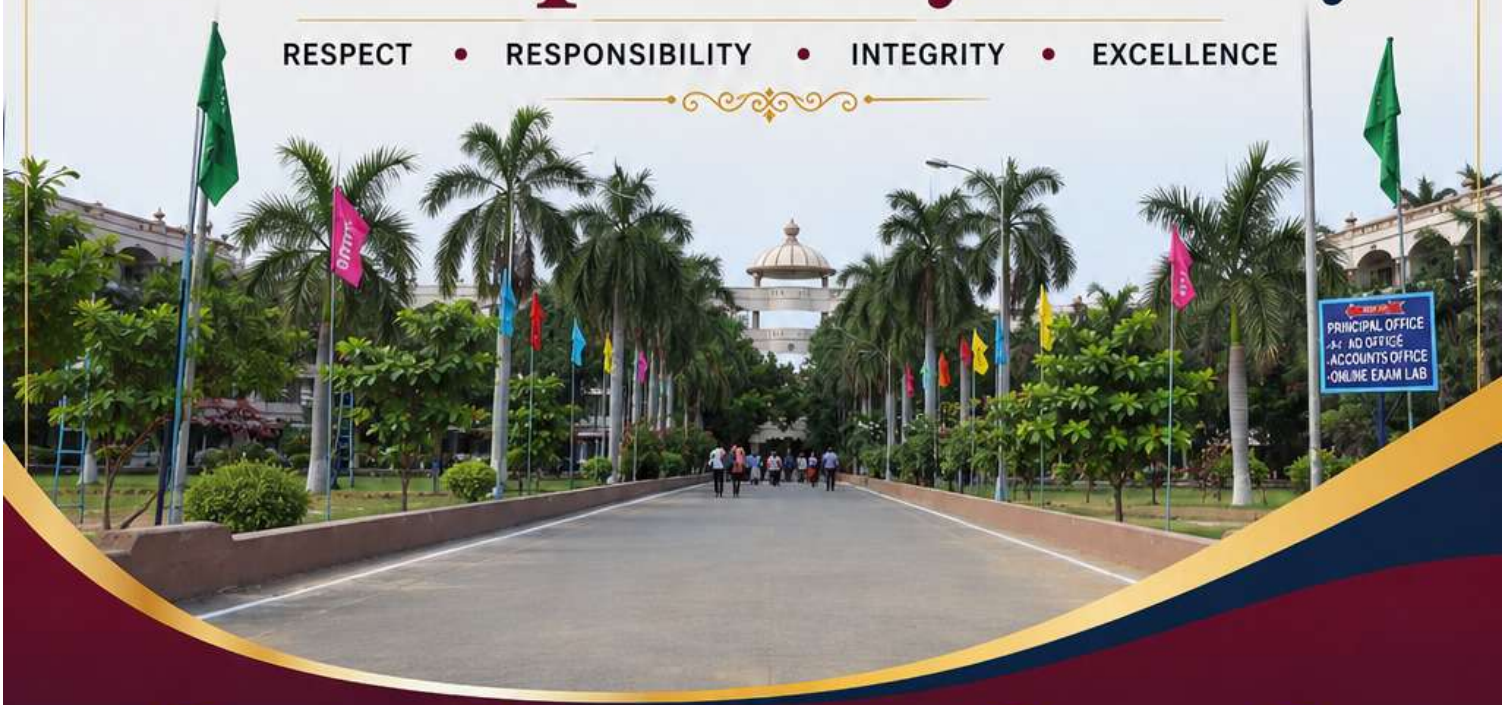
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EDUCATION FOR PEACE & PROGRESS

SANTHIRAM
ENGINEERING COLLEGE
(AUTONOMOUS)
NANDYAL

Disciplinary Policy

RESPECT • RESPONSIBILITY • INTEGRITY • EXCELLENCE



FAIRNESS In Action

ACCOUNTABILITY In Behavior

RESPECT In Community

DISCIPLINE In Practice

EXCELLENCE In All Endeavors

Discipline Today, Excellence Tomorrow

SANTHIRAM ENGINEERING COLLEGE:: NANDYAL
(AUTONOMOUS)
Approved by AICTE : New Delhi, 2(f) & 12(B) recognition by UGC Act, 1956
Accredited by NAAC (Grade-A), Accredited by NBA (ECE & CSE)
ISO 9001:2015 Certified Institution,
Permanently Affiliated to JNT University, Ananthapuramu.
NH-40, Nandyal Dist– 518501, A. P.

