



# **MADHA DENTAL COLLEGE & HOSPITAL**

(A Christian Minority Institution)

(Recognised by the Dental Council of India, New Delhi (F.No.v.12017/75/2006-DE dt.01.11.2011)  
and affiliated to the Tamil Nadu Dr. M.G.R.Medical University, Chennai

Madha Nagar, Kundrathur, Chennai - 600 069. Ph.: 72739 01234, 72749 01234, Fax : 2478 0798  
E-Mail : [info@madhadentalcollege.com](mailto:info@madhadentalcollege.com) Website : [www.madhadentalcollege.com](http://www.madhadentalcollege.com)

Admin. Office : 1A, Chari Street, North Usman Road, T.Nagar, Chennai - 17. Ph : 2814 0212, Tele fax : 044-2814 0213

## **DISCIPLINE COMMITTEE**

### **STANDARD OPERATING PROCEDURE**

#### **1. Objectives:**

To maintain a safe and respectful learning environment.

To address disciplinary issues promptly and fairly.

To foster a sense of responsibility and accountability among students.

To ensure compliance with the college's code of conduct.

#### **2. Structure of the Discipline Committee:**

a. Chairperson: A senior faculty member appointed as the head of the Discipline Committee. - Responsible for overall coordination and leadership

b. Member secretary: Prepares agenda and convenes meetings, documents minutes of the meetings.

c. Faculty Members: Faculty representatives from different departments. -

Participate in disciplinary hearings and contribute to decision-making.

d. Student Representatives: - Student representatives from different academic years. - Provide a student perspective and voice concerns during disciplinary proceedings.

e. Legal Advisor (Optional): - An external legal advisor or a faculty member with legal expertise. - Provide legal guidance and ensure procedural fairness.

f. Administrative Staff Representative:- A staff member from the administrative side.

-Facilitate coordination between the Discipline Committee and administrative processes.



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## Committee constitution:

The following members herewith constitute Discipline committee with effect from 09/08/24.

The committee shall be effective for three years from the aforementioned

S.No.	Name	Designation/Department	Position Held
1.	Dr.Nandabalan I	Professor and Head, Department of Public Health Dentistry	Convener
2.	Dr.C.S.Krishnan	Vice Principal,Madha Dental College and Hospital	Member Secretary
3.	Dr. M.Sivakumar	Professor, Department of Oral Pathology and Microbiology	Dental faculty member
4.	Dr. Aravind	Reader, Department of Conservative dentistry and Endodontics	Dental faculty member
5.	Dr. Carty Sandra S	Senior Lecturer, Department of Public Health Dentistry	Dental faculty Member
6.	Dr.Vidyalakshmi.K	Professor and Head, Department of Pharmacology	Basic science faculty member
7.	Dr.R.Deepa	Associate Professor, Department of Biochemistry	Basic science faculty member
8.	Mr. Ramamoorthy	Administrative officer	Administrative office member
9.	Mr.Sivashankar	CRI	Student representative
10.	Ms.Hilda Veronica William	CRI	Student representative



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### 3. Roles and Responsibilities:

a. Chairperson:- Coordinate and preside over Discipline Committee meetings. - Oversee the investigation of disciplinary cases. - Ensure adherence to due process and fair treatment

b. Member secretary: - Prepares agenda in discussion with the Chairperson and the committee, convenes meetings, documents minutes of the meetings.

Faculty Members: - Participate in disciplinary hearings as committee members.- Provide insights into academic and behavioral aspects of students involved in disciplinary cases

c. Student Representatives: - Act as the voice of the student body during disciplinary proceedings. - Promote a fair and transparent disciplinary process.

d. Legal Advisor (Optional): - Offer legal advice to ensure compliance with laws and regulations. – Review and provide input on disciplinary procedures.

e. Administrative Staff Representative: - Assist administrative tasks related to disciplinary proceedings. - Coordinate communication between the Discipline Committee and other administrative units.

### 4. Functions

- To provide guidance and proper orientation to students development rather than imposing punishments on them.
- To aim that a liberal but disciplined atmosphere is to be created for the whole personal development of students.
- To hope that one perfects, who are trained as student leaders, will gain the experience and technique in people management.
- The primary objective is to address and effectively solve various student related matters.
- To maintain a balance between students demands/problems and feasibility of solution provided by authoritics.



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- To develop unity and integrity among students.
- To maintain discipline in the campus, class room as well as in the hospitals wherever the students are posted.
- To uptake measures for inappropriate behavior including progressive discipline comprising suspension and expulsion whenever necessary.

## 5. Disciplinary Procedures:

- a. Reporting Mechanism :- Establish a clear and confidential reporting mechanism for disciplinary incidents. Ensure that all reports are treated with sensitivity and confidentiality.
- b. Investigation Process:- Conduct thorough and impartial investigations into reported incidents. - Gather evidence and statements from relevant parties.
- c. Disciplinary Hearings:- Schedule disciplinary hearings as needed. Ensure that students involved are informed of the charges and given an opportunity to present their defense
- d. Decision-Making:- Base decisions on evidence, relevant policies, and a fair assessment of the situation. - Determine appropriate disciplinary actions, such as warnings, probation, suspension, or expulsion.
- e. Appeals Process:- Establish an appeals process for students dissatisfied with disciplinary decisions. - Ensure that the appeals process is transparent and unbiased.

## 6. Schedule of Meetings

Meetings are held twice a year. The Committee shall formally meet at the start of the academic year to plan for the activities of the aforementioned year.

The second meeting for the academic year shall be conducted at the end of the academic year to review the effectiveness of the disciplinary activities of the institution.

Meetings can be conducted formally/informally in case of emergencies and minutes of the informal meetings need not be maintained

## 7. Record Keeping:



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Maintain comprehensive records of disciplinary cases, investigations, and decisions. Ensure the confidentiality and security of disciplinary records.

## 8. Communication:

Communicate disciplinary decisions promptly and clearly to all relevant parties. Foster open communication with students, faculty, and staff regarding the importance of maintaining discipline.

## 9. Prevention and Education:

Implement preventive measures and educational programs to promote a culture of ethical behavior and discipline.

Collaborate with other committees to organize awareness campaigns on the importance of discipline.

## 10. Review and Evaluation:

Conduct periodic reviews of the Discipline Committee's procedures and effectiveness. Seek feedback from stakeholders and make necessary adjustments to the SOP.

## 11. Amendments to SOP:

The SOP may be amended based on evolving needs or changes in institutional policies.

All amendments should be documented and communicated to relevant stakeholders.

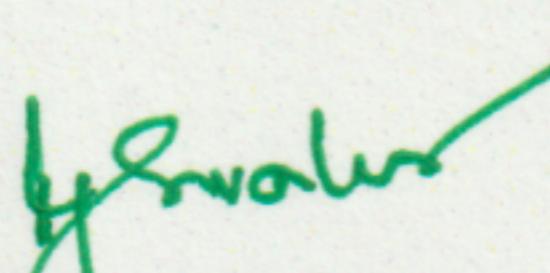
## 12. Review and Revision

Periodically review the SOP to ensure its relevance and effectiveness.

Revise the SOP as needed to accommodate changes in academic policies or college Structure.

## 13. Approval

This SOP is approved by the Principal of the Dental College and will be reviewed annually.

  
PRINCIPAL  
MADHA DENTAL COLLEGE & HOSPITAL  
KUNDRATHUR-CHENNAI-600 069