



SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(An Autonomous Institution)

Puducherry - 605 107



DISCIPLINE COMMITTEE

Policy

Version 2.0



SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(An Autonomous Institution)

Puducherry - 605 107

NOTIFICATION

Ref: **SMVEC / IQAC / ACAD / JAN 2023**

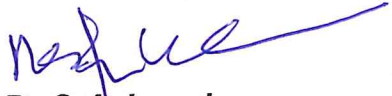
Date: **10-01-2023**

In the pursuance of the resolution passed by the Governing Body Meeting at its meeting held on December 31, 2022 in its resolution no. GB 2022.05.09 and the decision was taken by the Management of SMVEC

It is hereby notified for information of all concerned that the Sri Manakula Vinayagar Engineering College, Puducherry has published the Policy for Discipline Committee. This will come into force with immediate effect.


Dr. AA. Arivalagar
IQAC coordinator


Dr. AA. Arivalagar
Dean Academics (Core)


Dr. S. Anbumalar
Dean Academics (Circuit)

Dr. A.A. ARIVALAGAR, M. Tech., Ph. D.,
IQAC Co-ordinator
Sri Manakula Vinayagar Engineering College
(An Autonomous Institution)
Madagadipet, Puducherry-605 107.

Dr. A.A. ARIVALAGAR, M. Tech., Ph. D.,
Dean Academics
Sri Manakula Vinayagar Engineering College
(An Autonomous Institution)
Madagadipet, Puducherry-605 107.

Dr. S. ANBUMALAR, B.E.M.E.Ph.D.
DEAN ACADEMICS
Sri Manakula Vinayagar Engineering College
(An Autonomous Institution)
Madagadipet, Puducherry - 605 107.

Dr.V.S.K. Venkatachalapathy
Director cum Principal
DIRECTOR CUM PRINCIPAL
SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE
(An Autonomous Institution)
Madagadipet, Puducherry-605 107.



POLICY FOR DISCIPLINE COMMITTEE OF SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE, PUDUCHERRY

A discipline committee is to ensure that the college campus is a safe and secure environment for all students, faculty, and staff. The committee works to promote academic integrity, prevent plagiarism and cheating, and maintain professional standards among members of the college community. The discipline committee may also work to educate students on the importance of ethical behavior and responsible conduct. This may include providing resources and support to help students maintain academic integrity and make responsible choices.

OBJECTIVES

- To ensure calm and peaceful academic atmosphere in the campus.
- To avoid physical confrontation among students.
- To conduct enquiries on report of indisciplinary activities among students.
- To initiate model actions against students involved in indisciplinary activities.
- To initiate steps to reduce violence, confrontation in future.

COMPOSITION

SI.No.	Members	Designation
1.	Chairman	Head of Institution
2.	Secretary	Registrar
3.	Faculty Advisor	Dean Academics
4.	Faculty Convenors	All the Heads of the Department
5.	Co-ordinator	Physical Directors
6.	Department Coordinators	Senior Faculty Members
7.	Student Members	-

WORKING GUIDELINES OF DISCIPLINE COMMITTEE

ETHICS AND CONDUCT

- At the time of admission, every student is required to sign a statement abiding Code of conduct.
- Every student shall be regular and must complete his/her studies in the Institute within

the prescribed period.

- In case, a student leaves his studies for any legitimate reason, such student may be relieved from the Institute subject to the written consent from Head of Institution.
- During relief from the college, the student shall be required to clear pending College/Hostel /Mess dues and if the student had joined the Institute on a scholarship or management freeships, the said grant shall be revoked with the permission of Head of the Institution.
- Every student shall uphold academic integrity, respect all persons and their rights and property and safety of others etc.,
- All students must refrain from indulging in any and all forms of misconduct inside or off-campus which can affect the reputation of Institution.

DRESS CODE

- The students are requested to attend the college clean and neatly dressed.
- Students should wear their identity card at all times inside the college campus as well as in the college bus. ID card must be visible and cannot be worn underneath clothing or carried in student's pocket.
- Male students should wear formal pant and shirt tucked in neatly. Wearing black leather shoes, proper haircut, clean and neat shave are compulsory. Casual wears like **Jeans, T-shirts, and tight fit short shirts, Multi pocket shirts and pants** etc are strictly prohibited. Chains or spiked jewelry is not permitted.
- Female students should wear chudithars with neatly pinned shawls. Netted shawls, Short chudithars, tight pants, sleeveless or short sleeve tops are strictly prohibited. Free hair styles are also not permitted.
- Uniforms are compulsory for the laboratories.

PROHIBITION OF MOBILE PHONES / ELECTRONIC GADGETS

- Possessing **mobile phones/ electronic gadgets** inside the college is **strictly prohibited**. If any student is found using them inside the campus or in the college bus, they would be confiscated and will not be returned back. In case, such materials are found with the student and confiscated, the parents are requested not to request for the return of the same till the completion of course. Hence, the parents are kindly requested not to provide cell phones/ electronic gadgets to their wards during college time.

