

SOP- DISCIPLINE: Procedures for Disciplinary Enquiry

A student can lodge complaint in the office of any of the authority of SMEC including Principal/HOD/Committee coordinator etc.

After receipt of a complaint it is scrutinized by the HOD and HOD is empowered to take necessary action against the accused as per “SMEC Rules and Regulations for Students”, with at least three other members of the committee.

If HODs and Committee coordinator ascertain that the offence pertains to the jurisdiction of discipline Enquiry then, subsequently, three members Enquiry Committee is setup by Committee coordinator to conduct an in depth investigation into the matter.

Committee enquiry is an internal enquiry of SMEC 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 Committee board will follow following procedure to initiate enquiry if the complaint is ascertain:

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 show cause 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 show cause notice is studied and examined.
9. A report is prepared as per the “SMEC Students’ Discipline and conduct Rules”, appropriate disciplinary action is recommended.
10. Final report and recommendations is submitted to Principal for approval & final decisions.
11. Consequently, the award of punishment is conveyed to the student duly signed by Chief of the Committee
12. The punished student has the right to appeal against the punishment and management is the empowered authority to deal with appeals