

## DISCIPLINE POLICY

### CONTENTS

<b>No.</b>	<b>Title</b>	<b>Page Number</b>
1.	Introduction and Aim	2
2.	<b>PART – I.</b> Terms and Code of Conduct	2-9
3.	<b>PART – II.</b> Responsibilities	10-12
4.	<b>PART – III.</b> Punishments, Sanctions, Appeals and Fines	13-14
5.	<b>PART – IV.</b> Committees	15
6.	<b>PART – V.</b> Implementation Methodology	16-17

## DISCIPLINE POLICY

1. **Introduction:** Good discipline is key to success in the achievement of goals. Absence of discipline leads to many uncertainties, unrest and may result in chaos and confusion. Alternatively, disciplined environment has a good impact on the development of growing minds and gives a better grooming field for a novice. The ultimate achievement of education is a disciplined mind which works within the constraints and challenges of life and follows an act of rules without impinging upon the rights of others. The prevailing environment stands out and shines mainly due to our unflinching resolve to follow our ethical, social and religious values. However, we are also aware of the changing winds due mainly to the media and communication advancement resulting into shrinking of the global distances and the erosion of ideological barriers. These SOPs have been formulated to meet these challenges by suitably modifying and dovetailing the essentials to cater to the changing requirements of the society.

2. **Aim:** To spell out a comprehensive policy for the constituent-Institutions/ campuses with a view to help them create a civilized and conducive environments for knowledge seekers at the College.

### PART - I

## TERMS AND CODE OF CONDUCT

1. **Objectives:**

The SOP is designed to achieve the following:-

- a. Project, portray and present a true reflection of an academic institution wherein academic activities are conducted in keeping with our social, cultural and religious values.
- b. Provide conducive and congenial teaching and learning environments free of all disturbances and distractions.
- c. Inculcate, refine and reform the character/personality traits of the students to meet the future challenges in a disciplined, organized and civilized manner.

2. **Cardinals of Conduct:**

- a. Punctuality in all spheres.
- b. Appearance to be acceptable, decent and becoming.
- c. Fair play and justice in all dealings.

- d. Self-disciplined individuals will fully following honor code.
- e. Display of sense of responsibility in attitude.
- f. Maturity commensurate with the age and place of individuals.
- g. Positive attitude and approach towards professional undertakings.
- h. Reward and punishment as per the merit of actions.
- j. Leading by personal example.

3. **Code of Conduct:** Students have to abide by the rules and regulations of the Campus and follow the codes of conduct. Students are expected to observe disciplinary standards of the campuses in their dealings. Various parameters of misconduct and acts of omission are given below which are not desirable:-

**a. Unbecoming Behavior:**

- (1) Cheating, using unfair means in the exam hall.
- (2) Attempting or causing injury to an individual provoking physical contact with others is prohibited, when the person knows or should reasonably believe that the other person will consider the attack "offensive"
- (3) Conduct by physical, verbal or electronic means that is sufficiently severe so as to threaten an individual's ability to work or disrupt their work.

**b. Abuse of self or others:**

- (1) Engaging in any intentional or reckless action that may result in mental or bodily harm.
- (2) Inflicting mental or bodily harm upon any person (including one's self).
- (3) Causing a person to believe that the offender may cause mental/bodily harm.

**c. Malicious Harassment:**

- (1) Causing physical injury to the other person
- (2) Causing physical damage to or destruction to another person's property/building.
- (3) Threatening a person or group of persons.

**d. Reckless Endangerment:** It is engaging in conduct that creates a substantial risk of physical harm to another person and is prohibited.

- (1) **Smoking:** Campus is a "**NO SMOKING ZONE**".

