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MAINTENANCE OF DISCIPLINE AMONG STUDENTS Guidelines & Procedures



-: An Initiative of Tecnia Internal Quality Assurance Cell :-

TECNIA INSTITUTE OF ADVANCED STUDIES NAAC ACCREDITED GRADE "A" INSTITUTE

Recognized Under Sec. 2(f) of UGC Act 1956, Approved by AICTE, Ministry of HRD, Govt. of India,
Affiliated to Guru Gobind Singh Indraprastha University.

INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, NEW DELHI, 110085

ISO 9001:2015, ISO 14001:2015, ISO 21001:2018 & ISO 51001: 2018 Certified Institute;
Rated as 'A' Category by JAC, Govt. of NCT of Delhi; A++ Category - Best Business School
by AIMA - Business Standard Survey & Included in Top 100 B & IT School by Dalal Street Investment Journal.

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**MAINTENANCE OF DISCIPLINE
AMONG STUDENTS
Guidelines & Procedures**

POLICY & SOP FOR MAINTENANCE OF DISCIPLINE AMONG STUDENTS

S.No.	PARTICULARS	DESCRIPTION
1	Policy Number	TIAS/IQAC/2019-22/
2	Policy Structure	POLICY & SOP FOR MAINTENANCE OF DISCIPLINE AMONG STUDENTS The Policy describes maintenance of discipline among students and other allied issues of Board of Discipline Rules for the same.
3	Scope of the Policy	The scope of the policy & SOP for maintenance of discipline among students, The provisions contained in this policy shall apply to all students of the Institute. These shall include, Powers vested with Heads of Institute, Acts of indiscipline and misconduct, Penalties for breach of discipline, Declaration to be signed by a student, Total prohibition of ragging and penalties thereof, Constitution of the Boards of Discipline, Functions of the Board of Discipline
4	Policy Status	Original -Version -1.0 Adopted from Guru Gobind Singh Indraprastha University Act, Statutes & Ordinances (As amended upto 30th June, 2012); CALENDAR; EDITION-II; 2012; Ordinance 3: Maintenance Of Discipline Among Students. Currently adopted in TIAS, Institute affiliated with GGSIP University.
5	Originated By	Adopted from Guru Gobind Singh Indraprastha University Act, Statutes & Ordinances (As amended upto 30th June, 2012); CALENDAR; EDITION-II; 2012; Statute: 23: Maintenance Of Discipline Among the Students of the University; Ordinance: 3 Maintenance Of Discipline Among Students.
6	Reviewed By	TIAS Internal Quality Assurance Cell (IQAC) for Institute by Coordinator, TIAS-IQAC, Tecnia Institute of Advanced Studies, Delhi
7	Effective Date	22/07/2021
8	Approving Authority	Director, Tecnia Institute of Advanced Studies, Delhi. Coordinator, Internal Quality Assurance Cell (IQAC), Tecnia Institute of Advanced Studies, Delhi, TIAS-IQAC,
9	Amendment Number	Nil
10	Effective Date of Amended Policy	Nil




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1.0 THE INSTITUTE

Tecnia Institute of Advanced Studies ("TIAS") is a Flagship of Tecnia Group of Institutions; one of the Premier NAAC accredited "A" Grade Institute; Approved by All India Council For Technical Education (AICTE), Ministry of Human Resource Development (MHRD), Government Of India (GoI) and Affiliated to Guru Gobind Singh Indraprastha University, Delhi; Recognized under Section 2(f) of University Grants Commission Act, 1956. The Institute conducts Master of Business Administration (MBA), Bachelor of Business Administration (BBA), Bachelors of Arts Journalism and Mass Communication BA (JMC) & Bachelor of Computer Applications (BCA) programmes in both shifts. The institute is ISO (hereinafter ISO refers to International Organization For Standardization) 9001:2015, ISO 14001:2015, ISO 21001:2018 & ISO 51001: 2018 Certified and Instituted is Top 50 Best B-School in North Zone by The Week Hansa Research Survey, Top 50 Private Institute in India by Times BBA Education Ranking Survey; The institute has established Institution Innovation Council (IIC) under the Norms of MHRD's Innovation Cell, GoI Dated 11.09.2019 to promote Innovation and Start up and also established Entrepreneurship Development Cell. Institute provides Value Added Programs & Career Counseling Session, Capabilities Enhancement Program on Technical and Soft Skill Expertise knowledge for development of young professional. The institute had setup TIAS-NPTEL Local chapter to complete MOOCs Course with e-certification for making students employable. Institute has ultra- Modern infrastructure and impart Value Based Education, conducts Training, Research & Consultancy, National and International Conferences and Seminars, Faculty Exchange Programme, Technical cum Cultural Fest etc. since 1998. The Institute is located at a prime location and has State-of-the-Art facilities, erudite faculties, dedicated staff members and an ambience to fulfill admirable academic pursuit.

