

SOP Standard Operating Procedures) FOR MAINTAINANCE OF DISCIPLINE AND REDRESSAL OF GREIVANCES IN SIKKIM MANIPAL INSTITUE OF TECHNOLOGY

INTRODUCTION

1. Sikkim Manipal Institute of Technology (SMIT) is one of the leading residential Technical Institute in the Eastern Region of India. The campus is spread over an area of 34 acres with a population of over 3000 students, faculty, non teaching staff and their families.
2. It is of paramount importance to always maintain discipline in the campus to ensure that Peace and Harmony prevails in the campus. Any incident of indiscipline should be tackled immediately by the concerned authorities and necessary action should be taken to avoid recurrence of such incidents in future.
3. Therefore there is a need to have standard operating procedure for prompt and immediate action by concerned authorities at different levels in of handling cases of Discipline and redressal of grievances involving students and also staff.

SCOPE

4. This SOP covers different situations wherein a breach of discipline could occur and lay down actions to be taken by various authorities for disposal of the case by taking appropriate actions.
5. Rules & Regulations already defined and promulgated in various circulars on the subject, student's handbook, SOP on Hostel Rules and regulations, Manual on Security and Disaster management etc if required will be referred to by the concerned authorities while taking action on any incident.
6. The Inter office note on FORMATION OF VIGILANCE/CRISIS MANAGEMENT TEAMS has already been promulgated vide 1049-A/SMIT/Discp/students/94/2009.This deals adequately with the subject of vigilance; hence the same is not dealt with in this SOP.
7. The Circular on the Reconstitution of **the Grievance Committee** has been issued separately; hence this SOP does not deal with the procedure to be followed to deal with complaints /suggestions received by the members of the grievance committee directly or through suggestion box. This SOP is restricted to addressing the grievances of persons or parties affected as a result of an incident involving a breach of discipline.

PROCEDURE FOR REPORTING, RECORDING AND DISPOSAL OF CASES OF INDISCIPLINE

Academic areas

8. The area will include the classrooms, labs, Workshops, library, examination halls or any other area forming part of the academic buildings. All cases / incidents of indiscipline in these areas will fall under the preview of the Dean Academics (SA) and concerned HODs. **However all cases of Malpractice during Examinations will be dealt under the provisions given in Para 9 of Regulations Governing Academic Evaluation under the CGPA scheme.**

9. Method of Reporting and disposal of cases

a) Any breach of discipline will be reported immediately on occurrence to HOD. This report can be given by any witness who observes it, any faculty member who gets information of the incident or the aggrieved party.

b) HOD to immediately make a preliminary enquiry of the incident/ act of indiscipline and arrange recording of statements of involved persons. He will inform the Dean (SA) verbally giving him a brief of the case. Dean (SA) will in turn telephonically brief the Director about the incident.

c) HOD to complete the initial on spot investigation and recording of statements. He should either dispose of the case at his level (in consultation with Dean SA) by issuing of strict warning to the concerned parties in writing OR he should forward the incident report & recorded statements to Dean (SA).

e) If the case is disposed off by the HOD, then the preliminary enquiry report along with Statements recorded and warnings given will be sent to Director through Dean (SA), Dean (A) for information and entry in the student's personal files.

f) If the case it is not disposed by the HOD, then the preliminary enquiry report along with Statements recorded will be sent to Director. The case will then be disposed of by the Director in consultation with Dean (A), Dean (SA), HOD, and Chief Warden.

g) Any incident which the HOD feels should be reported to the Police, the incident will immediately be reported to Director and Manager Administration also is informed. The decision whether the incident requires reporting to the police or not will be that of the Director. The Manager Administration then will accordingly take action of reporting to the local police .

h) Action by Resident Doctor. If any person is referred to the Health centre for Medical Treatment the Doctor will, after attending to the injured/intoxicated, record the nature of Injuries as well as record a brief statement of the injured/intoxicated person as to how & where he suffered the injuries/got intoxicated. In case the injured/intoxicated person is not in a position to give a statement he should record the statement of the person/persons who have brought the injured to the dispensary.

Hostels/Canteen/Food Court/Recreation hall .

10. This area will include the area of all the boys and girls' hostels/canteen / food court/Recreational Hall. All cases / incidents in these areas will fall under the preview of Chief Warden.

11. Method of Reporting and disposal of cases.

a) Any Breach of discipline in these areas will be reported immediately on occurrence to Hostel Supervisor by any witness who observes it, any person who gets information of the incident, or the aggrieved party. The Hostel Supervisor should immediately inform the Chief Warden and also inform Hostel Warden.

b) Chief Warden to immediately arrange for carrying out a preliminary enquiry and start process of recording statements of persons involved. He will inform the Manager administration for any assistance by security staff, if required. He should also verbally brief the Director about the incident.

c) Chief Warden should either dispose of the case at his level, by issuing strict warning to the concerned parties in writing OR he should forward the Preliminary report with recommendations along with the recorded statements to Director for further disposal of the case.

e) If the case is disposed of by Chief Warden, then the preliminary report with findings and action taken will be sent to Dean (SA) , Dean(A) and then to Director for information and entry in the student's personal file.

f) If case is not disposed by the Chief Warden, it will be disposed of by the Director in consultation with Dean (SA), Dean (A) and Chief Warden.

g) Any incident which the chief warden feels should be reported to the Police, the incident will be reported to Director immediately and Manager Administration also is informed. The decision whether the incident requires reporting to the police or not will be that of the Director. The Manager Administration then will initiate action to inform local police accordingly.

h) Action by Resident Doctor. If any person is referred to the Health centre for Medical Treatment the Doctor will, after attending to the injured/intoxicated, record the nature of Injuries as well as record a brief statement of the injured/intoxicated person as to how & where he suffered the injuries/got intoxicated. In case the injured/intoxicated person is not in a position to give a statement he should record the statement of the person/persons who have brought the injured to the dispensary.

