

## DISCIPLINARY PROCEDURE AND MEASURES FOR CODE VIOLATION BY STUDENTS

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### 1.PREAMBLE

The disciplinary procedure and measures for code violation outlines the required conduct of students at LEAD, and directs them to University rules, standards, codes, policies, guidelines, procedures and other requirements which specify acceptable and unacceptable conduct while inside college or when they are representing college.

The Management of LEAD College of Management assures that the disciplinary action is to correct, not to punish, the behaviour. Each student is expected to maintain standards of performance and conduct inside the college and while representing college and to comply with applicable policies, procedures and laws. This policy document is prepared with an intention to establish the necessary regulations, policies, procedures and mechanisms needed.

### 2. APPLICABILITY

This disciplinary procedure and measures for code violation applies to all students while inside the campus and while representing LEAD College of management. It applies to every act which affects the LEAD culture.

### 3. OBJECTIVES

LEAD disciplinary procedure and measures for code violation are designed to play an important role in focusing learning and teaching efforts on intended academic and intellectual outcomes and the development of desired and required graduate capabilities.

## 4. DISCIPLINARY PROCEDURE AND MEASURES FOR CODE VIOLATION

The procedure to be adopted and the disciplinary measures to be taken to prevent violations in future depends on the nature, the seriousness and the code violation history of the student involved in the code violation.

For the purpose of dealings with instances of Student code violations the violations are basically categorized into two

1. **Academic misconduct** – All violations of the conduct detailed in Students Handbook - clause 4.1 of the student code of conduct.
2. **Non- Academic Misconduct** – All violations of code other than the Academic Misconduct

1.All Academic misconduct involving violation of the conduct detailed in clause Student Handbook (2022-24) Code of Conduct -Academics would be reported to the Dean-Academics by the faculty member who first detects the violation.

2.Dean Academics, on being reported about the violation, would conduct a preliminary enquiry, summoning the student and the faculty if need be. Based on the nature of violation as determined by the Dean in his preliminary enquiry, categorize the violation as

- a) Minor and dismissed without any action demand a private apology, with a reprimand or by imposition of a minor penalty.
- b) Moderate and requests the faculty to prepare an incident report on the incident detailing the charges against the student with a copy either e-mailed to the student or a letter posted to his/her residential address. The Dean may summon the student respondent, witnesses whose name have been mentioned in the incident report and the complainant, examine evidences to arrive at a conclusion. The Dean then recommends to either close the charge without any disciplinary action or a disciplinary sanction for approval by the Chairman. All code violations awarded with disciplinary sanctions are recorded in the student personal records and maintained by the college until the student leaves the college.
- c) Major and refer the incident to the Academic Council to conduct a detailed enquiry examine the evidence and recommend disciplinary actions.

## 3.Disciplinary Measures

- a) Disciplinary measures that may be imposed under the code of

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conduct include but are not limited to

- Written warning or reprimand.
- Probation during which certain conditions must be fulfilled and good behaviour must be demonstrated.
- 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
- Loss of certain privileges
- 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
- Relocation, or exclusion from Hostel.
- Suspension
  - Suspension without including holidays
  - Suspension including holiday
- Expulsion.

## Certain Common Misconducts and Corrective Actions

S/L	Misconduct	Corrective Action
1.	Consuming liquor inside college premises	Suspension for 7 days and bringing parent to college on the last day
2.	Consuming liquor and accepting it	Suspension for 7 days and parent need to speak to Director over the phone.
3.	Going out during night (restricted hours)	Bringing parents to college to meet Director.
4.	Fight between student of the same batch or Seniors or Juniors	Dealt according to the seriousness.

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5.	Seen sitting pairs (boy & girl)	?

**Define all the misconducts**

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