2.0 VISION

To impart holistic development, by inculcating knowledge, ethics, professional acumen including socially concerned attitude to carve out an edge in dynamic environment.

3.0 MISSION

To make a thorough professional and responsible citizen through student centric teaching learning process, co-curricular, extra-curricular, enrichment, extension and outreach activities and research environment.

4.0 CORE VALUES

Being a professional institute, we subscribe to, in our dealings and hold ourselves accountable to all stakeholders by maintaining integrity, honesty, openness, personal excellence, constructive self-criticism, continual self-improvement, mutual respect, professionalism, quality service & standards, innovation, objectivity and honoring our commitments.

5.0 QUALITY POLICY

To provide quality education, training and expertise to improve the quality of life by improving the capabilities of human resources, thinking process, practices and performance in the Management, Information Technology and Media disciplines by adopting the quality management system through continual improvements.

6.0 TECNIA INTERNAL QUALITY ASSURANCE CELL (TIQAC)

The NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC) conducts assessment and accreditation of (HEI) recognized institution to undertake the 'Quality Status' of the institution. NAAC evaluates the institutions for its conformance to the standards of quality in terms of its performance related to the educational processes and outcomes, curriculum coverage, teaching-learning processes, faculty, research, infrastructure, learning resources, organization, governance, financial wellbeing and student services. In pursuance of above for its performance evaluation, assessment & accreditation & quality up-gradation of higher education, NAAC proposes to establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become an integral part of the institution's system & work towards realization of the goals of quality enhancement & sustenance. The prime task of the IQAC is to develop a system for conscious, consistent & catalytic improvement in the overall performance of the institute for the post-accreditation period, it will channelize all efforts & measures of the institution towards promoting its holistic academic excellence. The Tecnia Institute of Advanced Studies was accredited on 11-Sept.-2017 with CGPA of 3.11 of 'A' Grade by NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL. IQAC established at Institute continued to strive for the betterment of systems, processes and policies setup. The NAAC visited the Institute Campus from 28th - 29th August 2017 (First Cycle) taking the tangible efforts to further has established a concrete Tecnia-IQAC hosting in TIAS-ERP in Institute.

7.0 IQAC VISION

To shape and certify the quality culture in the Institute with an intention of assured all round excellence.

8.0 IQAC MISSION

To channelize the efforts and establish the actions of the institute towards quantify academic and administrative talent and to be the change agent for leading and remove deficits to enrich the quality

9.0 IQAC GOALS

IQAC shall evolve mechanisms and procedures for:-

- ❖ To ensure timely, efficient and progressive performance appraisal of academic, administrative and financial tasks
- ❖ To ensure relevance and quality of academic and research programmes
- ❖ To develop equitable access to and affordability of academic programmes for various sections of society

- ❖ To optimize and integrate modern methods of teaching and learning
- ❖ To ensure credibility of evaluation procedures; adequacy, maintenance and functioning of the support structure and services
- ❖ To develop research sharing and networking with other institutions in India and abroad

10.0 IQAC DOLES

The doles of the IQAC are:-

- ❖ To contribute meaningfully to ensure heightened level of clarity and focus on institutional functioning towards quality enhancement through internalization of the quality culture
- ❖ To act as a nodal agency in the Institute to empower, integrate and coordinate among various quality-related activities including adoption dissemination and institutionalize of best practices, for quality outcomes
- ❖ To build an organized methodology for decision-making, quality changes, documentation of the various programmes/activities to improve institutional functioning and internal communication for quality improvement.

