



SREE GOKULAM NURSING COLLEGE, VENJARAMOODU

Recognised by Indian Nursing Council, Kerala Nurses and Midwives Council and
Affiliated to Kerala University of Health Sciences

DISCIPLINARY COMMITTEE

Review Date: 05/10/2026

1. Objective

The Disciplinary Committee is responsible for maintaining decorum, ensuring discipline, and addressing misconduct within the institution. The aim is to promote a safe, respectful, and harmonious environment for students, faculty, and staff.

2. Composition of the Disciplinary Committee

The committee will consist of:

Sl. No	Name of Faculty	Official Designation	IEC Position
1.	Prof. Smitha J S	Professor	Chairperson
2.	Ms. Jincy Liz Thomas	Asst. Professor	Secretary
3.	Mrs. Preetha Carolin C	Professor & HOD FON	Member
4.	Mrs. Sumam P	Professor & HOD Mental Health Nursing	
5.	Mr. Aravind A S	Asst. Professor	
6.	Mr. Davoode K	PTA President	
7.	Ms. Iswarya Sreekumar	Union chairperson	Student representatives
8.	Ms. Malavika B	Union vice-chairperson	

3. Scope and Responsibilities

The Disciplinary Committee will:

1. Investigate complaints of misconduct by students as reported by the principal.
2. Conduct hearings and provide a fair opportunity for all parties to present their views.
3. Recommend corrective actions, penalties, or counseling based on findings.
4. Promote awareness of institutional policies and codes of conduct.
5. Ensure compliance with institutional and legal guidelines during the disciplinary process.

4. Types of Misconduct Addressed

The committee will handle the following types of misconduct:

1. Academic dishonesty (cheating, plagiarism).
2. Disruptive behavior in classes or campus premises.





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3. Harassment, bullying, or violence.
4. Violation of institutional policies.
5. Breach of professional ethics.
6. Non-compliance with institutional regulations.
7. Damage to institutional property.
8. Unauthorized use of facilities.
9. Any act affecting the reputation or safety of the institution.

5. Standard Operating Procedure

- Complaints must be submitted in writing to the principal via email, or physical form. Complaints directed by the principal only will be taken-up by the disciplinary committee.
- Enquiry committee headed by the chairperson will conduct enquiry and collect evidence, including witness statements, relevant documents, and CCTV footage (if applicable) before further report.
- The enquiry committee must complete the proceedings within **3 working days** of receipt.
- The respondent (accused) will be notified in writing, detailing the complaint against them. Both the complainant and respondent will be given an opportunity to present their views.
- All proceedings of the enquiry committee and property of all parties involved to be kept confidential.
- After reviewing all evidence and hearing all parties, the committee will deliberate and arrive at a decision. Decisions will be based on facts, evidence, and adherence to institutional policies.
- Based on the severity of misconduct, the committee may recommend: Verbal or written warning, Suspension or expulsion, Counseling or community service, or Fine or restitution for damages.
- The committee will issue a written report summarizing findings, decisions, and recommended actions. A copy of the report will be shared with the complainant, respondent, and relevant institutional authorities.
- Any party dissatisfied with the decision may submit a written appeal to the institutional head within **7 days** of receiving the decision. Appeals will be reviewed by a higher authority or independent review committee.





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- All complaints, evidence, and decisions will be documented and securely maintained by the committee and a copy to be sent to college council.
- Annually three meeting to be conducted by the committee.
- Disciplinary committee will be reconstituted every two years.

6. Key Performance Indicators (KPIs)

The effectiveness of the Disciplinary Committee will be evaluated using:

1. Number of complaints resolved within the stipulated time.
2. Reduction in the frequency of disciplinary issues.
3. Feedback from stakeholders on fairness and transparency.
4. Awareness levels about institutional policies and consequences of misconduct.

7. Review and Amendments

- The SOP will be reviewed annually to ensure relevance and effectiveness.
- Amendments will be made based on stakeholder feedback and evolving institutional requirements.

Prepared by:

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Verified by

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SGNC**

Approved by:

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