



03862-230131

PUBLIC COLLEGE OF COMMERCE

Estd: 1985

POST BOX NO- 85 DIMAPUR: NAGALAND

Recognised U/S 2(f) & 12(B) of UGC Act 1956

NAAC Accredited w.e.f. 21<sup>st</sup> February, 2014 with Grade 'B'

NU Permanent Affiliation No: NU/AC/C-3/95-5124

E-Mail: [pccdimapur1985@gmail.com](mailto:pccdimapur1985@gmail.com)

Web-site : [www.pccdimapur.com](http://www.pccdimapur.com)

## **DISCIPLINARY-SUB-COMMITTEE**

### **CONSTITUTION**

#### **INTRODUCTION:**

The Disciplinary-sub-Committee is constituted in the college to deal with matters pertaining to disciplinary cases, involving students of Public College of Commerce, Dimapur. The purpose of forming the Committee is to encourage the students of the college to behave sensibly at the college premises. Being sensible means adhering to rules and regulations lay down by the institution. Disciplinary action is called for when rule(s) & regulation(s) of the college is violated by a student. The Disciplinary-sub-Committee is based on three foundations: rules and regulations, a system of progressive penalties and an appeal process. The purpose of these rules is to inform the students ahead of time what is and what is not acceptable behavior. This is usually done during the students' orientation program of the college.

#### **AIMS & OBJECTIVES OF THE COMMITTEE:**

The disciplinary committee will ensure compliance of code of Discipline and conduct for students and will suggest suitable action in case of its violation. The severity of the penalty will depend on the type of offence and the number of times the offence has been committed. There also will be an appeal process as part of the disciplinary process; this will help to ensure that discipline is meted out fairly and equitably.

The main objective of the committee is to maintain discipline in the college campus, class rooms as well as where ever the students gathers. It will aim at achieving the goal of catering a safe, motivating and accepting college environment by supporting the use of positive attitudes and practices by the students. It will also aim to undertake measures for inappropriate behavior, including progressive discipline comprising of fine or even suspension and expulsion from the college where ever necessary or if circumstances compels. It may at first range from oral warning to written warning to suspension or expulsion from the college.

The objectives of the Committee shall be:-

- i) To enforce rules and regulations.
- ii) To serve as an example to other to strictly follow rules.
- iii) To ensure smooth running of the organization.
- iv) To improve efficiency among the students and to develop a working and academic culture which improves performances of the students.
- v) To maintain peace and tranquility in the college campus.
- vi) To improve relations and tolerance among the student community and the faculty of the college.
- vii) To take action against the offenders in consultation with the Principal.

### **FUNCTIONS OF THE COMMITTEE:**

The Committee shall –

1. Frame rules and regulations for the student community of Public College of Commerce, Dimapur.
2. Make sure that all the students of the college are aware of the discipline of the college and campus at large.
3. Encourage the students of the college to maintain discipline where ever necessary.
4. Take disciplinary action based on the Rules and Regulations of the Committee, if found within disciplinary behavior on conduct.
5. Ensure calm and peaceful academic atmosphere in the college campus.
6. Take measures to prevent physical confrontation among the students.
7. Conduct enquiries on report of in disciplinary activities among students.
8. Initiate model action against students involved in disciplinary activities.
9. Initiate steps to reduce violent confrontation in future.
10. Guide and motivate the students of the college to respect one another, the teaching faculty and staff of the college.

### **CODE OF CONDUCT FOR STUDENTS:**

All the students of the college are expected to exhibit exemplary discipline and good conduct in the college campus and their respective class rooms. Failure to comply with the same shall be subject to strict disciplinary action by the college administration and the disciplinary committee. All the students of the college need to follow the points noted below:-

1. Students must attend college regularly and punctually with the prescribed college uniform on all working days. 80% attendance is a must to be eligible to appear any examination.
2. Any student remaining absent in class for a period of 15 days or more without prior approval of the Principal shall lead to striking off of their name(s) from the college register. Thereafter if the student wants to continue studies he/she have to take re-admission.
3. The college campus has been declared as "NO TOBACCO ZONE". Use of alcohol, banned drugs, tobacco, gutkas, pan, panmasala, any other types of addictives and use of get on hair, is strictly prohibited within the college premises. Disciplinary action shall be initiated against the defaulters with fines.
4. Students are not allowed to use cell phones in the classroom. If carried, the same should be switched off during class hours. During examinations students are not allowed to carry cell phones inside the college campus, if found they shall be debarred from appearing the examination or in some case liable for expulsion.
5. Boys are not allowed to keep long hair. Students with long hair shall not be allowed to attend classes.
6. Colouring of hair is not allowed (i.e. originality should be maintained i.e. only black hair, in case of foreigners, the college administration shall look into it).
7. Boys are not allowed to wear ear- rings. In case of tradition, the college authority should be informed of.



8. Girls are not allowed to use/wear long and decorative ear-rings & colourful bangles. Simple ear-rings, neck chain and bangles are only allowed.
9. The college authority reserves the right to impose fine, suspend or expel any student whose general conduct is considered to be prejudicial to the interest of the college.
10. Any damage to the college property by a student shall be recovered from the concerned student.
11. Ragging in any form is strictly prohibited in the college campus. It is prohibited by law and is punishable under UGC Act (College & University Act).
12. Insubordination to the college authority will be considered as a serious issue and appropriate disciplinary action shall be initiated.
13. All students must possess college identity card. Any time, the students may be asked to produce it. If found without it action or fine shall be imposed upon them.
14. During examinations, the rules and regulations laid down by the University as well as the college must be adhered to by all the students. Any non compliance of the said rules and regulation by the students may lead to debarring the student from appearing the examination or may lead to expulsion.
15. The above rules and regulations, code of conduct, terms and conditions laid down may be subject to change from time to time looking into the disciplinary aspect of the students of the college.

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


The Disciplinary Committee of Public College of Commerce, Dimapur, Nagaland shall comprise of members from the teaching faculty of the college, headed by a Convener. The Principal shall constitute or re-constitute the Committee by an order as and when necessary.

#### **POWERS OF THE DISCIPLINARY COMMITTEE:**

The Committee is empowered to –

- a) Settle any act(s) of indiscipline committed by any student(s) of the college.
- b) Impose fine on the students for acts of indiscipline, and if need arises their parents/ guardians may be called upon.
- c) Conduct surprise checking and visit any class rooms to check the students for uniform, carrying unwanted items, cleanliness of the class rooms etc. without prior information from the administration.
- d) In case of repeated offence committed by the student, recommend to the Principal for suspending the students from attending classes or for striking off of the name(s) of the student(s) from the college register.
- e) Implement rules and regulations for well being and discipline of the students of the college.
- f) In case of serious acts of indiscipline, the Committee shall forward the case to the Principal or Governing Body of the college for further course of action.

  
Convener

  
Principal