

Discipline Committee's Objective and Responsibilities:

The Institute Discipline Committee is constituted for the maintenance of discipline in the Institute. The committee will ensure that students obey rules and remain orderly and peaceful in the pursuit of educational objectives/goals in the Institute community.

Objectives

- To ensure calm and peaceful academic atmosphere in the campus.
- To avoid physical confrontation among students.
- To conduct enquiries on report of indisciplinary activities among students
- To initiate model actions against students involved in indisciplinary activities
- To initiate steps to reduce violence, confrontation in future

Responsibility of Chief Proctor

- (i) The Chief Proctor, in terms of Statute 35 (2) shall be responsible to maintain discipline among Institute students and such functions shall be split into four parts namely:
- Monitoring the disciplinary climate prevailing in the students community
 - Taking preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline.
 - The Proctor has to collect relevant facts about the incidents of indiscipline, evaluate the evidences and decide / recommend the quantum of punishment to be imposed on the erring students. Wherever considered necessary the Chief Proctor has to place the relevant information before the Senior Director or the Discipline Committee for their decision.

- The Chief Proctor shall issue all orders relating to disciplinary proceedings against student.
- (ii) The Chief Proctor shall maintain liaison with the District Administration in matters regarding the law and orders situation in the Institute campus.
- (iii) The Chief Proctor shall perform such other functions as the Senior Director may direct from time to time.

Responsibilities of Discipline Committee

- To maintain and enforce strict discipline within the Institute campus.
- All the students should wear their ID Cards while they are in the campus and their respective class rooms.
- In case of any violation of dress code or disturbance in the class, the ID card will be confiscated from the student which will be handed over to the student on the same day with a warning and advice from the Disciplinary Committee Members.
- In case of any misbehaviour or violation of the Institute rules, the ID cards of the students will be kept with the Disciplinary Committee Members till the enquiry is over.
- To enforce total prohibition of cell phone usage by the students within the Class room. Please note that cell phone is prohibited in the classroom and if a student is found carrying a cell phone, it will be taken away and handed over to the HOD.
- To monitor the movement of the students in the Institute and prevent students loitering around in the corridors during the Institute working hours.
- To ensure that all the students attend classes without bunking and prevent them from leaving the Institute early. Please note that no student can leave the Institute early without prior permission from the concerned authorities.
- Smoking is strictly prohibited in the Institute campus and ensures that this is being strictly followed.
- To ensure that students maintain complete silence in the library.
- To maintain proper discipline in the Institute canteen and student waiting room during the Institute working hours.
- If any damage is caused to the Institute property by any student / group of students, the cost of the same will be recovered with a fine from the said student / group of this will be followed by disciplinary action.
- If any indiscipline is found by any of the students, warn them on the first instance. Take disciplinary action based on the rules and regulations of the committee, if the pattern of misconduct continues.
- To assist the Institute anti-ragging committee in preventing ragging in the Institute and to spread anti-ragging campaign throughout the students community.

Specific Behavioural Guidelines

1. It is impermissible to let the students enter the classroom without uniform.
2. It is impermissible to let the students enter the classrooms before 8.20 am.
3. It is impermissible to let the students enter the classroom during the breaks.
4. It is impermissible to bring cellular phones to the classroom. For urgent calls, students can contact their parents through the class coordinator.
5. It is not allowed for any student to leave the classroom without taking permission from the teacher.
6. After breaks, students must go directly to their classrooms.
7. If the subject teacher does not reach his lesson on time or is absent, students must wait inside the classroom.
8. Resting, napping or sleeping is not allowed inside the classroom.
9. Homework assignments must be done as assigned on time.
10. Students are not allowed to touch or keep dangerous or harmful objects.
11. Students are not allowed to throw objects around the Institute.
12. Students respect other's feelings – no teasing, name calling, swearing, etc.
13. Students- respect other's person – no rough play, fighting, bullying, threats, harassing, etc.
14. Students– respect other's property – no theft, vandalism, etc.
15. Keep your Institute clean just as you would keep your house clean.
16. Throw rubbish in the bin, keep the place clean always.

Classroom Rules

1. Arrive to class on time with the necessary equipment.
2. Listen to teachers or other students without interruption.
3. Complete all assignments on time.
4. Treat the teacher and other students with respect.
5. Keep hands and feet to yourself.
6. Respect the property of the Institute.
7. Respect the rights and property of others.
8. Act in a safe and responsible manner.

Dress Code

- Girls and boys should put up the hairs neatly.
- The wearing of chains is not permitted.
- Short trousers are not permitted.
- Students may not wear any jewelry especially hanging type ear rings
- Boys must keep their pants pulled up and use a belt if necessary. Pants are not to be dragging on the ground. Undershirts are to be tucked in at all times.

Mobile Policy

1. Mobiles are prohibited within the classroom.
2. Parents should discourage their children from bringing mobile phones to Institute.
3. If a student is found using a mobile phone during the class, for any purpose, the phone will be confiscated from the student.

DISCIPLINE COMMITTEE MEMBER

The members of the Discipline committee for Lloyd Institute of Engineering & Technology are as follows:

1. Dr. Arun Pratap Srivastava (Chief Proctor)
2. Dr. Lokesh Chaudhary (Applied Science)
3. Mr. Rohit Kumar (Humanities)
4. Mr. Lal Babu Verma (Civil)
5. Mr. Ganesh Maurya (Applied Science)
6. Dr. Ravi Kant Prasad (ECE/EEE)
7. Mr. Irfan Khan (ME)
8. Dr. Harshita Tuli (CSE)
9. Ms. Kavita Durani (CSE)
10. Ms. Indu Bhushan (EEE)
11. Ms. Shubhangi Shahi (Civil)