

**“Discipline is the bridge  
between goals and  
accomplishment”**

**DISCIPLINARY COMMITTEE MANUAL  
2020-2022**

**LUCKNOW MODEL COLLEGE OF PHARMACY**  
**SADRAUNA, LUCKNOW**

## STRUCTURE OF ORGANIZATION

### PATRON

S.NO	NAME	POSITION
1	Awadhesh Singh	Chairman
2	Dr. Amit Singh	Vice-Chairman

## COMMITTEE MEMBERS

S.NO.	NAME	DESIGNATION	POSITION
1.	Dr. Shashank Tiwari	Director	Chairperson
2.	Mr. Shachan Sagar	Assistant Professor	Coordinator (M)
3.	Ms. Nikita Devi	Lecturer	Coordinator (F)
4.	Ms. Shreya Talreja	Lecturer	Proctor
5.	Mr. Anurag Pandey	Deputy Registrar	Member
6.	Ms. Mahzabeen Khan	Administrative Officer	Member
7.	Member of Internal or External Source (Recommend by Chairperson)		

## **COMMITTEE TO CHECK & MAINTAIN THE DISCIPLINE ON LMCP CAMPUS**

### **DISCIPLINE CELL**

*Education should bring in moral ethical values of wellbeing to learners and every educator and educating institutions should strive hard to bring in the core human values in the process of learning and focus on quality approach to ensure better living with better educated countrymen. Discipline is the bridge between goals and accomplishment ensures strict rules and regulations for students on behalf of discipline committee.*

### **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 Practice

### **PROCEDURE**

The Chairperson/Proctor shall convene a meeting of the committee on the receiving of the complaint. The complaint shall be placed before the committee. No biased decision shall be taken by the committee the decision will be fair and strictly and strictly unbiased.

### **QUORUM**

At least half of the committee members on the committee shall constitute the quorum for holding a meeting of the committee and conduct its proceedings.

### **THE RESPONSIBILITIES OF COMMITTEE ARE AS FOLLOWS**

- ✦ 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 violation of dress code or disturbance in the class, the ID card will be confiscated from the student which will be handed over to the student on the same day with a warning and advice from the Disciplinary Committee Members.
- ✦ In case of any misbehavior or violation of the college rules, the ID cards of the students will be kept with the Disciplinary Committee Members till the enquiry is over.
- ✦ To enforce total prohibition of cell phone usage by the students in the class room.
- ✦ To monitor the movement of the students in the college and prevent students loitering around in the corridors during the college working hours.
- ✦ To ensure that students maintain complete silence in the library.
- ✦ To maintain proper discipline in the college canteen and student waiting 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 is found by any of the students, warn them on the first instance. Take disciplinary action based on the rules and regulations of the committee, if the pattern of misconduct continues.
- ✦ To Monitor the movement of the students in the College and prevent students loitering around in the corridors, near washrooms or drinking area.

### **PUNISHMENT**

Punishment shall commensurate with the nature or gravity of incident.

The Institution shall punish a student found guilty of indiscipline after following the procedure and in manner prescribed here in under:

The Disciplinary Committee of the institute shall take an appropriate decision in regard punishment or otherwise, depending on the facts of each incident of indiscipline and nature and gravity of the incident of indiscipline established in the recommendations of the disciplinary committee.

The Committee may, depending on the nature and gravity of the guilt established by the committee, award to those found the guilty one or more of the following punishments, namely;

- a. Suspension form attending classes and academic privileges.
- b. Withholding/withdrawing scholarship/fellowship and other benefits.
- c. Debarring form appearing in any test/examination or other evaluation process.
- d. Withholding results.
- e. Debarring form representing the institution in any regional, national or international meet, tournament, youth festival etc.
- f. Cancellation of admission.
- g. Rustication form the institution for period ranging from one to two semester or year.
- h. Fine up to Rupee 50000/-

### **APPEAL**

Any Person/Member, dissatisfied aggrieved by the decision of the committee, may make an appeal to **CHAIRMAN/VICE-CHAIRMAN** within 5 days (Including Non-Working days) form the date of notification or communication of decision to him. The chairman may give opportunity to the to the concerned person/member and decided the matter accordingly. The decision of chairman/vice-chairman shall be final.

