

## CAMPUS DISCIPLINE MONITORING COMMITTEE



**NAJATH COLLEGE**  
**OF SCIENCE AND TECHNOLOGY**  
**KARUVARAKUNDU**  
(Affiliated to University of Calicut)

Kannath, Tharish P.O., Karuvarakundu,  
Malappuram Dist. Kerala, Pin-676 523  
T: 04931 – 280786, +91 9747217700  
F: 04931 – 282 700  
E: najathcollege@gmail.com  
[www.najathcollege.edu.in](http://www.najathcollege.edu.in)

## CAMPUS DISCIPLINE MONITORING COMMITTEE

Discipline Monitoring Committee maintains discipline, dignity, decorum and rapport in the institute. Controlling the students through rules and regulations and channelization their youth energy into positive and creative direction and promotion of manners, personality, character and civilization. It shall be the duty of the Discipline Committee to ensure compliance and continuously monitor and oversee the performance of the Disciplinary Squad in the prevention of in-disciplinary activity in the institution.

The committee ensures that students adhere to the code of conduct prescribed by the college. All breaches of the aforementioned guidelines, including physical violence and other such disruptive behaviour, will be swiftly enquired into by the committee and stringent action will be taken against the offenders.

The Discipline Monitoring Committee shall have the dual function of safeguarding the rights of students and maintaining a climate of integrity and safety for all members of the College community.

### Aims and Objectives of the Committee

- To ensure a calm and peaceful academic atmosphere on the campus.
- To avoid physical confrontation among students.
- To conduct enquiries into the report of disciplinary activities among students.
- To initiate model actions against students involved in disciplinary activities.
- To initiate steps to **reduce/eradicate** violence and confrontation in future.
- To maintain the activities of the college joint venture regarding disciplinary action.
- To uplift the student's potential and to develop them as balanced citizens in society.
- The institute is driven by a passion and mission for imparting a peaceful, safe and friendly environment.
- To scrutinise and prevent any in disciplinary activities (**lack of attendance**, lateness, unpunctuality, misbehaving with college mates, staff, or damage to college property) and riots.
- To provide a medium through which the committee can monitor and control the discipline of its students.

### Functions and Responsibilities of the Committee

- ☞ The Committee scrutinises, investigates & considers all complaints and grievances related to the discipline of the students.
- ☞ The Committee is responsible for following all the disciplines as well as checking that the Code of Conduct is properly followed by each & every one who belongs to the college.
- ☞ Regulate & enforce discipline among the students of the college.
- ☞ Take appropriate action wherever necessary.

### Composition of the Committee

The Principal shall constitute the Campus Discipline Monitoring Committee in consultation with the college council. The principal will be the Chairperson, and a faculty member from the College Council should be posted as the **Convener** of the committee. Heads of all departments, faculty of physical education, Convener, Legal Cell and **Office superintendent** are the members

of the committee. For the special sittings of the cases, concerned class tutors and mentors are to be considered.

### **Discipline Rules.**

It shall be the bounden duty of every student to abide by the rules and regulations of the college and conduct himself with discipline and decorum in all places and under all circumstances.

1. Every student should attend classes regularly and punctually.
2. Students are expected to wear fixed uniforms/ **clean, suitable clothes** and their identity cards issued by the college with tag (This is mandatory as per **G.O.No. 26483/GI/15/H. Edn. dated 12/10/2015**) in the campus.
3. The use of mobile phones is strictly prohibited. If a student is found using a mobile phone without proper permission from the authority, for any purpose, the phone will be confiscated from the student.
4. Ragging is a punishable offence and students are expected to treat each other with respect (**the Judgment of the Hon'ble Supreme Court of India dated 08.05.2009 in Civil Appeal No.887/2009**).
5. Smoking or indulging in other reprehensible habits within the college premises is also forbidden.
6. Proper respect must be paid to the staff both inside and outside the classrooms.
7. Malpractices at examinations and test papers will be severely dealt with.
8. Students should not cause any damage or loss to the property and articles of the college
9. Students who do not have classes during a period should not loiter on the college veranda or the premises.
10. Political activism has been banned in the college as per the **Hon'ble High Court Order No. WP (C). No. 24286 of 16 (1)**.
11. Requests and representations on behalf of the class and notices of any kind should not be circulated among the students anywhere within the college premises without the written permission of the Principal.
12. Meetings of any kind will not be held within the college premises without the written permission of the Principal. Prior permission from the Principal should be obtained for:
  - i. Organising special meetings, entertainment or social functions in the College
  - ii. For using loudspeakers, megaphones, etc, in the college premises.
  - iii. For inviting persons from outside for any function in the college
  - iv. For collecting subscriptions of any kind from the students and staff members of the college
13. The College authority has the authority to conduct an enquiry against any student regarding his misconduct.
14. When a student has any doubt on any matter concerning college discipline, he may seek guidance from the Principal or any of the Heads of Departments. A student who violates any rule or regulation of the college is liable to be punished. The decision of the Principal in matters of discipline shall be final.
15. Any matter not covered by the above-mentioned rules shall be decided by the Principal from time to time.