11.0 IQAC ROLES

The roles of the IQAC are:-

- ❖ To develop, disseminate information and application of quality benchmarks for various academic and administrative activities of higher education.
- ❖ To facilitate the creation of a learner-centric environment conducive to quality education and faculty maturation to adapt the required knowledge and technology for participatory teaching and learning process
- ❖ To establish network to coordinate, facilitate and implement feedback response on quality- assurance initiatives by involving the stakeholders
- ❖ from students, parents and other stakeholders
- ❖ To organize inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- ❖ To develop and maintain institutional database through TIAS-ERP (MIS) for the purpose of maintaining, enhancing, quality culture in the institution.
- ❖ Periodical conduct academic and administrative audit and its follow-up to prepare the Annual Quality Assurance Report (AQAR) as per guidelines and parameters for onward submission to NAAC.

POLICY & SOP FOR MAINTENANCE OF DISCIPLINE AMONG STUDENTS

12.0 Maintenance of discipline amongst the students of the TIAS, Institute affiliated with GGSIP University

- 12.1 The powers regarding discipline and disciplinary action in regard to the students of the Institute shall vest in the Director who may delegate all or any of his powers, as he may deem fit.
- 12.2 Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action as he may deem appropriate for the maintenance of discipline, the Director may, in exercise of his powers, by order, direct that any student or students be expelled or rusticated for a specified period and not admitted to a course or courses of study in the TIAS affiliated Institute of GGSIP University or an for a stated period, or be punished with a fine for an amount to be specified in the order, or debarred from an examination or examinations conducted by the University or an affiliated college or institution for one or more years or that the result of the student or students concerned in the examination or examinations, in which he has or they have appeared, to be cancelled.
- 12.3 The head of affiliated Institute TIAS, with GGSIP University shall have the authority to exercise all such disciplinary powers over the students in their Institute as may be necessary for the proper and efficient functioning of Institution as per the Guru Gobind Singh Indraprastha University Act, Statutes & Ordinances (As amended upto 30th June, 2012); CALENDAR; EDITION-II; 2012; Statute: 23: Maintenance Of Discipline Among the Students of the University.

13.0 Definitions

- 13.1 In this Policy, unless the context otherwise requires:-
- (i) "Policy", "Act", "Statutes", "Ordinances" and "regulations" mean respectively the Guru Gobind Singh Indraprastha University Act, 1998 (9 of 1998), the statutes, the ordinances and the regulations of the Guru Gobind Singh Indraprastha University as adopted by Tecnia Institute of Advanced Studies (TIAS).
 - (ii) "Affiliated Institute" means the Tecnia Institute of Advanced Studies (TIAS), Institute affiliated to the Guru Gobind Singh Indraprastha University.
- 13.2 Words and expressions used, but not defined, in this Policy shall have the meanings assigned to them in the SOP.

14.0 Powers to vest in the Head of Tecnia Institute of Advanced Studies (TIAS), affiliated Institute with GGSIP University

- 14.1 All powers relating to maintenance and enforcement of discipline among and disciplinary action against the students of the Institute shall vest in the Director, Tecnia Institute of Advanced Studies (TIAS).
- 14.2 The Director may delegate all or any such of his powers, as he deems proper, to such other officers and authorities of the Institute as he may specify in this behalf.

14.3 The Director of the TIAS, Institute affiliate with GGSIPU shall have the authority to exercise all such disciplinary powers over the students in their respective Institute.

