

# DISCIPLINE POLICY

## DISCIPLINE POLICY

### VISION:

- To establish a secure and inspiring atmosphere within our organization and fostering professionalism among students through the implementation of optimal methodologies.

### MISSION:

- To have a realistic approach in imparting discipline among students.
- To frame rules and regulations to maintain discipline inside the college premises.
- To encourage Good and Healthy Practices among students for their well being.

### DISCIPLINE COMMITTEE OBJECTIVES AND RESPONSIBILITIES:

The Institute Discipline Committee is constituted for the maintenance of discipline in the Institute. The committee will ensure that students obey rules and remain orderly and peaceful in the pursuit of educational objectives/goals inside the Institute.

### OBJECTIVES:

- To ensure serene and peaceful academic atmosphere inside the campus.
- To avoid physical conflict among students.
- To conduct enquiries on report of in-disciplinary activities.
- To initiate model actions against students involved in in-disciplinary activities.
- To initiate steps to reduce violent behaviour and disagreement in future.

# DISCIPLINE POLICY

## **SPECIFIC BEHAVIORAL GUIDELINES FOR STUDENTS:**

- It is impermissible to let the students enter the classroom without uniform.
- It is impermissible to let the students enter the classrooms before 8.20 am.
- It is impermissible to let the students enter the classroom during the breaks.
- It is impermissible to bring cellular phones to the classroom. For urgent calls, students can contact their parents through the class coordinator.
- It is not allowed for any student to leave the classroom without taking permission from the teacher.
- After breaks, students must go directly to their classrooms.
- If the subject teacher does not reach his lesson on time or is absent, students must wait inside the classroom.
- Resting, napping or sleeping is not allowed inside the classroom.
- Homework assignments must be done as assigned on time.
- Students are not allowed to touch or keep dangerous or harmful objects.
- Students are not allowed to throw objects around the Institute.
- Students- respect other's person – no rough play, fighting, bullying, threats, harassing, etc.
- Students– respect other's property – no theft, vandalism, etc.
- Keep your Institute clean just as you would keep your house clean.
- Throw rubbish in the bin, keep the place clean always.

## **CLASSROOM RULES:**

- Arrive to class on time with the necessary equipment.
- Listen to teachers or other students without interruption.
- Treat the teacher and other students with respect.
- Keep hands and feet to yourself.
- Respect the property of the Institute.
- Respect the rights and property of others.
- Act in a safe and responsible manner.

# DISCIPLINE POLICY

## DRESS CODE:

- Girls and boys should put up the hairs neatly.
- The wearing of chains is not permitted.
- Short trousers are not permitted.
- Students may not wear any jewellery especially hanging type ear rings
- Boys must keep their pants pulled up and use a belt if necessary. Pants are not to be dragging on the ground. Undershirts are to be tucked in at all times.

## MOBILE POLICY:

- Mobiles are prohibited within the classroom.
- Parents should discourage their children from bringing mobile phones to Institute.
- If a student is found using a mobile phone during the class, for any purpose, the phone will be confiscated from the student.

## ACTS OF MISCONDUCT AND INDISCIPLINE:

### ACTS OF MISCONDUCT AND INDISCIPLINE CATEGORY-I:

- Causing disturbance within the College premises, Laboratory or Reading Room, Library, Common Room, Playground or Hostel, Canteen, Gymnasium and such other places in the College Campus.
- Any act leading to diverting the attention of the students from the Lectures or of the Teacher from Teaching.
- Insubordination and/or disrespect to the teacher within or outside the College premises.
- Habitual inattention to class work and assignments.
- Disturbing a class from outside by loitering aimlessly in the corridors, making noise.
- Picking up quarrel with the teaching or non-teaching staff or with other students.
- Using abusive language and abuses in the College premises or 'Sports-grounds'.
- Smoking within the College campus.

