊ, उत्तर प्रदेश (भारत)
Khwaja Moinuddin Chishti Language University, Lucknow, U.P. (India)

U.P. STATE GOVERNMENT UNIVERSITY,
(Recognised Under Section 2(f) & 12(B) of the UGC Act, 1956 & B.Tech. Approved by (AICTE)



- c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) any act of financial extortion or forceful expenditure burden put on a student by other students;
- f) any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- g) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;
- h) any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

ANTI-RAGGING COMMITTEE:

The Anti-Ragging Committee, as constituted by the University and headed by the Principal shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by the Principal and the Convener shall regulate the affairs along with the members, the senior faculty of the University as its members.

ANTI-RAGGING SQUAD: (The Discipline Committee)

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise visits in hostel and other hotspots in the University. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- Suspension from attending classes and academic privileges.


Director, IQAC
Khwaja Moinuddin Chishti
Language University, Lucknow


REGISTRAR
KHWAJA MOINUDDIN CHISHTI
LANGUAGE UNIVERSITY,
LUCKNOW



ख्वाजा मुईनुद्दीन चिश्ती भाषा विश्वविद्यालय, लखनऊ, उत्तर प्रदेश (भारत)
Khwaja Moinuddin Chishti Language University, Lucknow, U.P. (India)

U.P. STATE GOVERNMENT UNIVERSITY,
(Recognised Under Section 2(f) & 12(B) of the UGC Act, 1956 & B.Tech. Approved by (AICTE)



- Debarring from appearing in any test/ examination or other evaluation process.
- Withholding results.
- Suspension/ expulsion from the hostels and mess.
- Cancellation of admission.
- In cases where the persons committing or abetting the act of ragging are not identified, the University shall resort to collective punishment.

The Anti-Ragging Committee of the University shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

An Appeal against the any of the orders of punishment enumerated hereinabove shall lie to the Principal of the University.

SEXUAL HARASSMENT:

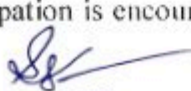
The Policy of the University on prevention and prohibition of sexual harassment at workplace, Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

STUDENT GRIEVANCE PROCEDURE:

Any student of the University aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal Cell at the University. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Principal. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee members to enforce this Code, in cases of any sexual harassment complaints.

STUDENT REPRESENTATION & PARTICIPATION IN GOVERNANCE:

As Students are members of the University campus, they have a substantial interest in the governance of the University. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student representation and participation is encouraged and must be strengthened through the involvement of students at all


Director, IQAC
Khwaja Moinuddin Chishti
Language University, Lucknow


REGISTRAR
KHWAJA MOINUDDIN CHISHTI
LANGUAGE UNIVERSITY,
LUCKNOW



levels. Therefore, all students who are a part of the University and who are going to be enrolled in the University are advised to uphold the policy and inform the University of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

CODE OF PROFESSIONAL ETHICS

A. Teachers and their Responsibilities

Whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The National ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Seek to make professional growth continuous through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- Maintain active membership of professional organizations and strive to improve education and profession through them;
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of University and college examinations, including supervision, invigilation and evaluation; and
- Participate in extension, co-curricular and extra-curricular activities including community service.



B. Teachers and the Students

Teachers should:

- Respect the right and dignity of the student in expressing his/her opinion;
- Deal fairly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among student's scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace,
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- Pay attention to only the attainment of the student in the assessment of merit;
- Make available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- Aid students to develop and understanding of our national heritage and national goals; and
- Refrain from inciting students against other students, colleagues or administration.

C. Teachers and Colleagues

Teachers should:

- Treat other members of the profession in the same manner as they themselves wish to be treated;
- Speak respectfully of other teachers and render assistance for professional betterment;
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional Endeavour.

D. Teachers and Authorities



Teachers should:

- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- Should adhere to the conditions of contract;
- Give and expect due notice before a change of position is made
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

E. Teaching and Non-Teaching Staffs

- Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution
- Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

F. Teachers and Guardians

Teachers should:

- Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

G. Teachers and Society


Director, IQAC
Khwaja Moinuddin Chishti
Language University, Lucknow


REGISTRAR
KHWAJA MOINUDDIN CHISHTI
LANGUAGE UNIVERSITY,
LUCKNOW



ख्वाजा मुईनुद्दीन चिश्ती भाषा विश्वविद्यालय, लखनऊ, उत्तर प्रदेश (भारत)
Khwaja Moinuddin Chishti Language University, Lucknow, U.P. (India)

U.P. STATE GOVERNMENT UNIVERSITY,
(Recognised Under Section 2(f) & 12(B) of the UGC Act, 1956 & B.Tech. Approved by (AICTE)



Teachers should:

- Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
- Work to improve education in the community and strengthen the community's moral and intellectual life;
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.
- Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

