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VISAKHA GOVT. DEGREE & P.G. COLLEGE for WOM

ACCREDITED BY NAAC "B" GRADE INSTITUTION)

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STUDENT DISCIPLINARY POLICY **AND DOCUMENTS**

1. Introduction

- This policy and its associated procedures support College Statutory duty to safeguard and promote the welfare of students and the College is a caring learning community that respects the desire of each individual student to enjoy a safe and successful learning experience. College also promotes a safe, respectful and cooperative working environment for its members of staff and students.
- As members of the college community, all students are expected to abide by *College Code of Conduct for Students*.
- Positive behavior is expected from all students and is actively encouraged and acknowledged by staff. When students behave in a positive way, and cooperate with one another and with staff, a happier, more cohesive and more productive college community results.
- Students who do not behave in a positive way and do not abide by the college code of conduct will be subjected to the disciplinary procedures outlined in this document. Disciplinary procedures invoked will reflect the seriousness of the student's misconduct.
- *College Disciplinary Policy and Procedures* apply to all students studying at college when they are both on and off college premises.
- This policy and its associated procedures will be implemented fairly and consistently. iii. The policy outlines students' right to state their case in defense of their actions in response to an allegation of misconduct.
- This policy and all stages of its associated disciplinary procedures should be aligned to the relevant policies and procedures of awarding and validating bodies for college academic programs.

Policy aims

The aims of this policy and its associated procedures are to:

- Encourage positive student behavior in all aspects of life at college
- Define College approach to and procedures for managing student misconduct
- Ensure student misconduct is identified and managed consistently and fairly
- Enable students to state their case in response to any allegation of behavioral misconduct
- Ensure students and staff are aware of the protocols for investigating possible cases of behavioral misconduct and for dealing with aggressive behavior
- Ensure accurate recording and reporting of disciplinary matters.

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.

Roles and responsibilities of staff

All staff have a duty to report suspected or substantiated misconduct to the college Discipline committee, the principal and to the student's mentor. The Discipline committee and mentor will decide who is best placed to manage the case of misconduct, depending on the nature of the incident, and involve further welfare and/or academic staff in any investigation or disciplinary procedure as needed. Cases of misconduct are escalated to more senior staff 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.

Recording cases of misconduct

- All cases of misconduct should be recorded. Initial details of the case should be recorded by the member of staff who identified the misconduct using a *Misconduct Record*.

Reporting

Staff identifying misconduct should report it to the college Discipline committee and to the mentor. This should be done by forwarding them the details of the case recorded in a *Misconduct Record*.

ii. Cases of misconduct occurring at college or in relation to academic work will be managed in the first instance by the student's mentor. The student's mentor should keep the college Discipline committee informed regarding progress and outcome.

iii. Cases of misconduct occurring in college residences, homestay or off-site will be managed in the first instance by the college Discipline committee or passed to the appropriate authority.

The college Discipline committee should keep the student's mentor informed regarding progress and outcome.

iv. All cases of misconduct that result in a written warning to the student should be reported to the student's parent(s)/guardian(s).

v. Misconduct case files and notes will be available in students' records. If other members of staff have concerns about a student's conduct or behavior, they are encouraged to check the student's record and discuss their concerns with the student's mentor.

Disciplinary procedures

i. Following a case of misconduct, early disciplinary procedures will be managed by the students' mentor or the college Discipline committee, 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.

ii. Disciplinary procedures should only be invoked for substantiated allegations of misconduct.



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