- (2) **Alcohol:** Use and possession of intoxicating beverages is totally prohibited within the Institute Campus, as well as on sports, cultural or study tour or trips etc.
- (3) **Dangerous weapons:** Carrying or possessing and use of any fire arm, explosives and other dangerous weapons are prohibited.
- e. **Misrepresentation, Fraud and Falsification of Institute Record:**
  - (1) False identification.
  - (2) Falsifying, misrepresentation forging, altering or fraudulently obtaining an Institute transcript or degree.
  - (3) Offering any false information in any institute discipline proceedings.
- f. **Disruption:**
  - (1) Disruption of classes, laboratories, offices or ceremonies.
  - (2) Conduct which threatens, harms, incites violence or endangers the health and safety of any person.
  - (3) Damaging, defacing or abusing institute facilities, equipment or property.
  - (4) Creating noise to interfere with Institution or student programs or activities.
- j. **Violations:**
  - (1) Violation of any policy or rule of the institute.
  - (2) Willful refusal or failure to comply with proper order of institute officials acting in performance of their duties.
- k. **Failure to Co-operate with an Institute Investigation:** Failure to cooperate with the investigation team by withholding evidence.
- l. **Unauthorized Collection of funds:** To collect any money or receive donations on behalf of College without any authority and or knowledge of the College.
- m. **Dress Violation:** Violation is taken as a case of serious disciplinary matter. Dress regulation is applicable from the campus barrier/gate onward and within the boundaries of the campuses.
- n. **Unlawful Intimidation:** To influence or intimidate any student of the institute for any illegal gains and favor is prohibited.
- o. **Bullying / Ragging:**
  - (1) Bullying means offensive, abusive, intimidating or insulting behavior, abuse of power and / or unfair punitive sanctions which makes the student feel upset, threatened, humiliated and / or vulnerable, which undermines the student's self - confidence and / or reduces the student's feelings of self - esteem and self - worth, and which may cause the student to suffer stress.
  - (2) Ragging means the practice of using rituals and any other acts,

conduct or practices by which the dominant power of senior students, former students of alumni, is brought to bear on students who are in any way considered junior by other students. Ragging includes individual or collective acts or practices which include, but are not limited to :-

- (a) Involvement in physical or psychological assault or threat or use of force or wrongful confinement or restraint.
  - (b) Violating the status, dignity and honor of such students.
  - (c) Exposing students to ridicule and contempt and affect their self - esteem.
  - (d) Verbal abuse and aggression, indecent gestures and obscene behavior.
- p. **Misuse of Social Media:** Posting/Modified picture of any student/faculty/staff/ any college related matters on social media for any comments are not allowed. (Offence of Cyber Crime).

➤ **Crimes:**

Category	Crimes Involving Moral Turpitude
<b>Crimes Against Property</b>	<p><b>Fraud</b></p> <ul style="list-style-type: none"> <li>• Making false representation</li> <li>• Knowledge of such false representation by the perpetrator</li> <li>• Reliance on the false representation by the person defrauded</li> <li>• An intent to defraud</li> <li>• The actual act of committing fraud</li> </ul>

	<p><b>Evil intent</b></p> <ul style="list-style-type: none"> <li>• Arson</li> <li>• Blackmail</li> <li>• Burglary</li> <li>• Embezzlement</li> <li>• Extortion</li> <li>• False pretenses</li> <li>• Forgery</li> <li>• Fraud</li> <li>• Larceny (grand or petty)</li> <li>• Malicious destruction of property</li> <li>• Receiving stolen goods (with guilty knowledge)</li> <li>• Robbery</li> <li>• Theft (when it involves the intention of permanent taking)</li> <li>• Transporting stolen property (with guilty knowledge)</li> </ul>
<p><b>Crimes Committed Against Governmental Authority</b></p>	<ul style="list-style-type: none"> <li>• Bribery</li> <li>• Counterfeiting</li> <li>• Fraud against revenue or other government functions</li> <li>• Mail fraud</li> <li>• Perjury</li> <li>• Harboring a fugitive from justice (with guilty knowledge)</li> <li>• Tax evasion (willful)</li> </ul>

