

**FATHER MULLER COLLEGE OF ALLIED HEALTH SCIENCES,
KANKANADY, MANGALORE-575002**

Standard Operating Procedure (SOP) for Disciplinary Committee

SOP Title	SOP for Disciplinary Committee
SOP No.	
Version	1
Effective date	06/04/2026
Next Version	06/03/2027

SOP of Disciplinary Committee, FMCOAHS. Prepared by : Ms Kavyashree, Secretary. Verified and approved by : Principal, FMCOAHS . Issued on : 6th April 2026. Next revision due on : 6th March 2027.

Table of Contents

Sl. No.	Content	Page No.
1	Title page	1
2	Table of contents	2
3	Introduction	3
4	Composition of the Committee	4
5	Functions and Responsibilities	5-6
6	Meetings	7
7	Communication and Appeal	7
8	Record Keeping and Confidentiality	7
9	Protection Against Retaliation	7
9	Awareness and Orientation	8
10	Review	8

1. Introduction

Maintaining discipline among students and staff is important for creating a safe, respectful, and positive learning environment. Usually, disciplinary procedures are followed only when informal efforts do not bring improvement or when the issue is serious enough to need formal action. To ensure that such situations are handled fairly and consistently, this SOP has been developed to guide disciplinary actions within the institution.

2. Objectives

The Disciplinary Committee is constituted to maintain a safe, respectful, and professional academic environment by promoting ethical conduct, ensuring fairness in disciplinary processes, protecting the rights of all stakeholders, and upholding the institution's reputation and standards.

3. Scope

This SOP applies to all students of the institution and covers misconduct occurring:

- On campus
- During clinical postings and internships
- During institutional activities and outreach programs
- On digital platforms impacting the institution.

4. Purpose

The purpose of this SOP is to establish and maintain standards of conduct within the institution. It ensures that all students and staff are treated fairly and consistently in disciplinary matters. This SOP also aims to guide and support individuals in understanding expected behaviour and encourage them to maintain appropriate standards of conduct.

5. Definitions

- **Misconduct:** Any behaviour that violates institutional rules, ethical standards, or legal regulations.
- **Complainant:** Any individual who reports an incident of misconduct.
- **Respondent:** The student against whom the complaint is made.
- **Committee:** The Disciplinary Committee is constituted to address student misconduct

6. Composition of the Committee: The committee has the Principal as the Chairman and a designated faculty member as the secretary. All course coordinators and hostel wardens are members.

Sl. No.	Name	Designation	Department
1	Dr. Shivashankara AR	Principal – Chairman	FMCOAHS
2	Ms. Kavyashree	Secretary, Lecturer	Optometry
3	Dr. Nirmala Kumari	HOD	Hospital Administration
4	Mrs. Sharon Raju	Course Coordinator	Medical Laboratory Technology
5	Dr. Siddhi Rajeev Naik	Course Coordinator	Emergency and Trauma Care Technology
6	Dr. Srishankar Bairy	Course Coordinator	Respiratory Care Technology
7	Ms. S. Malarmathi	Course Coordinator	Clinical Psychology
8	Dr. Jostol Pinto	Course Coordinator	Cardiac Care Technology
9	Ms. Lavita Shanya	Course Coordinator	Renal Dialysis Technology
10	Dr. Hilda Shanthini	Course Coordinator	Anaesthesia and Operating Theatre Technology
11	Dr. May D'Souza	Course Coordinator	Optometry
12	Ms. Yashmitha K	Course Coordinator	Radiotherapy Technology
13	Dr. Jennifer D'Souza	Course Coordinator	Medical Imaging Technology
14	Ms. Claudia Johnny	First Year AHS Course Coordinator	FMCOAHS
15	Mr. Vincent J	Hostel Warden	Hostel
16	Sr. Hilda Ferrao	Hostel Warden	Hostel

7. Functions and Responsibilities

The Committee shall:

