



AKKINENI NAGESWARA RAO COLLEGE

(with Post - Graduate Courses)

Autonomous & Affiliated to Krishna University

An ISO 9001:2015 Certified Organization



POLICY DOCUMENT ON STUDENT DISCIPLINARY POLICY & PROCEDURE

I. Introduction

This policy and its procedures align with the College's legal obligation to protect and enhance the well-being of students. The College is a compassionate educational community that values and prioritises the safety and academic achievement of each student. College fosters a secure, considerate, and collaborative work environment for its faculty and students.

All students are required to adhere to the College Code of Conduct for Students as part of their membership in the college community.

All pupils are required to exhibit positive behaviour, which is actively promoted and recognised by the staff. A pleasant and cooperative behaviour among students, as well as with staff, leads to a happier, more united, and more efficient college community.

Students who exhibit negative behaviour and fail to adhere to the college's code of conduct shall be subject to the disciplinary procedures specified in this article. The disciplinary actions implemented will correspond to the gravity of the student's transgression.

Members:

- Vice-Principal - College Welfare Officer
- Ward Counsellor - Student's Proctor

II. Application of this policy and procedures:

- The College Disciplinary Policy and Procedures are applicable to all students, regardless of whether they are on or off college premises.
- This policy and its accompanying procedures will be enforced in a just and uniform manner.
- The policy grants students the right to present their arguments in defence of their actions when faced with an accusation of misconduct.
- This policy, along with all the steps of its disciplinary procedures, should be in accordance with the policies and procedures of the awarding and validating bodies for the College's academic programmes.

III. Policy Aims:

The policy and its associated procedures aims to:

- Promote positive student behaviour in all areas of College life.
- College approach to and procedures for handling student misconduct refer to the methods and protocols implemented by the college to handle instances of student misbehaviour.
- Ensure that instances of student misconduct are regularly and equitably identified and addressed.
- Enable pupils to articulate their defence in response to any accusation of behavioural misbehaviour.
- Ensure that students and staff are fully informed about the procedures for investigating potential instances of behavioural misconduct and for addressing violent behaviour.
- Ensure precise documentation and reporting of disciplinary issues.

IV. Expectations of student behaviour:

College Code of Conduct for Students sets out overarching rules and expectations of student behavior.

College residences and homestay providers may also have specific additional rules or expectations for students

V. Behavioural misconduct:

- Behavioural misconduct refers to any violation of the standards set forth in the College Code of Conduct for Students.
- Furthermore, any violation of supplementary regulations that have been clearly and expressly established by individual universities, college houses, or homestay providers would be regarded as behavioural misconduct.
- An instance of misconduct that is perceived by staff as a singular occurrence and of little significance may be addressed with an informal verbal warning, bypassing the formal procedures specified in this text.

- Instances of more severe misconduct and misconduct that occurs after a prior informal warning will be addressed utilising the following processes.
- Instances of suspected or confirmed serious misconduct will be promptly reported to the college Principal and may lead to the expulsion of a student in severe situations.

VI. Roles and responsibilities of staff:

All employees are obligated to inform the college Welfare Officer and the student's Proctor if they suspect or have evidence of misconduct. The Welfare Officer and Proctor will determine the most suitable person to handle the misconduct case based on the nature of the incident. They may involve additional welfare and/or academic staff in any necessary investigation or disciplinary process.

Instances of wrong doing are elevated to higher-ranking personnel if:

- * Early stage procedures have not adequately resolved the matter
- * This is not the first case of misconduct for the student
- * The misconduct is of a sufficiently serious nature that early stage procedures are deemed to be inappropriate.

VII. Recording cases of misconduct:

All cases of misconduct should be recorded by the member of staff who identified the misconduct, in the minutes of Grievance & Redressal Cell.

VIII. Reporting cases of misconduct:

- Staff members who observe wrong doing should promptly report it to both the college Welfare Officer and the Proctor. To accomplish this, it is necessary to transmit the particulars of the case documented in a Grievance & Redressal Cell.
- Instances of misconduct that occur at college or are related to academic work will be initially handled by the student's Proctor. The student's proctor should regularly update the college Welfare Officer on their progress and outcomes.
- Instances of misconduct that take place in college dorms, home stays, or off-site locations shall be initially handled by the college Welfare Officer or sent to the

relevant authority. The college Welfare Officer or Chief Warden should maintain regular communication with the student's Proctor to provide updates on progress and outcomes.

