



SOP ON STUDENTS' DISCIPLINE

SHIA P. G. COLLEGE

(Khadra, Daliganj)

Sitapur Road, Lucknow-226020

(U.P.) INDIA

www.shiacollege.org | info@shiacollege.org

STUDENTS' DISCIPLINE PROCEDURE

STAGE 1: COMPLAINT RECEIVED

All Disciplinary Cases requiring addressal need to be Initiated or Reported by any complainant (Faculty/Staff/Students) to the Chairman Disciplinary Committee (CDC) in writing on Performa – 1. Depending on the gravity of the offence, if the CDC is convinced that prima facie evidence exists against the defaulter, the CDC can suspend the student pending investigation.

STAGE 2: INVESTIGATION

CDC may close a case with a written apology by the defaulter and his/her parents. Should the case not merit further action, a Warning will be issued to the defaulter and the written apology shall be filed in the student record held with COR. If any investigation is required, CDC may ask one member of the Disciplinary Committee for any further inquiry into the matter. If any pursuing is required, CDC will issue a Show Cause Notice, based on the facts of the case within 24 hours of the complaint.

STAGE 3: SHOW CAUSE NOTICE

The Show Cause Notice will be issued to the defaulter on Proforma – 2, giving brief details of the incident. The reply by the defaulter will be submitted to the CDC by hand within 24 hours. If CDC is not satisfied with the reply, he will issue a letter to the defaulter on Proforma – 3 to appear before the Disciplinary Committee, along with his/her parents (if required) on a specified date/time. A copy of this letter will be sent to all the members of Disciplinary Committee for their attending the same.

STAGE 4: DISCIPLINARY COMMITTEE MEETING – (for deciding on punishment)

Composition of Disciplinary Committee:-

S. No.	Name	Designation
1.		Chairman
2.		Member
3.		Member
4.		Member Secretary

- Presence of a minimum of three members is mandatory for Disciplinary Committee meeting to be held.
- Disciplinary Committee will generally meet once a week on Saturday or on the date/time specified by the Chairman, to go into all cases of the week and give a hearing to the Defaulter in presence of the parents/guardian. The Committee shall decide the punishment within two days and issue the punishment award letter as per Performa – 4. The award of punishment will also be put up on the Discipline notice board along with photograph of defaulter.

- Copies of Punishment Award shall also be sent to the Governing Body, Director, Dean (Academics), Department concerned, Registrar and Sr. Manager (Admin) where applicable.

Punishments

1. One or more of the following punishments can be awarded by the CDC:-
 - i. Deduction from General proficiency marks and written warning.
 - ii. Suspension for 3/5/7/10 days or more, with effect on attendance.
 - iii. Reflect the act of indiscipline in the Character Certificate.
 - iv. Debar from Campus Placement.
 - v. Debar from one Sessional Examination.
 - vi. Rustication for one semester.
 - vii. Expulsion.
2. As regards 1 (ii) above, the defaulter can be given an option to undertake Institute Community Service, such as work at Library, Records, Security, Administration, Sports, and Editorial Work. This shall constitute attendance for the period under suspension. His/her attendance shall be marked for the work done and will be considered towards overall attendance. However, if he/she does not opt for Community Service, the period under suspension will have full effect on attendance.
3. In cases where an offence involves action by Police, the matter will be referred to the Registrar who will ensure that a Police case is filed and an FIR obtained. Such cases will be fully dealt by Police and the individual will remain suspended till completion of investigation of the case. Police cases will invariably include ragging of any kind.

STAGE 5:

Appeals, if any will be dealt with by Higher Committee whose decision in the matter will be final and binding. The constitution of the Higher Committee shall be as under:-

A member (s) of the Governing Body	Chairman/ Members
Director	Member
Chairman – Disciplinary Committee	Member Secretary

Only those cases will merit review by Higher Committee where any new information or evidence is produced by the defaulter, other than what has already been considered by the Disciplinary Committee.

Dr. S. S. R. Baqri
Coordinator, IQAC

Dr. Mohd Miyan
Principal