CONSTITUTION OF THE DISCIPLINARY COMMITTEE

Policy, Rules, Regulations and Procedures for Disciplinary Matters

Document No.: CMREC/DC/2026-27/01 **Date:** 05-09-2026

1. PREAMBLE

CMR Engineering College is committed to maintaining a disciplined, safe, respectful, and academically conducive environment for students, faculty members, and supporting staff.

The institution believes that discipline, mutual respect, professional ethics, integrity, and responsible behaviour are essential for achieving academic excellence and the overall development of students.

To ensure the maintenance of discipline and to address violations of institutional rules and regulations in a fair, transparent, impartial, and time-bound manner, the college hereby constitutes a Disciplinary Committee.

The committee shall function in accordance with the applicable rules and regulations of AICTE, UGC, JNTUH, relevant Government authorities, and the institutional policies of CMR Engineering College.

2. OBJECTIVES OF THE COMMITTEE

The objectives of the Disciplinary Committee are:

1. To maintain discipline, decorum, and a healthy academic environment within the college campus.
2. To promote responsible behaviour, professional ethics, mutual respect, and institutional values among students and employees.
3. To prevent misconduct, indiscipline, harassment, intimidation, violence, and other unacceptable activities.
4. To receive, examine, and investigate complaints relating to disciplinary violations.
5. To ensure fair, impartial, and transparent enquiry procedures.
6. To recommend appropriate corrective and disciplinary measures based on the nature and seriousness of the offence.

7. To provide reasonable opportunities to the individuals concerned to explain their position before disciplinary action is recommended.
8. To resolve disciplinary matters within the prescribed timelines.
9. To create awareness among students and employees regarding institutional discipline and expected standards of conduct.

3. CONSTITUTION AND COMPOSITION OF THE COMMITTEE

The Disciplinary Committee shall be constituted by the Principal of CMR Engineering College with the approval of the competent institutional authority.

The committee shall consist of the following members:

Sl. No.	Name	Designation	Position
1	Dr. M. Ashok	Principal	Chairperson
2	Dr. K.V. Reddy	Head of the Department- H&S	Member Secretary
3	Dr S Rama Kishore Reddy	Dean Academics	Member
4	Dr. Sheo Kumar	Head of Department-CSE	Member
5	Dr. Suman Mishra	Head of Department-ECE	Member
6	Mrs. G. Kalpana	Faculty Representative	Member
7	Dr. G. Sumalatha	Faculty Representative	Member
8	Dr. K. Shanthi Latha	Faculty Representative	Member
9	Dr. A. Vijendar	Faculty Representative	Member
10	Mr. K Saibaba	Faculty Representative	Member
11	Mr. G. Bhuvan Sekhar	Administrative Officer	Member
12	Mr. G. Shyam Sundar	Physical Education Director	Member

Note:

- The Principal shall have the authority to nominate or replace committee members whenever required.

- Depending on the nature of the complaint, subject experts or other relevant officials may be invited to assist the committee.
- Students involved in the complaint shall not be part of the committee examining their case.
- The committee shall maintain confidentiality throughout the enquiry process.

4. TENURE OF THE COMMITTEE

1. The committee shall ordinarily have a tenure of two academic years.
2. The Principal may reconstitute the committee whenever necessary.
3. Members may be renominated for subsequent terms.
4. Vacancies arising during the tenure shall be filled by the Principal.
5. The committee shall continue to function until a new committee is formally constituted.

5. JURISDICTION AND SCOPE

The Disciplinary Committee shall have jurisdiction over disciplinary matters involving students and, where referred by the Principal, matters involving employees of the institution.

The committee shall address the following categories of misconduct:

5.1 Academic Misconduct

- Malpractice during internal examinations, semester examinations, and other assessments.
- Plagiarism, fabrication, falsification, or other forms of academic dishonesty.
- Deliberate disruption of classroom teaching and academic activities.
- Repeated absenteeism and violation of academic instructions.
- Misuse of academic facilities and institutional resources.

5.2 General Campus Misconduct

- Violation of college rules and regulations.
- Use of abusive, threatening, or inappropriate language.
- Disrespectful behaviour towards faculty, staff, fellow students, and visitors.

- Deliberate damage to institutional property.
- Unauthorized entry into restricted areas.
- Creating disturbances in classrooms, laboratories, libraries, hostels, and other campus facilities.