**Crime Committed Against Person Family Relationship and Sexual Morality**

- Abandonment of a minor child (if willful and resulting in the destitution of the child)
- Adultery
- Assault (this crime is broken down into several categories, which involve moral turpitude):-
  - Assault with intent to kill, commit rape, commit robbery or commit serious bodily harm
  - Assault with a dangerous or deadly weapon
- Bigamy
- Paternity fraud
- Contributing to the delinquency of a minor
- Gross indecency
- Incest (if the result of an improper sexual relationship)
- Kidnapping
- Lewdness
- Manslaughter :-
  - Voluntary
  - Involuntary (where the statute requires proof of recklessness, which is defined as the awareness and conscious disregard of a substantial and unjustified risk which constitutes a gross deviation from the standard that a reasonable person would observe in the situation. A conviction for the statutory offense of vehicular homicide or other involuntary manslaughter only requires a showing of negligence will not involve moral turpitude even if it appears the defendant in fact

	<ul style="list-style-type: none"> <li>acted recklessly)</li> <li>• Mayhem</li> <li>• Murder</li> <li>• Pandering</li> <li>• Prostitution</li> <li>• Rape (including “Statutory rape) by virtue of the victim’s age)</li> </ul>
<b>Attempts, Aiding and Abetting, Accessories and Conspiracy</b>	<ul style="list-style-type: none"> <li>• An attempt to commit a crime deemed to involve moral turpitude</li> <li>• Aiding and abetting in the commission of a crime deemed to involve moral turpitude</li> <li>• Being an accessory (before or after the fact) in the commission of a crime deemed to involve moral turpitude</li> <li>• Taking part in a conspiracy (or attempting to take part in a conspiracy) to commit a crime involving moral turpitude where the attempted crime would not itself constitute moral turpitude.</li> </ul>

## Electronic Policy

4. **Computer System Abuse Policy:** The college Computer users must practice ethical behavior in their computing activities, protect the system resources and to respect the rights of others.
5. **The College Computer System Abuse Policy prohibits:-**
  - a. Using, or attempting to use, the center's computer systems (College Server) without prior authorization or for unauthorized purposes.
  - b. Obstructing the operation of the computer systems, or attempting to do so.
  - c. Inspecting, modifying, distributing, or copying data or software without proper authorization, or attempting to do so.
  - d. Accessing or trying to access the banned sites.
  - e. Attempting to modify computer equipment or peripherals without authorization.
  - f. Attempting to add/delete/change software, such as games, graphics, or the software installed by College without authorization.
  - g. Using of an account without proper authorization from the owner of the account.
  - j. Reading or using private files, including the University Administrative or academic files, without proper authorization, or changing or deleting private files belonging to another user without proper authorization.
  - k. Copying University-owned licensed or copyrighted software on any other PC.



- l. Physically damaging or destroying the computer equipment maintained by College.
  - m. Excessive Network Usage, downloading movies, playing online games.
  - n. Hacking or attempting to hack into computer / e mail accounts through the University Internet server.
  - o. Hijacking some one's Wi-Fi or Bluetooth connection.
6. This policy is applicable to all Computer Users included students, faculty and staff. Violation of this policy may result in immediate dismissal from academic programs or university-related employment.

## PART - II RESPONSIBILITIES

### 1. Basic Responsibility for Maintaining Discipline:

- a. **Principal/Director.** The overall responsibility/conduct and discipline of students, faculty and management staff rests with the Dean/Principal/Director as prescribed in the charter of duties.
- b. **General (Campus)** - The Principal/Director, all faculty members, Dean and College Administration
- c. **Class Room** - Teacher in the class
- d. **Department** - HOD/Faculty members
- e. **Examination Hall** - Examination superintendent, invigilator or any other person designated/nominated by the college administration/controller of examination

