



DISCIPLINARY COMMITTEE

1.About:

The Disciplinary Committee of NSB Academy& NSB World Business School plays a pivotal role in maintaining a conducive and disciplined academic environment within the institution. Comprising of faculty members, administrators this committee is responsible for upholding and enforcing the code of conduct and rules set forth by the college or university.

The primary objective of the Disciplinary Committee is to ensure that all students adhere to the institution's guidelines, fostering an atmosphere of integrity, respect, and professionalism. They address various issues ranging from academic misconduct, such as plagiarism and cheating, to non-academic matters like harassment, illegal substance abuse, and breach of campus regulations.

When an incident is reported or observed, the Disciplinary Committee investigates the matter thoroughly, following a fair and impartial process. Depending on the gravity of the offense, the committee may recommend a range of consequences, including warnings, probation, suspension, or expulsion. Their actions are always aimed at maintaining the college's reputation and ensuring that all students have a safe and respectful learning environment.

2.The objectives of a Disciplinary Committee:

- Ensure a disciplined and orderly academic environment within the institution.
- Uphold and enforce the college's code of conduct and regulations.
- Investigate and address instances of academic misconduct, such as plagiarism and cheating.
- Address non-academic issues, including harassment, substance abuse, and violations of campus rules.
- Ensure that a fair and impartial process is followed when investigating disciplinary cases.
- Recommend appropriate consequences for disciplinary violations, which may include warnings, probation, suspension, or expulsion.
- Conduct workshops and awareness programs to educate students about ethical conduct and their responsibilities as members of the academic community.
- Work towards creating a safe and respectful learning environment for all students.
- Take actions to safeguard the college's reputation and integrity.
- Contribute to the development of responsible and ethical professionals among MBA graduates.



3. Composition of the Disciplinary Committee

Sl No.	Name	Designation	Position	Contact No	Mail id
1	Prof. Shalini	Deputy Director, IQAC & Accreditation	Chairperson	8618515284	dydirector-iqac@nsb.edu.in
2	Prof. B R Keshava	Professor of Practices	Member	9686500182	keshava@nsb.edu.in
3	Prof. Aradhita Deb	Assistant Professor	Member	8197628978	aradhita@nsb.edu.in
4	Prof. Swarnadeep Maity	Assistant Professor	Member	8296990283	swarnaddeep@nsb.edu.in
5	Mr. Shiva Kumar PT	Physical Instructor	Member	9980908503	
6.	Mr. Hari K S	Administrative Staff	Member	8494956261	

Position	Responsibilities
Chairperson	- Provides leadership and oversight of the committee.
	- Ensures that the committee operates effectively and fairly.
Faculty Representatives	- Investigate disciplinary cases.



	- Review evidence and interview relevant parties.
	- Make recommendations for consequences.
Administrative Staff	- Provide administrative support to the committee.
	- Help coordinate meetings and document proceedings.

4.Role & Responsibilities:

5.Anti-Discipline Act:

In NSB Academy, as in any educational institution, "anti-discipline acts" refer to behaviours or actions that run counter to the established rules, code of conduct, and values of the institution. These acts can disrupt the learning environment, undermine academic integrity, or compromise the well-being of the college community. List of anti-discipline acts are mentioned below:

Category 1:

Academic Misconduct:

- Presenting someone else's work, ideas, or research as one's own without proper citation.
- Using unauthorized aids or methods during exams or assignments.
- Creating or altering research data to deceive instructors or peers.



Violations of College Policies:

- Possession or use of illegal drugs or alcohol on campus in violation of college policies.
- Damaging or defacing college property.
- Entering without formal dress** and Identity card.

Public Display of Affection:

- Under section 294 of the Indian Penal Code, causing annoyance to others through "Obscene Acts" or "Public Display of Affection" is a criminal offense.

Sexual & Physical Harassment:

- Unwelcome sexual propositions/advancements, sexually graphic comments of a body, unwelcome touching, patting, pinching or leering of parts of the body or persistent or unwelcome sexual jokes and or comments.

Disruptive Behaviour:

- Behaviours that disrupt lectures or discussions, such as speaking out of turn, being consistently late, or engaging in unrelated discussions, using mobile phone, eating in class, bunking the class.
- Engaging in offensive, discriminatory, or threatening behaviour towards fellow students, faculty, or staff.

Category II

Professional Ethics Violations:

- Engaging in actions that go against ethical standards in business or professional conduct.
- Failing to disclose conflicts of interest in academic or business activities.

Violence

- Arousing communal, caste or regional feelings or creating disharmony among students;

Misuse of Resources:

- Inappropriately using college resources, such as computers, library materials, or research facilities.
- Mishandling financial resources or funds allocated for specific purposes.

Cyber bullying and Online Misconduct:

- Engaging in bullying, harassment, or other inappropriate behaviours through digital communication channels or social media.