Masood Alam

(Prof. Masood Alam)
Dean, Faculty of Arts & Humanities
KMC Language University

25/7/2022

(Dr. Praveen Kumar Rai)
Head, Department of Geography
KMC Language University

Dang

(Dr. Tanu Dang)
Assistant Professor
Department of Journalism & Mass Communication

Director, IQAC
Director, IQAC
Khwaja Moinuddin Chishti
Language University, Lucknow

Bmisha
REGISTRAR
KHWAJA MOINUDDIN CHISHTI
LANGUAGE UNIVERSITY,
LUCKNOW



ख़्वाजा मुईनुद्दीन चिश्ती भाषा विश्वविद्यालय, लखनऊ, उत्तर प्रदेश (भारत)
Khwaja Moinuddin Chishti Language University, Lucknow, U.P. (India)

U.P. STATE GOVERNMENT UNIVERSITY

(Recognized Under Section 2(D) & 12(B) of the U.G.C. Act 1956 & B.Tech. Approved by AICTE)

HOSTEL MANUEL

KHWAJA MOINUDDIN CHISHTI LANGUAGE UNIVERSITY, LUCKNOW, U.P.-INDIA.
(U.P. STATE GOVERNMENT UNIVERSITY)

(Recognized U/S 2(D) & 12(B) of the U.G.C. Act 1956 & B.Tech. approved by AICTE)



Bmisha

REGISTRAR
KHWAJA MOINUDDIN CHISHTI
LANGUAGE UNIVERSITY,
LUCKNOW

| TITLE | Page No. |
|--------------------------------------|----------|
| 1. ADMISSION | 3 |
| 2. ELIGIBILITY | 3 |
| 3. ADMISSION CRITERIA | 3 |
| 4. ADMISSION PROCEDURE | 4 |
| 5. RENEWAL OF HOSTEL ADMISSION | 4 |
| 6. DISQUALIFICATION | 4 |
| 7. ATTENDANCE AND LEAVE RULES | 5 |
| 8. VACATING SEAT/ROOM | 5 |
| 9. MESS RULES | 5 |
| 10. CONDUCT | 6 |
| 11. DISCIPLINE | 7 |
| 12. DISCIPLINARY ACTION | 7 |
| 13. RAGGING | 8 |
| 14. PUNISHMENT | 8 |
| 15. VISITORS | 9 |
| 16. GUESTS | 9 |
| 17. HOSTEL WELFARE ASSOCIATION | 9 |
| 18. GYMNASIUM | 10 |
| 19. FEE PAYMENT SCHEDULE | 10 |
| 20. MODE OF PAYMENT AND CANCELLATION | 10 |
| 21. HOSTEL FEE STRUCTURE | 11 |
| 22. LIST OF FUNCTIONARIES | 13 |







Bmisha

REGISTRAR
KHWAJA MOINUDDIN CHISHTI
LANGUAGE UNIVERSITY,
LUCKNOW



ख्वाजा मुईनुद्दीन चिश्ती भाषा विश्वविद्यालय, लखनऊ, उत्तर प्रदेश (भारत)
Khwaja Moinuddin Chishti Language University, Lucknow, U.P. (India)
U.P. STATE GOVERNMENT UNIVERSITY
(Recognised Under Section 2(f) & 12(B) of the U.G.A. Act 1956 & B.Tech. Approved by UGC 11)

1. ADMISSION

- Students seeking admission in the hostel must apply on the prescribed application form available on university website/Warden's Office or from the office of Controller of Examination.
- Foreign students are required to submit the application for hostel accommodation through the Foreign Students Advisor duly forwarded by the respective Embassy.
- Admission to the hostels is exclusively on the basis of merit as per specified in admission criteria.
- The students who have availed hostel accommodation for one Programme and join another Programme will have to apply afresh on the prescribed application form for hostel accommodation & such cases will be treated as new admission.
- All foreign/ NRI students are required to give name, address, contact number of a person at Lucknow to be contacted in emergency.
- All applicants must provide a medical certificate clearly stating the history of any chronic disease. Hiding such medical condition shall lead to cancellation of hostel allotment.

2. ELIGIBILITY

- Accommodation in the University Hostels is available only to the bona-fide students of full-time courses.
- Applicant must have secured a minimum of 55% marks in aggregate in the last qualifying examination.
- Students against whom any disciplinary action has been taken by any University authority shall not be eligible for hostel accommodation.
- Students who accept employment or join any course outside Khwaja Moinuddin Chishti Language University in the Programme of their study will lose their entitlement to Hostel accommodation.