## DISCIPLINE POLICY

- Playing any kind of musical instrument inside the class or outside during class hours.
- Hunger strikes, dharnas, group bargaining and any other form of protest by blocking entrance or exit of any of the academic and/or administrative complexes or disrupting the movements of any member of the College.
- Furnishing false certificates or false information in any manner to the College.
- Teasing or disrespectful behavior or any mis- behavior with a boy/girl student, staff member/ visitor.
- Causing or colluding in the unauthorized entry of any person/guest into the College Campus or in the unauthorized occupation of any portion of the College premises, including residential quarters/hostels or residence by any person.
- Unauthorized occupation of the hostel rooms or unauthorized acquisition and use of College furniture in one's hostel room or elsewhere.
- Damaging or defacing, in any form any property of the College or the property of any member of the College community.
- Not disclosing one's identity when asked to do so by a faculty member or employee or security staff of the College who is authorized to ask for such identity.
- Improper behavior while on tour or excursion.
- Coercing the medical staff to render medical assistance to persons not entitled for the same or any other disorderly behavior in the Health Centre on College campus.
- Blockade or forceful prevention of any normal movement of traffic, violation of security or safety rules notified by the College.
- Littering of any kind of waste including plastic waste in the College buildings, grounds/roads/premises.
- Disturbing other students/ teachers using a mobile phone inside the class or outside during class hours.
- Driving and parking the vehicles on College campus in violation of guidelines to that effect.
- Distributing any material related to political parties/movements.
- Any other act which may be considered by the Principal or any other competent authority to be a minor act of violation of discipline and conduct.

## DISCIPLINE POLICY

### (b) ACTS OF MISCONDUCT AND INDISCIPLINE CATEGORY-II:

- Repetition of acts given under Category-I of indiscipline in spite of repeated warnings and penalties imposed.
- Attending the College dressed in a manner contrary to social norms prevailing from time to time or violation of dress code if any.
- Indecent exposure in a proactive manner or behaving in a manner tending to rouse baser passions among the members of the same or opposite sex.
- Disfiguring the walls, floors, furniture etc. of the College.
- Forcibly entering/ reaching places which have restricted entry or unauthorized handling of equipment or performing acts which would be a threat to one's life.
- Instigating others to commit acts of indiscipline.
- Engaging in any attempt at wrongful confinement of any member of the faculty, staff, student or anyone camping inside the College Campus.
- Any Intimidation of or insulting or abusive behavior towards a student, staff or faculty or any other person.
- Wanton destruction of College properties.
- Consuming or possessing narcotic drugs or other intoxicants or alcohol anywhere in the College premises.
- Indulging in criminal acts of any kind under the law of land including gambling and possession of arms/weapons.
- Arousing communal, caste or regional feelings or creating disharmony among students.
- Demonstration of disloyalty to the country, its constitution and its flag.
- Ragging of any kind tending to cause physical and mental torture to other students or forcing others to submit to indignity and nuisance.
- All acts of violence and all forms of coercion such as gheraos, sit-ins or any variation of the same which disrupt the normal academic and administrative functioning of the College and or any act which incites or leads to violence.

## DISCIPLINE POLICY

- Gheraos, laying siege or staging demonstrations around the residence of any member of the College or any other form of coercion, intimidation or disturbance of right to privacy of the residents of the campus.
- Sexual harassment of any kind which shall also include: unwelcome sexual proposition/ advancements, sexually graphic comments of a body unwelcome touching, patting pinching or leering of parts of the body or persistent offensive or unwelcome sexual jokes and or comments as per Sexual Harassment of Women at Workplace (Prevention and Redressal) Act 2013.
- Committing forgery, tampering with the Identity Card or College records, impersonation, misusing College property (movable or immovable), documents and records, tearing of pages of, defacing, burning or in any way destroying the books, journals, magazines and any material of library or unauthorized photocopying or possession of library books, journals, magazines or any other material.
- Any act of moral turpitude.
- Use of abusive, defamatory, derogatory or intimidatory language against any member of the College Community.
- Any other act or acts which the Principal considers as major acts of misconduct and indiscipline.
- Publishing or posting derogative comments against any student/teaching staff / administrative staff of the college or any other person on the social media.

