GITARAM
INSTITUTE OF MANAGEMENT
Approved By AICTE & Affiliated to MAKAUT

Ref: GIM/AICTE-04/Dis.Action/02 Date: 13-12-2024

Office Order

The Disciplinary Committee is to create awareness against and to prevent any ill incidents taking place in the campus. It shall be the duty of the Disciplinary Committee to ensure compliance with the provisions of UGC/AICTE Regulations on curbing the Menace and Indiscipline behaviour in the campus as well as to monitor and oversee the performance of the Disciplinary Squad in the prevention of in-disciplinary activity in the institution.

Disciplinary Committee:

S.NO	Name of the member	Department	Designation
1.	Dr. Uddipto Roy	-----	Principal
2.	Sk. Majar Ali	BCA	Teacher-In-Charge
3.	Ms. Aditi Kundu	BBA	Faculty
4.	Ms. Sueta Samanta	BHM	Faculty

Functions of Disciplinary Committee

- To ensure calm and peaceful academic atmosphere in the campus.
- To conduct enquiries on report of indiscipline activities among students and to take appropriate steps in maintaining our standard code of conduct upholding mutual respect, politeness and modesty.

PRINCIPAL
Principal
GitaRam Institute of Management

Copy to

1. All Departments, GitaRam Institute of Management
2. Concern members of GitaRam Institute of Management
3. Chairman, GitaRam education and Health Foundataion

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Disciplinary Committee

Discipline is the bridge between goals and accomplishment. Hence education should bring immoral, ethical values of well-being to learners and every educator and educating institution should strive hard to bring in the core human values in the process of learning.

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Objectives

The committee mainly focuses:

- To solve student related problems and create a healthy environment in college.
- To make the student aware about the discipline rules and enforces to follow.
- To take disciplinary action against any of the misconduct
- To ensure calm and peaceful academic atmosphere in the campus.
- To avoid physical confrontation among students.
- To conduct enquiries on report of indiscipline activities among students.
- To initiate model actions against students involved in indiscipline activities
- To initiate steps to reduce violence, confrontation in future.

Responsibilities of Discipline committee

1. All Bonafide students of the college must carry their college Identity Cards with them and will have to produce the same on demand by Faculty/Principal/College Authority.

2. Every student is required to attend all lectures and practical classes.

3. A minimum of 75% attendance is required to be eligible to appear University Examinations.

4. Attendance in all college tests/examinations/common functions is compulsory.

6. Misconduct or Misbehaviours of any kind towards a faculty member or an employee of the college will be viewed seriously and will be taken appropriate action against such students. Violence in any form is unacceptable in all educational institutions.

7. Smoking, drinking and use of drugs in any form are strictly prohibited inside the college campus.

8. The use of cell phones/mobile phones in the lecture halls, halls and during the common functions of the college is strictly prohibited.

9. As per the Supreme Court of India, RAGGING within or outside the College Campus is strictly prohibited and punishable as per Law. Anyone found guilty of indulging, will be rusticated from the institution along with complain made against him/her to the nearest Police Station.

10. To maintain and enforce strict discipline within the college campus.

11. All the students should wear their ID Cards while they are in the campus and their respective class rooms.

12. To ensure that all the students attend classes without bunking and prevent them from leaving the college early. Please note that no student can leave the college early without prior permission from the concerned authorities.

13. To ensure that students maintain complete silence in the library.

14. If any damage is caused to the college property by any student / group of students, the cost of the same will be recovered with a fine from the said student / group of this will be followed by disciplinary action.

15. If any indiscipline is found by any of the students, warn them on the first instance. Take disciplinary action based on the rules and regulations of the committee, if the pattern of misconduct continues.

Specific Behavioural Guidelines

- It is impermissible to let the students enter the classrooms after 10:30 AM.
- It is impermissible to let the students enter the classroom during the ongoing class.
- It is not allowed for any student to leave the classroom without taking permission from the
- teacher.
- After breaks, students must go directly to their classrooms.
- Resting, napping or sleeping is not allowed inside the classroom.
- Homework assignments must be done as assigned on time.
- Students are not allowed to touch or keep dangerous or harmful objects.
- Students respect other's feelings – no teasing, name calling, swearing, etc.
- Students- respect other's person – no rough play, fighting, bullying, threats, harassing, etc.
- Students– respect other's property – no theft, vandalism, etc.
- Keep your college clean just as you would keep your house clean.
- Throw rubbish in the bin, keep the place clean always.

Classroom Rules

- Arrive to class on time with the necessary equipment.
- Listen to teachers or other students without interruption.
- Complete all assignments on time.
- Treat the teacher and other students with respect.
- Keep hands and feet to yourself.
- Respect the property of the college.
- Respect the rights and property of others.
- Act in a safe and responsible manner.

Dress Code

- Girls should put up the hairs neatly.
- Boys should clean up their beard.
- Students not to come without college uniform.
- Boys and Girls must wear proper uniform with tie and id card.

Mobile Policy

- Mobiles are prohibited within the college premises during the classes.
- Parents should discourage their children from bringing mobile phones to college.
- As a general rule, students are not allowed to use the cell phones except for emergencies, for this, students should request permission from the class Teacher.

Disciplinary Measures

- Written warning or scolding.
- Payment of cost or compensation for the loss, damages or injury caused by the conduct.
- Issuance of an apology made publicly or privately.
- Informing the parents regarding the misconduct.
- Restriction or prohibition of access to, or use of Institutional facility, services, programs, placements, or activities.
- Calling the parents of the students to college to meet Director and discussing about further code of conduct.
- Fines or penalties
- Suspension.
- Expulsion.

PUNISHMENT AND PENALTIES IN BRIEF:

One or more of the following programmes of action may be taken when a student has been found to have violated the student code of conduct:

- **Warning**: A written letter of reprimand resulting from a student's misconduct.

- **Suspension**: Suspension is a sanction that terminates the student's enrolment at the College campus for a specified period of time.
- **Monetary Fines**: Monetary Fines is a sanction in which a student is required to deposit amount as penalty or any amount deposited by him is forfeited or adjusted, resulting from misconduct. It also includes Restitution which means making compensation for loss, injury, or damage.
- **Confiscation**: Confiscation means confiscation of goods used or possessed in violation of college regulations.
- **Restriction of Privileges** - Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to a student facility, placement programs, college events for a defined period of time.
- **Dismissal**: Dismissal is a sanction which permanently separates a student from the college campus without opportunity to re- admission in the future.

Sk. Majer Ali

Committee Coordinator