



Panchakshri Shivacharya Trust's

Est :- 1973

CHANNABASWESHWAR PHARMACY COLLEGE (DEGREE)

Kava Road, Basweshwar Chowk, Latur-413512 (Maharashtra)

DTE Code :- 2253, University Code :- 947, MSBTE Code :- 2041

Phone No:- (02382) 240192, Fax:- (02382) 243855, Email:- channabasweshwar@gmail.com, Website:- www.channabasweshwar.org

Approved by:- Govt. Of Maharashtra, PCI, New Delhi, Affiliated to :- S.R.T.M.University, Nanded , MSBTE, Mumbai.

1.0 INTRODUCTION

Good Student Discipline is customary in the campus life at the Channabasweshwar Pharmacy College (Degree), Latur. We believe that discipline is essential to prepare our students to be useful and responsible citizens of our countries, useful members of our societies and eminent leaders of the future.

2.0 OBJECTIVE

Its aim is to create a safe and conducive learning environment in the classroom. College discipline has two main objectives: (1) ensure the safety of staff and students, and (2) create an environment conducive to learning. Effective discipline strategies seek to encourage responsible behavior and to provide all students with a satisfying college experience as well as to discourage misconduct.

3.0 SCOPE

This policy shall apply to all college students.

Encourage all students to achieve and maintain the college standards of conduct and ensure that all alleged failures of discipline are handled, fairly, reasonably and consistently.

4.0 PROCEDURE

4.1 Campus Discipline rules

- Students are expected to conduct themselves in a worthy manner in their dressing, demean our and sense of discipline. Students are expected to be seated in their respective classrooms during class hours, stand or roaming in the campus, corridors will not be appreciated.



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- A Students must carry and wear College Identity Cards; the ID cards must be verified at the College gates & whenever asked for.
- Code of conduct on the campus includes safeguarding the Institutional property, keeping the campus clean & tidy.
- Smoking and use of Gutka, Pan, Tobacco etc is strictly prohibited.
- Defacing any part of the campus is treated as an offence.
- Use of mobile phones inside the classrooms, library and laboratories is strictly banned, if student break the rules then strict action will take against them and take mobile in custody for 7 days.
- Students are expected to make use of the library services of the institute during free hours.
- Limited parking space is provided for students and the same can be utilized on 'first come first' basis. The College management is not responsible for the safety (including damage and/or theft /loss) of vehicles in the premises. Students may utilize the limited parking space outside the college campus at their own risk. Students must ride/drive their vehicles into & at the campus at a moderate speed only; speeding will be looked upon as an act of indiscipline and can attract adverse consequences.
- Important Notices/Notifications/Circulars etc. are displayed at separately allocated Notice Boards in the campus; students are expected to make it a practice to regularly read such displayed information.
- For any certificate that is to be collected from the concerned office section, request letter must be submitted with concerned section clerk by mentioning remark on that letter, two days in advance,
- Parents/guardians may visit the campus upon prior intimation/request and are expected to kindly adhere to the security requirements if & as prescribed by respective authorities.



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4.2 Discipline Policy

- Students who violate a College administrative policy or behave in a manner inconsistent with the above Statement on Student Conduct will be subjected to disciplinary actions appropriate with the seriousness of the matter.
- Records will be kept of all major infractions. The Discipline committee will maintain records in cases of expulsion or suspension, and provide this information to security so they can ensure compliance. Records will be kept of all disciplinary action and may form part of the student's permanent record with the College. Students may be required to compensate for damage or to perform remunerative services.

4.2.1 Inappropriate Behavior

Students are not to use the classroom or online environment to;

- Unmitigated Insulting, disrespectful, or abused language.
- Make remarks or engage in conduct that is racist, sexist, or in other ways discriminatory.
- Engage in behaviors or make remarks that could reasonably be interpreted as threatening.
- Attempt to divert the class in support of any personal, political, religious, or social agenda; or
- Encourage, by inaction or intimation, the development of a learning environment that is irritable, disrespectful of others.



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4.2.2 Minor Infraction

- A minor infraction refers to such matters as being disruptive and disrespectful of others on college property by aggressive behavior, shouting, pushing, shoving, and smoking in restricted areas, loitering on college property or by disruptive classroom behavior.

4.2.3 Major Infraction

- A major infraction refers to such matters as disruption of the academic environment; theft on college premises; making threats to the safety and security of others; harassing other members of the community; promoting racism or hatred of others; breach of trust in work, field, or clinical placements; and damage of college property.