3. ADMISSION CRITERIA

| S. N. | Criteria | Percentage/Points | Points | Max. Points |
|-------|-------------------|--|------------------------------------|-------------------|
| 1 | Marks* | Marks obtained in the qualifying examination | 60 60-70 70-80 >80 | 3 6 9 12 |
| 2 | Economic Status** | Up to Rs. 3,00,000 | 10 | 10 |
| | | Rs. 3,00,000 – Rs. 6, 00, 000 | 6 | |
| | | Rs. 6, 00,000 and above..... | 3 | |
| 2 | Distance | Distance of University from hometown (after providing valid address proof) | <10Km 10-50 50-100 >100Km | 3 6 9 12 |
| 3 | Sports*** | Level of Sports | | 9 |
| | | District Level | | |
| | | State Level | | |
| | | National Level | | |
| 4 | NCC*** | "A" Certificate | | 3 |
| | | | | 9 |

Bmisha



ख्वाजा मुईनुद्दीन चिश्ती भाषा विश्वविद्यालय, लखनऊ, उत्तर प्रदेश (भारत)
Khwaja Moinuddin Chishti Language University, Lucknow, U.P. (India)
U.P. STATE GOVERNMENT UNIVERSITY,
(Recognised Under Section 20(1) & 12(B) of the U.G.C. Act, 1956 & U Tech. Approved by UGC, U.P.)

| | | | | |
|-------------|-----------|---|---|----|
| | | "B" certificate | 6 | |
| | NSS/RR*** | "C" certificate | 9 | |
| | | 240 Hrs / Nipun Certificate | 5 | |
| 5 | Interview | As per the assessment of interview committee constituted by Dean students welfare and Provost | 8 | 8 |
| Total Marks | | | | 60 |

- * For first Year Applicants of all program, the marks obtained in qualifying examination shall be considered.
** Income Certificate is required.
*** Supporting documents are required.

4. ADMISSION PROCEDURE

- The merit list of the students of each Program/Department shall be prepared separately.
- Available seats in the Hostels are distributed to each Program/Department on pro rata basis.
- A Committee constituted by the Vice Chancellor will conduct interview of the applicants for admission/re-admission in the Hostels.
- Students/Persons staying in the Hostel shall not be accepted as local guardian.
- For Hostel allotment, State Govt. Reservation policy will be applied.

5. RENEWAL OF HOSTEL ADMISSION

- The residents including foreign students who are promoted to II, III or Final semester of their respective programs shall be required to submit renewal forms in each academic session in the office of the Warden.
- Ph.D. residents are required to submit progress report of the research work through the supervisor and Head of the Department on a prescribed Performa along with renewal application form at the beginning of each academic session. The total duration of stay of a Ph.D. student in the hostel shall not exceed 5 years or submission of the thesis, whichever is earlier.
- The bona-fide resident whose result is awaited must apply in time but finally allotment may be granted only after the clearance of the results subject to the availability of seats in the hostel.
- The renewal of hostel admission would only be granted to those:
 - Who have secured minimum 60% marks in aggregate in previous examination.
 - Have cleared all dues before appearing at the annual/semester examination.
 - The conduct report of the said resident from the respective warden is satisfactory.
 - There are no complaints of indiscipline and misbehavior with the hostel staff or fellow residents.
- The maximum stay in the hostel in continuation shall not be of more than five years.

6. DISQUALIFICATION

The following students shall not be eligible for admission/renewal in the hostel:

- Those who failed in the examination for which they were given admission to the hostel.





Bmisha

REGISTRAR
KHWAJA MOINUDDIN CHISHTI
LANGUAGE UNIVERSITY,
LUCKNOW



- (ii) Those who were detained from appearing in examination by the university authorities.
- (iii) Those who did not appear in the examination on their own violation.
- (iv) Disciplinary action(s) was/were taken against them by the university authorities.
- (v) They have violated hostel rules/by laws or have been found guilty to breach of hostel discipline and/or have been reprimanded, fined, or punished in any way by the Proctor/Wardens.
- (vi) They are employed part time or full time.
- (vii) They have stayed in the hostel for five years continuously.

7. ATTENDANCE AND LEAVE RULES

- (i) All the residents should return inside the hostel premises latest by 10:30 p.m. for boys and 5:30 p.m. in winter/ 7.00 p.m. in summer for girls. Residents returning to the hostel after the specified time shall record their name in the hostel register kept with the security guard at the gate indicating reason(s) for their late coming. Those found not following this rule shall be liable for punitive action leading up to expulsion from the hostel.
- (ii) Residents may be permitted to go out with their local guardians on Saturday/Sunday or during University holidays, for which they must seek prior permission from the Wardens on prescribed Performa.
- (iii) Residents desiring to leave the station must obtain written permission in advance on prescribed Performa from the Warden before leaving the hostel. If he/she desires to stay out of the hostel for more than five days, it will be mandatory to get permission in this regard from the Head of the concerned department.
- (iv) Residents going for research work/field work or attending seminar/conference or participating in sports tournament as a member of University team /departmental educational tour must submit prior written permission along with relevant documents from the HoD/ Games & Sports teacher/NSS officer in the office of the Warden before leaving the hostel.
- (v) Strict disciplinary action shall be taken against those, who fail to abide by the Leave/Attendance rules.

8. VACATING SEAT/ROOM

It shall be mandatory for the students to vacate Hostel rooms for the summer vacation for general maintenance work of the hostel.