Area outside academic /Hostel/Mess building.

14. This will include the Sports grounds including Basketball, Volleyball, Tennis and Badminton Courts and all open areas in the campus. All cases / incidents in these areas will fall under the preview of the Dean Students Affairs (SA) and faculty i/c Sports(play ground only) .

15. Method of Reporting and disposal of cases.

a) Any Breach of discipline will be reported immediately on occurrence to Dean (SA). This report can be given by any witness who observes it, any student, or any Staff / Faculty member who gets information of the incident, or the aggrieved party.

b) The Dean (SA) to immediately arrange for preliminary investigation and recording of statements of persons involved. He should inform the Director verbally giving him a brief of the case. Dean (SA) will telephonically inform the Manager Administration and seek assistance of security staff, if required.

c) The Dean (SA) to complete recording of statements. He should either dispose of the case at his level, by issuing of strict warning to the concerned parties in writing OR he should forward the Incident report and recorded statements to Director with his recommendations on the same day.

e) If the case is disposed off by the Dean (SA), the preliminary investigation report and action taken report will be sent to Director for his perusal and entry in the student's personal files.

f) If case is not disposed by the Dean (SA), it will be disposed of by the Director in consultation with Dean (SA), Faculty i/c Sports, and the Chief Warden.

g)) Any incident which the Dean (SA) feels should be reported to the Police, the incident will be reported to Director immediately and Manager Administration also is informed. The decision whether the incident requires reporting to the police or not will be that of the Director. The Manager Administration then will initiate action to inform local police accordingly.

h) Action by Resident Doctor. If any person is referred to the Health centre for Medical Treatment the Doctor will, after attending to the injured/intoxicated, record the nature of Injuries as well as record a brief statement of the injured/intoxicated person as to how & where he suffered the injuries/got intoxicated. In case the injured/intoxicated person is not in a position to give a statement he should record the statement of the person/persons who have brought the injured to the dispensary.

Main Gate of SMIT, Outside Campus

16. All cases or Incidents noticed outside campus, while entering/leaving the campus through the main gate will fall under the preview of the Security Supervisor on duty and the Manager Administration . The incidents outside the campus may occur under following circumstances.

- Altercation between students of SMIT
- Altercation involving a student/students of SMIT with outside persons
- Student meeting with an accident
- Theft at the residence of Day Scholars not staying with their Parents /Guardian.
- Any other situation wherein Students, staff and their family members (who are residing on the campus) are involved.

17. The Manager Administration will be informed of any breach of discipline on telephone by the security on duty at Main Gate/ by any witness who observes it, any student, or any Staff / Faculty member who gets information of the incident, or the aggrieved party.

18. Manager Administration will examine the case and either disposes of the same and allow entry/exit of the person/persons involved, after identity of the persons involved is ascertained. \The Manager Administration will go personally to the main gate and initiate further action as deemed fit in consultation with the Director.

OR

For any incident outside the campus, the Manager Administration will immediately send security supervisor to the site of incident /inform the Dean (SA) & HOD concerned / personally reach the site at the earliest and make a preliminary enquiry / initiate further action of medical assistance / informing the police as deemed fit in consultation with the Director.

19. Cases of all students coming /going late will be disposed of by the Security supervisor in consultation with the Manager Administration. However Identity card /any identification document will be retained at the gate. The identification document will be sent to Chief Warden the next day for further disposal.

Procedure for seeking police assistance

18. The assistance of Police may be necessary in the following Situations.

- Theft /Arson.
- Serious Vehicle accident on the campus.
- Death /Suicide/attempted suicide/ any case of serious injury
- Serious clashes between groups of persons.

19. Police assistance will be called only by the Manager Administration after getting a clearance from Director. NO other person is authorized to contact the Police directly from the campus. In case Manager Administration is not present on the campus for any reason Police assistance will be called for by the Chief Warden.

20. Procedure to seek assistance

- Manager Administration will telephonically inform the concerned police Station giving a brief of the incident and nature of assistance required.
- In case required a formal written Complaint/ Request will be sent immediately thorough the security supervisor on duty.
- Manager Administration will immediately establish contact with the Police on their arrival at the site of incident and monitor the situation. He will keep the director informed about the progress of the case.
- Any administrative support/assistance required by police /SMIT students and staff will be provided immediately.

21. All cases of breach of campus discipline where students are not involved will fall under the preview of concerned HOD/HoO. The incident will immediately be reported to HOD/HoO who in turn will brief the Director and take action on directions of Director. The case will be disposed of by Director in consultation with HOD/HoO, Manager Administration.

CONCLUSION

This SOP is not exhaustive and only lays down responsibilities & guidelines for the authorities to take immediate action. This SOP will help the authorities to deal effectively with speed while tackling different cases of indiscipline. However these should be read in conjunction with existing manuals and instructions on the subject. This SOP should be updated periodically.