



# K.M.G. COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)

R.S. ROAD, AMMANANGKUPPAM, GUDIYATTAM - 635 803.  
Approved by Govt. of Tamilnadu & Permanently Affiliated to Thiruvalluvar University  
Recognized under section 2(f) and 12(B) of the UGC Act, 1956  
Accredited by NAAC with 'A' GRADE (CGPA of 3.24/4 - 2<sup>nd</sup> Cycle)



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## STUDENT AFFAIRS AND DISCIPLINE POLICY

### 1. Preamble

K.M.G. College of Arts and Science (Autonomous) is committed to fostering a disciplined, secure, inclusive, and value-based academic environment. This Student Affairs and Discipline Policy establish a structured framework to promote ethical conduct, safeguard student welfare, maintain institutional decorum, and ensure academic integrity.

The policy aligns with the quality benchmarks of the **National Assessment and Accreditation Council (NAAC)** and applicable regulatory guidelines of the **All India Council for Technical Education (AICTE)**, wherever relevant. It integrates discipline, student welfare, governance transparency, and continuous quality enhancement within the Institutional framework.

### 2. Vision

To cultivate a disciplined, value-driven, and inclusive academic ecosystem that shapes ethically responsible citizens and competent professionals.

### 3. Mission

- To maintain a safe, peaceful, and academically focused campus
- To instill moral, ethical, and civic responsibility among students
- To implement transparent and structured disciplinary mechanisms
- To strengthen student welfare and emotional well-being systems
- To promote leadership, accountability, and responsible citizenship

### 4. Purpose of the Policy

This policy aims to:

- Maintain a calm and secure academic atmosphere
- Promote discipline and adherence to Institutional norms
- Prevent misconduct, ragging, substance abuse, and indiscipline
- Protect student rights while ensuring accountability
- Establish fair, documented, and transparent procedures

## 5. Scope

This policy applies to all Undergraduate and Postgraduate students enrolled in the Institution and governs:

- Classroom conduct
- Campus behavior
- Dress code regulations
- Mobile phone usage
- Anti-ragging compliance
- Substance prohibition
- Safety measures
- Disciplinary procedures

The policy extends to conduct within campus premises and Institutional academic activities.

## 6. Constitution of the Student Affairs Committee (SAC)

The Student Affairs Committee shall be constituted annually with the following members:

| S. No. | Designation                              | Name & Position   |
|--------|--|---|
| 1      | Chairperson                              | Dr. C. Dhandapani, Principal.   |
| 2      | Student Welfare Officer                  | Dr. J. Jayakumar, Assistant Professor & Head,<br>Department of Tamil.                         |
| 3      | IQAC Coordinator                         | Mr. B. Balaji, Assistant Professor,<br>PG and Research Department of Chemistry.               |
| 4      | Women's Representative                   | Dr. J. Thirumagal, Assistant Professor & Head,<br>PG and Research Department of Biochemistry. |
| 5      | Anti-Ragging Committee<br>Representative | Dr. P. Bhavani, Assistant Professor & Head,<br>PG Department of English.                      |
| 6      | Counselor                                | Mr. K. Jayasankar, Assistant Professor,<br>PG Department of Computer Science.                 |
| 7      | Student Representative                   | Selvan. U. S. Vinodhan, II – Year,<br>PG and Research Department of Microbiology.             |

## **7. Objectives of the Committee**

The Committee shall:

- Address student-related concerns promptly and fairly
- Maintain a peaceful and conducive learning environment
- Create awareness regarding institutional rules and discipline
- Prevent physical confrontation and campus misconduct
- Support emotional well-being and counseling needs
- Enforce compliance with dress code and mobile regulations
- Promote safety practices and inclusive campus culture

## **8. Code of Conduct and Behavioral Guidelines**

### **8.1 General Campus Discipline**

Students shall:

- Maintain peace and decorum within campus
- Wear valid Institutional ID cards at all times
- Avoid loitering during class hours
- Obtain prior permission before leaving campus early
- Maintain discipline in common areas including the canteen

#### **Strictly Prohibited:**

- Smoking, alcohol consumption, and narcotics
- Physical confrontation, harassment, or intimidation
- Ragging in any form (as per statutory Anti-Ragging Regulations)
- Possession of dangerous or harmful objects

### **8.2 Classroom Conduct**

Students must:

- Arrive on time with required academic materials
- Listen attentively and avoid disruption
- Complete assignments within stipulated timelines
- Respect faculty members and peers
- Inform the Head of the Department in case of faculty absence
- Refrain from sleeping or resting during class hours

## **9. Mobile Phone Policy**

- Mobile phones are strictly prohibited within the Class.
- Emergency communication shall be routed through the Class Coordinator.