5.3 Behavioural and Ethical Misconduct

- Bullying, intimidation, and threatening behaviour.
- Physical altercations and violence.
- Misuse of social media to defame or threaten members of the institution.
- Possession or consumption of prohibited substances on campus.
- Theft, fraud, cheating, and other dishonest activities.
- Conduct adversely affecting the reputation and functioning of the institution.

5.4 Hostel-Related Misconduct

- Violation of hostel rules and regulations.
- Unauthorized absence or violation of prescribed hostel timings.
- Indiscipline and disturbance within hostel premises.
- Damage to hostel property.
- Unauthorized visitors and prohibited activities.

5.5 Other Violations

Any act or omission that adversely affects institutional discipline, safety, academic integrity, or the orderly functioning of the college may be referred to the committee.

6. FUNCTIONS AND RESPONSIBILITIES

The Disciplinary Committee shall:

1. Receive disciplinary complaints and reports from students, faculty members, Heads of Departments, wardens, and administrative authorities.

2. Examine complaints and determine whether a prima facie case exists.
3. Conduct preliminary enquiries and detailed investigations wherever required.
4. Issue notices to individuals against whom allegations have been made.
5. Provide reasonable opportunities for the concerned individuals to submit written explanations.
6. Conduct hearings and record statements of relevant persons.
7. Examine documentary, electronic, and other relevant evidence.
8. Recommend suitable disciplinary or corrective measures.
9. Ensure that similar cases are treated consistently.
10. Maintain records of complaints, enquiry proceedings, findings, and recommendations.
11. Monitor implementation of approved disciplinary decisions.
12. Submit periodic reports to the Principal.
13. Recommend preventive measures and awareness programmes to minimize disciplinary violations.

7. RULES AND REGULATIONS OF THE COMMITTEE

7.1 General Rules

1. Every student and employee shall comply with the rules, regulations, and code of conduct prescribed by the institution.
2. All members of the college community shall maintain mutual respect and professional behaviour.
3. No individual shall engage in activities that disturb academic, administrative, or institutional functioning.
4. Complaints shall be submitted in writing, through the prescribed institutional mechanism or official email.
5. Anonymous complaints may be examined when they contain specific and verifiable information.

6. False, malicious, or deliberately fabricated complaints may attract appropriate action after due examination.
7. No disciplinary action shall be recommended solely on the basis of unverified allegations.
8. The committee shall follow the principles of natural justice and provide the concerned individual an opportunity to respond.
9. Confidentiality shall be maintained, and information shall be shared only with authorized persons.
10. No member having a personal interest or conflict of interest in a case shall participate in its enquiry or decision-making.

7.2 Meeting Rules

1. The committee shall meet at least once every semester.
2. Emergency meetings may be convened by the Chairperson whenever required.
3. The Member Secretary shall circulate the meeting agenda and relevant documents.
4. The quorum shall be one-half of the total serving members, rounded up, including the Chairperson or an authorized nominee and the Member Secretary or an authorized nominee.
5. Decisions shall ordinarily be made by consensus. Where consensus is not possible, decisions shall be made by a majority of members present and voting.
6. The Chairperson shall have a casting vote in case of a tie.
7. Minutes of every meeting shall be recorded and maintained by the Member Secretary.

7.3 Confidentiality and Fairness

1. All complaints, statements, evidence, and enquiry reports shall be treated as confidential.
2. The identity of complainants and witnesses shall be protected to the extent permitted by applicable law.
3. No member shall disclose enquiry details to unauthorized persons.
4. Every individual shall be treated fairly and without discrimination.

5. The committee shall avoid prejudgment and ensure an impartial enquiry.

8. PROCEDURE FOR HANDLING DISCIPLINARY COMPLAINTS

The following procedure shall be adopted for handling disciplinary cases:

Step 1: Receipt of Complaint

Complaints may be submitted by students, faculty members, Heads of Departments, wardens, or administrative authorities to the Member Secretary or Principal.

Step 2: Registration of Complaint

The Member Secretary shall register the complaint and assign a unique complaint/reference number.

Step 3: Preliminary Examination

The committee shall examine the nature and seriousness of the complaint and determine whether a formal enquiry is necessary.

Step 4: Issue of Notice

A written notice shall be issued to the individual concerned, explaining the allegations and seeking a written explanation.

Step 5: Submission of Explanation

The individual shall ordinarily be given three working days to submit a written explanation. A reasonable extension may be granted where justified.

Step 6: Conduct of Enquiry

The committee shall examine the complaint, explanation, available evidence, and statements of relevant persons.

