



MEGHNAD SAHA INSTITUTE OF TECHNOLOGY

Nazirabad, P.O. Utchepota Via Sonarpur, Kolkata:700150

NOTICE

Ref. no. MSIT/PO/NOTICE-2020-21/217

Date: 01.10.2020

This is to inform all concerned that **DISCIPLINARY COMMITTEE** has been constituted with effect from 01.09.2020 for the maintenance of discipline in the college. The committee will ensure that students obey rules and remain orderly and peaceful in the pursuit of educational objectives/goals in the college community. The Committee will also aim at the maintenance of discipline and the preservation of the dignity of the College campus, to render the environment congenial to promote the pursuit of learning and free exchange of thought. The following will be the constitution and guidelines of the Committee.

Members:

Sl. No.	Members Name	Designation by Profession	Position in Committee
1.	Prof.(Dr.) Ankur Ganguly	Principal-In-Charge	Chairperson
2.	Mr. Anirban Bose	Assistant Professor, ME	Coordinator
3.	Dr. Biswajit Thakur	Associate Professor, CE	Convener
4.	Ms. Joysree Das Roy	Dean-Student Affairs	Member
5.	Dr. Sudip Dogra	Associate Professor, ECE	Member
6.	Ms. Epsita Chakrabarty	Assistant Professor, EE	Member
7.	Ms. Keka Biswas	Assistant Professor, BSH	Member
8.	Mr. Subhash Mondal	Assistant Professor, CSE	Member
9.	Ms. Nivedita Neogi	Assistant Professor, IT	Member
10.	Md. Sahanur Islam	Assistant Professor, BA	Member
11.	Mr. Saibal Banerjee	TPO	Member
12.	Mr. Debasis Goswami	Sr. Technical Assistant, CA	Member

Term of Members: Two years for nominated members.

Meetings: At least one meeting in every 60 days and as and when necessary as deemed fit by the committee.

Role and Responsibilities:

1. To maintain and enforce strict discipline within the college campus.
2. To frame and review the Code of Conduct for the students.
3. To anticipate situations, events, places where breach of discipline may take place and plan strategies and action plans to prevent such situations or episodes.

4. In case of occurrence of any turmoil or unruly situation, to act individually or as a group to diffuse the tension and to identify the students involved in the matter.
5. To investigate any case assigned to the committee for investigation by the HOI.
6. To create, store and retrieve any documents related to activities and investigations undertaken by the committee.

Disciplinary Procedures:

1. Alleged misconduct cases should be reported to the HOI/Chairperson.
2. Upon receipt of a reported allegation of misconduct, HOI/Chairperson will forward the allegation to the Coordinator of the DC for investigation.
3. The student concerned will normally be given a written notice specifying the case details within 10 working days of receipt of the allegation. S/he will be requested to provide information on the case, and/or be required to attend a hearing. The student may present a written statement to DC or give verbal defense at the hearing.
4. If the student does not respond to the notification for request of information and/or hearing within the set time frame, or if s/he does not attend the hearing as scheduled, DC may proceed to deliberating the case based on the evidences collected and statements presented and impose appropriate disciplinary actions.
5. Upon hearing of the case or conclusion of the initial investigation, the DC may:
 - a. dismiss the allegation as unsubstantiated; or
 - b. decide that the student concerned has violated the rules and regulations of the Institute and to impose on the student any penalty which the DC deemed appropriate.
6. The student concerned will be notified of the decision of the DC in writing within 10 working days after the DC has made the decision.
7. If DC considers that the case warrants a owing to exceptional circumstances, e.g. the case involves criminal offence and outside community, DC will seek advice from the HOI/Chairperson of the DC who will decide if deliberation of the case.
8. DC, after investigation and deliberation of the case, recommends disciplinary actions leading to suspension or discontinuation of the student's study in the Institute, the case will be referred to HOI with sufficient proof and recommendation who will subsequently take approval from BOG.
9. With a view to observing the privacy of the individuals involved, all disciplinary cases that happened in RC should be dealt with strictest confidence.



Educational Sanctions and Disciplinary Actions:

The following educational sanctions and penalties may be imposed by DC:

1. Reflective statement to state what s/he has learnt from the incident (the content of the statement will not be taken as evidence for reviewing the case or further disciplinary actions for the case);
2. Verbal warning;
3. Written warning, which may include a statement on the consequence of repetition of the misconduct, e.g. severer penalties. The written warning may be conveyed to the Head of the academic department that the student belongs, and/or other relevant departments;
4. Be required to organize and/or participate in academic activities/extra-curricular activities of the Institute;
5. Be placed on SUSPENSION for a prescribed period;
6. Being required to make good, and/or compensate the Institute in full or in part for any damage or loss caused to the Institute or other party concerned;
7. Formal written or verbal apology to any disturbed party;
8. Denial of attendance for a prescribed period;
9. Disciplinary actions be recorded on academic transcript, and will be removed from transcript by the time of graduation if no further offence is committed;
10. Disciplinary actions be recorded on academic transcript permanently;
11. The DC may advise students to seek counseling service from a The Counselor.

Emergency Actions:

1. The HOI and DC may jointly decide to take emergency actions to secure the health or safety of individual students.
2. The emergency actions may include but not be limited to, immediate suspension from class, or restrictions on presence at specific facilities and/or events of the Institute.

Procedures for Appeal:

1. Students who wish to appeal against the decisions of the DC must submit the request in writing to The Coordinator - DC within 5 working days after being informed of the disciplinary actions to be taken.
2. Appeal will only be heard if:
 - (a) there is fresh evidence which for good reason has not been presented to the previous level of hearing; or
 - (b) there is material irregularity of proceeding in the consideration of the matters by the previous level of hearing.




3. The Chairperson of DC will consider the appeal and decide that either there is no ground for the appeal and the penalty handed down by DC will stand, or the case warrants a fresh review will be conducted by an appeal panel consisting of an External Member of suitable capacity.
4. If review is warranted, the appeal panel shall be convened within 30 working days upon receipt of the appeal. The student will be invited to attend the hearing if necessary.
5. The student will be informed in writing of the appeal result within 10 working days after appeal panel has reached a decision.
6. All decisions of the appeal panel shall be final.
7. With a view to observing the privacy of the individuals involved, all appeal cases should be dealt with strictest confidence.

Reporting:

1. DC will keep records of all cases reviewed for future reference to ensure fairness in passing judgment for similar cases and the records will be destroyed after 6 years.
2. Annual summary reports of disciplinary cases will have to be sent to The HOI for record.
3. Under normal circumstances, all cases should be dealt with within the time frame stated above. Nevertheless on some special occasions, with the approval from the Chairperson of DC, the time frame can be extended for a reasonable period of time.

Modus operandi:

1. The Committee/Cell/Council will be reporting to the HOI through The Coordinator - Student Affairs as SPOC w.r.t. the office order (Ref. No. MSIT/PO/2020-21/141 dated 19.08.2020) to discuss and resolve issues of committee & inter-disciplinary nature on regular basis.


Prof. (Dr.) Ankur Ganguly
Principal-In-Charge



CC: The GCEO - TIG, The Director - AQA - TIG, All the HODs/FICs, Dean-SA, Administrator, Controller (E&UA), Librarian, TPO, Coordinator - Website & Social Media Committee, Coordinator - Student Affairs.