### **PUNISHMENT:**

The competent authority may impose any one or suitable combination of the following punishments on any student found guilty of any of the acts of indiscipline or misconduct mentioned under Category-I or Category-II as the case may be, in Rule 4.

## DISCIPLINE POLICY

### CATEGORY-I:

- Admonition/Reprimand.
- Sending the student out of his class and not letting him into his class up to a maximum of two consecutive periods.
- Marking the student absent on repeating the misconduct at Sr. No. 2.
- Fine up to Rupees Twenty Thousand depending upon gravity of the issue.
- Recovery of any kind, such as scholarship/fellowship, any dues, cost of damages, etc.
- Withdrawal of any or all facilities available to a student as per, various Anna University Act and College Rules (such as Scholarship/ Fellowship, Hostel etc.) permanently or for a time period up to Four semesters.
- Stoppage of any or all academic processes.
- Rustication up to two semesters and/or Declaring any hostels, premises, building or the entire College Campus out of bounds to any students.

### CATEGORY-II:

- Cancellation of admission or withdrawal of degree or denial of registration for a specified period.
- Rustication up to 8 semesters and/or declaring any part or the entire College Campus out of bounds.
- Fine up to Rupees Fifty Thousand depending upon gravity of the issue.
- Expulsion.

## DISCIPLINE POLICY

### AUTHORITIES EMPOWERED TO IMPOSE PUNISHMENT AND APPELLEATE AUTHORITIES:

<b>FOR ACTS OF INDISCIPLINE &amp; MISCONDUCT UNDER CATEGORY-I</b>		
PENALTIES	AUTHORITIES EMPOWERED TO IMPOSE THEM	APPELLATE AUTHORITY
i) Admonition/ Reprimand	Head of the Department	No Appeal
ii) Sending the student out of his class/ laboratory and not letting him into his class/ laboratory up to a maximum of two consecutive periods/hours in a day	Concerned Teacher/s	No Appeal
iii) Marking the student/s absent for repeating the type of misconduct involved in (ii) above, more than once.	Concerned Teacher/s	Head of the Department
iv) Fine up to Rupees Twenty Thousand depending upon the gravity of issue	Principal	Convener
v) Recovery of any such kind, such as scholarship / fellowship, any dues, cost of damages, etc.	Principal	Convener
vi) Withdrawal of any facilities available to a student as per various College Rules (such as Scholarship / Fellowship, Hostel etc.) permanently or for a time period up to two semesters.	Principal	Convener
vii) Stoppage of any or all academic activities	Principal	Convener
viii) Rustication up to two semesters and or Declaring any hostels, premises, building or the entire College Campus out of bounds to any students.	Principal	Convener



## DISCIPLINE POLICY

<b>FOR ACTS OF INDISCIPLINE/ MISCONDUCT UNDER CATEGORY-II</b>		
<b>PENALTIES</b>	<b>AUTHORITY EMPOWERED TO IMPOSE THEM</b>	<b>APPELLATE AUTHORITY</b>
Cancellation of admission or withdrawal of degree or denial of registration for a specified period.	Principal	Convener
Rustication up to four semesters and/or declaring any part or the entire College Campus out of bounds.	Principal	Convener
Fine up to Rupees Fifty Thousand depending upon gravity of the issue.	Principal on recommendation of the Inquiry Committee and after considering the report of the Inquiry Authority.	Convener
Expulsion	Principal	Convener

# DISCIPLINE POLICY

## DISCIPLINE COMMITTEE MEMBERS:

SL. NO.	NAME	DESIGNATION	ROLE
1	Dr. J. SATISH KUMAR	Director/ IQAC	Convener
2	Dr. B. NATHAN	HoD/ Prof./ CSE	Member
3	Dr. C. SELVAMURUGAN	HoD/ ASP/ FT	Member
4	Mr. MD.NOORDEEN	AP/ AI & DS	Member
5	Dr. N. APARNA	HoD/ ASP/ BME	Member
6	Mr. GUNASEKARAN	ASP/ S & H	Member

