



IILM, ACADEMY OF HIGHER LEARNING LUCKNOW

IILM – Standard Operating Procedures

Student Indiscipline

Discipline in the campus is of utmost importance to ensure peace and harmony. Any incident of indiscipline should be tackled immediately by the concerned authorities and necessary action should be taken to avoid recurrence of such incidents in future. Therefore there is a need to have standard operating procedure for prompt and immediate action by concerned authorities at different levels. The constitution of the committee is as follows:

DISCIPLINE COMMITTEE

S. No	Name	Designation
1	Dr. Naela Jamal Rushdi	Chairperson
2	Dr. Sheetal Sharma	Member Secretary
3	Dr. Vibhuti Gupta	Member
4	Dr. Mohit Kumar	Member
5	Dr. Abhinav Chandel	Member
6	Dr. Neha Tiwari	Member
7.	Mr. Azharuddin Mohammad	Member
8.	Mr. Tauseef Irfan	Member
9.	Mr. Sanjay Kumar Misra	Member
10.	Mr. Ashish Kashyap	Member
11.	Ms. Richa Gulani	Member
12.	Mr. Tahir Ansari	Member

Entire committee or part of the committee may be called upon or notified by the Director on a case to case basis.

PROCEDURE FOR REPORTING, RECORDING AND DISPOSAL OF CASES OF INDISCIPLINE

I. Academic Areas

Academic includes the classrooms, labs, library, examination halls or any other area forming part of the academic buildings. All cases / incidents of indiscipline in these areas will fall under the preview of the Dean Academics .However all cases of Malpractice during Examinations will be dealt as per the procedure and norms covered under Unfair means. The following will constitute Academic Indiscipline:

- 1a) Absence from classes with no prior intimation and approval
- 1 b) General misconduct of students in the class rooms,library and labs.
- 2a) Examinee copying during examination by any means.
- 2b) Possessing / using unauthorized materials or documents.
- 2c) Failing to thoroughly follow instructions related to the preparation and presentation of work submitted for credit.
- 2d) Plagiarism

Method of Reporting and disposal of cases

- a) Any breach of discipline will be reported immediately on occurrence to the Dean Academics
- b) The Dean will conduct preliminary enquiry of the disciplinary act. The statements will be recorded. The matter if not very serious will be disposed off at the Dean's level after giving a strict verbal warning and in certain cases by the director. A letter of warning will be issued in case the issue is a very grave one. The same will go to the student's file and a copy will be handed over to the mentor and Discipline related file.
- c) If the matter is serious, the Dean will call upon Discipline Committee meeting. The Student will remain suspended from the classes till the proceedings of Discipline Committee meeting are conducted. The Committee will investigate the complete issue. If required the parents will also be called to attend the meeting. The Committee will complete its proceedings within a maximum of ten days. The decision as recommended by the Committee will be put upto Dean/ Director for approval & then conveyed in writing to the student. A copy of the same will go to the parents, student file, mentor and the Disciplinary cases file.
- d) In case the examinee is found copying from any means the invigilator will confiscate the material used for copying, mention remarks on the answer sheet signed by both invigilator and examinee. The examinee will be handed over to the Examination office . The Dean Academics will look into the matter. In case of minor issue the examinee will be warned and a new answer sheet will be issued. The Dean will mention the penalty in terms of marks on the original

answer sheet which will later be attached with the new answer sheet. This answer sheet will be packed separately while handing over to the examiner. In case of severe offence, the Dean will call upon the Discipline Committee who will then suggest the action to be taken as per Unfair Means Policy.

d) In case the student's work shows plagiarised material, the assessor should attach the report / copies of sources of material. The work in which alleged academic misconduct is identified would be withdrawn from the assessment process until investigation into alleged misconduct has been concluded. The student would be informed that this has occurred. The Discipline Committee will submit its report which would be informed in writing to the student.

A copy of the same will go to the parents, student file, mentor and the Discipline Cases File.

***Discipline Committee will comprise of**

Dean Academics, Faculty & Staff Members (Minimum 3 members would be earmarked to conduct an enquiry)

II. Institutional Indiscipline

Institutional Indiscipline will include all those activities that can affect the IILM community at large or those that can affect the people & property of the Institute itself. Any conduct that interfere with the operations of the Institute will be referred as Institutional Indiscipline. The following will constitute Institutional Indiscipline

A . General

- i)** Ragging in any form.
- ii)** Failing to comply with orders or directives of IILM officials, Institute Security Personnel, or any other law enforcement officers acting in the performance of their duties.
- iii)** Damage, defacement, or destruction of any private or Institute property.
- iv)** Violation and/or sabotage of safety systems
- v)** Organization or participation in activities which are in violation of IILM policy related to demonstrations and/or assemblies.
- vi)** Sexual Harassment/misconduct: Offensive or derogatory comments or conducts reflecting gender-bias.*
- vii)** Possession of firearms or any weapons.
- viii)** Use or possession of a prohibited drugs
- ix)** Any kind of misbehavior or fight in Sports grounds including Basketball, Volleyball, Tennis and Badminton Courts and all open areas in the campus.

All such issues will fall under the purview of Discipline Committee. The matter will be reported to the Committee by any witness or the aggrieved party. The Committee will arrange for preliminary investigation and recording of statements of persons involved. The preliminary investigation report and action taken report will be sent to Director for perusal and entry in the student's personal files. The Director will issue a strict verbal warning to the concerned parties.

In case of a major offence the Director may order a Disciplinary Committee enquiry and all concerned students will remain suspended from the classes. The Committee will conduct and complete the proceedings within a maximum of ten days. The Committee will submit its report and punitive action to be taken against the concerned students in writing. The same will be provided to the students in writing along with a copy to be handed over to the parents, mentor and case file for Indisciplinary issues.

*Any issue related to Sexual Harassment will be dealt separately by the Sexual Harassment Committee. The Dean will report the matter to the Convenor of the Committee who will call upon the meeting to initiate the proceedings within 24 hours of the reporting of matter.

B. Placement related

The following will constitute Institutional Indiscipline related to placement issues:

- 1) Applying for a company but not appearing for the process.
- 2) Reaching late for the process
- 3) Misrepresenting self /Misbehaving with company officials
- 4) Accepting an offer but later on refusing to join the company

All such issues will fall under the purview of Head-Placements who may dispose off the case(if minor) or refer it to the Discipline Committee. The matter if not very serious will be disposed off at the Head-Placement level after giving a strict verbal warning and in certain cases by the director. A letter of warning will be issued in case the issue is a very grave one. The Committee will review the case and based upon the seriousness of the issue punitive action will be recommended as mentioned in the Placement policy.

General Guidelines to be followed:

1) The student should be invited in writing to attend the meeting where the case will be considered and should be given notice of at least two to three working days. The following should be included with the notice:

(a) Details of the alleged offence (b) The evidence under consideration; (c) A request for a statement from the student; (d) Details of the date, time and place set for the meeting.

2) Appeal Procedures

A student can appeal to the Director against any punishment imposed upon him/ her. He/she should appeal within two working days with proper justification of the appeal.