

OFFICE ORDER: 19/2019

Student Discipline Policy w.e.f. Academic year 2019 -20

Ref: Para 8, Office Order 18/2019 dated 1st Aug'19.**Objective of the Policy**

1. Good discipline is the fundamental requirement for the achievement of any institute's Vision and Mission. The primary focus at KIET Group of Institutions is the overall development of each and every student. Discipline is a collaborative effort by the institute's administration, parents, teachers and students. When this happens, we believe that a very positive and productive learning environment prevails, enabling students to strive for excellence. We seek to build within each student a love for learning, a sense of responsibility, self-discipline, an entrepreneur mindset and respect for others. Institute's goal is to create a community in which each one is respected and encouraged to reach their full potential. All students of KIET Group of Institutions are expected to make positive behaviour choices that promote their safety, the safety of others and a productive learning environment. However, mistakes are a natural part of growth.

When any student disregard rules, disobey instructions or otherwise engages in conduct which causes or may cause harm, inconvenience or embarrassment to the institute's faculty members, staff members, other students or anyone else, then this leads to disciplinary action against them. In order to combat discipline issues, KIET Group of Institutions has developed a **discipline policy** that is **firm, transparent and will be consistently applied**. The disciplinary policy is aimed at ensuring that issues of indiscipline and misconduct are managed and dealt within a fair, unbiased and confidential manner.

Disciplinary Rules and Procedures

2. Details of **various acts of indiscipline** alongwith **corrective action(s)** for each are enumerated at **Appendix-A**. The disciplinary process is not intended to be punitive in nature. The procedure therefore describes the steps to be taken to deal with each situation reasonably and, wherever possible, help the student(s) concerned to improve their standards of conduct to reach to the acceptable level. However, it also allows to take necessary and sufficient steps to avoid any severe and repeated act of indiscipline.

Implementation Modality

3. In case, any act of indiscipline is noticed, respective HoDs/ Chief Rector/ Dean-SW/ other Functional Heads can give a suitable decision as per **implementation modality** given in **Appendix - B**.

4. It is expected that all students at KIET Group of Institutions shall be responsible for conducting themselves in a manner that helps augment environment of learning and discipline during their stay in campus.

5. The Policy shall come into practice **with immediate effect**.


Dr. (Col) A Garg
Director

Distribution:

Principal-KSOP/ HoDs (CS/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS) - *For dissemination to students*

Copy to:

Joint Director/ Deans / GM-TBI & Dean IEC, Head-CRPC, Head-CAM, Head-AEC, Head-IRCDC, Head-IC, Addl. Head-IIPC, Chairperson-ICC, Manager-ITSS, Manager-IA, Manager-HR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer, Chief Proctor & Proctorial Board Members, Chief Rectors, KIETians - *For Information*

KIET Group of Institutions

Revised (Appendix –A)

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Clause No.	Act of Indiscipline	Corrective Action(s)
1	Staying in the hostel during academic hours without permission.	1. Counselling/Warning to Student.
		2. Repetition may lead to information to parents.
2	Fighting/Using abusive language with Hostel Staff/Mess boys/Security Guards/Attenders etc.	1. Counselling/Warning to Student.
		2. Information to Parents.
		3. Termination from Hostel.
3	Damage of college property due to negligence, e.g; causing damage to windowpanes while playing at unauthorized places.	1. Warning to Student.
		2. Information to Parents.
		3. Suitable Monetary Penalty.
4	Pasting of posters or distributing pamphlets, handbills etc., of an objectionable nature or writing on walls and disfiguring buildings.	1.Warning to student along with undertaking from student.
		2. Information to Parents.
		3. Suspension from Classes.
		4. Termination from Hostel.
5	Organizing meetings in the institute and/or Displaying notices on the institute notice boards without permission of competent authority.	1. Warning to Student.
		2. Information to Parents.
		3. Suspension from Classes.
		4. Termination from Hostel.
		5. Expulsion from the Institute.
6	Creating public nuisance and disturbing the natural ambience by means of shouting, burning crackers, banging doors etc.	1. Counselling/Warning to Student.
		2. Information to Parents.
		3. Suspension from Classes.
7	Disruption of teaching, student examination, research or administrative work, curricular or extra-curricular activity or residential life of the members of the institute.	1. Counseling/Warning to Student along with undertaking from student.
		2. Information to parents along with undertaking from parents.
		3. Suspension from Classes.
8	Use of abusive language or Any act of disrespect towards the faculty&staff members.	1. Information to Parents and their physical presence in the Institute along with undertaking from parents.
		2. Suspension from Classes.
9	Misbehavior with company representatives/Faculty and Staff involved during placement drive.	Restrain from placement drive along with apology.

