

Disciplinary Policy and Procedure

1. Purpose

Doshi Vakil Arts and G. N. S. B. Science and Commerce College is an institution dedicated to providing educational opportunities, transmitting and advancing knowledge, and providing a range of services to students. The College endeavors to foster in each student a love of learning, commitment to fair and honorable conduct, and respect for the safety and welfare of others. It also strives to protect the students from the influence of those who do not embody these values in their conduct, and to protect the integrity of the College and its property for the benefit of all. For this purpose, and in accordance with the Policy of the College, the Principal has defined the interests of the College to be promoted and protected. To serve this purpose, Principal has delegated the Discipline Committee the responsibility of implementing such a system via the *Disciplinary Policy and Procedure*. Hereon called as Policy.

Because the College is an institution of learning, the Policy has education as its foremost aim; it is not intended to be a solely punitive process nor a substitute. The Policy aims to sustain a safe environment conducive to learning, promote a climate of mutual respect, foster open dialogue that promotes learning and understanding, promote individual well-being and personal development, and encourage the application of ethical decision-making in the daily life of undergraduates.

2. Authority and Coverage

This Policy applies to students enrolled in the Doshi Vakil Arts and G. N. S. B. Science and Commerce College, in their conduct both on and off campus. In addition, Principal and Discipline Committee has the responsibility and authority to discipline students and groups and may choose to handle such matters in a direct and expedient manner, including taking interim action, including but not limited to interim suspension pending the conclusion of an investigation and hearing, removal from Campus, the issuance of a transfer certificate, or other measures.

3. Expectations of Conduct

Doshi Vakil Arts and G. N. S. B. Science and Commerce College expects that all students act honourably, demonstrating a keen sense of ethical conduct. The College expects that its students behave respectfully, providing particular consideration for other people and for



property. As members of a community, Doshi Vakil Arts and G. N. S. B. Science and Commerce College expects that students act responsibly, being accountable for the safety and wellbeing of themselves and others. College students are expected to be trustworthy, demonstrating honest character upon which others may rely with confidence.

This section aims to present some broad values and ethical principles for ethical conduct:

a. Integrity:

Integrity is defined as, "Adherence to moral and ethical principles; soundness of moral character; honesty". Having integrity means being totally honest and truthful in every part of your life. By making the commitment to become a totally honest person, you will be doing more to ensure your success and happiness in life than anything else you can ever do. Students with integrity will work hard to earn their degrees in a fair and honest way by putting in the hours to study and complete assignments. When a student intentionally cheats through College, this integrity is compromised and the value of the degree and the morals of the individual are diminished. This lack of credibility then follows you into the workforce and can impact your professional goals.

b. Respect:

Respect could be defined as "a feeling or understanding that someone or something is important, serious, etc., and should be treated in an appropriate way". Being respectful towards people is a key aspect in life in order to form and maintain positive relationships in order to become successful. If you treat them with kindness, they will be kind back. One way to show respect towards other people is to treat others the way you would want to be treated.

c. Open-mindedness:

Being open-minded means you have a willingness to listen to other's ideas and opinions and consider the possibility that you are wrong or may change your own perspective. Open-mindedness can advance mutual understanding, which accommodates the ideal of students working constructively and cohesively toward achieving common goals, despite intense disagreement.

d. Discipline:

The word "Discipline" comes from the word "Disciple" meaning a learner. Discipline means to obey certain rules. Without it, there will be complete chaos and disorder



everywhere in our society. There are some rules that control our activities. The ability for an individual to have self-restraint allows them to behave in a consistently stringent and controlled manner.

e. Tolerance:

Tolerance can be seen as the willingness to accept feelings, habits, or beliefs that are different from your own. Tolerance means how to see the world from the perspective of others, not just your perspective. Tolerance plays an important role in our everyday life. Never before have we had so many opportunities to connect and communicate with different cultures and languages.

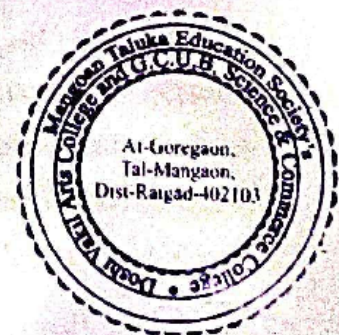
f. Team spirit:

Team spirit can be defined as when the members of a group want the team to succeed. Team spirit improves the ability of individuals to work together and boosts morale. In an academic context, this is an opportunity to make friends and talk with others. Each student can benefit on a personal level from teamwork. A team of students must actively listen to each other, articulate ideas and use genuinely constructive criticism to be effective.

g. Sense of responsibility:

Responsibility is one of the traits of our character which means that a person is able to respond for his actions, is able to take some duties and to face certain consequences of the actions that may occur.