- Receive and review complaints related to student misconduct
- Conduct fair and confidential inquiries following principles of natural justice
- Provide the student concerned with an opportunity to present their explanation
- Recommend appropriate disciplinary actions based on severity
- Maintain proper documentation of all proceedings

8. Types of Misconduct

Misconduct includes, but is not limited to:

- Academic dishonesty (cheating, plagiarism)
- Harassment, bullying, discrimination, or intimidation
- Substance abuse within campus premises
- Use of abusive language or physical violence
- Damage or theft of institutional property
- Breach of clinical ethics or patient confidentiality
- Failure to adhere to the college rules concerning dress code, attendance, personal grooming, and punctuality.
- Attendance manipulation or falsification of records
- Acts of disrespect towards faculty or institutional authorities
- Inappropriate use of social media that disrupts institutional harmony or reputation.

9. Procedure

The following procedure explains how student misconduct cases are handled fairly and within a reasonable time.

Step		Description
7.1	Reporting	Complaints may be submitted through: <ul style="list-style-type: none">• Written application• Official email• Incident reports by students, faculty, staff, patients, or stakeholders
7.2	Preliminary Review	<ul style="list-style-type: none">• The Committee shall review complaints within 3–5 working days• Determine whether a formal inquiry is required
7.3	Inquiry	<ul style="list-style-type: none">• The student/respondent will be informed in writing• Opportunity will be provided to submit an explanation• Hearing will be conducted if necessary• Evidence and witness statements will be reviewed confidentially• All inquiries should preferably be completed within a reasonable timeframe (e.g., within 30 working days).
7.4	Decision	<ul style="list-style-type: none">• The Committee will recommend disciplinary action based on findings• Final approval will be given by the Chairperson
7.5	Disciplinary Action	Depending on the nature and gravity of misconduct, actions may include: <ul style="list-style-type: none">• Verbal or written warning• parent/guardian intimation• Restitution/compensation for damages.• Behavioural probation• Mandatory counselling• Academic penalties as per university norms• Suspension• Expulsion for serious violations Interim Measures: <ul style="list-style-type: none">• The Committee may impose interim measures (e.g., temporary suspension or restricted access) while the inquiry is ongoing, if necessary.

10. Meetings of the Committee:

- The Committee shall convene once every quarter and as when as required.
- The agenda shall include a review of complaints on student disciplinary issues.
- All meetings shall be convened and chaired by the Chairman.
- The Member Secretary shall:
 - Prepare and circulate the agenda of the meeting in coordination with the Chairperson
 - Record and maintain minutes of the meetings
- To conduct the meeting, a quorum of 50% of the total members is required.
- During inquiry/hearings, concerned individuals (complainants, respondents, witnesses, or staff) may be called upon, if required.

11. Communication and Appeal

- The Decisions shall be communicated in writing within 7 working days
- Parents/guardians may be informed of disciplinary actions, wherever deemed necessary by the committee.
- Students may appeal within 10 working days to the Appellate Authority
- The decision of the Appellate Authority shall be final

12. Record Keeping and Confidentiality

- All records shall be securely maintained
- Any breach of confidentiality by a committee member shall invite disciplinary action.
- Access shall be restricted to authorized personnel
- Information shall be disclosed only when required by law

13. Protection Against Retaliation

- No individual shall be subjected to retaliation for reporting misconduct or for participating in an inquiry.

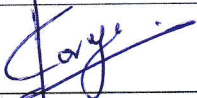

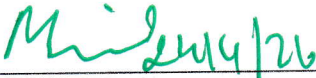
14. Awareness and Orientation

- Students shall be oriented towards disciplinary rules and expected conduct at the beginning of the academic year.

15. Review

- This SOP shall be reviewed periodically with all constituent members (every year) to ensure compliance with institutional policies and regulatory requirements.

16. Approval

		
Prepared By Ms. Kavyashree Kotian Secretary	Checked / Verified By Dr. Shivashankara AR Principal / Chairperson)	Approved By Rev Dr Michael Santhumayor Administrator