## RESPONSIBILITIES OF CONVENOR:

- The Convenor, in terms of Statute 35 (2) shall be responsible to maintain discipline among students and such functions shall be split into four parts namely:
  - Monitoring the disciplinary climate prevailing in the students community.
  - Taking preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline.
  - The Convener has to collect relevant facts about the incidents of indiscipline, evaluate the evidences and decide / recommend the quantum of punishment to be imposed on the erring students. Wherever considered necessary the Convenor has to place the relevant information before the Senior Director or the Discipline Committee for their decision.
  - The Convener shall issue all orders relating to disciplinary proceedings against student.

## DISCIPLINE POLICY

- The Convener shall perform such other functions as the Senior Director may direct from time to time.

### **RESPONSIBILITIES OF DISCIPLINE COMMITTEE:**

- 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 Members.
- In case of any mis- behaviour or violation of the Institute 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 HOD.
- To monitor the movement of the students in the Institute and prevent students loitering around in the corridors during the Institute working hours.
- To ensure that all the students attend classes without bunking and prevent them from leaving the Institute early. Please note that no student can leave the Institute early without prior permission from the concerned authorities.
- Smoking is strictly prohibited in the Institute 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 Institute canteen and student waiting room during the Institute working hours.

## DISCIPLINE POLICY

- If any damage is caused to the Institute 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 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.
- To assist the Institute anti-ragging committee in preventing ragging in the Institute and to spread anti-ragging campaign throughout the students community.

### **POWERS OF THE DISCIPLINE COMMITTEE AND PROCEDURES:**

- The Discipline Committee shall be the Inquiry Authority for all the cases of misconduct/ indiscipline by the student/s and shall make suitable recommendations to the Principal as per the provisions of these Rules.
- The Discipline Committee is authorized to take up the cases suo- moto. However, complainants shall be required to report any of the matters mentioned above within three days of the occurrence of the incident to the Convener. The student(s) charged shall be notified within four working days of the charge against him/her. It shall be the responsibility of the students(s) thus charged to submit in writing his/her defense within two working days to the Discipline Committee. If the Discipline Committee does not receive a defense within two working days, it will take an ex parte decision on the charge. The Discipline Committee shall, however, have powers to relax the time-frames mentioned above based on the merit of the case in question.
- Under normal circumstances the Discipline Committee shall issue a show cause notice within four working days of receiving a complaint calling for explanation within two working days. If the explanation is not received within two working days or in the further time as may be granted, the Discipline Committee may, by

## DISCIPLINE POLICY

powers vested in it, record hearings from the other side and/or itself conduct an enquiry or may entrust the process of enquiry including framing of charges and conducting the actual inquiry to any other official of the College. However, if the situation so demands, the Discipline Committee may convene an emergency meeting and call those concerned to depose before it immediately.

- Evidence to the Discipline Committee shall normally be presented orally. The student charged may be required to provide written/material evidence, if the Discipline Committee so demands.
- It shall be the responsibility of the student charged and the complainant to arrange for their respective witnesses to give oral evidence or to submit any written statements/material evidence in their defense. A Witness giving oral evidence may be cross-examined by the Discipline Committee. A witness not available for cross-examination may submit evidence in writing. The Discipline Committee shall not consider evidence from persons who are not prepared to have their names revealed to the Discipline Committee. The names of persons appearing as evidence/witness shall be kept confidential.
- The Discipline Committee shall have the power to determine the order of proceedings and to exclude any material which appears irrelevant or repetitive or even seek clarification on oral/written submissions/material evidence.
- The student charged will be invited to be present with a representative [optionally and who shall be another bonafide student only] whenever oral evidence is being heard. Representation through legal counsel/lawyer shall NOT be allowed in any case to any of the parties. Non-attendance of the student charged or his/her representative shall not bar the Discipline Committee from proceeding ahead. The Discipline Committee may at its discretion adjourn its proceedings in order to enable the student charged or the representative to be present.

