

STANDARD OPERATING PROCEDURE (SOP) OF DISCIPLINARY ACTION COMMITTEE



**MORIDHAL COLLEGE
P.O. MORIDHAL, DHEMAJI**



MORIDHAL COLLEGE **P.O. MORIDHAL, DHEMAJI**



STANDARD OPERATING PROCEDURE (SOP) OF DISCIPLINARY ACTION COMMITTEE

The "Rules and Regulations of Disciplinary Action Committee", Moridhal College, 2003-2004 amended on **08-06-2023** and entitled as Standard Operating Procedure (SOP) of Disciplinary Action Committee, Moridhal College. This Standard Operating Procedure (SOP) will be in-force with due approval of Governing Body for maintaining discipline and regulating standard of conduct within the college campus.

Motto: Rights Accompanies Duties

Formation of the Committee

The Disciplinary Action Committee is constituted by the Principal in consultation with IQAC subject to the approval of the Governing Body for a tenure of 3 (three) years with the following officials and members:

- President : Principal
- Secretary : One Senior Faculty
- Teacher Member : 3 (Three) Senior Faculty
- Student Member : President & General Secretary of Student Union Body

Objectives

- To set and maintain standards of conduct within the college campus.
- To ensure fair treatment to all stakeholders.
- To ensure adherence to discipline for smooth conduct and functioning of college activities.
- To prevent any act that may demean the good name of the college.

Functions



The Disciplinary Committee will:

1. Act on the case of misconduct/misbehavior (as defined in the Reference below) by the stakeholders in the college campus.
2. Interfere in matters which may call forth breach of discipline resulting in disruption of classes, loss of peace and harmony, disobedience, or any other act that may demean the good name of the college.
3. Deal with complaints lodged by stakeholders that intercepts the discipline and/or disturbs regular activities of the college.
4. Act against any kind of anti-elements that indulges against unity and harmony among the students as well as the cordial relationship among the teaching and non-teaching staff and the students.
5. Record the cases involving disciplinary action in a Register and after proper verification, the cases depending on its nature, may be resolved by the Committee itself or may send to other related Committees/Cells/Bodies or the college authority for amicable solution.
6. Refer the cases involving legal or punitive action to the Police Station.

Reference of Misconduct

Reference of misconduct that invites disciplinary action:

- i. Any act or conduct that may demean the god name of the college.
- ii. Any act or conduct that hampers in the discharge of regular duties of the faculty, non-teaching staff and the students.
- iii. Any act or conduct amount to immorality and indecency that may cause gross indiscipline in the college.
- iv. Use of any kind of intoxicants, tobacco chewing/smoking, and paan spitting in the college campus.
- v. Any act or conduct that destroys or damages college property.
- vi. Any act or conduct that instigates communal violence.
- vii. Any act or conduct showing disrespect to National Symbols of our country.
- viii. Misbehaviour in words or deeds to any stakeholder.
- ix. Any act of violence posing threat to the sanctity of the college.

N.B.: The Committee may be re-constituted by the college authority in consultation with the IQAC subject to the approval of the Governing Body as and when required.

Approved
Principal
Moridhal College
P.O.- Moridhal, Dhemaaji