- Any instances of misconduct that lead to a formal warning being issued to the student must be promptly communicated to the student's parent(s)/guardian(s).

IX. Use of sanctions:

- Sanctions may be imposed on students at any point in the disciplinary process, as deemed necessary, in order to effectively and indirectly influence a change in behaviour.
- If a sanction is imposed, it is necessary to inform the student about the specific criteria and duration of the sanction.
- Sanctions can encompass many measures such as imposing additional obligations, taking actions, or requiring money to address the consequences of wrongdoing. They may also involve limiting access to certain resources or areas of the college, revoking rights, or confiscating personal belongings.

X. Disciplinary procedures:

- Following a case of misconduct, early disciplinary procedures will be managed by the Students' Proctor or the college Welfare Officer, depending on the nature of the misconduct. Later-stage procedures will be managed by more senior members of staff. Further details can be found below as part of the description of each procedural stage.
- Disciplinary procedures should only be invoked for substantiated allegations of misconduct.

Overview of procedures for different types of misconduct:

Stage 1: Verbal warning:

The Proctor/Welfare Officer should:

Note down a Stage 1 plan using the Misconduct Record (this will already be part- completed for the case by the member of staff who reported the misconduct), outlining the actions the

student must take/changes they need to make/sanctions imposed in response to the case and the relevant timeframe(s)

- Meet with the student to:
 - a. Notify them of the accusation of misconduct
 - b. Provide them with specific evidence supporting the allegation
 - c. Explain the reasons why their behaviour was inappropriate
 - d. Obtain a clear understanding of the circumstances surrounding the incident
 - e. Inform the student about the Stage 1 plan and its associated timeline(s), ensuring their comprehension
 - f. Inquire about the student's strategy for fulfilling the requirements of the Stage 1 plan and whether they need assistance
 - g. Obtain a verbal commitment from the student that they intend to fulfil the requirements of the Stage 1 plan
 - h. Verbally caution the student that failing to follow the requirements of the Stage 1 plan would result in their progression to Stage 2 of the disciplinary proceedings. Additionally, alert their parent(s)/guardian(s) and representative agent, if appropriate.
- Verbally inform the student that if they do not meet the requirements of the Stage 1 plan, they will be sent to Stage 2 of the disciplinary procedures. Furthermore, it is recommended to inform the parent(s)/guardian(s) and representative agent, if applicable.
- Ensure the necessary support is provided to fulfil the requirements of the Stage 1 plan as requested by the student. Monitor the student's progress during Stage 1. Conduct a meeting with the student after the designated time period to assess if the requirements of the Stage 1 plan have been fulfilled.
- If the issue is resolved, please fill out and save the Misconduct Record in the student's file. Additionally, inform any necessary academic or welfare staff about the resolution. If the issue is not resolved, update the Misconduct Record with the current information. Share a copy of the record with all relevant staff members for their

awareness. Notify the student's parent(s)/guardian(s) and representative agent (if applicable) about the case details. Finally, proceed to Stage 2 of the procedure.

Stage 2: Written warning:

Misconduct instances that remain unresolved after undergoing a Stage 1 procedure, as well as subsequent cases of misconduct (which may involve the same or different misconduct), and more severe cases of misconduct should be addressed through a Stage 2 procedure.

The Proctor/Welfare Officer should create a Stage 2 plan based on the existing Misconduct Record for the case. This plan should outline the specific activities the student has to take, the changes they need to make, and the punishments issued as a result of the case. The plan should also include the necessary timeframe(s) for these actions.

ii. In instances where misconduct remains unresolved after the Stage 1 procedure, the staff member overseeing the case should arrange a meeting with the student to: - Provide the student with a chance to articulate the reasons for their failure to complete the Stage 1 plan requirements.

Notify the student about the Stage 2 plan and its corresponding timelines, and confirm their comprehension of it.