Step 7: Findings and Recommendations

The committee shall prepare an enquiry report containing:

- Brief description of the complaint.
- Allegations and relevant institutional rules.

- Explanation submitted by the individual.
- Evidence examined.
- Findings of the enquiry.
- Recommendations for corrective or disciplinary action.

Step 8: Approval of Action

The enquiry report and recommendations shall be submitted to the Principal or competent authority for appropriate orders.

Step 9: Communication of Decision

The final decision shall be communicated in writing to the concerned individual and relevant authorities.

Step 10: Closure of Complaint

The complaint shall be marked as resolved after the decision has been communicated and the required action has been initiated or completed.

9. TIMELINES FOR RESOLUTION OF DISCIPLINARY CASES

The committee shall endeavour to resolve all ordinary disciplinary complaints within 15 working days from the date of registration.

The following timelines shall ordinarily be followed:

Sl. No.	Activity	Timeline
1	Receipt and registration of complaint	Within 1 working day
2	Preliminary scrutiny of complaint	Within 2 working days
3	Issue of notice to the concerned individual	Within 3 working days
4	Submission of written explanation	Within 3 working days from receipt of notice
5	Conduct of enquiry and examination of evidence	Within 5 working days after receipt of explanation
6	Preparation of enquiry report and recommendations	Within 2 working days after completion of enquiry
7	Submission to Principal for approval	Within 1 working day
8	Communication of final decision	Within 1 working day after approval

Note: The above timelines are target service standards and may overlap where appropriate. The committee shall aim to complete an ordinary case within 15 working days. Where the matter involves complex evidence, multiple witnesses, or other unavoidable circumstances, the Chairperson may extend the timeline with recorded reasons. The complainant and concerned individual shall be informed of the delay and expected completion date.

9.1 Priority Cases

Cases involving violence, threats to personal safety, serious misconduct, or potential criminal activity shall be taken up on priority.

- Immediate preliminary assessment: Within 24 hours.
- Interim safety measures, where necessary: Immediately.
- Initial committee review: Within 48 hours.
- Enquiry and recommendations: As early as practicable, preferably within 7–10 working days.

Where necessary, the matter shall be reported to the appropriate statutory authorities, law enforcement agencies, or other competent authorities without waiting for completion of the internal enquiry.

10. DISCIPLINARY ACTIONS AND CORRECTIVE MEASURES

Depending on the seriousness, frequency, and circumstances of the misconduct, the committee may recommend the following measures to the competent authority:

1. Verbal counselling and advice.
2. Written warning.
3. Written undertaking from the student or employee.
4. Formal reprimand.
5. Parent/guardian intimation in appropriate student cases.
6. Community service or corrective activities, where appropriate and authorized.
7. Recovery of actual damage caused to institutional property, subject to verification and applicable rules.

8. Temporary restriction from specified campus facilities, where justified.
9. Suspension from specified academic or institutional activities, subject to applicable regulations.
10. Recommendation for further disciplinary proceedings in serious cases.

Important: The penalty shall be proportionate to the nature and gravity of the misconduct. No punishment shall be imposed without following the applicable institutional regulations and principles of natural justice.

Expulsion, rustication, termination, or other major penalties shall be considered only by the competent authority in accordance with applicable regulations and prescribed procedures.

11. SEPARATE STATUTORY AND SPECIALIZED COMMITTEES

The Disciplinary Committee shall coordinate with the following statutory or specialized committees wherever required:

1. Anti-Ragging Committee and Anti-Ragging Squad.
2. Grievance Redressal Committee.
3. SC/ST Cell.
4. Student Counselling and Welfare Committee.

Matters falling within the specific jurisdiction of these committees shall be referred to the respective committees and handled under their applicable regulations.

In particular:

- Ragging complaints shall be handled in accordance with the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and applicable AICTE requirements.
- Sexual harassment complaints shall be handled by the duly constituted Internal Committee in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- Academic examination malpractice shall also be dealt with under the applicable examination regulations.

- Criminal matters shall be referred to the appropriate law enforcement authorities wherever required.

The Disciplinary Committee shall not replace or interfere with the statutory jurisdiction of these committees.

12. APPEAL AND REVIEW MECHANISM

1. Any individual aggrieved by the disciplinary decision may submit a written appeal to the Principal within seven working days from the date of communication of the decision, or within the period prescribed under the applicable institutional regulations, whichever governs.
2. The appeal shall clearly state the grounds for review and include relevant supporting documents.
3. The Principal may constitute an independent review panel or refer the matter to the competent appellate authority.
4. The appeal shall ordinarily be examined and disposed of within ten working days from receipt.
5. The appellate authority may confirm, modify, or set aside the decision, or direct a fresh enquiry where justified.
6. The appellate decision shall be communicated in writing.
7. The right to approach statutory authorities or other competent forums shall remain unaffected.

