

Shri Binzani City College (Autonomous),

Umrer Road, Nagpur

Standard Operating Procedure (SOP) for the Discipline Committee

1. Purpose:

The purpose of this SOP is to outline the roles, responsibilities, and procedures of the Discipline Committee in maintaining decorum, ensuring adherence to the Code of Conduct, and addressing disciplinary matters in the college.

2. Scope:

This SOP applies to all students and visitors within the college premises and during college-related events (both on-campus and off-campus).

3. Objectives:

- i) To maintain discipline and order in the college.
- ii) To ensure a safe, respectful, and conducive learning environment.
- iii) To prevent and address instances of misconduct, indiscipline, and violation of institutional rules.

4. Composition of the Discipline Committee:

The committee shall comprise:

- 1) Chairperson – Vice Principal
- 2) Convener/ Member Secretary– Faculty Member
- 3) Members – Minimum of 3 teaching staff members (including one woman faculty member)
- 4) Student Representative(s)– Approved by the Principal
- 5) Administrative Representative – One non-teaching staff member

The tenure of the committee shall be one academic year, subject to renewal.



5. Roles & Responsibilities:

Chairperson:

- i) Oversee and guide the functioning of the committee.
- ii) Approve decisions and recommend actions.

Convener/Member Secretary:

- i) Schedule and conduct meetings.
- ii) Maintain records of complaints, actions taken, and resolutions.

Members:

- i) Investigate complaints and incidents.
- ii) Recommend appropriate corrective measures.
- iii) Educate students about rules and consequences of violations.

6. Code of Conduct Oversight:

The committee will monitor adherence to:

- i) Classroom behavior and respect towards staff and peers.
- ii) Prohibition of ragging, harassment, violence, and substance abuse.
- iii) Proper use of college facilities and property.

7. Procedure for Handling Complaints:

i) Receiving Complaints:

- a) Complaints can be lodged in writing, via email, or through an online complaint form.
- b) Anonymous complaints may be considered based on severity and credibility.
- c) A complaint may only be filed by the student concerned or by their parent/guardian. Intervention or involvement of any external person or political representative shall not be entertained or considered valid.

ii) Preliminary Review:

- a) Convener verifies the details and, if needed, refers to the Chairperson for further direction.



iii) Investigation:

- a) Statements from complainant, accused, and witnesses are recorded.
- b) CCTV footage or other evidence may be examined.

iv) Meeting & Deliberation:

- a) Committee meets to discuss findings and decide on action.

v) Action & Communication:

- a) Actions may include verbal warning, written warning, Financial recovery (in case of College property damage), or referral to higher authorities.
- b) Decision is communicated in writing or via mail to concerned parties.

vi) Timeframe for Filing Complaints:

- a) Students must submit any complaint to the Committee within seven (7) days of the occurrence of the incident.
- b) Such complaints shall be submitted either in writing or through the official email of the Committee.
- c) The Committee shall be bound to deliver its decision within seven (7) days from the receipt of the complaint.
- d) If any objection arises regarding the decision of the Committee, the complainant may file an appeal to the Hon'ble Principal within seven (7) days of the Committee's decision.

vii) Record Keeping:

All proceedings are documented and stored confidentially.

8. Preventive Measures:

- i) Conduct orientation programs on discipline and ethics.
- ii) Display Code of Conduct in prominent areas.

9. Reporting:

The Discipline Committee shall submit a half-yearly and annual report to the Principal summarizing the number of cases handled, actions taken, and preventive measures implemented.

10. Review & Amendments:

This SOP shall be reviewed annually by the Principal in consultation with the Discipline Committee to ensure relevance and effectiveness.



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Discipline Committee for the session 2025-2026

S.N.	Name of the Members	Designation
1.	Dr. Sandip Tundurwar, Vice Principal	Chairman
2.	Dr. Prabhakar Chandekar	Member (Teaching Staff)
3.	Prof. Rajesh Darvekar	Member (Teaching Staff)
4.	Prof. Kalpana Mishra	Member (Teaching Staff-Women)
5.	Shri. Sandip Dongre	Member (Non-Teaching Staff)
6.	Shri Rohit Karikan	Students Representative
7.	Ku. Kalyani Zade	Students Representative
8.	Dr. Shrikant Shende	Member Secretary



Principal
S. B. City College,
Nagpur.