



SUA/RO/OO/2024/126

Date: 20-12-2024

**OFFICE OF THE REGISTRAR  
OFFICE ORDER**

The competent authority, has accorded the approval for the constitution of Discipline Committee of SUA with the following members. The duration of the committee shall be one year form the date of office order.

S.No.	Name	Designation
1.	Dr. B. M. Dutta, Associate Professor & Offg. Chief Proctor, SSBS	Chairperson
2.	Dr. M Shamshath Begum, Associate Professor, SSP	Member
3.	Dr. Gyanendra Kumar Sharma, Professor, SSP	Member
4.	Dr. Viney Sharma, Associate Professor, ASET	Member
5.	Dr. Ravindra Singh Tomar, Assistant Professor, ASET	Member
6.	Dr. Shahjad Ali, Assistant Professor, ASET	Member
7.	Dr. Hemlata Jain, Assistant Professor, SSBSR	Member
8.	Mr. Ashutosh Solanki, Assistant Professor, SSP	Member
9.	Dr. Mohd. Sharif Iqbal, Assistant Professor, ASET	Member
10.	Mr. Pramod Gware, Assistant Professor, SSBSR	Member
11.	Mr. Priyadarshi, Assistant Professor, ASET	Member
12.	Dr. Manish Pal Singh, Assistant Professor, SSP	Member
13.	Dr. Shikha Singh, Assistant Professor, ASET	Member
14.	Mr. Jishan, Assistant Professor, SSBS	Member
15.	Mr. Abhinav Kulshrestha, Assistant Professor, SSBS	Member
16.	Mr. Saurabh Bhardwaj, Assistant Professor, SSP	Member
17.	Ms. Vaishnavi Garg, Assistant Professor, ASET	Member
18.	Dr. Manish Kumar Pandey, Assistant Professor, SSBSR	Member
19.	Dr. Divyani Panwar, Assistant Professor, ASET	Member
20.	Mr. Prakash Kumar, Assistant Professor, ASET	Member
21.	Mr. Aatrey Pandey, Assistant Professor, ASET	Member
22.	Mr. Gurvinder Pal Singh, Assistant Professor, SSP	Member
23.	Mr. Atul Narang, Assistant Professor, SSBS	Member
24.	Ms. Aastha Sharma, Assistant Professor, SSP	Member
25.	Mr. Kamlesh Deshmukh, Assistant Professor, ASET	Member
26.	Dr. Gaurav Agrawal, Assistant Professor, SSBS	Member Secretary

  
REGISTRAR  
SHARDA UNIVERSITY AGRA  
Agra (U.P.) India




## **Role and responsibilities: Discipline Committee of the University**

- To maintain and enforce strict discipline within the Institute campus.
- All the students should wear their ID Cards while they are in the campus and their respective class rooms.
- In case of any violation of dress code or disturbance in the class, the ID card will be confiscated from the student which will be handed over to the student on the same day with a warning and advice from the Disciplinary Committee Chairperson.
- In case of any misbehaviour or violation of the University rules, the ID cards of the students will be kept with the Disciplinary Committee Members till the enquiry is over.
- To enforce total prohibition of cell phone usage by the students within the Class room. Please note that cell phone is prohibited in the classroom and if a student is found carrying a cell phone, it will be taken away and handed over to the Dean/HOD of their school.
- To monitor the movement of the students in the University and prevent students loitering around in the corridors during the University working hours.
- To ensure that all the students attend classes without bunking and prevent them from leaving the University early. Please note that no student can leave the University early without prior permission from the concerned Dean.
- Smoking and chewing of tobacco is strictly prohibited in the University campus and ensures that this is being strictly followed.
- To ensure that students maintain complete silence in the library.
- To maintain proper discipline in the University canteen and student waiting room during the University working hours.
- If any damage is caused to the University property by any student / group of students, the cost of the same will be recovered with a fine from the said student / group of this as decided by the University and will be followed by disciplinary action.
- If any indiscipline is found by any of the students, warn them on the first instance. Take disciplinary action based on the rules and regulations of the committee, if the pattern of misconduct continues. The punishment and penalty for indiscipline and misconduct done by the student/ group of student shall be decided by the Hon'ble Vice Chancellor of the University depending upon the nature of the act.
- To assist the University Anti-Ragging Committee in preventing ragging in the University and to spread Anti-Ragging campaign throughout the students community.
- These are 24 members, on every working day of the university 2 faculty members from the above list of members will be engaged for campus duty to maintain general discipline on a daily basis in a rotational manner.
- The same set of faculty will perform the duty from 9:00 AM to 9:25 AM at the main gate of the university and at day time they will take a visit of the whole campus provided that a vehicle is arranged by admin.



- The assigned members of a particular day will coordinate with the admin for arranging the vehicle on their own.
- Out of this list we will make 12 sets of the faculty members and they have to perform their duty twice a month.
- In case of any misconduct by the students in the University campus, the Admin. has to reach over there at the very first place and report the matter to the concerned Deans of the School from where the student belongs, ultimately the matter shall come to O/O Chief Proctor in writing for further line of action.



Registrar  
Sharda University Agra

**Copy to:-**

- Hon'ble Vice Chancellor (For Information Please)
- All Deans/Directors/Administrative Heads of the respective Departments and Schools
- Chief Proctor/Finance Officer/Deputy Controller of Examinations/Librarian
- Dy. Registrar (Estates)/Assistant Director (HR)
- Concerned
- All faculties & Staff of University
- Notification File

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