



### 7.1.10 C

#### SOP of Disciplinary Committee

1. The Disciplinary Committee receives and addresses complaints submitted either orally or in writing, concerning student conduct or behavior that violates the college's rules. Upon receiving a complaint, the committee convenor will call a meeting with the committee heads and representatives within 48 hours to discuss, review, and resolve the issue.
2. To verify the authenticity of the complaint, the Disciplinary Committee will conduct a thorough inquiry. This process includes interviewing witnesses and reviewing any evidence provided to ensure all aspects of the complaint are addressed appropriately.
3. If the complaint is substantiated, the committee will formally acknowledge and document it, including relevant details such as the date, time, and location of the incident.
4. The individuals involved in the complaint, including the accused and any witnesses, will be invited to present their side. During the hearing, each party will have the opportunity to present evidence or call witnesses to support their case. The committee will record the proceedings and make note of any relevant observations.
5. After gathering all evidence and hearing from the witnesses, the Disciplinary Committee will arrange a joint hearing with both parties to ensure a fair and respectful process. This hearing will be conducted professionally to maintain a safe and supportive environment for the complainant.
6. Once all facts and evidence have been reviewed, the Disciplinary Committee will make its final assessment and recommend appropriate disciplinary action to the principal. Possible actions may include suspension, expulsion, or other sanctions deemed necessary.
7. The findings and recommendations will be submitted to the principal for review and approval. After receiving the report, the principal will meet with the Disciplinary Committee to discuss the outcomes and decide on the appropriate course of action.
8. The principal will issue a formal notification of the disciplinary action to the student involved, outlining the nature of the offense, the penalty imposed, and its duration. Both parties will be informed of the final decision, including the consequences for violating college regulations.
9. Finally, a notice of the disciplinary action will be posted on the college notice board to inform the college community of the decision. This serves as a deterrent to others who may consider violating the college's rules in the future.



  
I/c Principal  
Dr. Umeshchandra Yadav