

DISCIPLINARY PROCEDURE AND MEASURES FOR CODE VIOLATION BY STUDENTS

Ref No	Revision No	Issued on
LEAD/ADMN/POL/002/2023	8	21.5.2026

1. PREAMBLE

The disciplinary procedure and measures for code violation outlines the required conduct of students at LEAD, and directs them to University rules, standards, codes, policies, guidelines, procedures and other requirements which specify acceptable and unacceptable conduct while inside college or when they are representing college.

The Management of LEAD College (Autonomous) assures that the disciplinary action is to correct, not to punish, the behaviour. Each student is expected to maintain standards of performance and conduct inside the college and while representing college and to comply with applicable policies, procedures and laws. This policy document is prepared with an intention to establish the necessary regulations, policies, procedures and mechanisms needed.

2. APPLICABILITY

This disciplinary procedure and measures for code violation applies to all students while inside the campus and while representing LEAD College (Autonomous). It applies to every act which affects the LEAD culture.

3. OBJECTIVES

LEAD disciplinary procedure and measures for code violation are designed to play an important role in focusing learning and teaching efforts on intended academic and intellectual outcomes and the development of desired and required graduate capabilities.

4. DISCIPLINARY PROCEDURE AND MEASURES FOR CODE VIOLATION

The procedure to be adopted and the disciplinary measures to be taken to prevent violations in future depends on the nature, the seriousness and the code violation history of the student involved in the code violation.

LEAD Disciplinary Committee follows a structured process involving an initial investigation, a formal hearing, and a final ruling. It ensures all parties can present evidence and defend themselves before deciding on appropriate sanctions or dismissing the complaint.

a. Complaint & Investigation

- **Submission:** A formal complaint must be submitted in writing, detailing the alleged misconduct and providing supporting evidence.
- The complaint shall be submitted by 1. Aggrieved party/ parties 2. Asso. Dean (Students' Affairs) 3. Deputy Director & Dean 4. Registrar. In case there are no reported complaints the Director shall order for conducting an enquiry.
- The committee has to hear both parties within 24 hours of the occurrence of the incident.
- On receipt of a complaint/ occurrence of the incident the Director should initiate interim measures to prevent further escalation, which may include a suspension pending enquiry.
- **Review:** The committee or relevant authority reviews the complaint to determine if it has merit.
- **Investigation:** If accepted, an investigation gathers evidence, records statements, and notifies the accused individual of the allegations.

b. Pre-Hearing

- **Notice:** Both the complainant and the respondent are formally notified of the hearing date, time, and location.
- **Evidence Exchange:** Relevant documents, witness lists, and evidence to be used during the hearing are shared with both parties.

c. The Hearing

The hearing shall be guarded by the "*Principle of Natural Justice*"

- **Opening:** The committee chair introduces the panel, outlines the allegations, and confirms the rights of both parties.
- **Presentations:** The complainant presents their side followed by the respondent's defense. Both sides may call witnesses and submit evidence.
- **Cross-Examination:** Each party is given the opportunity to question the opposing party's witnesses or evidence.
- The committee has to give the report within 3 days of occurrence of incident if the college is working otherwise within 3 days after reopening of the college.
- If the enquiry committee required more than 3 days, the committee shall place a plea to the appellate authority.

d. Deliberation & Decision

- **Closed Deliberation:** The committee evaluates all evidence in private to determine whether the charges have been proven.
- **Sanctions or Dismissal:** If the complaint is dismissed, the matter is closed. If the respondent is found guilty, the committee determines the appropriate penalties (e.g., warnings, suspensions, or terminations).

- Notification: The final written decision, outlining the reasoning and any penalties, is formally issued to both parties.
- Within 7 days the decision to be communicated to concerned parties.

e. Appeal or Review

- Appeals: Either party typically has the right to appeal the decision to a higher authority within the next 3 days.
- The Director is the highest Appellate Authority for the campus discipline

5. Disciplinary Measures

Disciplinary measures that may be imposed under the code of conduct include but are not limited to

- Written warning or reprimand.
- Probation during which certain conditions must be fulfilled and good behaviour must be demonstrated.
- Payment of cost or compensation for the loss, damages or injury caused by the conduct.
- Issuance of an apology made publicly or privately.
- Informing the parents regarding the misconduct
- Loss of certain privileges
- Restriction or prohibition of access to, or use of Institutional facility, services, programs, placements, or activities.
- Calling the parents of the students to the college to meet the Director and discussing further code of conduct.
- Fines or penalties
- Relocation, or exclusion from Hostel.
- Suspension
- Suspension without including holidays
- Suspension including holiday
- Expulsion.

6. Certain Common Misconducts and Corrective Actions


S/L	Misconduct	Corrective Action
1.	Consuming liquor inside college premises	Suspension for 15 days and bringing parent to college on the last day
2	Consuming liquor outside the campus and coming to college or	Suspension for 15 days and bringing parent to college on the 16th day,

	consuming liquor in the college bus or consuming liquor during official time like internship or field work or trip to home or any on duty programme	
2.	Consuming liquor and accepting it	Suspension for 15 days and parents need to speak to the Director over the phone.
3.	Going out during night (restricted hours) without permission	Bringing parents to college to meet the Director.
4.	Fight between student of the same batch or Seniors or Juniors	Dealt according to the seriousness.
5.	Seen sitting pairs (boy & girl)	Informing the parents, yellow card by Director.
6.	Consumption of alcohol - repeated	<ol style="list-style-type: none"> 30 working day suspension Notarised affidavit in the prescribed format given by the college Parents have to come on the 1st day and last day No attendance No academic and non academic activities engagement Still the students has to have attendance or condonation as per the UOC rules liable to clear the internal assessment within the available time and number of options after rejoining the campus.
7	Entering in to the girls hostel	<ol style="list-style-type: none"> 60 days suspension No entry in the hostel or campus during this period and during the exams. The missed portions will be delivered after the suspension period, and assignments will be given to overcome the attendance shortage. The exams can be written along with the supplementary exams conducted for the batch. The student will be barred from the placement opportunities generated by the college. The student must source the internships by themself

Certain other conducts

When one student is sick only one student can accompany - If it is a girl, let another girl support her and if it is a boy let another boy support him.

After 11 pm the girls and boys should be in the Kalam Hall, Computer Hall, Aerthyasen and Buffet.

Prepared & Issued by:	Approved by:
Mrs. Yasmin Samad,	Dr. Sreekanth Sreedharn
Registrar	Director
	

It is also decided to reconstitute the committee and new members are as follows

1. Director / Deputy Director as the chairman of the committee
2. Associate Dean (Academics) Dr. Mohammad Irshad as member
3. Associate Dean (Student Affairs) Mr. Pramod as member
3. Registrar/ Administrator Mrs. Yasmin Samad as member
4. 2 faculty members - Dr. Jith and Dr. Sona as members

Appointment letters need to be given with immediate effect.

<<<<<<<<