### 2. Responsibility of Students:

#### a. Discipline in the Campus

- 1. Late comers are not allowed to enter the campus after specific time. Late comers can enter the class only if permitted by the principal.
- 2. ID card is mandatory to enter the college.
- 3. Students should leave from the campus immediately after class hours. Students can stay in the campus after normal class hours with the permission of the principal.
- 4. A centrally monitored attendance system is running in the college. So the student's every day absentee report will be informed the parents on the same day.
- 5. Attendance to the college general functions, department activities, seminars, club programs, etc. is obligatory to all students.
- 6. Irregular attendance, discourtesy towards teachers, insubordination, obscenity in word and act, willful damage to college property, anti-social activities, etc. are liable for disciplinary action which includes expulsion from college.
- 7. Students shall not organize any activities or associate with any outside group concerned with the college.
- 8. Misuse or damage of any property will affect all the students of the class with mass fine.
- 9. Ragging strictly banned in the campus.
- 10. The use of mobile phones is strictly banned inside the campus.
- 11. The students shall wear the uniform every day, otherwise not allow to enter the campus. **Color dress allowed only at specified days (Onam, college days, etc. with the permission of principal)**
- 12. Vandalism in the campus causes heavy fine.
- 13. Students are expected to read notices/circulars displayed on the notice board regularly.
- 14. Students will not be provided any services from the college office without the proper college uniforms and ID card.

15. The principal shall have the power to expel any student from the college if the student is guilty of serious misconduct or student's presence in the college is injurious to the order and discipline.
16. Students are not allowed to **sit** in the stairs or not permitted areas.
17. Internal and Model examination is an important part of academic activities.
18. Refreshments only allowed at the time of break.

**b. Discipline in the Class Room**

- (1) All students should rise when a teacher enters the class for the first time.
- (2) All students to be inside the class room five minutes before the start of a lecture.
- (3) Students must observe the class timings strictly. Any one coming after 5 minutes of the start of the class will be marked absent.
- (4) Use of mobile phones is strictly prohibited (sms/playing, receiving calls, dialing etc.)
- (5) Students are not allowed to leave/enter the class room without permission of the teacher.
- (6) Disturbance/violence/misbehavior in the class shall not be tolerated.
- (7) Students must enter the class properly dressed failing which they will not be allowed to sit in the class.
- (8) Threats or misbehavior with the faculty will be taken as a serious offense.
- (9) Students must ensure display of ID card in the class/campus.
- (10) Destruction of college fixtures, equipment or property will be taken as serious violation.
- (11) Students must not take eatables in a classroom even when the room is free and it will be punishable.

**c. Discipline in the Examination Hall**

- (1) Leave all kinds of helping material, chits, notes etc. outside the examination hall. Anyone found with above mentioned items will be dealt with strictly.
- (2) Enter the hall 10 minutes before the start of the paper.
- (3) Sit at the specified seat.
- (4) Layout chart of the seating plan must be consulted before sitting.

- (5) Borrowing and lending stationary items is strictly prohibited. No talking, whispering among one another is allowed.
- (6) Do not write anything on the question paper which may facilitate others.
- (7) Follow the instructions given by the invigilators. Any disobedience will be considered to be disciplinary case.

**d. Discipline in the Library**

- (1) Enter with the authorized ID card otherwise entry may be denied.
- (2) Any student checked on misbehavior, may be asked to leave by the Library In charge.
- (3) Carrying of food item/drink in the library is strictly prohibited.
- (4) Smoking and use of mobile phones in the library are prohibited.
- (5) Maintain complete silence in the library and do not disturb others already sitting.
- (6) Library timings must be followed strictly.
- (7) Damaging, spoiling, mutilating books will be taken as an offense.
- (8) Playing games in the library is strictly prohibited.