## DISCIPLINE POLICY

- The Discipline Committee may adjourn a hearing in order to require a witness to attend for cross- examination. Where a witness who, in the opinion of the Discipline Committee, is a vital witness, fails to attend, the Discipline Committee may, at its discretion, postpone its deliberations or even continue with its proceedings.
- The Discipline Committee may also adjourn / proceed with a case where it is of the opinion that its proceedings are being impeded by any circumstance beyond its control.
- The Discipline Committee shall meet to consider an adjourned case, as soon as it is feasible, and not later than 15 days after the adjournment, although the case may not be determined at the resumed meeting. Where it is not reasonably practicable for the same members to attend the discipline committee meeting reconvened to hear an adjourned case, it may co-opt one or two additional members to form the quorum.
- The Discipline Committee is authorized to invite members where it deems necessary. However, the members so invited shall not have voting rights.

### **GENERAL:**

- No punishment shall ordinarily be imposed on a student unless the Discipline Committee has followed normal procedures including due opportunity to the student(s) charged with an offence.
- The **DISCIPLINE COMMITTEE** shall draw up:
  - i. The substance of the imputation of major acts of indiscipline into definite and distinct articles of charge.
  - ii. A statement of imputation of acts of indiscipline in support of each articles of charge, which shall contain-

## DISCIPLINE POLICY

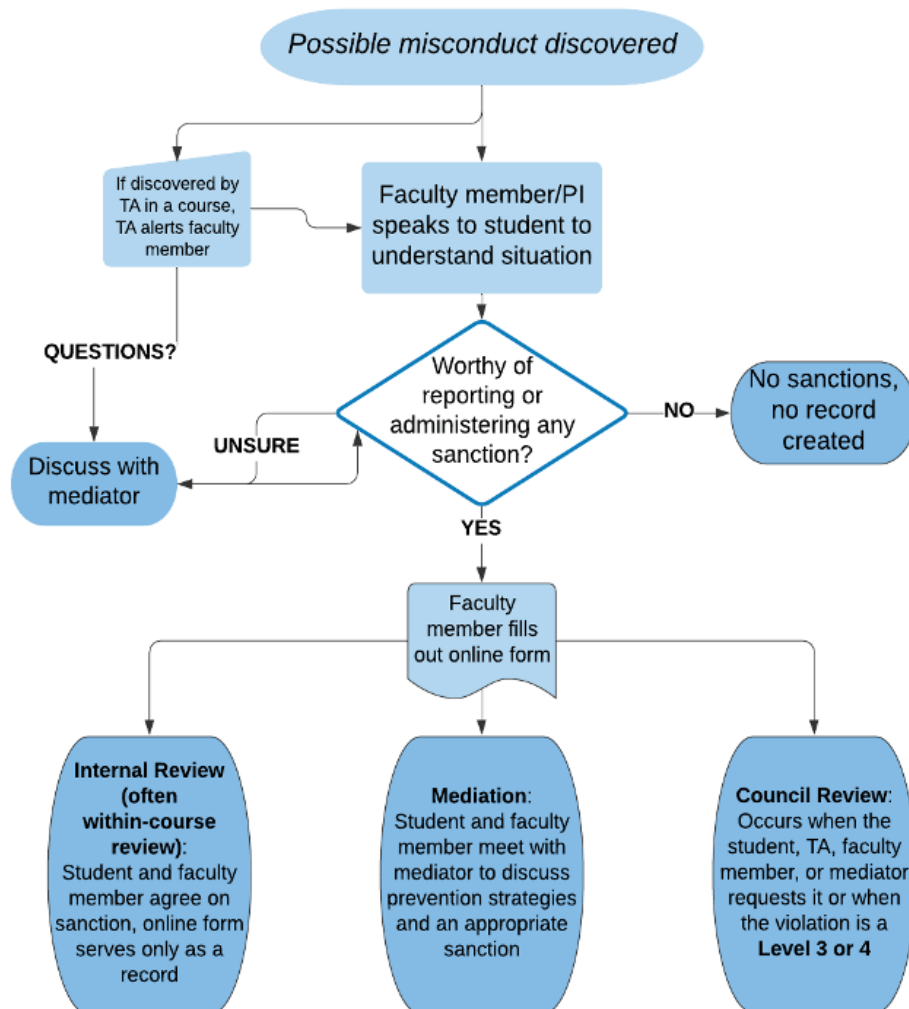
- a) A statement of all relevant facts including any admission or confession made by the student (to be signed by the concerned student/s)
- b) A list of documents by which and list of witnesses by whom the articles of charge are proposed to be sustained. ( To be signed by the concerned witness).
- The Inquiry Authority shall prepare the report of inquiry which shall contain: -
  - a) The articles of charge and the statement of imputation of acts of major indiscipline.
  - b) The defense of the student if any in respect of each article of charge.
  - c) An assessment of the evidence in respect of each article of charge, separately in respect of each student.
  - d) The finding on each article of charge and the reasons thereof.
- In case the Principal or any Competent Authority is of the opinion that on the basis of the available material and evidence on record, a prima facie case exists against a student s/he may order suspension of the student including withdrawal of any or all facilities available to a bonafide student pending inquiry.
- Notwithstanding any punishment mentioned above, the Principal may, keeping in view the gravity/nature of misconduct/act of indiscipline, the manner and the circumstances in which the misconduct/indiscipline has been committed, award a punishment in excess of or less than or other than what has been mentioned thereon for reasons to be recorded.
- The Office of the Convener shall immediately report its decision to Principal for necessary action. It shall also report annually to the Principal and any such body that the Principal deems fit, on all cases arbitrated by it during the preceding academic year.