- (i) All hostels will be closed for three days after the completion of even end-semester examination every year. In case of 'Pandemics' Govt. Guidelines will be followed.
- (ii) All residents shall vacate the hostel at the end of each academic session or within three days of the end-semester examination, or on the submission of Ph.D. dissertation/thesis.
- (iii) In the event of their vacating the hostel during the session, prior information of at least fifteen days shall be given by the resident.
- (iv) Residents must hand over hostel belongings provided to them, before leaving the hostel.
- (v) During summer vacations, residents are required to vacate their rooms and get them sealed by the hostel staff.
- (vi) Ph.D. scholars are supposed to follow the university vacation schedule and vacate the hostel as soon as the university closes. However, in special cases on recommendations from their respective supervisors through proper channel, accommodation will be provided in the identified room/hostel.

9. MESS RULES

Bmisha



ख्वाजा मुहम्मद चिश्ती भाषा विश्वविद्यालय, लखनऊ, उत्तर प्रदेश (भारत)
Khwaja Moinuddin Chishti Language University, Lucknow, U.P. (India)

(Recognized by the Ministry of Education, Government of India, New Delhi)
(Recognized by the State Government of Uttar Pradesh, Lucknow)

- (i) Mess is compulsory for all the residents.
- (ii) It should be noted that both vegetarian and non-vegetarian food shall be served in the mess. Due care shall be taken in preparing and serving food; however, no special or separate arrangements of utensils or other facilities shall be made in the hostel dining hall. Due to COVID-19 pandemic only vegetarian food will be served.
- (iii) The residents are required to take meals in the Hostel Dining Hall. Dining Hall timings shall be fixed as notified from time to time. All residents shall adhere to these timings.
- (iv) Food shall not be taken out of the Dining Hall. Only sick residents may be allowed by the Provost / Warden / Care-Taker to have light meals in their rooms on the written advice of the authorized doctor.
- (v) The caretaker shall record the daily attendance of the residents in the mess register at the time of breakfast and dinner.
- (vi) Carrying of mess articles/plates to the rooms or common places is strictly prohibited. Any violation will lead to disciplinary action.
- (vii) Roommates are not allowed to take food on behalf of absentees.
- (viii) The hostel mess may not function during the winter and summer vacations. However, for those residents who are permitted to stay in the hostel during summer vacation, if the mess functions, the charges would be as per arrangements made.
- (ix) Exemption in 5 diet / days charge will be allowed to those students who have taken prior approval from Provost/warden also head of the respective department.
- (x) Those students who are on leave, mess fees will not be charged from those students who will not be in the hostel due to their research work/ field work/ internship/ training. Students have to pay 10% of mess fees per month as establishment charges for this period to the university.

10. CONDUCT

- (i) Any resident damaging the hostel property in any manner shall pay the full cost, including installation charges, if any. In addition, he would also be liable to a fine imposed by the Warden/Provost.
- (ii) At the end of each academic year, assessment of damages to common utilities will be made by the hostel authorities and a "General Fine" may be imposed on residents.
- (iii) The use of electrical gadgets, like Refrigerator, Heater/blower, Immersion Heater, and TV etc. is prohibited. Any forbidden gadget, found in a hostel room, shall be confiscated and a fine of Rs. 2000/- may be imposed on the owner for the first violation, and expulsion, thereafter.
- (iv) Electric Kettle may be allowed with the prior written permission of the Warden on payment of Rs. 150/- per month as electricity charges.
- (v) Personal Desert Coolers are allowed with prior permission of the Warden on a payment of Rs. 500/- per month as Electricity Charges.
- (vi) Cooking inside the hostel room is strictly forbidden. Violation in this regard shall lead to confiscation of the cooking gadgets and a fine of Rs.1000/- shall be imposed on the resident.
- (vii) Keeping of Gas Cylinders inside hostel rooms is strictly prohibited. Violation of this clause will lead to expulsion from hostel.
- (viii) Music systems and CD players, etc. may be used in rooms strictly with Head-phones, provided the roommates and neighbors do not object. Any violation shall lead to the confiscation of these gadgets.
- (ix) Residents are not allowed to make noise especially after 10:00 p.m. as it would disturb the privacy of other residents nearby.
- (x) Residents are not allowed to hand over the keys of their rooms to any person other than the caretakers /hostel authorities.

