



**DADI INSTITUTE OF
ENGINEERING &
TECHNOLOGY**

**ADMINISTRATION
MANUAL**

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DISCIPLINE & GRIEVANCE PROCEDURES - STUDENT DISCIPLINE

Disciplinary Rules

Students are expected to conduct themselves generally in a manner which does not hinder the Institute's purposes and cause any damage to its reputation.

Every student shall come to the Institution observing the dress code prescribed by the administration.

Every student shall always wear the photo identity card in the campus.

Students are required to move silently through the corridors without disturbing the nearby classes and laboratories.

Students are prohibited from sitting on the corridor walls.

Students are required to give way to teachers, staff and visitors while moving in the corridors, on the staircases and other places in the Institute premises.

Students are required to cooperate with the administration in keeping the classrooms, laboratories, library and the premises neat and in an orderly manner.

For any study related matters, the student is required to contact the teacher concerned. For hostel related problems, he is required to contact the warden concerned.

For any other personal grievances/ problems the students can feel free to contact his mentor or HOD.

Smoking / chewing tobacco, spitting or drinking alcohol are strictly prohibited in the premises. Hence, if anybody is found indulging in these activities, he shall be punished as per rules.

Students are prohibited from organizing any meetings or entertainments within or outside the Institute premises without the permission of the competent authority.

Students are prohibited from collecting money for any purposes within or outside the Institute without the permission of the competent authority.

Students desirous of addressing the Principal / Director either personally or by letter should do so through the respective HOD.

The students are required:

To use water and electricity economically in the Institute premises.

To switch off the lights, fans, computers, equipment, etc., while going out of the room/ laboratory.

Not to use vehicles to move within the campus as it creates sound and air pollution.

Not to write on benches, walls or doors. To throw the garbage only in the dustbins.

To keep the campus neat and clean.

Not to use mobile phones on the campus

Class Room Disciplinary Rules

Every student shall enter the College premises on time and attend to the lecture and practical classes punctually.

As soon as the teacher enters the class room, the students shall rise and remain standing till they are asked to sit or till the teacher takes his seat.

No student shall be allowed to leave the classroom without the permission of his teacher or until the teacher leaves the classroom.

Students are expected to assemble in the classrooms before the scheduled time, and the absence of a student shall be noted. If a student comes into the classroom after roll call, the teacher may refuse him admission or deprive him of attendance for the period or recommend to the Principal/ Director for punishment.

A student who disturbs a lesson or makes mischief or noise in a class may be expelled from the class by the teacher.

Every student shall possess the necessary text books, note books and other accessories such as calculators, etc.

Every student is required to maintain decency without making noise in moving from one classroom to another.

Attendance Rules

Attendance shall be marked on period wise/ daily basis according to the methods prescribed by the concerned University from time to time.

Every student must attend at least 75 per cent of the sessions. A student shall be deemed to have eligibility to write semester-end examinations if he has put in a minimum of 75 per cent of attendance in aggregate of all the subjects.

Condonation of shortage of attendance up to 10 percent may be granted by the Principal on valid reasons.

Shortage of attendance below 65 percent shall in no case be condoned.

A candidate shall not be promoted to the next semester unless he fulfills the attendance requirement of the previous semester

Behavior in Library & Laboratory

Every student to whom books or other property of the institute are entrusted shall be held responsible for their preservation in good condition, and in the event of their being lost or damaged, shall be required to replace them or pay their cost as per the library rules.

Any student breaking or damaging any institute property shall be required to pay the cost of repair, replacement and penalty as decided by the competent authority.

In case of willful damage, he shall be punished in such manner as the Principal/ Director may think fit.

The student may not be required to pay the cost if the teacher in charge certifies that the breakage is either incidental to the work or is due to accident and not due to any negligence on the part of the student.

Disciplinary Action

Ragging in any form within or outside the Institute is strictly prohibited.