13. RECORD MAINTENANCE AND DOCUMENTATION

The Member Secretary shall maintain the following records:

1. Official constitution and appointment orders of committee members.
2. Complaints register.
3. Complaint acknowledgement and registration details.
4. Notices issued and explanations received.
5. Statements and supporting evidence.

6. Minutes of committee meetings.
7. Enquiry reports and recommendations.
8. Approval orders issued by the competent authority.
9. Records of disciplinary action taken.
10. Appeal and review records.
11. Complaint closure reports.
12. Periodic disciplinary activity and compliance reports.

All records shall be maintained securely, with access restricted to authorized officials, and retained in accordance with applicable institutional record-retention and legal requirements.

14. REPORTING AND MONITORING

1. The Member Secretary shall submit a semester-wise report to the Principal.
2. The report shall include the number of complaints received, cases examined, cases resolved, cases pending, and actions taken.
3. Delayed cases shall be reviewed periodically with reasons for pendency.
4. The committee shall recommend preventive and corrective measures based on recurring disciplinary issues.
5. An annual report shall be prepared and submitted to the Principal for institutional review.
6. Relevant information may be included in institutional quality assurance and accreditation documentation.

15. AWARENESS AND PREVENTIVE MEASURES

The committee shall undertake the following activities:

1. Organize student awareness programmes on discipline and professional ethics.
2. Display institutional code of conduct and disciplinary rules on notice boards and the college website.
3. Conduct orientation programmes for newly admitted students.

4. Sensitize faculty members and staff regarding institutional disciplinary procedures.
5. Promote responsible use of social media and digital platforms.
6. Encourage students to report misconduct through appropriate channels.
7. Promote counselling, mentoring, and corrective intervention to prevent repeated violations.

16. REVIEW AND AMENDMENTS

1. This policy shall be reviewed once every academic year or whenever necessary.
2. Amendments may be proposed by the Disciplinary Committee or Principal.
3. Amendments shall come into effect after approval by the competent institutional authority.
4. In case of any conflict between this policy and applicable statutory or regulatory provisions, the latter shall prevail.

17. APPROVAL AND IMPLEMENTATION

This Constitution of the Disciplinary Committee shall come into force from the date of approval by the competent authority of CMR Engineering College.

All students, faculty members, and supporting staff shall be informed of the policy and are expected to comply with the rules and regulations prescribed herein.

Approved by:

PRINCIPAL
CMR Engineering College
Hyderabad, Telangana

Principal

ANNEXURE – I

DISCIPLINARY COMPLAINT REGISTER

Sl. No.	Complaint No.	Date Received	Name of Complainant	Nature of Complaint	Assigned To	Status	Date of Closure

ANNEXURE – II

DISCIPLINARY CASE TRACKING AND TIMELINE REGISTER

Sl. No.	Complaint No.	Registration Date	Notice Date	Explanation Date	Enquiry Completion Date	Report Submission Date	Final Decision Date	Total Working Days	Status

ANNEXURE – III

Date:

DISCIPLINARY ENQUIRY REPORT FORMAT

1. Complaint Number:

2. Date of Complaint:

3. Name and Department of Individual Concerned:

4. Nature of Alleged Misconduct:

5. Details of Allegations:

6. Explanation Submitted:

7. Evidence Examined:

8. Witness Statements (if any):

9. Findings of the Committee:

10. Whether the Allegation is Established / Not Established / Partly Established:

11. Recommendations of the Committee:

12. Date of Submission to Principal:

13. Final Decision of Competent Authority:

14. Date of Communication and Closure:

Signatures of Committee Members:

1. Chairperson: _____
2. Member Secretary: _____
3. Member: _____
4. Member: _____

ANNEXURE – IV

SEMESTER-WISE DISCIPLINARY COMMITTEE PERFORMANCE REPORT

Sl. No.	Particulars	Number
1	Total complaints received	
2	Complaints resolved	
3	Complaints pending	
4	Cases resolved within 15 working days	
5	Cases requiring extended enquiry	
6	Cases referred to statutory committees	
7	Appeals received	
8	Awareness programmes conducted	

Submitted by: Member Secretary, Disciplinary Committee

Reviewed by: Principal, CMR Engineering College