

**GATEWAY
EDUCATION**

**DISCIPLINE
POLICY**

Approved

2024

[Signature] 23 Aug 24

Dr. (Col) A Garg
Director General
Gateway Education

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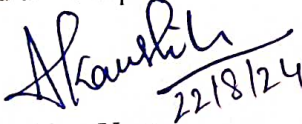
Gateway Education - Discipline Policy

Objective of the Policy

To create a safe and conducive learning environment, uphold standards of behavior and academic integrity, and provide a framework for addressing misconduct while fostering personal growth and development among students. In GATEWAY EDUCATION, the primary focus is on effective governance of academics and administration. We believe that a positive and productive learning environment prevails, enabling students to strive for excellence. When students know what is expected of them, they are more likely to focus on their studies and engage in constructive activities. It sets the standards for how individuals should treat one another, fostering a respectful and inclusive campus culture. To address indiscipline issues, Gateway Education has formed a discipline policy that is very transparent, firm and will be consistently applied. This policy includes provisions for counseling, Undertaking, Warning, or other forms of support to help students address underlying issues that contribute to misconduct. This discipline policy will ensure that the sanctions and consequences are managed properly and dealt within a fair and unbiased manner for maintaining trust within the college students' community.

Discipline Rule and Procedures

1. Details of various acts of indiscipline along with corrective actions for each case are given at Appendix -1. In this, corrective action describes the steps to be taken to deal with each situation reasonably and help the concerned students to improve their standards of conduct.
2. If any act of indiscipline is observed, it must be reported by the concerned student/faculty member/ office bearer to a member of the Discipline Committee /Dean Student Welfare. The Discipline Committee members, with assistance from the concerned individual, will prepare an incident report (Appendix 3) and submit it to the Discipline Head or Dean student welfare. Based on this report, the Discipline Head will call for a meeting/hearing to investigate the incident and will notify the involved student by email and telephone to be present during the hearing session.
3. If a concerned student is found guilty during the investigation, the discipline committee will take actions according to the discipline policy (Appendix 1).
4. Formats in respect of undertaking by students (Appendix -4) & parents (Appendix -5), warning letter (Appendix -6) and counseling letter (Appendix -7) are attached and if needed given to concerned students, afterward.
5. Discipline committee members are expected to maintain records of all communications regarding acts of indiscipline and collect all related documents, including fines (if applicable). A copy of these records should be sent to the Dean of Student Welfare, HOD, Registrar, Hostel Warden (if applicable), and for the student's file.
6. This policy will empower all faculty & staff to maintain discipline in the classroom and the campus.


22/8/24
Mr. Ajay Kumar
Dean Student Welfare

Gateway Education Discipline Committee Members

S.no.	Name	Appointment	Mobile	E-Mail
1	Mr Ajay Kumar	Dean SW	9896896449	dean.dsw@gateway.edu.in
2	Ms Rachna Dhaka	Head Discipline	9467483831	rachna.dhaka@gateway.edu.in
3	Mr. Lalit kumar	Member	8295891200	head.admin-eem@gateway.edu.in
4	Ms. Tanya Panghal	Member	9001873902	tanya.panghal@gateway.edu.in
5	Ms Shailja Kumari	Member	8571899029	shailja.kumari@gateway.edu.in
6	Mr. Mohit Bhatnagar	Member	9255111430	mohit.bhatnagar@gateway.edu.in
7	Mr Kuldeep	Member	7496999254	kuldeep.singh@gateway.edu.in
8	Mr Ajay Goel	Member	9592617061	ajay.goel@gateway.edu.in
9	Mr. Shahzad Ahmed	Member	9953937439	Shahzed.ahmed@gateway.edu.in
10	Ms Pushpa	Member	8930231218	Pushpa.khatri@gateway.edu.in

Rachna

Shahzad

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Acts of Indiscipline & their Corrective Action(s)

