

SOP- DISCIPLINE: Procedures for Disciplinary Enquiry

- Scope: The following is the Standard Operating Procedure for dealing with incidents of indiscipline among students.
- Purpose: To maintain discipline in the institution by corrective or punitive action against acts of indiscipline and disruption by students in the institute

All the students are directed to wear their ID badges on their persons while entering the campus and those who do not wear them will not be permitted entry.

Security Guards have been posted at all vantage points like Library, Canteen and Sports Complex to contain ragging.

In order to ensure that the seniors do not indulge in ragging, the last period of the seniors is staggered in such a way that junior students would have left the Institute by the time the senior students come out of their evening classes.

On receipt of a specific complaint, immediate suspension of the concerned students is ordered and the matter is referred to the Disciplinary Committee. The suspension is revoked only on written apology by the student, duly countersigned by the parents.

In proven cases of ragging, the concerned student is not sponsored for Campus Placement nor he is given conduct certificate.

If complaints of ragging in buses are received, the cooperation of police is sought to supervise the buses midway.

- Details of Activities:
 - A student blamed for committing an act of indiscipline is produced before the Disciplinary Committee to explain his case and also give his version in writing.
 - The Committee conducts an enquiry by eliciting information from the students and the members of the faculty who have knowledge of the act or the incident.
 - Based on the findings related to the severity of the act and the extent of involvement of a student in a particular episode, the Committee may recommend to the Principal suitable punishment to be awarded to the student.

ACTION TO BE TAKEN:

- Based on the recommendations of the Committee the Principal takes action.
- Based on the magnitude of the disruption caused, the punishment awarded can vary from fine to suspension to rustication from the institute. The Committee consists of all Heads of Departments and nominated senior students. One of the Heads of Departments is the Chairman of the Committee