Banisha



ख्वाजा मुईनुद्दीन चिश्ती भाषा विश्वविद्यालय, लखनऊ, उत्तर प्रदेश (भारत)
Khwaja Moinuddin Chishti Language University, Lucknow, U.P. (India)

U.P. STATE GOVERNMENT UNIVERSITY
(Recognised Under Section 20(i) & 12(B) of the U.G. Act, 1956 & B.Tech. Approved by (AICTE))

- (xi) Residents shall maintain hygiene and keep their rooms/washrooms and hostel premises neat and clean. Hostel Rooms may be inspected/checked by hostel/university authorities at any time.
- (xii) Residents are expected to come to Dining Hall, Common Room, Visitors' Room, Reading Room and Office properly attired, failing which they shall be liable for disciplinary action.
- (xiii) Residents must strictly follow the timings of TV/Common/Reading Rooms as notified from time to time.
- (xiv) No items from places of common use shall be taken to rooms. A default in this regard may attract a fine of Rs. 500/- per item.
- (xv) Residents using Scooter/Motorbikes are required to register their vehicles with the Proctor Office and submit copy of the registration to the Office of the Warden.
- (xvi) Residents are required to park their vehicle properly at the authorized parking provided in the hostel. If any vehicle is found in the gallery of the hostel a fine of Rs. 1000/- shall be imposed on the owner. Safety of the Vehicles is the owner's responsibility. Parking of any outsider vehicle is strictly prohibited. Disciplinary action shall be taken against the defaulters.
- (xvii) Any misuse of internet and Wi-Fi facility shall lead to strict punitive action.
- (xviii) Any violation will lead to expulsion from the hostel.
- (xix) Any prayers / pooja / namaz in common places of hostel will not be allowed. Students can use their rooms for such activities.

11. DISCIPLINE

- (i) Silence hours have to be observed from 10 p.m. to 6 a.m.
- (ii) Residents desirous of consulting Warden about their day-to-day problems can do so at the time specified by their respective Wardens.
- (iii) Residents are required to bring their own bedding and other items of personal use.
- (iv) No resident on his own shall shift from the allotted room to another room. No furniture should be shifted from one room to another.
- (v) All residents shall be issued a Resident Identity Card from the Office of the Warden. Residents must keep this card with them at all times and must produce the same on demand by hostel authorities and security staff. In case of loss, a duplicate card may be issued on payment of Rs. 50/- in cash.
- (vi) No resident shall indulge in any activity in his room/hostel, which may cause disturbance or annoyance to his roommate/neighbors or to the hostel/university authorities. Appropriate disciplinary action shall be taken against such students.
- (vii) Consumption/Possession of alcoholic drinks, narcotic drugs is totally banned. Any violation will lead to expulsion from the hostel.
- (viii) Smoking in the hostel premises is prohibited.
- (ix) The electricity bills, if found to exceed the regular amount, shall be collected from all residents.
- (x) Residents shall not misbehave with or manhandle any resident or office staff on duty. Any such misdemeanor shall attract severe punishment including expulsion from the hostel.
- (xi) Lights and fans must be switched off while leaving the room. Water taps should be closed properly after use. Posters or stickers should not be pasted on the hostel/room walls. Parties, social or political gatherings in the hostel complex are not permitted.

Bmisha

REGISTRAR
KHWAJA MOINUDDIN CHISHTI
LANGUAGE UNIVERSITY,
LUCKNOW



12. DISCIPLINARY ACTION

- The Warden / Provost can take disciplinary actions against the resident who will be found indulged in any kind of the following indisciplinary acts such as suppression of information in the application for admission, act of indiscipline, violation of any of the duly prescribed rules, indulgence in indecent or violent behavior, or for any other reason deemed sufficient for taking a disciplinary action. Actions may include; issue warning, intimate the parents/guardian, Head of the Department/ supervisor, if any, impose fine minimum penalty of Rs. 1000/-, double-lock the room/cancel the allotment of room of a resident/expel or forcibly evict a resident at the risk and cost of the resident or take any other disciplinary action, including banning the entry to the hostel and recommending non-issuance or de-recognition of degrees, depending upon the gravity of the act of indiscipline committed by a resident.
- The Warden/Provost and the university authorities reserve the right to expel students in case their conduct is found to be of a grave nature or on a disciplinary ground. In that case the entire hostel fees including the caution money will be forfeited.
- Residents are required to abide by all rules and instructions given in the Hostel Guidelines and as notified on the Notice Board from time to time. They are not to plead ignorance of the same. They are to co-operate with the hostel staff and actively participate in the smooth running of the hostel.
- At the time of admission, every student shall be required to sign a declaration that he submits himself to the disciplinary jurisdiction of the Vice-Chancellor, the Warden and other authority of the University who may be vested with the authority to exercise discipline under Khwaja Moinuddin Chishti Language University Act/ Statutes.
- Students found staying in the hostel without paying the requisite fees or without obtaining proper permission from the competent authorities will be evicted from the hostel without any prior notice and the authorities will not be responsible for any loss/damage of items or inconvenience caused during the eviction process.

