



# STANDARD OPERATING PROCEDURES

## DISCIPLINE



**Purpose:** To maintain discipline in the institution by corrective or punitive action against acts of indiscipline and disruption by students in the institute

**Scope:** The following is the Standard Operating Procedure for dealing with incidents of **indiscipline** among students.

### General Discipline:

All the students are required to carry their **Identity Card**. I-Card is made available to students in digital format and are automatically updated with the progression of the student.

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

### Code of Conduct

All the students are required to maintain good character, discipline and decorum in the Institute premises. If any student is found indulging in any in-disciplinary act or any other undesirable, illegal, antisocial or destructive activities in the Institute and/or Hostel premises, suitable disciplinary action will be taken against him/her.

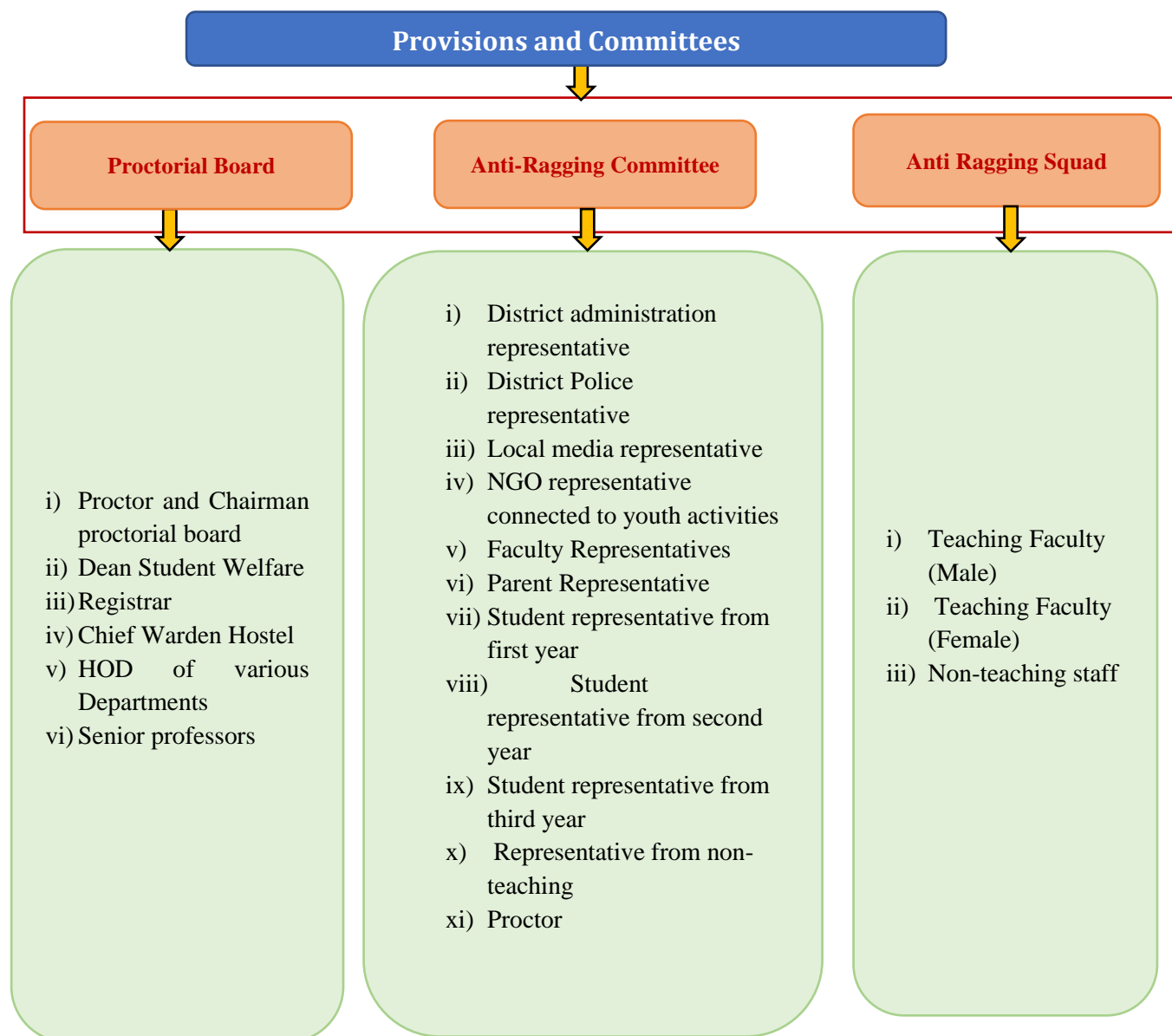
#### Acts of Indiscipline

- i) Violation of Institute rule
- ii) Any act that prevents, disrupt or disturbs the regular academic activity
- iii) Unlawful assembly and rioting
- iv) Public nuisance
- v) Violation of decency and morals
- vi) Extortion
- vii) Criminal trespass
- viii) Offences against property
- ix) Criminal intimidation.
- x) Any act of physical abuse or abuse by spoken word to any student.
- xi) Attempts to commit any or all of the above-mentioned offences.
- xii) Threat to commit any or all of the above-mentioned offences.

#### Punishment if found guilty

- i) Suspension from the attending classes and academic privileges.
- ii) Withholding/withdrawing scholarship/fellowship and other benefits.
- iii) Debarring from appearing in any test/examination or other evaluation process.
- iv) Withholding results.
- v) Debarring from appearing in any campus placement process.
- vi) Suspension/expulsion from the hostel.
- vii) Rustication from the institution for period ranging from one to four semesters.
- viii) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period. Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.
- ix) Cancellation of admission.
- x) Imposed Penalty.
- xi) above-mentioned offences.

*Punishment given will be endorsed in character certificate/T.C. and same will be displayed on institute website.*



### Procedure for Resolving the Complaints

- i) On receipt of a specific complaint, immediate suspension of the concerned students is ordered and the matter is referred to the Proctorial board. The suspension is revoked only on written apology by the student, duly countersigned by the parents.
- ii) The ragging complaints are investigated by the **Anti-Ragging committee**. Its recommendations are implemented through Proctorial Board. In proven cases of ragging, the concerned student is suspended, debarred or rusticated from the Institute.



### Details of Activities:

- i) A student blamed for committing an act of indiscipline is produced before the Proctorial Board to explain his case and also give his version in writing.
- ii) The Board conducts an enquiry by eliciting information from the students and the members of the faculty who have knowledge of the act or the incident. CCTV-camera recordings and all other means of investigation are used for this purpose
- iii) Based on the findings related to the severity of the act and the extent of involvement of a student in a particular case, the Board recommend appropriate punishment/penalty for the further approval of Director.

### Action to be taken:

- i) Based on the recommendations of the Committee the punishment/penalty is imposed upon the student.
- ii) Based on the magnitude of the disruption caused, the punishment imposed can vary from fine to suspension to rustication from the institute.