Clause No.	Act of Indiscipline	Corrective Action(s)
1	Use of abusive language or Any act of disrespect towards the faculty / Staff/ Security Guards/helpers etc.	1. Information to parents along with undertaking from parents leads to suspension from classes or Impose fine of Rs 5000/-. 2. Expulsion from the Institute.
2	Involve in Physical assault/ Fighting/ abusing With other students causing serious/ significant injury. Or Bullying (includes any electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination) that cause physical or substantial emotional harm to another student or group of students. Or Possessing or using any weapons such as knives, Lathis, iron chains, iron rods, sticks, explosives and firearms in the institute premises	1. Information to parents and their physical presence in the Institute along with undertakings from students and parents. Impose fine of Rs 10000/-. 2. Repeating the offense may lead to expulsion from the Institute.
3	Damage/Pilferage/Destroy of Institute properties in Campus/ Laboratories/ Classrooms/ Computer Centre / Library / Hostels, Staff Quarter, etc.	1. Warning to Students, information to Parents and repair/replacement of the damaged item. 2. Fine (Rs 500 to Rs 20000) for every student involved in the misdemeanor.
4	Pasting of posters or distributing pamphlets, handbills etc., of an objectionable nature or writing on walls, disfiguring buildings & displaying notices on the campus notice boards without permission of competent authority.	1. Warning to students along with undertaking from student & information to parents. 2. Fine of Rs. 500/- which may extend up to Rs. 5,000/- 3. Expulsion from the Institute according to the severity of the act.
5	Organizing meetings in the campus without permission of competent authority.	1. Warning to Student & information to Parents. 2. Suspension from Classes and fine of Rs. 2500 per student may be imposed. 3. Expulsion from the Institute.
6	Incitement to commit any act of indiscipline.	1. Warning to Student & information to Parents. 2. Suspension from Classes and fine of Rs. 2500 per student may be imposed.

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Clause No.	Act of indiscipline	Corrective Action(s)
7	Creating public nuisance and disturbing the natural ambience by means of shouting; burning crackers, banging doors etc.	1. Counseling/Warning to Students & information to Parents. 2. Suspension from Classes & fine of Rs 5000/- may be imposed.
8	Disruption of teaching, student examination, research or administrative work, curricular or extracurricular activity or residential life of the members of the institute.	1. Counseling/Warning to Students & information to Parents. 2. Suspension from Classes for week & may be fine up to Rs 2000/-.
9	Misbehavior with company representatives/Faculty and Staff involved during placement drive.	Debarred from current & upcoming placement drive along with apology.
10	Improper behavior while on Industrial Visits/Placements Visits/Educational Tours.	1. Debarring from participation in visits/tours. Sent back to college and fine up to Rs 10000/-.
11	Violation of the status, Dignity and honor of a student belonging to differently abled or tribal communities. Discrimination against any student/member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them.	1. Warning to Student & information to Parents along with undertaking. 2. Suspension from Classes for one week. 3. Expulsion from the Institute.
12	Discrimination on the ground of sex/sexual harassment of women employees and girl students.	As per the Internal Complaints Committee (ICC) of the Institute.
13	Deliberate act of mental harassment to any fellow student causing psychological trauma of serious nature amounting to ragging.	As per AICTE Regulations (2009) on Prevention and Prohibition of Ragging in Technical Institutions.
14	Possession, distribution and consumption of cigarette and chewable tobacco as well as smoking in the hostel or institute campus.	1. Warning to student & Rs. 1000/- Fine. 2. Information to Parents, undertaking from student & Rs 2000/- fine 3. Termination from Hostel / Expulsion from the Institute.
15	Possession and consumption of alcoholic drinks as well as other banned narcotic substances (Opium, marijuana etc.) and/or Entering the campus in intoxicated state.	1. Information to Parents and their physical presence in the Institute along with undertaking from students and parents with fine of Rs10000/- 2. Termination from Hostel / Expulsion from the Institute.

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Clause No.	Act of indiscipline	Corrective Action(s)
16	Gambling in any form inside the campus.	1. Warning to Student, information to Parents & fine up to Rs 1000/-.
		2. Termination from Hostel / Expulsion from the Institute.
17	Stealing of money or electronic items like Laptop, Smart watch, Mobile or Camera etc.	1. Warning to Student, information to parents and returning of the theft item/amount.
		2. Information to Parents, returning of the theft item/amount with a fine up to Rs 5000/- .
		3. Expulsion from the Institute.
18	Use of social media to tarnish the image of the Institute, staff members and students of the Institute. Any other acts of indiscipline that tarnishes the image of the Institute.	1. Information to Parents.
		2. Suspension from Classes.
		3. Termination from Hostel.
19	Threaten any student or group of students who makes a complaint, cooperates with an investigation, or participates in a resolution process.	1. Counseling/Warning to Students.
		2. Information to Parents & fine of Rs 2000 /student.
		3. Suspension from Classes.
20	Entry of two-wheeler rider in campus without helmet/ Exceeding speed limit of vehicle.	1. Warning to Students & information to parents.
		2. Entry of vehicles is banned.
21	Crossing over Campus Boundary Wall / Fencing	Fine of Rs. 10000/- will be imposed
22	Exchanging any item over the Campus Boundary walls	Fine of Rs. 5000/- will be imposed
23	Any outsider/ day scholar found in the Hostel Premises with any hostel student without prior permission.	Fine of Rs.5000/- on room allotted, Rs.5000/- in case of Non Hostler Campus students, Rs.10000/- in case of outsider will be imposed & warning to students.
24	Found missing from the hostel premises without information	Fine of Rs. 500/- will be imposed, Informing parents & Referred to Hostel Warden for strong Disciplinary action.
25	Consuming/keeping/ordering of non-veg food in hostel	Fine of Rs. 2000/- will be imposed
26	Processing or cooking any food items inside the hostel premises	Fine of Rs. 2500/- will be imposed & additional fine for appliances used during cooking.
27	Tendering incorrect information or not updating it in the Hostel Admission Form or in any other documents for correspondence.	Fine of Rs. 2000/- will be imposed.