- However during emergency the parents can contact their wards through the telephone Number: 0413-2642000(20lines) available at the reception counter of the institution and the students are also permitted to speak to their parents from this number, in case of any urgency /emergency.

AVAILING LEAVE

As per the Institution regulation the students are not permitted to avail leave without prior permission/intimation to the coordinator/ class advisor. For each student, leave account card has been provided/ maintained in the department.

HOSTEL

A faculty in the cadre of Professor is appointed as a Warden and a faculty member is appointed as Deputy Warden to take care of the administrative activities of Boys and Girls Hostel. The details of hostel phone numbers and hostel administration are available in notice boards displayed in the respective hostels. Hostellers desiring to go out of station must obtain permission from the concerned warden with parent consent either in writing letter/email or through phone before they leave the hostel and they are bound to obey the rules and regulations of the hostel

TRANSPORT

The college has full-fledged transport to take care of day scholars, faculty members and staff. Availing transport facility is optional by paying necessary transport fees for students. Those who do not pay transport fees will not be allowed to use college transport services. However if it is noticed, any one student found using college transport without paying transport fees, the necessary charge will be included in their fee dues. It is from our experience that the two-wheeler travel to reach the college is not safety for students. Therefore, the parents are requested to make their own arrangements to send their wards to the college and not to provide two wheelers to their wards.

MISCONDUCT

Any act of misconduct committed by a student inside or outside the campus shall be construed as an act of violation of discipline: includes disruption of teaching, student examination, research or administration, curricular or extracurricular, ragging in any form or any other act which causes disruption will be dealt with the provision of rules and regulations of the Institution.

For the purpose of rules, following acts or omission shall constitute as misconduct:

- Any act which involves the theft, fraud, dishonesty, damaging or defacing of Institute property or members of Institution
- Continuous absence from attending classes (or) lab sessions (or) absenting without prior permission from Class advisors and HoDs
- Frequent late comers without any reason/permission.
- Continued negligence of college instructions
- Indulging in smoking, gambling, possession or consumption of liquor or narcotic substance or banned chemicals inside the campus or during travel authorized by the Institution
- Directly or indirectly involved in criminal cases
- Refusal to abide by code of dress, non-wearing of ID card (or) refusal to show the ID card etc.,
- Involving in eve teasing or any other act which outrages the modesty of a girl/woman
- Carrying mobile phone (or) any electronic device inside the campus without the proper permission from respective HoD.
- Any physical/mental harassment towards fellow students including ragging, quarrelling, use of abusive language, violent behavior resulting in minor/major injury
- Involving in any disrespectful act inside the campus or in the examination hall
- Involving act of forgery of any document
- Not reporting to hostel in time and without prior permission leaving the hostel
- Entertaining day scholars, friends or any other persons in hostel without the knowledge of warden.

DISCIPLINARY ACTION

Any student indulging in any misconduct contained herein above shall be dealt in the following manner.

The student will be issued a memo and called upon to submit an explanation. Immediately a disciplinary committee will be formed to conduct enquiry and upon admission of misconduct, the committee may recommend punishment as deemed fit, based on case by case scenario. The punishment may include one or more of the following depending upon the gravity of the misconduct:

Warning and Reprimand, Fines, Restitution, Suspension from college/hostel/, Stopping from participation in placement and Expulsion from Institution.

During enquiry, the parents/guardian of student who indulged in misconduct will be called to appear before enquiry committee and given opportunity to give explanation on behalf of the student. However, the college rule does not permit any advocate or legal officer to defend for the student.

- If a student involves in any misconduct like drinking, assaulting or any other form of violation of code of conduct as mentioned above will initially lead to suspension. During suspension period he is not eligible to avail the privileges of a student like services of library, placement, transport, hostel, canteen and participation in curricular and extra-curricular activities. However after the revoke from suspension he/she is entitled to avail the services of the institution.

APPEAL PROCESS

- If the student is not satisfied with the findings of enquiry committee, he/she may prefer to file an appeal to the Registrar in writing. After receiving the detailed disclosing statement from the student, Registrar may decide whether the case can be again sent to disciplinary committee for reconsideration or discussing with the Head of Institution taking final decision. The final decision conveyed by Registrar is final & binding.
- If the same student repeats his misbehavior and violates the rule and invites second time suspension, then the student is not eligible to avail placement services of institution and not considered for campus placement. Moreover, the benefit of appealing will not be extended to the student. But he is allowed to participate in any extracurricular, co-curricular events organized by the department and the college.
- If the same student invites suspension for the third time he/she will be summarily expelled from the institution.