1. Inquire the student about their strategy for fulfilling the Stage 2 plan's needs and if they need any assistance.

2. Obtain written confirmation from the student that they intend to fulfil the requirements of the Stage 2 plan.

- Notify the student that their parent(s)/guardian(s) and representative agent, if appropriate, have been notified about the situation and the steps that have been done so far.
- Notify the student in written form that failing to fulfil the Stage 2 plan criteria will result in their progression to Stage 3 of the disciplinary processes. Additionally, advise their parent(s)/guardian(s) and representative agent, if appropriate, about this development.

iii. In instances of recurring or more severe misconduct, the staff member overseeing the issue should arrange a meeting with the student in order to:

- a. Notify them of the accusation of misconduct
- b. Furnish them with evidence supporting the allegation
- c. Elucidate the reasons why their conduct was deemed inappropriate
- d. Attain a comprehensive comprehension of the circumstances surrounding the incident
- e. Afford the student the chance to provide an explanation or defend their actions
- f. Apprise the student of the rationale behind handling the case through a Stage 2 procedure
- g. Provide the learner with information regarding the Stage 2 plan and its corresponding timescale(s), ensuring their comprehension of it.
- h. Inquire about the student's strategy for fulfilling the Stage 2 plan's requirements and ascertain if they need any assistance in doing so.
- i. Obtain a written assurance from the student that they intend to fulfil the requirements of the Stage 2 plan.

Stage 3: Case conference:

Misconduct situations that remain unresolved after undergoing a Stage 2 procedure, as well as third instances of misconduct (which may involve the same or different misconduct compared to the first and second instances), and cases of misconduct that are of a more severe nature, should be addressed and handled utilising a Stage 3 procedure. The Proctor/Welfare Officer should schedule a meeting with the Welfare Officer/student's Proctor, applicable Chief Proctor and Chief Warden, the Director of Student Services, and the Academic Coordinator, as necessary, to examine the specifics of the case and establish a Stage 3 plan.

- a. In instances where misconduct remains unresolved after the Stage 2 procedure, the Proctor/Welfare Officer should organise a case conference involving the student and appropriate senior academic and/or welfare staff. The purpose of this conference is to provide the student with an opportunity to clarify the reasons for their failure to meet the requirements outlined in previous stage plans.
- b. Notify the student about the Stage 3 plan and its corresponding timeline(s) and ensure their comprehension.
- c. Inquire about the student's strategy for fulfilling the Stage 3 plan requirements and whether they need assistance.
- d. Obtain written confirmation from the student that they intend to fulfil the Stage 3 plan requirements.

c. In instances of recurring or more severe wrongdoing, the Proctor/Welfare Officer should organise a case conference involving the student and pertinent senior academic and/or welfare personnel to:

- a. Notify them of the accusation of misconduct
- b. Furnish them with specific evidence supporting the accusation
- c. Elucidate why their conduct was inappropriate
- d. Attain a comprehensive comprehension of the circumstances surrounding the incident
- e. Provide the student with the chance to clarify or justify their actions
- e. Inform the student of the rationale behind handling the case through a Stage 3 procedure

Inform the student about the Stage 3 plan and its corresponding timescale(s) and ensure that they comprehend it.

e. Inquire about the student's strategy for fulfilling the Stage 3 plan's requirements and b. ascertain if they need assistance in doing so. b. Obtain a written assurance from the student that they intend to fulfil the requirements of the Stage 3 plan.

f. Ensure that any necessary support is provided to fulfil the requirements of the Stage 3 plan as requested by the student. v. Keep track of the student's progress during Stage 3. vi. Schedule a meeting with the student after the designated time period to determine if the requirements of the Stage 3 plan have been met. vii. If the issue is resolved, complete and store the Misconduct Record in the student's file, update other academic and welfare staff as necessary, and notify the student's parent(s)/guardian(s) and representative agent (if applicable) that the case has been resolved. In the event that the issue remains unresolved, please update the Misconduct Record with the current details. Additionally, distribute a copy of the record to all relevant staff members for their information. Furthermore, inform the student's parent(s)/guardian(s) and representative agent (if applicable) about the specifics of the case or any updates. Finally, proceed to Stage 4 of the procedure.

Stage 4: Disciplinary hearing:

Misbehaviour instances that remain unresolved after undergoing a Stage 3 procedure, as well as cases involving severe misbehaviour, should be addressed through a Stage 4 procedure.

The Principal will: Forward the case to the Principal:

i) Examine the Misconduct Record and promptly implement one or more of the following actions, based on the specific circumstances of the case:

a. Request a thorough inquiry into the case.

b. Notify the police about the student's activities. c. Immediately restrict the student from participating in certain or all activities. d. Carry out a disciplinary hearing.