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Clause No.	Act of indiscipline	Corrective Action(s)														
28	Use of electric appliances not permitted in the hostel	<table border="0"> <tr> <td>List of Items</td> <td>Fine Amount (INR)</td> </tr> <tr> <td>a) Kettle/toaster</td> <td>500/-</td> </tr> <tr> <td>b) Press/Juicer</td> <td>500/-</td> </tr> <tr> <td>c) Hair Dryer/</td> <td>500/-</td> </tr> <tr> <td>d) Room Heater</td> <td>2000/-</td> </tr> <tr> <td>e) Induction</td> <td>2000/-</td> </tr> <tr> <td>f) For any other electric appliances</td> <td>500/-</td> </tr> </table>	List of Items	Fine Amount (INR)	a) Kettle/toaster	500/-	b) Press/Juicer	500/-	c) Hair Dryer/	500/-	d) Room Heater	2000/-	e) Induction	2000/-	f) For any other electric appliances	500/-
List of Items	Fine Amount (INR)															
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d) Room Heater	2000/-															
e) Induction	2000/-															
f) For any other electric appliances	500/-															
29	A student found providing false/ incorrect information to get permission for leaving the hostels.	1. Warning to students with a fine of Rs. 1000/-. 2. Information to the Parents with fine of Rs. 2000/-														
30	Shifting room without the permission of hostel Warden	Warning to student & fine of Rs. 2000/- will be imposed.														
31	A student found shifting any material or furniture from the common room/ his or her room / any other area in the hostel.	Warning to students with a fine of Rs. 1000/-.														
32	Use of Matchbox, lighter, Agarbatti and incense stick	Warning to students with a fine of Rs. 1000/-.														
33	Misuse of electricity in hostel a. Leaving Lights / Fan on when not in use b. Leaving A.C on when not in use.	Warning to students with fine of Rs.200/- per day for (Lights/ Fan) & Rs. 1000/- per day (A.C).														
34	Students going out without Gate Pass.	Warning to student, information to parents with fine of Rs. 500/-.														
35	Playing the audio system loudly.	Warning to students with a fine of Rs. 500/-.														
36	Late entry to campus (after specified time)	1. Warning to students with a fine of Rs. 200/-. 2. Information to parents with a fine of Rs.500/-.														
37	Not marking attendance in the register/ Biometric system	Warning to student & fine of Rs. 200/- will be imposed														
38	In Case of mass bunk, students absent without prior intimation or permission, on a working day	Fine of Rs 400/- per head per day.														

Note: - All the cases will be referred to the discipline committee & its decision will be final and abide by all.

Pachna

Kanika

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Implementation Modality

S.No	Corrective Actions	Decisive Authority (Incident happening during academic hours)	Non-Academic Hours	
			Decisive Authority (Incident involving hostellers)	Decisive Authority (Incident involving Non-hostellers)
1.	Counseling of Student / Warning to Student / Information to Parents / Undertaking by Student & Parents	Respective HOD & Discipline committee	Hostel Warden	Respective HOD & Discipline committee
2.	Fine Amount	Respective HOD/ Discipline committee /Dean-SW/ Principal	Chief Hostel Warden/ Dean -SW/ Principal	Respective HOD / Discipline committee / Dean-SW/ Principal
3.	Debarring from Participation in Visits/Tours/Excursion	Accompanying Faculty on Visit/ Tour/ Excursion		
4.	Restrain from Placement Drive along with Apology	Head T&P in consultation with Discipline committee		
5.	Suspension from Classes up to three days	Respective HOD in consultation with Discipline committee		
6.	Suspension from Classes up to seven days	Respective HOD in consultation with Discipline committee		
7.	Suspension from Classes beyond seven days/ Termination from Hostel/ Expulsion from the Institute	Principal / Director General		

NOTE

1. Every student along with their parents will have to submit undertakings to the institute (*In case parents are called because of any disciplinary activity*).
2. **Repetition of any of the above clauses will lead to severe punishment, which may have a bad impact on the character certificate of a student.**
3. **Incident Report** must be submitted to respective authority (HOD / Hostel Warden / Discipline committee / Dean- SW) coming to light.
4. Every indiscipline act made by a student along with the corrective action(s) must be registered in the mentoring record by the respective class Coordinator at the department level.
5. A copy of the same will also be maintained by the respective Discipline committee member in the format issued from the office of Dean-SW. Respective Hostel Warden has to submit the data at the end of every fortnight to the office of Discipline committee/Dean-SW for the purpose of record keeping and vigil for repetitive nature of students.