## PART - III

### PUNISHMENTS, SANCTIONS AND APPEALS

1. **Punishments.** Following punishment or any combination of punishment may be imposed on a student for violation of code of conduct.
  - a. Warning letter: For preventing a repeat of the violation in the future.
  - b. Disciplinary Probation: Disciplinary probation serves as a warning that future misconduct may result in more severe sanctions.
  - c. Cancellation of Exams / Paper: In case of severe academic dishonesty, student's complete exam / paper can be cancelled depending on the gravity of offence in that semester / year.
  - d. Withholding Degree: The degree may be withheld in case the student is dismissed from the college.
  - e. Suspension: A student can be suspended for a specific period of time. Upon recommendations of CDC, he / she may be granted reinstatement at the institute's discretion.
    - (1) Suspension is effective immediately if their stay is detrimental for the campus peace and tranquility.
    - (2) Student will be expelled on possession of alcohol/drug.
  - f. Dismissal: Student may be dismissed on discipline violations of serious natures such as firing in the campus, fighting between two groups with or without outside assistance, immoral / unethical behavior.
2. **Appeal System:**
  - a. No appeal shall lie against the decision of an authority imposing a penalty other than rustication or expulsion except on the ground that such authority has imposed a penalty which it was not competent to impose.
  - b. The appeal to Principal/Director will be for revision of sanction in all cases but dismissal or misconduct of a serious nature will be referred to college, where it has been appealed or otherwise.

- c. The defaulter / accused has to process his appeal through Principal / Director to the College, if he thinks that justice has been denied to him by the Discipline Committee as well as Principal/Director.
- d. Principal/Director's and the Committee's decision on the appeal will be final and binding.
- e. If student does not appeal within 7 days of the award of the punishment, the same will be considered affirmative. Principal/Director's decision is final except dismissal or offense of serious nature which has to be communicated to and ratified/approved by the Committee.

### 3. **Fines:**

Following rates of different fine for student:-

a.	Violation of Dress Code	-	Rs 500.00
b.	Late Comer	-	Rs 100.00
c.	Smoking/ Alcoholics in the Campus	-	Rs 3000.00
d.	Use of Cell Phone inside the class, building including Labs, Class Rooms, Tutorial Rooms etc.	-	Rs 500.00
j.	Fake Student ID Card	-	Rs 1000.00
k.	Exchange of ID Cards	-	Rs 1000.00
l.	Lost of student ID Card	-	Rs 1000.00
m.	Scuffle	-	Rs 5000.00
n.	Misbehaved with Staff, Faculty, Invigilator	-	Rs 5000.00
o.	Entering in Campus without Student ID Card	-	Rs 200.00
p.	Vandalism in the campus	-	Rs. 1000.00

#### **Note:**

- **The minimum limit of fine is mentioned above.**
- **The fine will be increased 5% per day, if the payment is delayed.**
- **The fund will be utilized for the development of students (Conducting programs, appreciations, etc.)**

4. Fine / compensation will be paid by the defaulter in case of damage to property / equipment as per the assessed values plus 100%.

5. The extent and limits of monetary punishment / fine has also been prescribed for various disciplinary committees in this policy.

## **PART - IV COMMITTEES**

### **College Discipline Committee (CDC)**

1. The Discipline Committee of the campus has been vested with the powers and responsibilities for the good conduct of college students and to deal with the cases of in-discipline. It shall also perform such other functions as prescribed in the regulations.

2. **Composition:**

- a. Chairman / Co Ordinator - Mr. Faris Mohmed  
(Asst. Professor PG Dept. of Commerce)
  
- b. Members - Mr. Purushothaman V V  
(Asst. Professor Dept. of English)  
Mr. Subair (Asst. Professor PG Dept. of Psychology)  
Mr. Pradeepan R C (Asst. Professor Dept. of Malayalam)  
Mr. Anand (Asst. Professor PG Dept. of Chemistry)  
Ms. Sahala (Asst. Professor PG Dept. of Psychology)  
Ms. Lakshmi (Asst. Professor PG Dept. of Commerce)  
Ms. Sruthi C K (Asst. Professor Dept. of BCA)  
Ms. Safeena (Asst. Professor Dept. of Physics)  
Ms. Dhanya K.M (Asst. Professor Dept. of Hindi)

3. **Powers of Punishment:** The Discipline Committee is a recommendatory body whose recommendations shall be approved by the Management and Principal.

