



GEMS POLYTECHNIC COLLEGE

(Approved by AICTE, Govt. of India, F. No. Northern/2015/1-2474317051)

Affiliated to SBTE, Bihar
ISO Certified 9001:2015

S. Ashish Daniel
Secretary & Director

C. Rama Gopal
Principal

Ref. No.: GPC/IQAC/POLICY/05

Date: 12.09.2019

Policy Document for Student Disciplinary & Corrective Measures

Introduction:

GEMS Polytechnic College aims to provide a conducive environment for learning and personal development. In order to maintain discipline and ensure the well-being of all students, the college has established rules and regulations that must be adhered to by every student. This policy outlines the disciplinary measures that will be taken in case of violations, particularly regarding the consumption or possession of alcohol, tobacco, drugs, and other acts of misconduct.

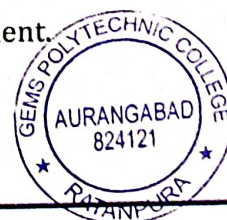
Rules & Regulations:

General Discipline:

The college promotes a culture of respect, integrity, and responsibility. Students are expected to uphold these values and conduct themselves in a manner that reflects positively on the college community. Any grievances should be addressed to the respective Head of the Department for resolution.

Social Awareness:

Students are encouraged to engage in social service activities and community development initiatives. Participation in activities such as NSS (National Service Scheme) is highly encouraged as it fosters social responsibility and civic engagement.



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Good Habits:

- Maintaining good health habits and participating in physical activities are essential for overall well-being.
- Students should refrain from breaching discipline in sports, games, and other extracurricular activities.

Tobacco/Alcohol/Drugs:

- The possession, consumption, or distribution of alcohol, tobacco, narcotic drugs, or psychotropic substances is strictly prohibited on campus.
- The college is committed to maintaining a drug-free environment.

Punishment for Charges:

Violations of the alcohol, tobacco, and drug policies will result in disciplinary action as follows:

- Under the influence of alcohol/possession : One-semester suspension
- Under the influence of tobacco/possession: One-semester suspension
- Narcotic drugs, psychotropic substances : Expulsion from the college

Peace on Campus:

- Students are expected to maintain peace and harmony within the College campus. Any act of destruction, damage, defacement, or removal of College property is strictly prohibited.
- Additionally, students must refrain from disturbing or causing harm to any individual under any circumstances, including but not limited to celebrations, inductions, pledging, or rivalries.

Punctuality and Classes:

- Students must adhere to all College timings, including class timings, residence meetings, mess timings, and morning assemblies. Punctuality is essential, and students are required to attend all classes regularly.
- A minimum attendance of 75% is mandatory to be eligible to appear for end-of-semester examinations. Failure to meet this requirement will result in the student having to repeat the semester. Leaving the College campus without official permission is not permitted.

Identity Card:

- Students must wear their identity cards at all times while on campus and present them for verification when required.
- Defaced or broken ID cards are invalid.
- The ID card is essential for accessing facilities such as the library, utility stores, examinations, and laboratories/workshops.
- Any charges incurred using the ID card are the responsibility of the student.
- Lost ID cards must be reported, and replacements will be issued. Students are responsible for the care of their ID cards.

Cell Phones:

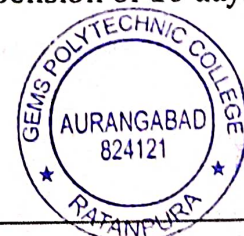
- The use of cell phones on campus is strictly prohibited. However, students may keep their cell phones in their hostel rooms.
- Parents are cautioned about the potential misuse of cell phones, and students found misusing cell phones for illegal activities, such as soliciting illegal relationships or involvement in illicit deals, will face expulsion from the College.

Interactions:

- Students are not permitted to collect money from fellow students without authorization from College authorities or convene or attend unauthorized meetings on campus.
- Bringing outsiders onto the campus is prohibited, as is participation in political activities or inviting political leaders to the campus.
- Students must not respond to calls for strikes, processions, agitation, or violence, and they must refrain from engaging in anti-national, anti-social, communal, or immoral activities.
- Writing or drawing on desks, black/green boards, or walls is not allowed, nor is the smearing of colored powder or water on individuals or property.

Violation:

- Violation of any of the above rules will result in a suspension of 10 days.



Firecrackers:

- The possession, distribution, or use of firecrackers of any kind on the Residence and College campus is strictly prohibited.

Violation:

- Violation of the firecracker policy will result in a suspension of 10 days.

Ragging:

- Students must not directly or indirectly commit, participate, abet, or instigate ragging inside or outside the college premises.

Violation:

- Expulsion from the College.

Eve Teasing:

- Indulging in eve teasing, a cognizable offence punishable by law, is strictly prohibited both within and outside the college campus.

Violation:

- Expulsion from the College.