Further investigation

The Principal has the authority to initiate additional investigation in cases where stronger evidence is needed to support an accusation of misbehaviour, or when any party involved in the case may have acted in a subjective, improper, or biased manner. Additional inquiries will be carried out as necessary for instances of misconduct that have led to significant consequences.

Reporting activities to the police

If instances of misconduct include criminal activity or if there is suspicion of criminal activity that requires police investigation to support an accusation, the Principal will notify the police.

Perpetual expulsion

i. In instances of severe misconduct supported by strong evidence, the Principal has the authority to promptly and permanently expel a student from the college if they believe that the student's presence jeopardises their own well-being or the safety of other students and/or staff members.

ii. The Principal will supervise the procedures for excluding students and notify all college staff of the student's exclusion. The student's college records will be revised to provide specific information about the exclusion.

Temporary exclusion

In instances of severe misconduct that necessitate a thorough investigation to collect substantial evidence, the Principal has the authority to promptly and temporarily prohibit the student from accessing college premises, participating in their studies, or engaging in specific activities or areas of the college. This action is taken to ensure the well-being and safety of both the student and others. The temporary exclusion will typically last for a maximum duration of 10 college days.

ii. Temporary exclusions will require an exclusion agreement that explicitly outlines the parameters of the exclusion and must be signed by both the Principal and the student. The temporary exclusion must be promptly communicated to the student's parent(s)/guardian(s) and representative agent (if applicable), and a copy of the exclusion agreement should be provided to them.

ii. The Principal shall notify all college staff of the student's temporary exclusion and furnish them with a copy of the agreement. All academic records pertaining to the student will be revised to include specific information regarding their exclusion.

Disciplinary hearings:

i. A disciplinary hearing will be scheduled for instances of misconduct if there is indisputable evidence to substantiate the accusation(s) and it is deemed appropriate to afford the student the chance to present a defence for their actions. The Principal will organise the hearing and preside over the proceedings.

ii. The hearing must consist of a panel including a minimum of three college representatives who have not been previously involved in the occurrence. This panel will be responsible for rendering the ultimate decision on the matter. The Principal shall have the responsibility of deciding the appropriate course of action following the judgement of the case. Other parties that may participate in the hearing include witnesses called upon by the college and/or student, the individual responsible for conducting any additional investigation into the matter, a representative chosen by the student, and the student's parent(s)/guardian(s). Furthermore, a supervisor will be in attendance to create a documented record of the proceeding.

iii. The Principal will formally invite the student to attend the hearing through a written request, providing a minimum of 5 business days notice from the anticipated date of receiving the letter. The letter must:

- Detail the accusation(s) of misbehaviour against the student
- Elucidate the reasons why the behaviour was deemed inappropriate
- Provide the specific date, time, and place of the disciplinary hearing
- Outline the structure of the hearing and enumerate the participants and their respective responsibilities in the proceedings
- Notify the student that the auditory proceedings will be documented in the format of a written transcript.
- Please include copies of any misconduct records pertaining to the case, as well as any relevant records from earlier instances, if applicable.
- Please include copies of

supporting evidence for the case, as well as any reports resulting from additional investigation(s) done.

Actions following disciplinary hearings:

i. Details of disciplinary hearings resulting in no further action should be documented in the student's records.

ii. Disciplinary proceedings that do not result in exclusion will entail the formulation of a future behaviour management plan for the student, if deemed appropriate. The development of this should be undertaken by the Principal in collaboration with the Welfare Officer, the student's Proctor, and any other pertinent academic and/or welfare personnel, as necessary.

XI. Investigating cases of suspected misconduct:

When there are suspicions of wrongdoing, an investigation will be carried out to gather supporting evidence. An investigation will be conducted by the college Welfare Officer or student's Proctor, who will appoint a staff member not implicated in the incident or external third parties, if necessary.

XIII. Physical intervention to manage behaviour:

If a student's actions present a threat to property or the safety and well-being of themselves or others, the immediate vicinity will be cleared and college security will be called. College staff, excluding security personnel, should never seek to intervene or physically detain a student, regardless of the situation.

XIV. Complaints and appeals:

If a student desires to lodge a complaint regarding a disciplinary procedure or challenge the decision made in a disciplinary hearing, kindly direct them to the Grievances & Redressal Cell of the College.