INTRODUCTION

This Student Discipline committee (SDC) proclaims certain policies aims to bring about the rapid resolution of grievances, in a transparent manner, within the prescribed time frame. The objective of the students Grievance Redressal Policy is to develop a responsive and accountable attitude among all the stakeholders to maintain a harmonious educational atmosphere in Santhiram Engineering College (SREC).

The policy is as follows:

1. To establish a direct and open feedback mechanism with the students to enhance their satisfaction.
2. Redressal of Student's Grievances through effective coordination between students' and other departments of SREC.
3. To support the students who have been deprived of the services for which he/she is entitled to.
4. To ensure effective and time bound solution to the student's grievances with an impartial, fair and result oriented approach.
5. To make teaching and supporting staff responsive, accountable courteous in dealing with the students.

Note: It applies to all students of the institution. Nothing in this procedure impinges on the legal rights or obligations of staff & students.

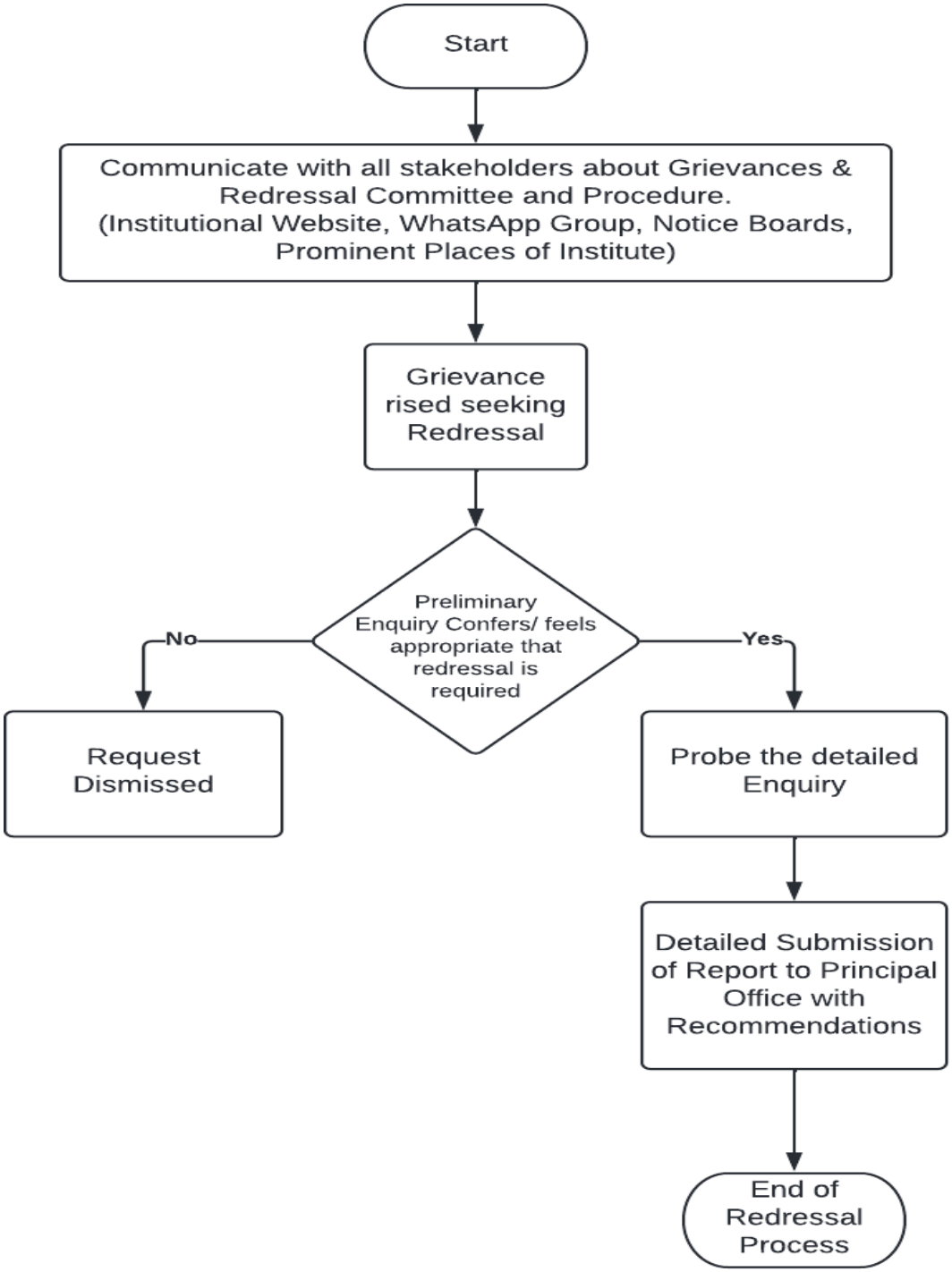
Objectives

The committee mainly focuses:

- To solve student related problems and Create a healthy environment in college.
- To make the student aware about the discipline rules and enforces to follow.
- To prevent any in disciplinary activities (lack of attendance, unpunctuality, misbehaving with staff or classmates, damage to college property and riots) and to take disciplinary action against any of the misconduct.

GRIEVANCE REGISTRATION:

The students can approach the committee in person or register through online by visiting our institute website www.srecnandyal.edu.in for redressal. The student may register his/her grievance / query / complaint, online portal, using their official email ID.



PROCEDURE FOR ENQUIRIES AND PUNISHMENTS ON DISCIPLINARY CASES OF STUDENTS

