

Office Order 01/2023 (Student Discipline Policy)

Issued from the Office of Dean Students' Welfare after approval from Director Sir for your kind information please.

Objective of The Policy

To create a safe and conducive learning environment, uphold standards of behavior and academic integrity, and provide a framework for addressing misconduct while fostering personal growth and development among students.

In ABESIT Group of Institution, the primary focus is on effective governance of academic and administration. We believe that a positive and productive learning environment prevails, enabling students to strive for excellence. When students know what is expected of them, they are more likely to focus on their studies and engage in constructive activities. It sets the standards for how individuals should treat one another, fostering a respectful and inclusive campus culture.

To address indiscipline issues, ABESIT Group of Institution has formed a discipline policy that is very transparent, firm and will be consistently applied. This policy is including provisions for counseling, Undertaking, Warning, or other forms of support to help students address underlying issues that contribute to misconduct. This discipline policy will ensure us about the sanctions and consequences are managed properly and dealt within a fair and unbiased manner for maintaining trust within the college students' community.

Discipline Rule and Procedures

1. Institute's Proctorial Board and their Responsibilities are mentioned at **Annexure -1**.
2. Details of various acts of indiscipline along with corrective actions for each case are given at **Annexure -2**. In this, corrective action describes the steps to be taken to deal with each situation reasonably and help the concerned students to improve their standards of conduct.
3. In case of any act of indiscipline is noticed, the concerned faculty/ any office bearer will report to department proctorial board member/ Dean SW. Department proctorial board member will prepare incident report (**Annexure 3**) with the help of concerned faculty/ office bearer and submit to Dean SW. Based on that, respective HoDs/other Function Heads, Dean SW, and Department proctorial board member jointly will take suitable decision. Further, Dean SW will discuss all with Director Sir for approval.

4. Formats in respect of undertaking by students (**Annexure -4**) & parents (**Annexure -5**), warning letter (**Annexure -6**) and counseling letter (**Annexure -7**) are attached and if needed given to concern students, afterward.
5. All departmental proctorial board members are expected to maintain the record of every communication regarding indiscipline act within the department and submit the same fortnightly to the office of Dean SW on regular basis.
6. This policy will empower all faculty & staff to maintain discipline in the classroom and the campus.



Dr. Subodh Kumar Sharma
Dean SW

Approved by:



Director

Re-Constitution of Institute's Proctorial Board

This is to inform you all that Institute's Proctorial Board has been reconstituted and will be effective from Odd Sem 2023-24, Institute's Proctorial Board Members are as-

S.No.	Name	Designation	Deptt.	Post	Mobile	Email Id
1	Dr. Subodh Kr. Sharma	Professor	AS&H	Dean SW & Proctor	9808621738	subodh.sharma@abesit.edu.in
2	Mr. Awdesh Kumar Tiwari	Asst. Prof.	CSE	Proctorial Board Member	8887793030	avdhesh.tiwari@abesit.edu.in
3	Ms. Priyanka Gupta	Asst. Prof.			9540449770	priyanka.gupta@abesit.in
4	Mr. Nagendra Nath Dubey	Asst. Prof.	IT		7905962788	nagendra.dubey@abesit.edu.in
5	Ms. Reshu Tyagi	Asst. Prof.			9990334223	reshu.tyagi@abesit.edu.in
6	Ms. Meena Kumari	Asst. Prof.	CSE (IoT)		8218790121	meena.kumari@abesit.edu.in
7	Ms. Akanksha Bana	Asst. Prof.	CSE (DS)		8373906901	akanksha.bana@abesit.edu.in
8	Ms. Rupa Rani	Asst. Prof.			9457048313	rupa.rani@abesit.edu.in
9	Dr. Vineet Kumar Singh	Asst. Prof.	CSE (AI)		9919941504	vineet.singh@abesit.edu.in
10	Dr. Sandeep Kumar	Asso. Prof.			9953867649	sandeep.kumar@abesit.edu.in
11	Ms. Abha Sharma	Asst. Prof.			9058313589	abha.sharma@abesit.edu.in
12	Mr. Vijay Kumar	Asst. Prof.	MCA		9911669936	vijay.kumar@abesit.edu.in
13	Dr. Anuj Kumar	Asst. Prof.	AS&H		8433036849	anuj.kumar@abesit.in
14	Ms. Varuna Bhardwaj	Asst. Prof.			8171531532	varuna.bhardwaj@abesit.edu.in
15	Mr. Kalyan Pal	Asst. Prof.			8860623425	kalyan.pal@abesit.in
16	Dr. Neeti Srivastava	Asso. Prof.			Pharma	9990488282
17	Mr. Ashish Joshi	Asst. Prof.	7535990062			ashish.joshi@abesit.edu.in
18	Mr. Raj Kishor Verma	Asst. Prof.	Warden-Boys Hostel		7004945146	raj.verma@abesit.edu.in
19	Ms. Renu Saluja	Asst. Prof.	Warden-Girls Hostel		9810493546	renu.saluja@abesit.edu.in