### **PLACING REPORTS OF INQUIRY BEFORE THE DISCIPLINE COMMITTEE:**

- The Principal on the receipt of the record of inquiry from the Inquiry Authority shall cause the records to be placed before the Managing Committee at its next meeting or at a special meeting, if necessary.

## DISCIPLINE POLICY

- The Managing Committee after due consideration of the report and record of inquiry with the recommendation of the Principal shall pass such order as may be considered just and necessary.
- The Principal shall then communicate the orders of the Managing Committee to the student if the decision is to rusticate the student.
- If the student rusticated will be allowed to appear for the College Examination with a condition that the results will be with-held until the completion of the inquiry and the decision of the Managing Committee thereon, the Principal shall inform the Controller of Examinations that the result of the student shall not be announced.



### STEPS INVOLVED IN PLACING REPORTS BEFORE THE DISCIPLINE COMMITTEE



## DISCIPLINE POLICY

### APPEAL:

- Student/s shall be allowed to appeal against the fine/penalty imposed by the competent authority subject to provisions of the Rule 6.0. However, such an appeal shall be preferred by the concerned student/s within ten working days after the receipt of order of the competent authority.
- There shall be no appeal against the order of the Principal where student/s is/ are subjected to expulsion from the College or is subjected to monetary fine by the Principal. The decision of the Principal shall be final.

### ACT/ACTS OF INDISCIPLINE MISCONDUCT OUTSIDE THE COLLEGE CAMPUS:

- The College shall not ordinarily take cognizance of act/ acts of indiscipline committed by a student outside the College campus.
- If a student is arrested or detained by orders of a magistrate on a charge of criminal act involving moral turpitude committed outside the campus, the Principal after verifying the fact of such arrest and detention shall place him/her under suspension until she/ he is released on bail or otherwise.
- If a student is sentenced to imprisonment for an offence indulging moral turpitude, the Principal shall place him/her under suspension.
- The Principal shall place the matter before the Managing Committee which shall rusticate him/her from the College.
- If on appeal, the conviction is set aside, his/her rustication shall post facto cease.

### INTERPRETATION:

- In case of a dispute with regards to the interpretation of any of the Rules mentioned above, the decision of the Principal shall be final.