All these values are the reason why an Ethical Policy of Conduct is relevant for any academic institution. To make sure that every student is aware of what he can and what he cannot do, students are expected to adhere to and practice the Code of Ethics on an academic level.



4. Prohibited conduct

All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the College's interests and reputation substantially. The various forms of constitute gross violation of code of conduct, punishable as indiscipline/misconduct include:

a. Abuse/endangerment/hazing of a person:

Physically harming or threatening to harm any person, intentionally or recklessly causing harm to any person or reasonable apprehension of such harm or creating a condition that endangers the health and safety of self or others, including through the facilitation of or participation in any mental or physical hazing activity.

b. Sexual harassment and misconduct:

Engaging in unwelcome conduct of a sexual nature that is sufficiently severe or pervasive so as to substantially interfere with the individual's employment, education, or access to College programs, activities and opportunities, and such conduct would detrimentally affect a reasonable person under the same circumstances. Sexual harassment may include, but is not limited to, sexual advances, requests for sexual favors, sexual exploitation, stalking, dating violence, and domestic violence. Sexual misconduct is a form of sexual harassment.

c. Harassment:

Harassment means behavior consisting of physical or verbal conduct that is sufficiently severe or pervasive such that it threatens or substantially interferes with an individual's employment, education or access to College programs, activities or opportunities and such conduct would detrimentally affect a reasonable person under the same circumstances. Harassment may include, but is not limited to, verbal or physical attacks, stalking, graphic or written statements, threats, or slurs. Whether the alleged conduct constitutes prohibited harassment depends on the totality of the particular circumstances, including the nature, frequency and duration of the conduct in question, the location and context in which it occurs, and the status of the individuals involved. These behaviors also include when said actions are directed at an individual because of the individual's age, race, color, ancestry, national origin, caste, religion, creed, service



in the uniformed services, veteran status, sex, sexual orientation, marital or family status, pregnancy, physical or mental disability, gender identity, genetic information or political ideas. Additionally, behaviors include engaging in a course of conduct or subjecting a person or group of persons to unwanted physical contact or threat of such.

d. Weapons, explosives and other dangerous items:

Possessing, storing, carrying, or using any weapon, ammunition, explosive, or dangerous chemicals or gas is prohibited on all College property except by persons specifically authorized by the College. Possessing, carrying, or using any fireworks on College property, except for those persons authorized by College.

e. Alcohol and/or drugs:

Illegally possessing, using, distributing, selling, or being under the influence of alcohol or other drugs. Excessive consumption of alcohol that occurs when a person is intoxicated to the degree that the person may endanger self, other persons, or property, or annoy persons in the vicinity.

f. False information:

Intentionally providing false or inaccurate information or records to College. Knowingly providing false statements or testimony during an investigation or College proceeding. Falsely presenting oneself as an official of the College.

g. Theft and possession of stolen property:

The taking, or possession of, items belonging to another individual or entity. The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

h. Disruption of operations:

Obstruction or disruption of classes, conduct processes and/or investigations (College or police), College governance proceedings, or other activities or programs of the College; or obstructing access to College facilities, property, or programs. An action or combination of actions by one or more individuals that unreasonably interferes with,



hinders, obstructs, or prevents the operation of the College or infringes on the rights of others to freely participate in its programs and services.

i. Violations of academic integrity:

Violations of academic integrity include, but are not limited to, copying, plagiarism, fabrication of information or citations, facilitation of acts of academic dishonesty by others, unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, and tampering with the academic work of other students.

j. Failure to comply:

Failing to comply with reasonable directives from College or other officials when directed to do so. This includes, but is not limited to failure to provide identification, to report to an administrative office, to complete sanctions assigned as part of the conduct process or, when reasonable cause exists, failure to leave College-controlled premises (both physical and virtual) or dangerous situations when directed to do so by properly authorized persons, including police and/or College faculty and staff.

k. Forgery/alteration:

Making, possessing and/or knowingly using or submitting any falsified official record or College document; altering or forging any College or official document or record, including identification, meal or access cards. This includes but is not limited to forging documents (signing another's name and/or ID number), manufacturing IDs or tickets, and misuse of forms (e.g., letters, letterhead stationery, College forms). This category includes both physical and electronic documents and records.

l. Unauthorized entry or use:

Unauthorized entry into or use of property or College facilities, offices, classrooms, computers, computer networks, other restricted facilities. Unauthorized entry or use is considered as any use or attempt to use without permission to do so.

m. Disorderly conduct:

Engaging in disorderly, disruptive, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; creating a physically hazardous