1. The student discipline committee of (SDC) of Santhiram Engineering college (X5) is a body to maintains the discipline includes the observance of good conduct and orderly behavior by the students of the college. All students pursuing a course of studies at the college shall observe a code of conduct and maintain discipline and consider it his/her duty to behave decently at all places. They must follow the rules pertaining to discipline, as may be laid down by the Management of the college and also abide by all rules and regulations of the College framed and notified from time to time. Students of the college must study the Standing Orders carefully and also make themselves familiar with these instructions, pertaining to their academic, co-curricular and other activities. The plea of ignorance will not be entertained for any breach of orders in force from time to time. Therefore, students must see the notices on the Notice Boards/Website/Student information system regularly.

2. The discipline of the students will therefore be closely monitored in the campus, classrooms, laboratories, play grounds, Mess, hostels and outside the campus in respect to adherence to discipline norms, will be evaluated at the end of each academic year and reflected in the grade sheet.

3. Any violation of the code of conduct or breach of any rules or regulations of the college by any student shall constitute an act of indiscipline and shall make them liable for disciplinary action against them. The following acts, in particular, shall constitute acts of gross indiscipline and any student indulging in any of them shall render himself/herself liable for disciplinary action against them. The list is neither comprehensive nor complete as each case shall be dealt with on its own merit.

LEVEL-I:

The categories of Complaints-Queries-Grievances are treated under Level-I issues which are basic issues of Process Compliance & Service Deliveries.