13. RAGGING

- Ragging in all its forms is totally banned in the premises of the Boys' Hostel. Any student found indulging in Ragging will be expelled immediately from the hostel.
- As per University Grants Commission Letter No. F1-16/2007 (CPP-II), dated April, 2009 related to UGC Regulation on curbing the menace of ragging in higher educational institutions, 2009, the students are advised to take note of the following:
- As per the orders of Hon'ble Supreme Court of India "Ragging" means "Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other students, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student". Punishable offenses of Ragging are:
 - Teasing, wrongful restraint, intimidation, rough handling causing physical or psychological harm, asking the student to perform an act which she/he may not do in

Bmisha



ख्वाजा मुईनुद्दीन चिश्ती भाषा विश्वविद्यालय, लखनऊ, उत्तर प्रदेश (भारत)

Khwaja Moinuddin Chishti Language University, Lucknow, U.P. (India)

U.P. STATE GOVERNMENT UNIVERSITY

(Recognised Under Section 20(i) & 12(B) of the U.G. Act, 1956 & H. Tech. Approved by C.U.E.I.)

- the ordinary course. Abetment to ragging
- ii. Criminal Conspiracy to rag.
- iii. Unlawful assembly and rioting while ragging
- iv. Public nuisance created during ragging
- v. Violation of decency and morals through ragging
- vi. Injury to body, causing hurt
- vii. Assault as well as sexual offences or unnatural offences
- viii. Extortion

Strict action shall be taken against those found guilty of ragging and/or abetting ragging.

Each resident shall have to sign an undertaking to the effect that he is aware of the law regarding prohibition of ragging as well as the punishments, and to the effect that he has not been expelled and/or debarred from admission by any institution and that he if found guilty of the offence of ragging and /or abetting ragging, is liable to be punished appropriately at the time of joining the hostel.

An undertaking shall also be signed by the parent/guardian of the applicant to the effect that he is also aware of the law in this regard and agrees to abide by the punishment meted out to his ward in case the latter is found guilty of the offence of ragging and /or abetting ragging.

14. Punishment

Depending upon the nature and gravity of the offence as established by the Anti-ragging Committee of the institution, the possible punishments for those found guilty of ragging shall be any one or any combination of the following:

- (i) Suspension/ Expulsion from the hostel
- (ii) Cancellation of admission
- (iii) Rustication from the institution
- (iv) Debarring from admission in the hostel in future.
- (v) Fine, decided by the disciplinary committee.

Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

15. VISITORS

- (i) Visitors will be allowed in the hostel premises only between 6 a.m. to 9 a.m. and from 5 p.m. to 9 p.m.
- (ii) In any emergencies visitors can stay with resident for maximum three days with prefixed charges of Mess and Accommodation.
- (iii) Visitors must provide all the details in the register available at the hostel gate with the security guard.
- (iv) On demand, the visitors must declare their identity through Identity Card/Aadhar Card etc.
- (v) All visitors must leave the hostel premises by 10:00 p.m. A visit beyond the specified hours shall attract legal action. Visitor's vehicles are not allowed inside the Hostel Campus.
- (vi) Residents are not permitted to allow visitors of the opposite sex in the hostel at any time for whatever reason(s).
- (vii) Any resident violating this rule will be evicted from the hostel.

16. GUESTS

- (i) Residents' guests are not allowed to stay in the hostel. Parents/ Relatives of residents may be allowed to stay in the University Guest House with prior permission of Warden/Provost/Registrar. In such cases the residents have to pay the charges applicable for such facility.

Bmisha



ख्वाजा मुईनुद्दीन चिश्ती भाषा विश्वविद्यालय, लखनऊ, उत्तर प्रदेश (भारत)
Khwaja Moinuddin Chishti Language University, Lucknow, U.P. (India)

U.P. STATE GOVERNMENT UNIVERSITY.
(Recognised Under Section 20(i) & 12(B) of the U.G. Act, 1956 & R. Tech. Approved by UGC, U.P.)

- (ii) It is the responsibility of the residents to ensure that unauthorized guests are not present in their rooms.
- (iii) The residents having unauthorized guests in hostel rooms shall be liable to disciplinary action which includes expulsion from hostel.
- (iv) No resident shall keep or give shelter to any debarred/campus banned/rusticated students in his room. In case of violation, the hostel allotment of the referring residents shall be cancelled.
- (v) Notwithstanding any of the punishment mentioned above, the Wardens and the University authorities reserve the right to expel students in case their conduct is found to be of a grave nature.

17. HOSTEL WELFARE ASSOCIATION

Residents are provided ample space of freedom to ensure smooth functioning of the hostel, and to generate a lively atmosphere. For the purpose, a Hostel Welfare Association consisting of Food, Sports and Cultural Committee is nominated / elected democratically by the General Body comprising of residents in each hostel separately. The respective Warden of the hostel shall be the Advisor of the Association. All the activities of the Association shall be held with the prior approval of the Warden. In this regard Wardens/Hostel Welfare Association shall discuss the proposal(s) for consensus.