15.0 Acts of indiscipline and misconduct

15.1 Without prejudice to the generality of the power to maintain and enforce discipline under this ordinance, the following shall amount to acts of indiscipline or misconduct on the part of a student of the Institute:

- (i) physical assault, or threat to use physical force, against any member of the teaching or non-teaching staff of the TIAS, affiliated Institute with GGSIP University or against any student of the University, an affiliated college or institution.
- (ii) remaining absent from the class, test or examination or any other curricular or co-curricular activity which he is expected to participate in;
- (iii) carrying of, use of or threat to use, any weapon;
- (iv) Misbehavior or cruelty towards any other student, teacher or any other employee of the Institute, University or any other college of University.
- (v) use of drugs or other intoxicants except those prescribed by a qualified doctor;
- (vi) any violation of the provisions of the Civil Rights Protection Act, 1976;
- (vii) indulging in or encouraging violence or any conduct which involves moral turpitude;
- (viii) any form of gambling;
- (ix) violation of the status, dignity and honour of a student belonging to a scheduled caste or a scheduled tribe;
- (x) discrimination against any student or a member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them;
- (xi) practicing caste-ism and un-touch ability in any form or inciting any other person to do so;
- (xii) any act, whether verbal or otherwise, derogatory to women;
- (xiii) drinking or smoking;
- (xiv) any attempt at bribing or corruption of any manner or description;
- (xv) willful destruction of the property of the University or an affiliated college or institution;
- (xvi) behaving in a rowdy, intemperate or disorderly manner in the premises of the Institute or the college or the University, as the case may be, or encouraging or inciting any other person to do so;
- (xvii) creating discord, ill-will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so;
- (xviii) causing disruption of any manner or description of the academic functioning of the Institute system;

- (xix) Indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the Institute or the college or the University, as the case may be.
 - (xx) Truancy and unpunctuality;
 - (xxi) Ragging as defined in this ordinance.
- 15.2 The Director may amend or add to the list of malpractices under clause (15.1)

16.0 PENALTIES FOR BREACH OF DISCIPLINE

- 16.1 Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as deemed appropriate by him,
- 16.2 The Director of the Institute i.e. TIAS as the case may be, may in the exercise of his powers aforesaid, order or direct that any student-
- (i) be expelled from the Institute, University as the case may be, in which case he shall not be re-admitted to the Institute or University from where he is expelled but it shall not preclude his admission to any other affiliated Institution with the prior approval of the Vice-Chancellor; or
 - (ii) be, for a stated period, rusticated in which case he shall not be admitted to an affiliated institution or the University, till the expiry of the period of rustication; or
 - (iii) be not, for a stated period, admitted to a course or courses of study of an affiliated institution or the University; till the expiry of the period of rustication
 - (iv) be imposed with the fine of a specified amount of money;
 - (v) be debarred form taking a University examination or examinations for one or more years.
- 16.3 The Director in exercise of his powers aforesaid or on the recommendations put forwarded to the Vice-Chancellor of the University. or any other Institutions, may also order or direct that the result of the student concerned of the examination or examinations at which he has appeared, be cancelled.

17.0 Declaration to be signed by a student

- 17.1 At the time of admission, every student shall be required to sign a declaration on oath that he shall submit to the disciplinary jurisdiction of the Director, TIAS, and authorities of the Institute or of with GGSIP University as the case may be, of the Institution or any other college or as the case may be.

18.0 Total prohibition of ragging and penalties therefore

- 18.1 Ragging in any form shall be strictly prohibited within the premises of the TIAS, Institute affiliated with GGSIP University, as the case may be, or in any part of the Institute/ University system as well as on public transport, or at any other place, public or private.
- 18.2 Any individual or collective act or practice of ragging shall constitute an act of gross indiscipline and shall be dealt with under the provisions of this ordinance.
- 18.3 Ragging, for the purposes of this ordinance, shall ordinarily mean any act, conduct or practice by which the dominant power or status of senior students is brought to bear upon the students who are in any way considered junior or inferior by the former and includes individual or collective acts or practices which-
- (i) Involve physical assault or threat to use physical force;
 - (ii) Violate the status, dignity and honour of students, in particular women students and those belonging to a scheduled caste or a scheduled tribe;
 - (iii) Expose students to ridicule or contempt or commit an act which may lower their self-esteem; and
 - (iv) Entail verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene behaviour.
- 18.4 The Director of the institution or the Head of the Department/ Programme of the Institute, as the case may be, shall take immediate action on the receipt of any information that ragging has taken place or is likely to take place.
- 18.5 Notwithstanding anything contained in clause (18.4), the Chairman of the Board of Discipline of the Institute; Head of the Department of respective Programme or the convener of the Board of Discipline of TIAS, Institute affiliated with GGSIP University may also suo motu inquire into any incident of ragging or likelihood of such incident and make a report to the Vice-Chancellor clearly pinpointing, among other details, the identity of the student or the students who were involved in the incident and the nature of the incident.
- 18.6 The chairman (Director, TIAS) or the convener of the Board of Discipline, as the case may be, may also submit an interim report to the Director, TIAS/ Vice-Chancellor of affiliating University establishing the identity of the perpetrators of ragging and the nature of the incident.
- 18.7 The chairman of a Board of Discipline is satisfied that for any reason, to be recorded in writing, it is not feasible to hold an inquiry referred to in clauses (18.4) and (18.5), he may so advise the Director, TIAS Institute affiliated with GGSIP University / Vice-Chancellor of the University accordingly.
- 18.8 Where the Director, TIAS, Institute affiliated with GGSIP University / Vice-Chancellor of the University is satisfied, on receipt of a recommendation to this effect or otherwise, that it is not expedient to hold an inquiry into an incident of ragging, he shall order accordingly for reasons to be recorded in writing.