S No	ACTIVITY	ACTION TAKEN	SUSPENSION TIME PERIOD
1	Disobeying teacher/ officials or misbehaving in the class.	➢ If it is proved under the enquiry of (SDC), A fine amount of1000/-is imposed. ➢ Counseling the students under the presence of parents.	➢ 3days suspension. ➢ Suspension will be revoked if student submits a letter of recommendations for revocationfrom Respective HOD, Class teacher and Mentor to SDC.
2	Quarrelling or fighting in college building, hostels or in the campus amongst themselves or indulging in any activity which amounts to ragging and or harassment of other students.	If it is proved under the enquiry of student disciplinary committee 5000/-fine is imposed and further counseling would be done in the presence of parents.	➢ Minimum of 5 days and maximum of 10 days suspension ➢ A revocation letter of recommendations from HOD, Class teacher, Mentor has to be submitted for revoking of suspension
3	Quarrelling or fighting or argument with a college employee or any employee of the college mess / canteen / cafeteria / security / corridors / or any other public utility functioning in the campus unnecessarily.	If it is proved under the enquiry of student disciplinary committee Remittance of fine 3000/- and counseling under the presence of parents.	➢ Minimum of 7 days to maximum of 14 days suspension ➢ A revocation letter of recommendations from HOD, Class teacher, Mentor has to be submitted for revoking of suspension.
4	Behaving in the college campus or outside in a manner which is indecent (shouting while walking in the corridors, in labs or library) or which is meant to annoy or harass the students, teacher, officers or employee of the college.	If it is proved under the enquiry student disciplinary committee 10000/- fine and counseling in the presence of parents.	➢ Minimum of 5 days to maximum of 10 days suspension. ➢ A revocation letter of recommendations from HOD, Class teacher, Mentor has to be submitted for revoking of suspension
5	Visiting socially unacceptable websites, consuming liquor, or any banned substances like Cigarettes, drugs etc.	If it is proved under the enquiry of SDC. 10000/-fine and counseling in the presence of parents.	15 days suspension

6	Damage to the college property.	If it is proved under the enquiry committee Recovery of amount equals to 10 times of damaged equipment and counseling in the presence of the parents.	➢ Minimum of 10 days to maximum of 15 days suspension ➢ A revocation letter of recommendations from HOD, Class teacher, Mentor has to be submitted for revoking of suspension.
7	Indulging in acts of theft, stealing and mis-appropriating.	If it is proved under the enquiry by the committee, Recovery of the stolen equipment from student, and an amount of 5000/-fine would be imposed. Later student would be counseled in the presence of parents.	➢ Minimum of 5 days to maximum of 10 days suspension ➢ A revocation letter of recommendations from HOD, Class teacher, Mentor has to be submitted for revoking of suspension.
8	Use of mobile in the class/academic area.	Seizing the mobile phone for 3 months and later will be returned with a fine of 1000/-	*******
9	Any other activity that defames the college and constitutes indiscipline (Social Media). It shall also include in citing others to do any of the afore said acts.	If it is minor act, then counseling will be given to students. If it is a major act, then they are informed to remove the posts on websites, social media thereafter paying a fine of 5000/- will be imposed.	➢ Minimum of 5days to maximum of 10days suspension ➢ A revocation letter of recommendations from HOD, Class teacher, Mentor has to be submitted for revoking of suspension
10	Attending the classes by consumption of alcohol and smoking in college campus.	If it is proved under the enquiry of student disciplinary committee Remittance of fine 3000/- and counseling under the presence of parents.	➢ Minimum of 7days to maximum of 14days suspension. ➢ A revocation letter of recommendations from HOD, Class teacher, Mentor has to be submitted For revoking of suspension
11	Irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned.	Monthly counseling by mentor and Class teacher	*********

Level-II:

The category of complaints-queries- grievances were treated as level-II issues which are high impact issues and may lead to major students' dissatisfaction (indiscipline activities on girl students).

S No	ACTIVITY	ACTIONTAKEN	SUSPENSION TIME PERIOD
1	➢ Threat of intimidation ➢ Harassment ➢ Physical aggression ➢ Illegal discrimination ➢ Cheating / Gambling ➢ Involvement of faction fights/illegal activities	Counseling under the presence of parents.	Min-10 days to Max-30 days
2	➢ Love affairs ➢ Rumours creation ➢ Ragging ➢ Taking photos, videos, mobile numbers, and personal information & forwarding those to opposite gender	Counseling under the presence of parents. Remittance of fine Rs.3000/-	30 Days Suspension (if it is major, debar up to one semester)
3	➢ The rights of students and any sorts of violence against them ➢ Sexual Harassment complaints, assure confidentiality, and assure non-relation	Counseling under the presence of parents and a fine amount of 5000/- will be imposed.	15 days suspension
4	➢ Misbehavior in the corridors, buses, inside the campus	Counseling under the presence of parents and a fine amount of 5000/- will be imposed	20 Days Suspension