Note:

1. All HoDs will be ex-officio members of the Proctorial Board.
2. The Proctorial board members will be responsible to Dean-SW for their duties.
3. The Proctorial Board members responsibilities are attached (Annexure-1).
4. List of Act of Indiscipline and their Corrective Action (Annexure-2), Incident Report (Annexure-3), Undertaking by the students & their Parents (Annexure-4 & 5), Warning Letter & Counseling report (Annexure- 6 & 7).

CC:

Director Sir for Kind Information Pls.

All HoDs, Deans and Concern members for information and necessary action Pls.



Dr. Subodh Kumar Sharma
(Dean SW)

Institute's Proctorial Board - Responsibilities

Sr. No.	Responsibilities
1	To keep regular vigilance in maintaining the discipline and monitor the indiscipline cases.
2	To deal with indiscipline issues (if any) of both boys/ girls hostel in association with respective wardens.
3	To propose/ undertake required anti-ragging measures.
4	To prepare and display the relevant posters/ banners at relevant places regarding indiscipline act/ punishment.
5	To keep the records of indiscipline cases.
6	To prepare notices of the decisions in consultation with Dean SW for approval by Director Sir.

List of Act of Indiscipline and their Corrective Action

Clause No.	Act of Indiscipline	Corrective Action(s)
1	Staying in the hostel during academic hours without permission.	1. Counseling/Warning to Student. 2. Repetition may lead to information to parents.
2	Fighting/Using abusive language with Hostel Staff/Mess boys/Security Guards/Attainders etc.	1. Counseling/Warning to Student along with undertaking from student. 2. Information to parents along with undertaking from parents leads to suspension from classes. 3. Termination from Hostel.
3	Damage of college property due to negligence, e.g; causing damage to windowpanes while playing at unauthorized places.	1. Warning to Student and Information to Parents along with undertaking from parents leads to suspension from classes. 2. Suitable Monetary Penalty.
4	Pasting of posters or distributing pamphlets, handbills etc., of an objectionable nature or writing on walls and disfiguring buildings.	1. Counseling/Warning to student along with undertaking from student. 2. Information to Parents. 3. Suspension from Classes. 4. Termination from Hostel.
5	Organizing meetings in the institute and/or Displaying notices on the institute notice boards without permission of competent authority.	1. Counseling/Warning to Student and Information to Parents. 2. Suspension from Classes. 3. Termination from Hostel & Expulsion from the Institute.
6	Creating public nuisance and disturbing the natural ambience by means of shouting, burning crackers, banging doors etc.	1. Counseling/Warning to Student and Information to Parents. 2. Suspension from Classes with Suitable Monetary Penalty.
7	Disruption of teaching, student examination, research or administrative work, curricular or extra-curricular activity or residential life of the members of the institute.	1. Counseling/Warning to Student and Information to Parents along with undertaking from students and parents. 2. Suspension from Classes.
8	Use of abusive language or Any act of disrespect towards the faculty & staff members.	1. Information to Parents and their physical presence in the Institute along with undertaking from students and parents. 2. Suspension from Classes.
9	Misbehavior with company representatives/ Faculty and Staff involved during placement drive.	1. Restrain from placement drive along with apology.
10	Improper behavior while on Industrial Visits/ Placements Visits/ Educational Tours	1. Debarring from participation in visits/tours.
11	Bullying (includes any electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination) that cause physical or substantial emotional harm to another student or group of students.	1. Counseling/Warning to Student and Information to Parents. 2. Suspension from Classes. 3. Debarring from Participation in

