



# **DISCIPLINARY COMMITTEE**

## **Policy Document**



**Shahid Matangini Hazra Government General  
Degree College For Women  
Government of West Bengal  
(Affiliated to Vidyasagar University)**

## **DISCIPLINARY COMMITTEE**

### **Policy Document**

The Disciplinary Committee has been constituted for 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 campus.

#### **VISION:**

To create a safe and motivating environment in our institution and to bring professionalism among students by the inculcation of best practices.

#### **MISSION:**

- To have an optimistic approach in imparting discipline among students.
- To frame rules and regulations to maintain discipline in the college premises.
- To encourage Good and Healthy Practices.

#### **OBJECTIVES:**

To develop norms to regulate the behaviour of students.

To initiate steps to reduce violence, confrontation among students.

To encourage good and healthy practices.

#### **FUNCTIONS:**

Maintains and enforces discipline within the college campus.

Monitoring of student's punctuality to the campus.

Receiving of complaints and enquiry to find the truth.

Punishment to those, who violates the rules.

#### **COMPOSITION OF THE DISCIPLINARY COMMITTEE:**

1. Souti Basu, Convenor, Asst Professor, Dept of Philosophy.
2. Ranjana Ganguly (Mukherjee), Member, Associate Professor, Dept of Sanskrit.
3. Piku Das Gupta, Member, Associate Professor, Dept of Political Science.
4. Ina Dhar Roy Dasgupta, Member, Asst Professor, Dept. of Geography.

### **RESPONSIBILITIES OF DISCIPLINARY COMMITTEE:**

- To maintain and enforce strict discipline within the college campus.
- All the students should wear their ID Cards while they are in the campus and their respective class rooms.
- In case of any misbehaviour or violation of the college rules the Disciplinary Committee Members will enquire.
- Smoking is strictly prohibited in the college campus and ensures that this is being strictly followed.
- To ensure that students maintain silence in the library.
- To maintain proper discipline in the college canteen and student common room during the college working hours.
- If any damage is caused to the college property by any student / group of students, the cost of the same will be recovered with a fine from the said student / group of this will be followed by disciplinary action.
- If any indiscipline and misconduct is found by any of the students, warn them on the first instance.
- To assist the college anti-ragging committee in preventing ragging in the College and to spread anti-ragging campaign throughout the students community.

### **CLASSROOM RULES FOR STUDENTS:**

- Maintain timeliness.
- Listen to teachers or other students without interruption.
- Complete all assignments on time.
- Treat the teacher and other students with respect.
- Use property of the college with due care.
- Act in a safe and responsible manner.
- Follow the guidelines issued by the University and College authority.