## **10. Dress Code Policy**

To maintain professionalism and Institutional decorum:

### **For Girls:**

- Hair must be neatly tied
- Leggings, tight-fitting attire, and short trousers are prohibited

### **For Boys:**

- Pants must be worn properly with a belt
- Jeans and tight-fitting attire are prohibited
- Undershirts must be tucked in
- Excessive hairstyle modifications, earrings, bracelets, colored hair, and inappropriate grooming are discouraged

All students shall adhere to modest, decent, and Institutionally approved attire.

## **11. Safety and Welfare Measures**

The Institution shall ensure:

- Mandatory helmet usage for two-wheeler commuters
- Counseling support for emotionally distressed students
- Collaboration with Anti-Ragging and Women's Grievance Cells
- Safe and inclusive campus monitoring systems
- Emergency communication channels
- Parent communication in serious disciplinary matters

## **12. Disciplinary Procedure**

The disciplinary framework follows principles of natural justice, fairness, and progressive correction.

### **12.1 Types of Disciplinary Actions**

1. **Verbal Warning** – Issued upon first confirmed instance of misconduct.
2. **Written Reprimand** – Officially documented and recorded.
3. **Suspension** – Recommended by the Head of the Department or Coordinator and approved by the Principal (minimum one week).

Serious violations may attract stricter action in accordance with Institutional and statutory regulations.

## **13. Documentation and Reporting**

- All disciplinary actions shall be recorded.
- Minutes of Committee meetings shall be maintained.
- Action Taken Reports shall be submitted to IQAC.
- Annual review shall be conducted for quality enhancement.

#### 14. Confidentiality and Fair Hearing

- All matters shall be handled confidentially.
- Students shall be provided an opportunity to present their explanation before major disciplinary action.
- Interviews and parent consultations may be arranged where necessary.

#### 15. Best Practices for Quality Assurance

To ensure continuous improvement, the Committee shall adopt:

- Semester-wise orientation on discipline and campus ethics
- Display of code of conduct across classrooms and notice boards
- Structured disciplinary registers
- Periodic student feedback collection
- Trend analysis of disciplinary cases
- Annual policy review and revision

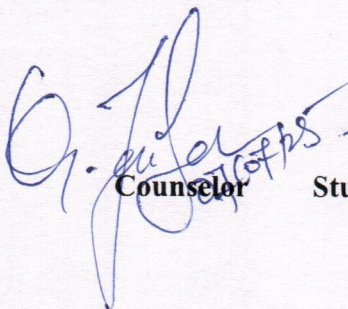
#### 16. Review and Monitoring

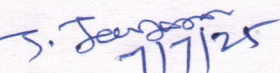
The Policy shall be reviewed annually by the Student Affairs Committee in consultation with IQAC to ensure:

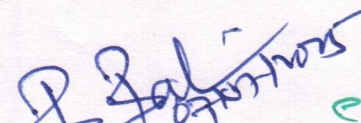
- Continuous quality improvement
- Compliance with regulatory requirements
- Effectiveness of corrective measures

#### 17. Approval and Implementation

- This Student Affairs and Discipline Policy is effective from the date of approval by Principal and shall apply to all students of K.M.G. College of Arts and Science (Autonomous).
- All students are expected to adhere strictly to the provisions contained herein.
- Non-compliance shall invite disciplinary action as per the procedures outlined above.

  
Counselor

  
Student Welfare Officer

  
IQAC Coordinator

  
Principal

PRINCIPAL,  
K.M.G. COLLEGE OF ARTS AND SCIENCE  
(AUTONOMOUS),  
GUDIYATTAM, VELLORE DISTRICT - 635 803