**SUPPORTED DOCUMENTS**

**Discipline Incident Report Form**

<b>Name of Alleged Perpetrator(S)</b>	
<b>Incident Date</b>	
<b>Incident Time</b>	
<b>Location</b>	
<b>Type of Incident (In Described)</b>	

**Signature**

**LUCKNOW MODEL COLLEGE OF PHARMACY, SADRAUNA, LUCKNOW**

**Notice of the disciplinary meeting to the student**

Date .....

Dear .....

Course.....

I am writing to tell you that you are required to attend a disciplinary meeting on...../...../....at.....am/pm which is to be held in.....At this meeting the question of disciplinary action against you, in accordance with the organization's disciplinary procedure will be considered with regard to:  
..... .

Note: your absence clearly means you are guilty.

.....

Yours sincerely,

Proctor,

Disciplinary Committee

(Letter Head)  
(Only in Serious Matter)

**Notice of the disciplinary meeting to the parent/guardian**

Date .....

Dear .....

Address.....

I am writing to tell you that you are required to attend a disciplinary meeting on...../...../..... at.....am/pm which is to be held in.....At this meeting the question of disciplinary action against your son/daughter/ward, in accordance with the organization's disciplinary procedure will be considered with regard to

.....

Note: your absence clearly means your son/daughter/ward are guilty.

.....

Yours sincerely,

Proctor,

Disciplinary Committee



(Letter Head)

**Letter of Disciplinary Decision**

Date .....

Dear.....

(Purpose of Notification)

This is formal notification that, effective .....< DATE >, you will be suspended/expelled from the institute due to your ..... < unacceptable personal conduct >. (Relevant Past Occurrences or Active Disciplinary Actions if applicable) ..... <Note any past conversations with the student regarding this issue, including informal counselling sessions. If there are any other active disciplinary actions, list them with a brief synopsis.>

1. On < DATE > you were instructed you to (...)
2. On < DATE > you received an Informal Counselling regarding this issue
3. On < DATE > you received a Written Warning for unacceptable personal conduct

(Incidents Resulting in This Disciplinary Decision)

<Detail what events occurred, cite relevant policy as needed, i.e., provide the specifics of the event, the student's responsibilities in this event, and how these actions may violate institutes policy, fail to meet work expectations, or are otherwise unacceptable.>

1. < POINT #1 >
2. < POINT #2 >
3. < POINT #3 >

Additional Information provided at enquiry meeting:

On ..... <DATE> you attended an enquiry meeting conference to discuss this issue.

The observations made after the enquiry are

1. < POINT #1 >
2. < POINT #2 >
3. < POINT #3 >

**Disciplinary Decision**

Based on all information provided regarding this issue, I find the allegations of indiscipline, warranted action. Therefore, I have decided to suspend/expel you for .....day / week, starting .....<DATE> and ending .....< DATE >. You are expected to return to work on .....< DATE >.

**CHAIRPERSON**

**LUCKNOW MODEL COLLEGE OF PHARMACY, SADRAUNA, LUCKNOW**

**Disciplinary Committee Enquiry Report**

<b>Name of Alleged Perpetrator(S)</b>	
<b>Incident Date</b>	
<b>Alleged Complain</b>	
<b>Perpetrator Statement</b>	
<b>Committee Members Findings</b>	
<b>Action Taken by Committee</b>	
<b>Name of Committee Member</b>	<b>Signature</b>

YOUR LEVEL OF  
**SUCCESS** IS  
DETERMINE BY YOUR  
LEVEL OF **DISCIPLINE**