Any student, who directly or indirectly commits, participates in, abets or propagates ragging within or outside the University campus shall, on conviction, be punished, as per the rules under Ragging Act 26 of 1997.

Any student convicted of an offence of ragging shall be dismissed from the Institution.

Disciplinary action may be invoked against a student where an allegation is made by any person which includes the following:

- a. Disruption of, or interference with, academic, administrative, sporting, social or other activities of the Institution.
- b. Sexual, racial, physical or other harassment, or behaviour which causes fear or distress to others; threatening, abusive, disorderly, irregular or unreasonable behaviour;
- c. Behaviour which contravenes the Principal / Director's dignity and respect.
- d. Behaviour which interferes with freedom of speech, thought, action or inquiry of any other student or member of staff or lawful visitor to the Institute.
- e. Fraud, deception, dishonesty or misappropriation of Institute funds or assets, misuse or falsification of any records or documents held by the Institute.
- f. Conduct which constitutes a criminal offence where that conduct-
 - Took place on or in the vicinity of Institute premises, or
 - Affected or other members of the Institute concerned, or
 - Damages or threatens the reputation of the Institute.
 - Itself constitutes misconduct within the meaning of these Rules

Damage to or wrongful treatment of the property or equipment of the Institute or any of its staff, students or visitors, or any action likely to cause injury to any person or impairing the health and safety of the premises or its occupants, or contravening Institute policies on health, safety and the environment.

Action or omission which could cause loss, damage or injury or put others at risk.

A breach of any rules, regulations, code of conduct or procedures, or any failure to comply with any rule made as a result of disciplinary proceedings whether formal or informal.

Procedure for Disciplinary Action

Upon receipt of the report of the investigation into an allegation of misconduct, the Principal / Director shall arrange a hearing of the allegations of misconduct before the Discipline Committee, unless he decides that the matter is not sufficiently serious to justify formal disciplinary action.

If the Principal / Director consider that there is a good cause to suspend the student pending a hearing, he may suspend the student.

Where a hearing is to be held, the convener of the Discipline Committee shall send a notice to the student specifying generally the matters into which the hearing shall be held, and stating the day, hour and place appointed for holding the hearing.

The Notice shall be sent not less than three working days before the day appointed for holding the hearing, provided that where the student and the Principal / Director so agree, the period of notice may be reduced.

If the student does not appear and the Principal / Director is satisfied that notice of the hearing was duly sent to him, he may proceed with the hearing in the student's absence, or may adjourn the hearing.

The facts shall be established as fully as possible, calling any witnesses where necessary. A member of administrative staff shall be in attendance to record the proceedings.

Having determined the facts, the members of the Discipline committee shall make a decision thereon, and may impose one or more of the following warnings or other penalties as he thinks appropriate in the circumstances:

An oral warning without recording on the student's file.

A formal written warning or reprimand which shall be recorded on the student's file for such period as the committee may consider appropriate.

An order for restitution and/or compensation for damage or loss.

The withdrawal of any benefit, facility or privilege; for such period as the committee may consider appropriate.

A fine or penalty not exceeding Rs. 5,000/-.

In relation to hostel and / or classroom, expulsion from hostel and / or college / Institute.

Alternatively, the Committee may decide to refer the matter to the Correspondent for his consideration and approval

A note of the decision (other than an oral warning) should be recorded on the student's file, a copy sent to the Parent and to be circulated among the students and affixed on notice board.

Grievances

The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.

The Grievance Committee shall be composed of three persons in the ranks of Head of the Departments, Principal/Director/Dean and Chairman/Correspondent.

The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.

The grievance committee shall:

- Have a member secretary, to monitor the proceedings
- Meet once every week on a stipulated day and time

Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.

The member Secretary of the Grievance Committee shall include such grievance as an item of the agenda in the next weekly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.

The grievances shall be redressed immediately by the committee and by the Chairman/Correspondent.

The Member-Secretary shall record and maintain the minutes the meetings