Generally, an infraction is considered major when;

- There is immediate danger to individuals or property.
- There is a criminal act.
- The action is utterly disruptive to the academic environment.
- The action constitutes a breach of trust between a student and patient or client.
- There has been an act of physical or sexual assault; • there is dissemination of insulting, offensive, or libelous material regarding any member of the College community.
- There are repeated or continuous minor infractions.
- There is an act of academic dishonesty.
- Superficial and frustration legal proceedings against the College or any of the College staff are commenced.
- College property (e.g., educational resource materials, computers, laboratory equipment, or any other teaching aid) is stolen or vandalized.



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4.2.1 Reporting Offences

- Students: If a student sees or has been informed of anyone committing a major infraction, he/she should report it immediately to any academic employee, administrative staff member, or security.
- Support Staff: If a support staff member observes or has been informed of a major infraction, he/she should report it immediately to any administrative staff member or to security, as appropriate.
- Academic or Administrative Staff: If an academic employee or administrative staff member sees anyone committing a major infraction or responds to a report, he/she should immediately:
 - Intervene by ordering the student(s) to stop; and
 - Report the infraction to the Chair and/or designate who is responsible for the student, program, or area in which the infraction occurred.
 - Prepare a full written report, describing the alleged infraction, providing information to support the allegation that an infraction took place, and describing any action taken to date.

4.2.2 Review and Decision

- Within two days of receiving a report of a major infraction from discipline committee, the principal will;
 1. Familiarize himself/herself with the surrounding circumstances and provide the student with;
 - A description of the alleged infraction
 - The information in support of the allegation that the infraction took place.



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2. Give the student an opportunity to;

- Present their side of the story to the principal in person and to share any information they believe is relevant to the conduct under consideration

- Principal obtains or receives information from others who were present or who have relevant information for some other reason.

3. Obtain all of the information relevant to the incident. All interviews should occur as soon as reasonably possible and in a confidential manner.

If the incident involves a violation of the Prevention of **Discrimination & Harassment Policy of the College, [involving Harassment, Diversity, Equity, Disability or Security,]** inform the appropriate area of the incident.

4. Convene a meeting with the student and the principal to share with the student the recommendation that has been made by the principal and the reason(s) for that recommendation.

6. Give the student an opportunity at that time to present his/her side of the story before deciding what action, if any, should be taken in relation to the alleged infraction.

Interview any other parties who may be able to provide information about the relevant circumstances.

7. Advise the student and the Chair of that decision in writing, including the reasons for the decision and the sanction to be imposed.

4.2.3 Sanctions/Suspensions:

- The principal may recommend a sanction or combination of sanctions commensurate with the seriousness of the infraction, including suspension of up to ten instructional days.



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- The principal may impose suspension for a period longer than ten days, expulsion from the program, or expulsion from the College.
- A copy of the suspension letter must be sent to the Management and Security needs to be informed. There are no fee rebates as a result of a suspension.
- If the Principal, or designate determines that the only appropriate response to a major infraction is expulsion from the College, he/she will recommend that action to the Management. The Management will provide the students with formal written notification of the expulsion, with a summary of the evidence leading to the decision, and inform security of the expulsion so that compliance can be assured.

4.2.4 Attendance

- Students are not permitted in class or on college premises during a suspension, or following an expulsion. If students wish to appeal the expulsion, their presence on campus must conform to the conditions specified at that time by the Management.

4.2.5 Timeframe for Expulsion

- The normal time frame for an expulsion is a period of 12 calendar months or more from the date of the expulsion. Following that period, the student may apply for re-admission to the College and will provide a letter signed by the student that assures that he or she will abide by all rules and regulations of the institute.

4.2.6 Admittance after Suspension or Expulsion

- Students who have been suspended or expelled will be re-admitted to a class or program only:
- After the time frame specified, and



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- After entering into a written agreement as an undertaking to comply with college policy and to behave in an appropriate manner at all times

4.2.7 Permanent Academic Record

- The following disciplinary actions will be reported to the Management and become a part of the permanent academic record and appear on bonafide certificate, Leaving Certificate and transcripts.
- Suspensions of more than ten days,
- Expulsions,
- Debarred in participation of any campus placement activity

5. REFERENCES: NA

6. ANNEXURE: NA



Principal
Channabasweshwar Pharmacy
College (Degree), Latur