OBJECTIVES:

The main function of the Discipline Monitoring Committee is to oversee the implementation and the practice of the code of conduct for administrators/ staff/ students and ensure adherence to rules and regulations that govern the management and administration of the College. The Discipline Monitoring Committee will be responsible for educating and creating awareness about the code of conduct that governs all stakeholders. The committee will initiate the following disciplinary action on erring members and ensure the well-being of all stakeholders.

PUNISHMENT AND PENALTIES

One or more of the following programmes of action may be taken when a student has been found to have violated the student code of conduct: All such matters should be informed to the concerned tutors and mentors.

**Warning:** A written letter of reprimand resulting from a student's misconduct.

**Suspension:** Suspension is a sanction that terminates the student's enrolment at the College campus for a specified period.

**Monetary Fines:** Monetary Fines are a sanction in which a student is required to deposit an amount as a penalty, or any amount deposited by him/her is forfeited or adjusted, resulting from misconduct. It also includes Restitution, which means making compensation for loss, injury, or damage.

**Confiscation:** Confiscation means confiscation of goods used or possessed in violation of college regulations.

**Restriction of Privileges:** Restriction of privileges refers to the denial or limitation of specified privileges, including, but not limited to, access to student facilities, scholarships, college trips, placement programs, and college events for a defined period.

**Dismissal:** Dismissal is a sanction which permanently separates a student from the college campus without the opportunity to re-enrol in the future.

The Chairperson will preside over all hearings. The Convener of the Committee shall maintain minutes of every sitting/meeting and an adequate record of the history and disposition of each case. He/ She shall maintain the written record of the hearing and the decision. The record shall include a summary of the evidence upon which the Committee based its decision.

## Procedure for Re-entry of Students After Suspension

### 1. Eligibility Verification

- The student must complete the **prescribed suspension period**.
- **Full payment of tuition fees** must be completed.
- Any additional **finances or disciplinary dues** must be settled.

### 2. Initiation of Re-entry Request

- Student collects and fills out the **official Re-entry Form** (available at the College Office or downloadable from the college website).

### Routing and Signatory Flow

The completed Re-entry Form shall be routed in the following sequence:

Step	Signatory/Authority	Purpose
1	Convener, Discipline Committee	Initial review and remarks
2	Office Superintendent	<b>Fee verification and semester re-entry into the college application</b>
3	Teachers	Behavioural feedback and consent, any classroom special work to complete
4	Class Tutor	Conduct validation and readiness assessment
5	Mentor	Record history in Mentor – Mentee Record @ College Application
6	Head of Department	Academic clearance and approval
7	Principal (Chairperson)	Final sign-off and formal reinstatement
8	Convener, Discipline Committee	Filing

### 4. Final Submission & Documentation

- A fully signed form is submitted to the **Discipline Monitoring Committee**.
- The **Convener** updates disciplinary records.
- Student receives formal notification or Re-entry Clearance Certificate.

### 5. Post-Re-entry Expectations

- The student is expected to:
  - Comply strictly with the college's **Code of Conduct**
  - Attend **disciplinary counselling** or **behavioural awareness sessions**, if directed
  - May be placed under a **probationary observation period** by the committee

### Campus Discipline Monitoring Committee 2025 - '26

<b>Name &amp; Designation</b>	<b>Position in the Committee</b>
Dr Abdul Jalee O, Principal	Chairperson
Mr Abdul Majeed, Arabic Department	Convener
Mr Muhammed Kunhu MK, VicePrincipal	Member
Mr Sainul Abid V, Head, Commerce	Member
Ms Shahana Thasneem. Head, English Dept.	Member
Mr Abdul Raheem, Chemistry Dept.	Member
Ms Nishana, Head, Sociology	Member
Head, Political Science	Member
Mr Sanoob. Commerce	Member
Mr Haneefa MK, Commerce	Member
Ms Rahmath Sheena, Commerce	Member
Mr Jishnu, Faculty, Physical Education	Member
Mr Byjas, Convenor, Legal Cell	Member
Mr Thabsheer, Office Superintendent	Member