18. GYMNASIUM

- (i) Gymnasium facility is available to the resident members on a nominal fee of Rs. 1500/- per annum (or Rs. 500/- per quarter). Membership of the Gym shall be granted on merit to be determined by the duly constituted committee.
- (ii) The timing of Gymnasium facility shall be decided after due consultations with In- Charge of University gymnasium. The members shall strictly abide by the rules & regulations of the Gym, failing which disciplinary action will be taken against them. Gymnasium will remain closed during summer and winter vacations.

19. FEE PAYMENT SCHEDULE

(a) Mess Fee:

- (i) All students must pay the prescribed mess fee, which may be revised from time to time. Mess will generally function from July to the end of end-semester examination of odd semester, and from January to the end of end-semester examination of even semester every year.
- (ii) Every resident has to deposit a sum of Rs. 3000/- towards Mess Advance Fee at the time of admission. Mess Advance Fee will be adjusted at the time of last month of year. On prior information, the Warden (Mess) may allow the adjustment of mess remission at the end of session. However, no mess refund shall be allowed for less than 7 consecutive days and not more than 30 days in one academic year. No claim for remission of food charges shall be entertained if the resident has not submitted prior application to the concerned Warden/Caretaker.
- (iii) If the resident fails to deposit the Mess Fee on due date, the mess facility shall be withdrawn and an appropriate action shall be taken against such defaulters including expulsion from the hostel.

(b) Hostel Fee:

- (i) Hostel Fee may be submitted in TWO INSTALLMENTS at the time of hostel allotment to a fresh candidate, however, for students seeking renewal shall have to pay the full annual fee in advance.

20. MODE OF PAYMENT AND CANCELLATION

10 | Page

Bmisha

REGISTRAR
KHWAJA MOINUDDIN CHISHTI
LANGUAGE UNIVERSITY,
LUCKNOW



- Payment will be made in two installments only (Resident have to submit 5 Months mess fees in advance in each semester).
- If the resident fails to deposit the Hostel Fee on due date, a late payment fine of Rs. 200/- shall be charged for the first 5 days, after which their candidature for the allotment might stand cancelled. The candidate may, however, be re-admitted with the permission of the Warden on payment of re-admission charges of Rs.1000/- provided vacant room in the hostel is available.
- Hostel and Mess Caution Money will be refunded to the resident within one year from the date of leaving the hostel. However, residents are required to produce a clearance certificate from the concerned Office/Department/Centre before claiming the same on a prescribed form available in the registrar Office.
- The claim of the student for reimbursement of caution money shall stand forfeited or deemed to have been relinquished, if it is not claimed within one year from the date of leaving the hostel.
- In case of withdrawal of admission from the hostel within 15 days, all the fees except the admission fees shall be refunded.
- On withdrawal beyond 15 days, no fees will be refunded except the Caution Money on the production of the clearance certificate.

21. HOSTEL FEE STRUCTURE

Hostel fee for students admitted before 2022-2023 session:-

| SL | Heads of Fee | New Allotment Single Occupancy (in Rs) Installment wise | | | Renewal Single Occupancy (in Rs) Installment wise | | | New Allotment Double Occupancy (in Rs) Installment wise | | | Renewal Double Occupancy (in Rs) Installment wise | | |
|----|---------------------------|---|--------|-------|---|--------|-------|---|--------|-------|---|--------|-------|
| | | First | Second | Total | First | Second | Total | First | Second | Total | First | Second | Total |
| 1 | Admission Fee | 100 | 100 | 200 | 100 | 100 | 200 | 400 | 400 | 200 | 400 | 400 | 200 |
| 2 | Maintenance Fee | 413 | 412 | 825 | 413 | 412 | 825 | 413 | 412 | 825 | 413 | 412 | 825 |
| 3 | Room Rent | 3000 | 3000 | 6000 | 3000 | 3000 | 6000 | 2250 | 2250 | 4500 | 2250 | 2250 | 4500 |
| 4 | Electricity water charges | 500 | 500 | 1000 | 500 | 500 | 1000 | 500 | 500 | 1000 | 500 | 500 | 1000 |
| 5 | Caution Money | 1000 | - | 1000 | - | - | - | 4000 | - | 4000 | - | - | - |
| | Total | 5013 | 4012 | 9025 | 4013 | 4012 | 8025 | 4263 | 3262 | 7525 | 3263 | 3262 | 6525 |

[Signature]

[Signature]

[Signature]

[Signature]



ख्वाजा मुईनुद्दीन चिश्ती भाषा विश्वविद्यालय, लखनऊ, उत्तर प्रदेश (भारत)
Khwaja Moinuddin Chishti Language University, Lucknow, U.P. (India)
(Recognised Under Section 2(f) & 12(B) of the U.G. Act, 1956 & U Tech. Approved by UGC, U.P.)

