

QIS COLLEGE OF PHARMACY

DISCIPLINARY COMMITTEE

Action Plan

The student discipline violations have been divided into

- a. General Discipline violations
- b. Serious Discipline violations

The identification of violators and execution procedure is as follows:

GENERAL VIOLATIONS

Campus: Loitering, sitting on parapet walls/stairs/road margin; Non compliance with academic instructions; Not carrying identity card; Tardiness; wasting of water; Absence without prior intimation; Boarding/alighting the college bus at unauthorized points.

Hostel: Being noisy, disturbing others; Non co-operation with staff.

Execution procedure for General violations: The college disciplinary co-ordinator, task team, Principals, HOD, Class incharges, Subject incharges, Lab incharge, Lab technician and other office staffs can observe and record student disciplinary violations in a prescribed format and enter in ECAP. The Director, Centre for Technology has to make available the digital data to the secretary and correspondent office, Disciplinary board & Principals of the institution.

SERIOUS VIOLATIONS

Campus: Intimidating/Harassing; Non compliance with official directions; verbal or physical assault; Non co-operation with security personnel; damage to property; Graffiti; damage to/loss of library books/lab equipment; carrying weapons; consumption of intoxicating substances; Trade/Trafficking; Antisocial/immoral /

communal activities; Possession/Distribution of unauthorized literature; Unauthorized collection of money; illegal detention of others; criminal offences; Tampering records; forgery; Proxy attendance; Ragging/abetting ragging; Entry/Exit through unauthorized openings, unauthorized access to outsiders; Non-deposition of mislaid articles; Entry/Exit through unauthorized openings, Unauthorized access to outsiders; Non-deposition of mislaid articles; Entering the campus during suspension; Unwarranted entrance/Exit from classrooms/Lab; Malpractice in examinations; Undue use of internet; clothing with inappropriate messages; Unauthorized tours; Non-compliance with field trip rules; Interfering with office parent communications.

Hostel: Unauthorized stay in the hostel; Unauthorized change of rooms/place; Proxy roll call; Use of unauthorized electric appliances; Proxy/dummy roommates; Ragging/abetting ragging; violation of hostel timings; Unauthorized access to outsiders; Entry of men in girls hostel/ Entry of women in boys hostel; cooking; unauthorized long absence; Unauthorized outings; Non-compliance with IN-OUT register; Non-reporting at night; Alteration of hostel amenities; Self repair of electrical problems; Travel without pass; Unauthorized travel; Obstructing transit.

Execution procedure for serious violations:

The complaint of serious nature has to be submitted in prescribed format by the faculty to the secretary and correspondent office through concerned principal or directly to secretary and correspondent office if necessary. The complaint received by the secretary and correspondent office has to forward to Discipline board for the formation of enquiry committee.

The enquiry committee chairman has to submit the enquiry report to the secretary and correspondent office in a sealed cover within stipulated time mentioned in the order. The secretary and correspondent office will forward the report along with its comments to the disciplinary board for preparing action order. The secretary and correspondent office will issue office order to the principal of the institution to implement the recommendations made. The principal will implement the order and send a copy to the secretary and correspondent office for closing the complaint file.

QIS EDUCATIONAL INSTITUTIONS DISCIPLINE BOARD

S. No	Name of the member	Affiliation	Designation in the Board
1.	Dr.K.VeeraSwamy	Principal - QISCET	Chairman
2.	Dr.G.L.Narayana Rao	Principal - QISIT	Member
3.	Dr.D.Dhachinamoorthi	Principal - QISCP	Member
4.	Other institution Principals	Principal - D & PG Principal - High School Principal - Public school	
5.	Ms.K.Jaya Lakshmi	Director, Human Resources	Member
6.	Dr.B.Srinivasa Rao	Director - Discipline	Member Secretary
7.	Dr.R.SivaKumar	Director - Hostels	Member

QIS College of Pharmacy, Discipline Co-ordinator - Mr.G.Venkateswarulu