

**BHARATI VIDYAPEETH
(DEEMED TO BE UNIVERSITY)
DENTAL COLLEGE AND HOSPITAL**

Disciplinary Committee (April 2022 onwards)

Introduction:

Maintenance of discipline amongst staff/employees/students is an important management function of Bharati Vidyapeeth (DTU) Dental College and Hospital, Pune. The disciplinary procedure is normally only used where other interventions have failed to produce the required improvement or when the conduct matter is sufficiently serious to require immediate formal action. Hence a requirement of laying down comprehensive SOP for conduct of enquiries and disciplinary proceedings.

Scope:

The policy applies to all employees/students of Bharati Vidyapeeth (DTU) Dental College and Hospital, Pune.

Objectives:

To frame rules and regulations to maintain discipline in the college premises.

- To ensure calm and peaceful academic atmosphere in the campus.
- To avoid physical confrontation among students/staff/employees.
- To conduct enquiries on report of indisciplinary activities among employees/staff/students.
- To initiate model actions against students involved in indisciplinary activities.

Purpose:

The purpose of the disciplinary policy and procedure/SOP is to set and maintain standards of conduct within the BVDUDCH, Pune, and in doing so, ensure that all employees/staff/students are treated fairly and consistently. It is designed to help and encourage all employees/staff/students to achieve and maintain satisfactory standards of conduct.



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Constitution of Disciplinary Committee

Sr.No	Name of Staff	Designation
1	Dr. Meena Patil	Chairperson
2	Dr. Rajeeta Joseph	Coordinator
3	Mrs. Sadhana Gawade	Member
4	Mr. Shivdas Mali	Member

Standard Operating Procedures:

Handling of Grievances, Complaints/Disciplinary Proceedings for Employees & students:

1. On receipt of grievance from/complaint against or report of an act in violation of college rules / regulations /ethical and moral code, the concerned department head will first examine the same.
2. HOD will enquire in detail about the event and accordingly give instructions/suggestions to the concerned persons of grievance/complaint.
3. If after repeated oral instructions/suggestions the grievance occurring repeatedly, HOD can issue a written notice/memo to the concerned persons related to grievance/complaint.
4. If suitable merit is found & situation is not under control, HOD (he/she) will ask for the enquiry to be conducted by Disciplinary committee.
5. Such enquiry should be asked within 7 days of grievance/complaint received.
6. The enquiry must be completed within 30 days of such order.
7. In case of disciplinary inquiry for employee and staff/students, the informal enquiry will only be a preliminary enquiry.
8. As & when the enquiry is asked, all members of disciplinary committee will assemble & study the complaint/initial report leading to the ordering of enquiry.
9. Deciding upon the witnesses to be called for recording of the evidence and deciding on the sequence of witnesses to be called. List of material evidence which needs to be produced including audio/video/CCTV evidence should also be decided.
10. Deciding on the date, time and place for conduct of the actual enquiry.
11. The list of witnesses/evidence and the date/time/place of enquiry be intimated in writing to the Principal, concerned HOD for making the necessary arrangements.
12. Apart from the complainant, accused person/persons, other relevant witnesses should be called to give evidence. The aim of enquiry is getting to the bottom of the case and unearthing the truth.


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13. Witnesses should be called in a sequence, which aids in ascertaining the truth, and not based on availability or convenience.
14. Enquiry will commence on assembly of all members on the date & time fixed. In case of absence of individual member, the reason of absence should be given and consent of all other present members will be taken to proceed with the enquiry.
15. The witness so called will be permitted to give out his/her written statement without any compulsion & on their own responsibility.
16. The witness will be allowed to narrate the statement without any interruption/cross-section. However the committee may guide the witness to remain relevant and factual. One member of the committee will record the entire statement.
17. The members of the committee may question each witness with the aim of extracting the complete facts. All questions and answers should be recorded.
18. Any witness may be called again if required for further questioning.
19. On completion of statements and questions/answers, the witness will sign with a statement. All members will sign below the witnesses signature.
20. If any employee is accused of an act which is likely to affect his reputation, he will be present during the recording of the relevant witness. He/she will be permitted to cross-section the witness. Such a person may be read out the statements of witnesses.
21. Findings in an enquiry, is a logical summary of facts emerging out of the process of enquiry.
22. The opinion will be derived out of the findings. Opinion should clearly bring out the verdict whether a particular individual is guilty or not guilty of a specific charge.
23. Specific recommendations will be given to each individual who was found guilty of an offence. The recommendations should also include any change/improvement in procedures needed to prevent such occurrences.
24. Final report and recommendations will be submitted to Principal for approval & final decisions.
25. Consequently, the award of punishment is conveyed to the employee/staff/student duly signed by Principal.
26. The punished employee/staff/student has the right to appeal against the punishment and management is the empowered authority to deal with appeals.



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