(21/11/2022-2)



ख्वाजा मुईनुद्दीन चिश्ती भाषा विश्वविद्यालय, लखनऊ, उत्तर प्रदेश (भारत)
Khwaja Moinuddin Chishti Language University, Lucknow, U.P. (India)

FEE STRUCTURE (YEAR WISE) 2022-23
HOSTEL FEE (REGULAR SECT FINANCE)

| Sl. No. | HEAD | NEW ALLOTMENT (IN RS.) | RENEWAL (IN RS.) |
|---------|--|------------------------|------------------|
| 1 | ADMISSION FEE | 500 | 500 |
| 2 | MAINTENANCE FEE (ELECTRICITY & CH) | 500 | 500 |
| 3 | COMMON ROOM CHARGES | 500 | 500 |
| 4 | KITCHEN MAINTENANCE (CROCKERY) | 500 | 500 |
| 5 | CULTURAL ACTIVITIES CHARGE INCLUDING MAGAZINES | 200 | 200 |
| 6 | SPORTS | 150 | 150 |
| 7 | ROOM RENT | 8000 | 8000 |
| 8 | ELECTRICITY WATER CHARGES | 1500 | 1500 |
| 9 | CAUTION MONEY | 1000 | 0 |
| | TOTAL | 12650 | 11650 |

FEE STRUCTURE (YEAR WISE) 2022-23
HOSTEL FEE

| Sl. No. | HEAD | New Allotment Single Occupancy for Ph.D. Scholars (in Rs.) | New Allotment Double Occupancy (in Rs.) |
|---------|---------------------------|--|---|
| 1 | ADMISSION FEE | 2000 | 1000 |
| 2 | MAINTENANCE FEE | 6500 | 4500 |
| 3 | ROOM RENT | 8000 | 4000 |
| 4 | ELECTRICITY WATER CHARGES | 4500 | 2500 |
| 5 | CAUTION MONEY | 2000 | 2000 |
| | TOTAL | 23000 | 14000 |

Note - ध्यान दें कि अतिरिक्त Caution Money पुरे हर अन्य समस्त शुल्क काफ़ी है।

४
वित्त अधिकारी
ख्वाजा मुईनुद्दीन चिश्ती
भाषा विश्वविद्यालय, लखनऊ

Forwarded to webmaster
to upload on website;
[Signature]

४
कुलपति
ख्वाजा मुईनुद्दीन चिश्ती
भाषा विश्वविद्यालय, लखनऊ

उक्त के अतिरिक्त विश्वविद्यालय पुरुष एवं महिला छात्रावास के समस्त छात्र / छात्रों को मेस के

[Signature]

[Signature]

[Signature]

Bmisha



ख्वाजा मुईनुद्दीन चिश्ती भाषा विश्वविद्यालय, लखनऊ, उत्तर प्रदेश (भारत)
Khwaja Moinuddin Chishti Language University, Lucknow, U.P. (India)
U.P. STATE GOVERNMENT UNIVERSITY
(Recognized under Section 7(D) & 12(B) of the U.C.A. Act, 1956 & B.Tech. Approved by UPEU)

मासिक भोजन के रूप में डे धनराशी प्रत्येक माह के प्रथम सप्ताह अर्थात् प्रत्येक माह की 05 तारीख तक जमा करनी होगी। साथ ही साथ उपरोक्तानुसार विश्वविद्यालय पुरुष एवं महिला छात्रावास के समस्त छात्र / छात्रों को मेस के प्रारंभ में मेस धनराशी ₹ 03,000/- (तीन हजार) अग्रिम के रूप में जमा करनी होगी, जो की अंतिम सेमेस्टर के अंतिम माह में समायोजित की जाएगी।

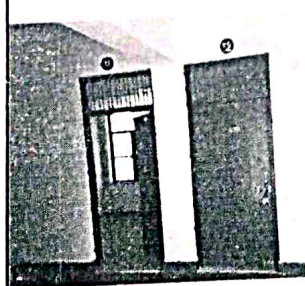
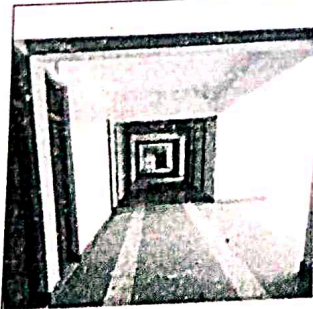
22. LIST OF FUNCTIONARIES

Provosts

| | |
|---|--|
| Netaji Subhash Boys' Hostel Prof. Ehtesham Ahmad | Rani Luxmibai Girls Hostel Dr. Tatheer Fatima |
|---|--|

Wardens

| | |
|--|--|
| Netaji Subhash Boys' Hostel 1. Dr. Wasi Ahmad Azam Ansari 2. Dr. Udham Singh | Rani Luxmibai Girls Hostel 1. Priyanka Suryavanshi 2. Dr. Mamta Shukla |
|--|--|



17/09/22
Dr. Udham Singh

Dr. Wasi Ahmad Azam
Ansari

Dr. Mamta Shukla

Dr. Neeraj Shukl

Dr. Tatheer Fatima
(Members Hostel Management Committee)

Prof. Ehtesham Ahmad