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Clause No.	Act of indiscipline	Corrective Action(s)
10	Improper behavior while on Industrial Visits/Placements Visits/Educational Tours.	Debarring from participation in visits/tours.
11	Bullying (includes any electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination) that cause physical or substantial emotional harm to another student or group of students.	1. Information to Parents.
		2. Suspension from Classes.
		3. Debarring from Participation in Sports/Cultural/Placement Activities.
12	Violation of the status, Dignity and honor of a student belonging to a differently abled or tribal communities. Discrimination against any student/member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them.	1. Warning to Student.
		2. Information to Parents.
		3. Suspension from Classes.
		4. Termination from Hostel.
		5. Expulsion from the Institute.
13	Discrimination on the ground of sex/sexual harassment of women employees and girl students.	As per the Internal Complaints Committee (ICC) of the Institute.
14	Deliberate act of mental harassment to any fellow student causing psychological trauma of serious nature amounting to ragging.	As per AICTE Regulations (2009) on Prevention and Prohibition of Ragging in Technical Institutions.
15	Possession, distribution and consumption of cigarette and chewable tobacco as well as smoking in the hostel or institute campus.	1. Counseling/Warning to Student.
		2. Information to Parents.
16	Possession and consumption of alcoholic drinks as well as other banned narcotic substances (Opium, marijuana etc.) and/or Entering the campus in intoxicated state.	1. Information to Parents.
		2. Suspension from Classes.
		3. Termination from Hostel.
		4. Expulsion from the Institute.
17	Possessing or using any weapons such as knives, Lathis, iron chains, iron rods, sticks, explosives and fire arms in the institute premises.	1. Information to Parents.
		2. Suspension from Classes.
		3. Termination from Hostel.
		4. Expulsion from the Institute.
18	Physical assault/Fighting/abusing with other students causing serious/significant injury.	1. Counseling/Warning to Student.
		2. Information to Parents.
		3. Suspension from Classes.
		4. Termination from Hostel.
19	Use of computing resources for unauthorized commercial purposes or personal gain.	1. Counseling/Warning to Student.
		2. Information to Parents.
		3. Suspension from Classes.

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Clause No.	Act of indiscipline	Corrective Action(s)
20	Stealing of money or costly electronic items like Laptop, Smart watch, Mobile or Camera etc.	1. Warning to Student. 2. Information to Parents.
21	Use of social media to tarnish the image of Institute, staff members and students of the Institute. Any other acts of indiscipline that tarnishes the image of the Institute.	1. Information to Parents. 2. Suspension from Classes. 3. Termination from Hostel.
22	Using unfair means in the examination.	As per the Institute Internal Examination Policy/As per AKTU Examination Guidelines
23	Retaliation against any student or group of students who makes a complaint, cooperates with an investigation, or participates in a resolution process.	1. Counseling/Warning to Student. 2. Information to Parents. 3. Suspension from Classes.
24	Wastage of Food.	1. Counselling of Student. 2. Warning to Student.
25	Use of mobile in class/Late entry inside the class/Entry of two-wheeler rider in campus without helmet.	1. Counselling of Student. 2. Warning to Student. 3. Information to Parents. 4. Suspension from Classes.
26	Absconding from classes/Mass Agitation, Mass Bunking, Improper Wearing,	1. Information to Parents. 2. Suspension from Classes. 3. Termination from Hostel. 4. Debarred from Placement.
27	Any celebration without permission/smothering cake on the face/involvement in any kind of violence (Physical/Verbal/for sadistic pleasure) whatsoever and in any form.	1. Information to Parents. 2. Warning to Student. 3. Suspension from Classes. 4. Termination from Hostel.
28	Possession of ID cards of another student/Entering the institute with ID card of other student/Having XEROX copy of ID Card/Misuse of permission in the extended hours/Accompanying unknown person without permission.	1. Information to Parents. 2. Warning to Student. 3. Termination from Hostel. 4. Suspension from Classes.
29	Breaching Public Display of Affection (PDA).	1. Information to Parents. 2. Suspension from Classes. 3. Termination from Hostel. 4. Debarred from Placement.

Implementation Modality

S.N	Corrective Actions	Decisive Authority (Incident happening during academic hours)	Non-Academic Hours	
			Decisive Authority (Incident involving hostellers)	Decisive Authority (Incident involving Non-hostellers)
1.	Counselling of Student/Warning to Student/Information to Parents/Undertaking by Student & Parents	Respective HoD/Addl-HoD on the recommendation of faculty or staff with whom incident took place	Respective Chief Rector/Rector on the recommendation of Warden with whom incident took place	Respective HoD/Addl HoD on the recommendation of Proctorial Board Member/Mentor
2.	Suitable Monetary Penalty	Respective HoD/Chief Proctor/Dean-SW/ Joint Director	Respective Chief Rector/Chief Proctor/Dean-SW/ Joint Director	Respective HoD/Chief Proctor/Dean-SW/ Joint Director
3.	Debarring from Participation in Visits/Tours	Respective HoD/Chief Proctor/ Dean-SW	Respective Chief Rector/Chief Proctor/ Dean-SW	Respective HoD/Chief Proctor/Dean-SW
4.	Debarring from Participation in Sports/Cultural and Other Activities	Respective HoD/ Chief Proctor/ Dean-SW	Respective Chief Rector/Chief Proctor/ Dean-SW	Respective HoD/Chief Proctor/Dean-SW
5.	Restrain from Placement Drive along with Apology	Head CRPC in consultation with Respective HoD	Head CRPC in consultation with respective HoD	Head CRPC in consultation with respective HoD
6.	Suspension from Classes up to three days	Respective HoD	Respective Chief Rector	Respective HoD
7.	Suspension from Classes from four to five days	Respective HOD in consultation with Chief Proctor & Dean-SW	Respective Chief Rector in consultation with Chief Proctor & Dean-SW	Respective HOD in consultation with Chief Proctor & Dean-SW
8.	Suspension from Classes beyond five days/ Termination from Hostel/ Expulsion from the Institute	Joint Director/ Director	Joint Director/ Director	Joint Director/ Director

NOTE

1. Every student along with their parents will have to submit undertaking to the institute (*In case parents are called because of any indisciplinary activity*).
2. **Repetition of any of the above clause will lead to the severe punishment, which may have bad impact on the character certificate of student.**
3. Every indiscipline act made by student along with the corrective action(s) must be registered in the mentoring record by respective mentor at the department level.
4. A copy of the same will also be maintained by the respective proctorial board member in the format issued from the office of Chief Proctor/Dean-SW. Respective Proctor has to submit the data at the end of every fortnight to the office of Chief Proctor/Dean-SW for the purpose of record keeping and vigil for repetitive nature of students.


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