4. **Meetings:**

- a. The Campus Discipline Committee meeting shall be held as and when any discipline case is referred to it.
- b. The presence of all members of the Campus Discipline Committee is mandatory during the meeting.
- c. In case the members are equally divided then the President of the Campus Discipline Committee shall have the powers to exercise his/her casting vote.
- d. The proceedings of the meeting of the Campus Discipline Committee shall be recorded by the Secretary and got approved from the President of the Campus Discipline Committee.
- e. The cases considered/recommended by the Campus Discipline Committee are reported to the Principal.
- f. Appeals against the decision of the Campus Disciplinary Committee shall be made to the Rector through the Principal.

## **PART – V**

### **IMPLEMENTATION METHODOLOGY**

1. **General.** The students are required to abide by the rules and regulations of the College and are expected to have absolute integrity and honesty concerning their day to day life at the campus. However, there is a need to keep a constant watch on the violations of College discipline rules, dress code violations and lack of participation in academic activities, unnecessary loitering in the campus, spending long hours in the Cafeteria, etc. To this end each constitution college shall compose a Discipline Committee.

2. **Task / Responsibility:** The Implementation Committee shall be responsible to check and minimize the following irregularities and recommend suitable action:-

- a. Take suitable measures to ensure academic activity.
- b. Loitering during class/ward timings.
- c. Improper uniform - As prescribed in this policy.
- d. Ensure use of authorized passages only.
- e. To check the presence of the students in the unauthorized places within each department. All staff offices, reproduction facilities, CR section and other confidential spaces marked by the respective HODs for their confidential work.
- f. Smoking within campus.
- g. Use of intoxicants within in the college campus.
- h. Collection of money/funds on behalf of the College without proper permission.
- j. Stage incites, participate in or indulge in any walkout strike or other form of agitation against the college, faculty members, officials or staff.
- k. Interference in the official proceedings of the examination or other college business.
- l. Threat or misbehave with faculty/staff of the college or try to influence employees in any way in connection with their official assignments.
- m. Instigate or take part in any boycott of examination or create disturbance in or, around the examination hall.
- n. Creating disturbance or indulgence in fighting inside college premises.
- o. Damaging college property, defacing campus building walls/doors etc.
- p. Punctuality and attendance.
- q. Student going out of college campus (except ward duty) without properly issued out pass from Junior class Teacher and signed by MSA.

3. **HODs Responsibilities:** All HODs are required to report any violations mentioned above, observed or reported upon, to Campus Discipline Implementation Committee. The HODs within their respective domains/departments shall be responsible for ensuring implementation of rules and regulation and report violation as mentioned above.



**4. Jurisdiction/Functioning of Members**

- a. Counseling on the spot.
- b. Reporting to the President DIC.
- c. Reporting Procedure: Any violation reported/observed by the HOD/faculty shall be reported to the Discipline Implementation Committee forthwith.
- d. Regular Monitoring: Duty officers will monitor at the entrances in the morning.
- e. Spot Checks: Will be organized by the DIC under instructions from Principal/Director to monitor/implement the rules and regulation within college premises i.e. cafeteria, and other hide outs.
- f. Department Checking: The subcommittee within their area will depute a faculty member to carry out regular spot checks for loitering students and counsel them on the spot or report.

**5. Interaction with Parents:**

- a. All those students checked more then will be given a written warning and their parents/guardian will be informed /called up by the college authorities.
- b. Regular intimation of attendance to the parents on monthly basis.
- c. Intimate details to parents through class teacher the conduct/discipline/attendance problems of students during the Parent Teachers meeting.

**6. Notices / Advance Warnings:** All instructions will be notified well in advance to the students so as to forewarn them about the implementation of rules.