

STUDENT DISCIPLINE POLICY

**K. K. WAGH INSTITUTE OF PHARMACY
PIMPLAS, TAL- NIPHAD, DIST-NASHIK
422301**



REGULATIONS FOR MAINTAINING DISCIPLINE OF STUDENTS IN K. K. WAGH INSTITUTE OF PHARMACY, PIMPLAS

Regulation-1	Definition: Particularly for the purpose of these regulations, the definition of different words used be defined as under :-	
	(a) Student	Means the student admitted in K. K. Wagh Institute of Pharmacy, at any level <i>i.e.</i> Diploma course
	(b) Institution	Means the K. K. Wagh Institute of Pharmacy, run by K. K. Wagh Education Society, Nashik.
	(c) Education Society	Means K. K. Wagh Education Society, Nashik
	(d) Head of the Institution	Means the Principal or any other person who is holding the charge of Principal of the College.
	(e) Term	A portion of an academic year, normally coinciding with Yearly for Diploma course
	(f) Ragging	Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, or handling with rudeness any other student, in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

Regulation-2: Discipline rules to be observed by the students admitted:

1. All the students admitted in the College will have to observe and abide by the discipline rules prescribed by the College / Education Society and he / she will submit to the disciplinary jurisdiction of the Head of the Institution and other competent officers or authorities of the College as the case may be and in this respect he / she has to submit the declaration in the Performa attached herewith as *Enclosure-1*.
 2. The student will also be required to submit an undertaking in the Performa attached herewith as *Enclosure – 2* to be filled up and signed by his parent/ guardian to the effect that he/ she is aware of the College's approach towards ragging and the punishment to which he/ she shall be liable, if found guilty of ragging.
- **Rules of discipline to be observed in or outside the College:**
1. Every student must wear the prescribed college uniform and carry his/ her identity card. The identity card should be produced when demanded.
 2. It is mandatory for the students to attend the classes, practical sessions, co-

- curricular activities etc. on all working days from the start to the end of the term. Absence due to illness or unavoidable circumstances shall be considered only if the application is supported with medical certificate in case of illness and / or leave application form from the parent is submitted to the Head of the Institution.
3. Students are expected to behave in a responsible manner and abstain from chatting amongst themselves while the class is in progress.
 4. Students are expected to be polite individually or in groups and show respect to the faculty/ staff of the college.
 5. Any indiscipline or misbehavior in class or in the campus or in the bus or even outside the campus would warrant disciplinary action against the student(s).
 6. Any action of any individual, group or a wing, which amounts to interference in the regular administration of college, is prohibited. Disciplinary actions will be initiated against such student(s).
 7. Causing disfiguration or damage to the property of the college or belongings of staff members or students is prohibited.
 8. No student shall indulge in any activity that might be illegal or may lead to disorderliness.
 9. No student shall be in possession of liquor, drugs or any intoxicating materials, nor would consume such things.
 10. Smoking cigarettes/ chewing pan or tobacco or gutkha is strictly prohibited.
 11. Indecent behavior in any form will not be tolerated.
 12. Use of mobile phone is strictly prohibited in the classrooms, corridors, inside the Toilet blocks or College campus.
 13. Activities like video shooting, photography, playing musical instruments and listening to radio, tape recorder, etc. are prohibited on the campus except with the permission of the Head of the Institution.
 14. The students are expected to be in the class rooms/ laboratory or any place of study on time prior to the commencement of the study.
 15. Use of helmets is compulsory for everyone who rides a two-wheeler to and from the campus. Use of seat belt is compulsory for everyone who brings a four-wheeler in the college campus.
 16. Any kind of ragging in the class, campus or in the bus or even outside the campus is strictly prohibited.
 17. Any kind of misuse of Internet, intranet or computer software, mobile etc. is strictly prohibited.
 18. Disobeying any instructions of any kind issued by the Head of the Institution will be considered as in disciplinary action on the part of the student.
 19. The items which are not covered above and which the Head of Institution considers as in disciplinary action will be dealt with, under these rules.

Regulation-3 Procedure to be followed for imposing penalties:

For disobeying any disciplinary rules, the competent authority as defined under relevant regulation will take disciplinary action against the student concerned. There shall be separate procedure for imposing minor penalty and major penalty. The following in disciplinary action on the part of the student shall be subjected to the major penalties:

1. Damaging the property of the College (moveable or immovable)
2. Involving in violence on and outside the campus including instigating the violence.
3. Involving himself / herself in criminal act like using alcoholic beverages, drugs, gambling on or outside the campus including instigating the other students for such action.
4. Ragging in and outside the campus.
5. Any act which deteriorate the overall atmosphere in the campus or the College.
6. The left of College property or the property of the other students, staff or any other person on the campus.
7. Any other act which the Head of the Institution feels as gross misconduct, which are not covered under the above category.