Rachna

Ashish

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Jyoti

Department of / Name of the Hostel

INCIDENT REPORT

Date:

Time:

Location:

Name of Student: Roll Number: Program :	Branch: Semester: Section:
Details of Incident:	
Additional Information & Comments (If any):	
Proofs along with witness statements (If any):	

(Signature with Name)

Note: All the teaching, non teaching, supporting staff & student can fill the Incident report.

Rachna

Shankh

[Signature]

Francis

Ref. No.:-.....

UNDERTAKING BY THE STUDENT

I, Mr /Ms..... Roll No..... Semester.....
Section.....Branch....., a student of GIET/GCAD/GCP , do hereby
undertake the following:

1. I am feeling extremely sorry for violating the clause number..... of institute discipline policy. The details of the same are as follows :(To be filled by Student)
.....
.....
.....
.....
2. I am also aware that if this happens next time, the institute has the authority to take punitive action(s)/ suspension/ expulsion from the institute against me for violation of the same.
3. I hereby promise to abide by the admissible rules and regulations, concerning discipline of the institute, and also to follow the code of conduct prescribed for the students by the institute, as in force from time to time.
4. I am signing this undertaking with my sound mind and under no pressure from anyone.

Place:.....

Student's Signature:.....

Date:.....

Mobile No:

Address:.....
.....
.....

CC: Registrar office/ Student's Personal file/Discipline Committee/HOD/ DSW/Hostel
Warden (if Applicable)

Rachna

Akash

[Signature]

[Signature]

UNDERTAKING BY THE PARENTS

I/We (Mr./Ms).....(F/o / M/o).....Roll No.
SemesterSection.....Branch....., hereby fully endorse the above
undertaking given by my/our ward. I/We will endeavor to induce my/our ward to do his/her
best to comply with the above stated undertaking in words and spirit.

I/We are feeling extremely sorry for violating the clause number.....of institute discipline
policy by my/our ward.

I/We are also aware that if this happens next time, the institute has the authority for taking
punitive action(s)/ suspension/ expulsion from the institute against my/our ward for violation
of the same.

Place:

Signature of Parents

Date:

Contact No:

Address:

.....

.....

CC: Registrar office/ Student's Personal file/Discipline Committee/HOD/ DSW/Hostel

Warden (if Applicable)

Rachon

Hausly

[Signature]

[Signature]

Gateway Education - Discipline Policy

Appendix-E

DEPARTMENT OF..... /Hostel Name
COUNSELING

Counseled by:


Name of Student:	Section:
Roll Number:	Branch:
Semester:	Date:
Reason for Counseling:	
Issues Addressed:	
Suggested Steps/Actions:	
Remarks (If any):	

(Signature of Student)

(Signature of Counselor)

CC: Registrar office / Student's Personal file/ Discipline Committee/ HOD/ DSW/

Hostel Warden (if Applicable)

Rachna


Kausik
Jyendra

DEPARTMENT OF...../ Hostel Name

Date:

WARNING

To:

Student Name.....

Roll No.....

Sem.....Sec.....Branch.....

1. You are receiving this written warning as a result of the violation of clause number.....of institute discipline policy. The details of the same are as follows:.....

.....
.....
.....

.....Please be aware that if this happens next time, the Institute has the authority to take punitive action(s) against you for violation of the same.

2. You are hereby advised to follow the rules and regulations concerning discipline of the Institute, and also to follow the code of conduct prescribed for the students of the Institute, as in force from time to time.

3. We trust that you will correct this matter by improving your standards of conduct and refrain yourself from the act that has led to this warning notice.

Authorized Signatory

(Discipline Committee /Hostel Warden /Dean-SW)

CC: Registrar office/ Student's Personal file/Discipline Committee/HOD/ DSW/Hostel

Warden (if Applicable)

Rachna

Shankh

[Signature]

[Signature]

Gateway Education - Discipline Policy

Appendix-G

DEPARTMENT: SEMESTER/SECTION:.....

Member of Discipline Committee: Dr. / Mr. /Ms.....

Sr. No.	Roll No.	Student Name	Act of Indiscipline with Clause Number	Reference No. issued on warning letter	Corrective Action(s)	Signature /Remarks (if any)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
...						

Note: Discipline Committee Members and members of respective departments are required to maintain records of indiscipline of their departments in the above format (Semester/Section wise). They are supposed to produce the same every fortnightly to the office of Dean-SW for the purpose of record keeping and vigil for repetitive nature of students.

Rachna
22/08/24

Akash
22/08/24

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