19.0 Constitution of the Boards of Discipline

- 19.1 The Boards of Discipline at the level of the Institute shall be constituted by the Director, TIAS, Institute affiliated with GGSIP University as follows :-
- (i) The Director TIAS, Institute affiliated with GGSIP University, **Chairman**
 - (ii) Two senior teachers of the TIAS to be nominated by the Health & Educational Society (Regd.) society running the Institute, **Member**
 - (iii) One senior lady teacher of the TIAS to be nominated by the Health & Educational Society (Regd.) society running the Institute, **Member**
 - (iv) A senior teacher of the TIAS of the programme to which the act of indiscipline or misconduct by a student or students pertains to.
- 19.2 The nominated members shall hold office for a period of **TWO YEARS** and a vacancy occurring in the Board of Discipline shall be filled for the remaining period of the term of the member whose departure has caused the vacancy.
- 19.3 Three members of the Board of Discipline including the chairman shall form the quorum.
- 19.4 In the absence of the chairman, the senior most member of the Board of Discipline shall act as the chairman.

20.0 Functions of the Board of Discipline

- 20.1 The Board of Discipline shall perform the following functions:-
- (i) To consider matters concerning maintenance of discipline among the students in the Institute/ Department of each Programme of the institute, as the case may be,
 - (ii) To enquire into the acts of indiscipline or misconduct committed by a student or students whenever such cases are referred to the Board of Discipline by the HoD of the concerned Department of the respective Programme of the Institution and to submit their findings, conclusions and recommendations for the quantum of punishment under the provision of this ordinance to the Director or the person authorised by the Director in this behalf/ Director of the Institution/ Principal of the college, as the case may be.
 - (iii) To supervise and monitor the disciplinary climate prevailing in the Institution, the University or, as the case may be.
 - (iv) To take preventive and precautionary steps such as issue of notices, warnings, instructions etc. as the case may be, for the purpose of forestalling acts of individual or collective indiscipline, misconduct and ragging, etc.
 - (v) To maintain liaison with the police authorities and the concerned departments of the Government, neighboring institutions and the concerned authorities of the Institute/ University regarding maintenance of law and order in the Institution, or the University as the case may be.
 - (vi) To perform such other functions as may be assigned to it by the Director of the Institute from time to time.

- 20.2 The decision in each case shall be conveyed by the Chairman/ Convenor of the Board of Discipline concerned communicating the penalty or penalties, if any, imposed on a student or students.
- 20.3 A student or students who are aggrieved with the penalty imposed upon them, may appeal to the Director of the Institute/ Vice-Chancellor of the University whose decision in this regard shall be final and binding on the parties.

GGSIU BOM Resolution – 08th meeting dated 29.02.2000

GGSIU Gazette Notification No. F.2(29)/Ord/IPU/DRP/2005/2431 dated 10.03.2005

The above Policy shall come into force w.e.f. the date of its approval by the Governing Body of the Institute.



TECNIA

INSTITUTE OF ADVANCED STUDIES

NAAC ACCREDITED GRADE "A" INSTITUTE

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