		Sports/Cultural/Placement
12	Violation of the status, Dignity and honor of a student belonging to differently abled or tribal communities. Discrimination against any student/member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them.	1. Counseling/Warning to Student and Information to Parents. 2. Suspension from Classes. 3. Termination from Hostel & Expulsion from the Institute.
13	Possession, distribution and consumption of cigarette and chewable tobacco as well as smoking in the hostel or institute campus.	1. Counseling/Warning to Student and Information to Parents. 2. undertaking by students
14	Possession and consumption of alcoholic drinks OR Possessing or using any weapons such as knives, Lathis, iron chains, iron rods, sticks, explosives and fire arms in the institute premises. OR involve in Physical assault/ Fighting/ abusing with other students causing serious/ significant injury.	1. Information to Parents and their physical presence in the Institute along with undertaking from students and parents. 2. Suspension from Classes. 3. Termination from Hostel & Expulsion from the Institute.
15	Use of computing resources for unauthorized commercial purposes or personal gain	1. Counseling/Warning to Student and Information to Parents. 2. Suspension from Classes.
16	Stealing of money or costly electronic items like Laptop, Smart watch, Mobile or Camera etc.	1. Counseling/Warning to Student and Information to Parents. 2. Suspension from Classes. 3. Termination from Hostel & Suitable Monetary Penalty.
17	Use of mobile in class/Late entry inside the class/Entry of two-wheeler rider in campus without helmet.	1. Counseling/Warning of Student and Information to Parents. 2. undertaking by students
18	Deliberate act of mental harassment to any fellow student causing psychological trauma of serious nature amounting to ragging.	As per AICTE Regulations (2009) on Prevention and Prohibition of Ragging in Technical Institutions.
19	Discrimination on the ground of sex/sexual harassment of women employees and girl students.	As per the Internal Complaints Committee (ICC) of the Institute.
20	Using unfair means in the examination.	As per the Institute Internal Examination Policy/As per AKTU Examination Guidelines.

Note: If 02 warning letter in a semester or 03 in a year issued to a defaulter student then strict action will be taken against him/her in terms to 7 to 15 days suspension/ expulsion from the institution.

Other side, if a student will receive any 02 award/ certification/ recognitions from external agency per semester then after peer evaluation by proctorial board members, Directors' appreciation letter along with college memento will be issued to him/her on college foundation day event.

Incident Report

Department of

Date & Time:

Location:

Name of Student(s):

Roll Number(s):

Course:

Branch:

Semester:

Section:

Details of Incident:

Additional Information & Comments:

Proofs along with witness statements (If any):

**Name of Proctorial Board Member:
(Signature with Name & Designation)**

UNDERTAKING BY THE STUDENT

I, Mr/Ms _____ Roll No. _____
Course /Branch _____, Semester _____ Section__a student of ABESIT
Group of Institutions, Ghaziabad do hereby undertake the following:

I am feeling extremely sorry for violating the clause number..... of institute discipline policy. The details of the same are as follows:

I am also aware that if this happens next time, the Institute has the authority for taking punitive action(s) against me for violation of the same.

I hereby, promise to abide by the admissible rules and regulations, concerning discipline of the Institute, and also to follow the code of conduct prescribed for the students of the Institute, as in force from time to time.

I am signing this undertaking with my sound mind and under no pressure from anyone.

Place:

Date:

Student Signature with Name:

Address:

Mobile No:

UNDERTAKING BY THE PARENTS

I/We.....,(Mother/Father) hereby fully endorse the above undertaking given by my/our ward. I/We will endeavor to induce my/our ward to do his/her best to comply the above stated undertaking in words and spirit.

I/We are feeling extremely sorry for violating the clause number..... of institute discipline policy by my/our ward.

I/We are also aware that if this happens next time, the Institute has the authority for taking punitive action(s) against my/our ward for violation of the same.

Place:

Date:

Parent's Signature with Name:

Address:

Mobile No:

WARNING LETTER

Department of..... / Name of the Hostel.....

(fill as applicable)

Date:

Name of Student:

Roll Number:

Course:

Branch:

Semester/ Section:

You are receiving this written warning as a result of the violation of clause number.....of institute discipline policy. The details of the same are as follows-

Please be aware that if this happens next time, the Institute has the authority to take punitive action(s) against you for violation of the same.

You are hereby, advised to follow the rules and regulations, concerning discipline of the Institute, and also to follow the code of conduct prescribed for the students of the Institute, as in force from time to time.

We trust that you will correct this matter by improving your standards of conduct and refrain yourself from the act, that has led to this warning notice.

(Signature with Name & Designation)

(Signature)

Proctorial Board Member

Dean SW