Unauthorized Notices and Communication:

- Writing, making, bringing, distributing, displaying, or circulating unauthorized notices, pamphlets, leaflets on campus, or forwarding unauthorized information through SMS or email is strictly prohibited.

Violation:

- Suspension for One Semester.

Formation of Unions or Groups:

- Students are not allowed to be part of any unauthorized union or group or organize any move to form such unauthorized unions or groups.

Violation:

- Disciplinary action as deemed appropriate by the management.



Laptop Usage:

Misuse of Laptops:

- Students must not misuse laptops for gaming, watching movies, or non-academic purposes.

Violation:

- Suspension for one semester.

Possession of Harmful Articles:

- Possession of articles that may cause harm or injury to others is strictly prohibited.

Violation:

- Disciplinary action as deemed appropriate.

Self-inflicted Injuries or Substance Abuse:

- Students found inflicting self-harm or consuming harmful substances will not be permitted to continue in the College.

Violation:

- Disciplinary action as deemed appropriate.

Responsibilities of Students:

Compliance with Academic Regulations:

- Students must read, understand, and comply with the College's and faculty's academic regulations as stated in the student handbook/calendar and course handbook.

Degree and Program Requirements:

- Students are responsible for understanding and complying with degree and program requirements as outlined in the student handbook/calendar and course handbook.

Course Prerequisites and Advising:

- Students must follow course prerequisites and seek academic advising on a regular basis.

Fee Payment and Administrative Processes:

- Students are responsible for paying fees on time and adhering to administrative procedures such as applying for awards/scholarships and graduation/convocation.

Attendance and Record-keeping:

- Students must ensure accurate course registration, verify grades and attendance records, and report any errors or appeals within stipulated deadlines.

Communication and Updates:

- Students must maintain a current valid mailing address, update their records, and stay informed about college communications and updates.

General Prohibitions:

- Students are not allowed to loiter around the campus during class hours or free hours for any reason.

Dress Code:

- All students must adhere to the prescribed dress code within the College campus on all academic working days. The dress code is as follows:

Men:

- Students must be neatly dressed in college uniform and maintain a clean-shaven appearance with a decent haircut at all times while on campus.
- Earrings and ear studs are not permitted.
- During college functions and special occasions, students are required to wear the College uniform (blazer and tie). T-shirts, jeans (including cargo), and low-waist trousers are not permitted.

Women:

- Female students are required to wear the prescribed college uniform on all academic working days.
- On special occasions, they may wear either salwar kameez or churidhar with a dupatta pinned at the shoulders, or sarees.
- Additionally, they should wear the College uniform blazer on special occasions.



Class Attendance:

- Students are expected to maintain excellent attendance throughout the course.
- A minimum of 75% physical attendance is required to be eligible to write examinations.
- Students may avail themselves of up to 10 permissions to attend/participate in approved programs/activities during a semester.
- However, they must still maintain a minimum of 75% attendance at the end of the semester, taking into account permissions, medical leave, and other leaves.

Academic Misconduct:**Academic Integrity:**

- Students are expected to maintain academic integrity in all aspects of their coursework. Assignments, tests, and examinations are designed to assess individual mastery of course material.
- Collaboration is allowed in some cases but must be appropriately acknowledged.

Violations: Acts of Academic Misconduct:

Acts of academic dishonesty or misconduct include, but are not limited to, the following:

Cheating:

- This includes using unauthorized materials during examinations, copying from other students, communicating with others during exams, commissioning someone else to take an exam, and accessing advance knowledge of exam content.

Corrective Measures:

- In the event of academic misconduct, the following corrective measures may be taken:

Warning:

- A verbal or written warning may be issued to the student, emphasizing the importance of academic integrity and the consequences of further misconduct.



Academic Probation:

- The student may be placed on academic probation, limiting their participation in certain activities or access to academic resources.

Suspension:

- In severe cases of misconduct, suspension from the College for a specified period may be imposed.

Expulsion:

- The most serious cases of academic misconduct may result in expulsion from the College.

Disciplinary Rules:

- The disciplinary rules issued by the Department of Science & Technology, Government of Bihar, as per circular no: 2637 dated: 27.10.2011, will be followed.
- Any disciplinary measures taken will be in accordance with these guidelines.

Conclusion:

- Students are expected to abide by the rules and regulations outlined in this policy document.
- Failure to do so may result in disciplinary action, including but not limited to warnings, probation, suspension, or expulsion, as deemed appropriate by the college authorities.
- It is essential for students to maintain academic integrity and uphold the reputation of the institution.

Approval:

This policy document is approved by the following authorities and is effective immediately upon dissemination to all relevant stakeholders.

This policy document will be reviewed annually to ensure its alignment with the evolving needs and objectives of GEMS Polytechnic College.

Date: 12.09.2019

College Seal:



Reviewed by

P. S. S.
12/09/2019

Principal

GEMS Polytechnic College
Ratanpura, Aurangabad
Bihar-824121

Approved by

[Signature]
12/09/2019

Director

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