LEVEL-III

The category of complaints-Queries-Grievances were treated as Level-III issues which are of very serious

SNO	ACTIVITY	ACTION TAKEN	SUSPENSION TIME PERIOD
1	Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.	Suspension from attending classes and academic privileges.	Min15 days Max 30 days
2	Entertain in rowdy or indisciplined activities by any student or students which cause or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension Thereof in any fresher or any other student.	Suspension from attending classes and academic privileges.	Min 20 days Max 30days
3	Any act of financial extortion or forceful expenditure burden put on a fresher or any other Student by students.	Suspension / expulsion from the hostel / College.	Up to one semester
4	Any act of physical abuse including all variants of it: sexual abuse, sexual assaults, and stripping, forcing obscene and lewd acts	Cancellation of admission.	TC issued by paying four years course fee.
5	Any act that affect the mental health and self-confidence of a fresher or any other student with or without intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any Fresher or any student.	Expulsion from the institution.	Suspension up to one semester

DISCIPLINARY PROCEEDINGS (Faculty):

No punishment on a Member of Staff shall be imposed except after.

i. The Employee will be informed in written by the Principal / President for Teaching Staff and the Principal for other Categories of Staff with regard to the allegations on which action is proposed to be taken and is given an opportunity to make representation he / she may wish to make in written.
ii. Such representation, if any, is taken into consideration by the Principal / Management before imposing penalty.
iii. Powers can be delegated by the President to the Principal or by the Principal to Head of the Department or any other Staff Member in writing for specific purpose and duration.

DISCIPLINARY PUNISHMENTS AND APPEALS:

These Rules shall apply to all Employees of the Institute. The following penalties may be imposed upon the Employees of the Institute namely.

1. **Penalty:**
   i. Censure
   ii. Fine
   iii. Withholding of increments with or without cumulative effect.
   iv. Recovery from pay of the whole or part of any pecuniary loss caused to the Institute by negligence of duties or breach of orders or by any act of employee.
   v. Suspension for a specified period.
   vi. Removal from the Institute Service.
2. Where it is proposed to impose on an Employee of any of the penalties, he/she shall be given an opportunity of making any Representation that he/she may desire to make and such representations, if any, shall be taken into consideration before the order imposing the penalty is passed.
3. a) No Regular Employee of the Institute shall be dismissed or removed reduced in rank except after an inquiry in which he/she has been informed of the charges against him/her and given a reasonable opportunity of being heard in respect of these charges and where it is proposed after such inquiry to impose on him/her any such penalty, he/she has to be issued a show cause notice on the penalty proposed, calling for his / her explanation, if any

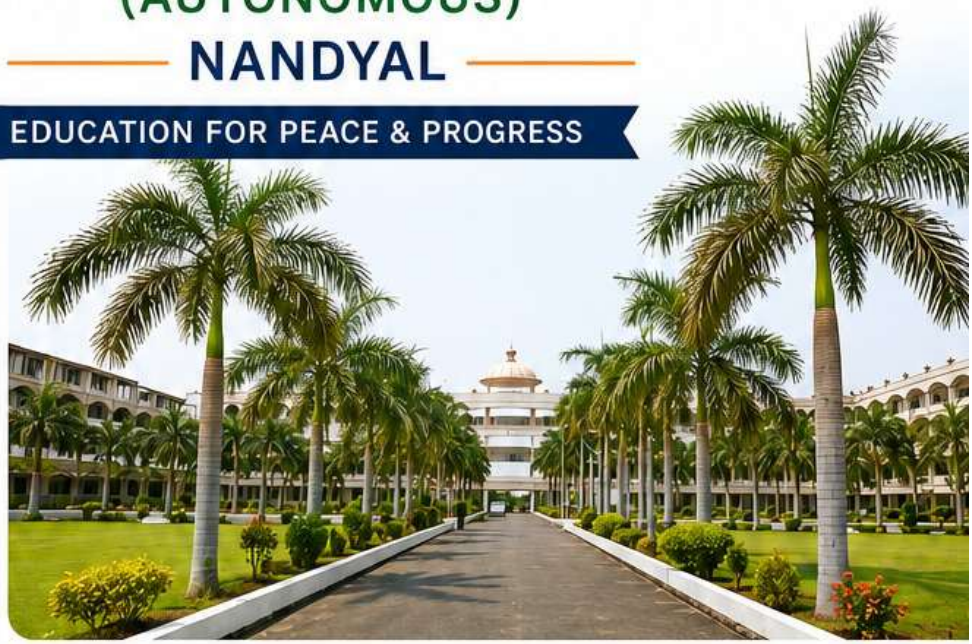
   b) The Inquiry under Sub-rule (a) shall be made by an Enquiry Committee / Enquiry Officer constituted for the purpose. The Enquiry Committee / Enquiry Officer shall be constituted by the President.
4. Every Employee/Student of the Institute shall be entitled to one appeal from an order imposed on him/her on any of the penalties.

