



# SIENA COLLEGE OF PROFESSIONAL STUDIES

(Affiliated to Mahatma Gandhi University, Kottayam, Kerala)

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## DISCIPLINE POLICY

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The Discipline of the college is monitored by the Discipline committee. The College Discipline monitoring committee shall ensure that the students follow the rules and regulations of the college. The committee consists of Principal, Discipline committee Coordinator and all the teachers are members of the committee. One hour a week is allotted to each teacher to monitoring the discipline. The functions of the committee are as follows:

- To maintain discipline in the College Campus and ensure a peaceful and calm atmosphere
- To ensure that the students follow the rules and regulations.
- To ensure that the students attend the classes regularly and systematically.
- To ensure that the students respect their faculty, other students and fellow beings.
- To initiate steps to develop self-esteem among students.
- To recommend disciplinary action
- To conduct enquiries on reports of indiscipline among students.

### **Rules of general discipline**

- All students should wear uniform and ID tag.
- Students are expected to maintain discipline in and outside the College.
- Use of drugs, Alcohol, Pan Masala and Cigarettes are strictly prohibited inside the campus.
- No outsider should be invited to the college by the student without the permission of the principal.
- Any student who is suspended from the college shall not enter the college campus unless and until the suspension is revoked by the college authorities or with the permission of the principal.
- No student shall engage in or conduct any activity which is against the reputation or interest of the college.
- No student shall distribute or circulate any notice, pamphlet, leaflet etc. within the campus or exhibit any type of banner, flag, poster etc. without the prior written permission of the principal.
- No student should enter other classes or make unnecessary campaigns, without the permission of the principal.
- Political activities in any form are strictly prohibited in the campus. Students are forbidden to organise or attend meetings other than those permitted by the principal.
- Strikes are strictly prohibited in the college campus and its premises. Nobody shall take part in any strike inside the campus.
- If the student has any grievance or complaint, they should first approach the class teacher. If they are not satisfied with the redressal of the grievance, they may appeal to the department level student's grievance redressal committee. If not satisfied with the decision of the department level students grievance redressal cell, they may approach the student's grievance redressal cell.
- The principal is entitled to refuse admission to any applicant, to suspend, dismiss or take any disciplinary action on any student against the violation of rules and regulations. He shall be the

final authority, matters not covered by these rules are left to the discretion of the principal and his decision shall be final.

- Loss or damage caused to the building, furniture, tools and apparatus of the college due to violent action of students will be made good by imposing compensation from their parents/ caution deposit.
- The students are not allowed to use mobile phones inside the campus.
- Students are strictly prohibited from bringing two wheelers inside the campus except to the parking area. Student's four-wheelers are not allowed to enter the college campus.
- Parents are expected to follow the students' progress and conduct inside and outside the college.
- A separate register for late comers is maintained in the portico of the college and students are advised to write their names with the time of entry, and it will be informed to the parents daily. The absentees are also informed to the parents daily.
- Students going out, should submit a letter, signed by the class tutor, HOD and countersigned by the principal to the security at the gate. Such students, who are leaving the campus, should be informed to the parents.
- The management shall take disciplinary action including suspension followed by dismissal, if it is found that any act committed by the student affected the reputation and general discipline of the college.