Regulation-4 Procedure for imposing major penalties:

For imposing the major penalty as defined above, the following procedure will be followed:

1. As soon as the information about such in disciplinary action is brought to the notice of the Head of the Institution concerned, the Head of the Institution will suspend the student concerned from attending the classes / practical or any other academic activities.
2. He will at his discretion constitute the fact finding committee from / within the people working in the college and the fact finding committee will submit the report at the earliest but within a week's time after inquiring the details by inviting student(s), parent(s) and will record the statements. They will also examine the other witnesses and record their statement. The committee will also examine the circumstantial evidences.
3. On the basis of the report of the fact finding committee, if the Head of the Institution concern feels that the charges leveled against the student fall under the major penalty and these are prima-facie proved then the report of the committee will be submitted to the Management and after further investigation by the Management, a show cause notice shall be issued to the student concerned and after the reply received from the student concerned, the final decision about imposing the penalty will be taken by the Management.

Regulation-5 The major penalty includes following:

1. In case of criminal act or moral turpitude, the initiation of police action against the student(s).
2. Prohibiting the student concerned from appearing in the course or courses in Semester End Examinations.
3. Detention of the student(s) for a semester or more.
4. Rustication from the College for a period of one year or more.
5. Permanent rustication from the College.
6. Any other major penalty, which the Management feels appropriate to impose.
7. If the individuals committing or abetting 'ragging' are not identified, collective punishment could be executed to act as a deterrent punishment and to ensure collective pressure on potential 'raggers'.
8. In case the student is involved in any kind of ragging and is punished for the same, the mention of the same will be incorporated in his / her migration certificate.

Regulation-6 The minor penalty includes following:

For any other in disciplinary action other than the in disciplinary act covered above, the Head of the Institution will be competent to take action against the student concerned and impose minor penalty after hearing the student concerned and also the other persons, which the Head of the College (or the person designated by the Head of the College) feels appropriate.

Regulation-7 The nature of minor penalties which can be imposed:

1. Warning
2. Giving special assignments of the nature for which the Head of the Institutions will be competent to decide.
3. Imposing fine.
4. Putting the student on conduct probation for the period, which the Head of the Institution feels appropriate.
5. Suspending student for attending classes for a period not more than one week.
6. Any other minor penalty the Head of the College feels appropriate.

Not with standing anything contained in these rules, the above provisions will not be made applicable to the students who have used unfair means in the Examinations or for the purpose for which the separate provisions are provided in different academic regulations.

ANNEXURE-I

I Mr./Mrs./Ms. (Student Name)

S/o or D/o
Mr./Mrs./Ms. (Father's Name)

having been admitted to K. K. Wagh Institute of Pharmacy, have received a copy of UGC / AICTE Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

- 2 I have, in particular, perused clause 3 of the Regulations and am aware as to what constitute Ragging.
- 3 I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and I am fully aware of the penal and administrative action that is liable to be taken against mein case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4 I hereby solemnly aver and undertake that
 - A. I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - B. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5 I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6 I hereby declare that I have not been expelled or debarred from admission in any Institution in the country on account of being found guilty of, abetting or being part of conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be Cancelled.

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Place : _____

Date : _____ 18 _____

**Signature of the deponent
(Student)**

Name:

Address:

Telephone/ Mobile No:

** For Office use only

Solemnly affirmed and signed in, my presence on this the _____(day) of _____
(month) (year) after reading the contents of this affidavit.

OATH COMMISIONER

ANNEXURE-II

1 I Mr./Mrs./Ms. Parent's Name (Last Name First Name Middle Name)
Father /Mother/Guardian of Students Name (Last Name First Name Middle Name)
having been admitted _____
to Admitted Branch _____

First / Second _____ year I / II year for the current academic year, have received acopy of the AICTE Regulations on Curbing the Menace of Ragging in Higher Education Institutions, 2009 (hereafter called the 'Regulations'), carefully read and fully understood the provisions contained in the said Regulations.

- 2 I have, in particular, perused clause 3 of the Regulations and am aware as to what constitute Ragging.
- 3 I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and I am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4 I hereby solemnly aver and undertake that
 - A. My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - B. My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5 I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6 I hereby declare that my ward has not been expelled or debarred from admission in any Institution in the country on account of being found guilty of, abetting or being part of conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be Cancelled

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Place:

Date:

**Signature of the deponent
(Parent)**

Name:

Address:

Telephone/ Mobile No:

* For Office use only

Solemnly affirmed and signed in, my presence on this the _____ (day) of _____ (month) 2018 (year) after reading the contents of this affidavit.

OATH COMMISSIONER