SANTHIRAM ENGINEERING COLLEGE

(AUTONOMOUS)

NANDYAL

EDUCATION FOR PEACE & PROGRESS



COLLEGE VISION

To become a nucleus for pursuing technical education and pool industrial research and developmental activities with social-conscious and global standards.

COLLEGE MISSION

- To provide Advanced Educational Prams and prepare students to achieve success and take leading roles in their chosen fields of specialization by arising a self-sustained University
- To establish postgraduate programs in the current and Advanced Technologies.
- To establish an R & D Consultancy through developing Industry Institute Interaction, building up exceptional infrastructure
- To propel every individual, realise and act for the technical development of the society.

OUR DISTINCTIONS

AUTONOMOUS STATUS 2023	NAAC GRADE A (3.2 SCORE)	NBA ACCREDITED (ECE & CSE)
AICTE - CII SURVEY GOLD CATEGORY (2017 & 2018) PLATINUM CATEGORY (2019)	NPTEL NODAL CENTRE & SPOC (From 2017)	ISO 9001:2015 CERTIFIED

Excellence in Education, Commitment to Society, Leadership in Future

COLLEGE CREDENTIALS & RECOGNITIONS

- Received Best Engineering College with AA+ by Career 360 in year 2023, and **AAA** in year 2026.
- Conferred **Autonomous status in the year 2023.**
- Accredited by **NBA** (Dept of ECE & Dept of CSE) and **NAAC** Accreditation with **Grade A (3.2 score)**
- SREC is recognised as Q-Mentor College by APSCHE in 2022.
- Recognised Swachhta Action Plan Institution by MGNCRE in 2021
- SREC received "Certification of Appreciation" from HCL.
- Received "Best Fastest Growing Engineering College in Andhra Pradesh" award from Global Education Excellence Awards, New Delhi.
- SREC is recognized under GOLD CATEGORY by AICTE - CII Survey for the Year's 2017 and 2018, and PLATINUM CATAGORY in the year 2019.
- International Collaborative MOU with LINCOLN University, Malaysia in the year 2018.
- NPTEL Nodal Centre & SPOC from 2017
- 2(f) & 12 (B) of UGC Recognition in the year 2013
- ISO 9001:2015 certification
- Received All India Level ranks in the AICTE-Eduskills internships –
  - 22nd position in the year 2023
  - 6th position in the year 2024
  - 5th position in the year 2025
- Received GRADE-A certificate from NPTEL, and secured All India wide position, for completing
  - 167th position - 960+ MOOCS certifications during July-Oct, 2024.
  - 144th position - 980+ MOOCS certifications during Jan-Apr, 2025.
  - 195th position - 900+ MOOCS certifications during July-Oct, 2025.
  - 167th position - 1260+ MOOCS certifications during Jan-Apr, 2026.
- Received 4* rating from IIC, and became MENTOR INSTITUTE to 44 schools in and around Nandyal district, in the year 2025.

EDUCATION • INNOVATION • RESEARCH • DEVELOPMENT • SOCIETAL IMPACT