Non-Compliance with Disciplinary Decisions:



- Ignoring or refusing to comply with the consequences or sanctions imposed by the Disciplinary Committee or college authorities.

Falsification of Credentials:

- Creating fraudulent documents, such as fake transcripts or diplomas, to gain admission or employment advantages.

NSB Academy has specific codes of conduct and disciplinary procedures in place to address these and other anti-discipline acts. These measures are in place to maintain a respectful and conducive learning environment, uphold academic integrity, and promote ethical behaviour among students pursuing their business and management education.

A Code of Conduct and Disciplinary Procedure for NSB Academy is crucial for maintaining a respectful and orderly learning environment and addressing violations of college policies. Here's a general outline of what such a code and procedure might entail:

6. Code of Conduct:

The Code of Conduct sets forth the expected behaviour and standards of ethics for students, faculty, staff, and other members of NSB community. It outlines the principles that guide behaviour and helps establish a positive and productive academic environment. The code typically includes:

Academic Integrity:

Prohibitions against plagiarism, cheating, and academic dishonesty.

Expectations for honest research and proper citation.

Respect and Civility:

Guidelines for treating others with respect, regardless of differences in background, race, gender, religion, etc.

Prohibitions against harassment, discrimination, and bullying.

Professionalism:

Standards for professional behaviour in both academic and extracurricular activities.

Expectations for punctuality, communication, and teamwork.

Use of College Resources:

Guidelines for the appropriate use of college facilities, equipment, and resources.

Prohibitions against vandalism, theft, and unauthorized access.



Alcohol and Substance Abuse:

Rules regarding alcohol and substance use, in compliance with legal regulations and college policies.

Conflicts of Interest:

Expectations for disclosing conflicts of interest in academic or business activities.

Guidance on avoiding situations that may compromise objectivity.

7. Disciplinary Procedure:

The Disciplinary Procedure outlines the process that will be followed when there are alleged violations of the Code of Conduct. It is designed to ensure a fair, transparent, and consistent approach to addressing misconduct. The procedure generally includes the following steps:

Reporting and Documentation:

How incidents should be reported and documented, including who to contact and what information is needed.

Initial Review:

Initial assessment of the report to determine whether it warrants further investigation.

Investigation:

A detailed investigation process that includes gathering evidence, interviewing relevant parties, and maintaining confidentiality.

Disciplinary Committee or Panel:

The role and composition of the disciplinary committee or panel responsible for reviewing the case and making decisions.

Decision-Making:

How decisions regarding violations and consequences are reached, whether through consensus, majority vote, or another method.

Consequences:

The range of consequences that may be imposed for violations, such as warnings, probation, suspension, or expulsion.

Communication:

Decisions are communicated to relevant parties, including students involved, college administration, and faculty through mail and putting notice in the notice board.

Record Keeping:

Records of disciplinary actions are maintained in accordance with privacy regulations.



It's essential that the Code of Conduct and Disciplinary Procedure are well-documented, widely distributed, and consistently enforced to ensure a fair and respectful academic environment in NSB Academy. Additionally, these documents should be periodically reviewed and updated to remain relevant and effective.

8. Consequences for anti-discipline behaviour

Consequences for anti-discipline behaviour, also known as disciplinary consequences, vary depending on the severity of the behaviour and the policies of NSB Academy.

The high-power disciplinary committee would decide the punishment for not abiding with the Institution & Hostel rules and regulations.

Category I

- **First offence:** Summoning parents and warning
- **Second Offence:** One-month suspension from the course
- **Third Offence:** Six-month suspension from the course
- **Fourth Offence:** Expulsion from the program/Institute with remark on the certificates

Category II

- **First Offence:** Summoning parents and warning
- **Second Offence:** Suspension for a period of two-weeks from the course/hostel/campus
- **Third Offence:** Suspension for a period of one-month from the course/hostel/campus
- **Fourth Offence:** Suspension for a period of one semester (six months) from the course/hostel/campus
- **Fifth Offence:** Expulsion from the program/Institute with remark on the certificates

Apart from the above category there are some special cases:

Academic Penalties: In cases of academic misconduct (such as plagiarism or cheating), consequences may include a failing grade for the assignment or exam, a failing grade for the course, or the removal of academic honors.

Restitution: In cases of property damage or financial misconduct, the individual may be required to make restitution by paying for damages or reimbursing the affected parties.

Community Service: NSB Academy may impose community service as a consequence, requiring the individual to contribute positively to the community as a form of rehabilitation.



Counselling or Education: In certain cases, individuals may be required to attend counselling or educational programs aimed at addressing the underlying issues contributing to their misconduct.

Legal Action: For extreme cases, institutions may involve law enforcement, leading to criminal charges and legal consequences.

It's important to note that the specific consequences and the procedures for addressing anti-discipline behaviour vary between institutions and may also depend on local laws and regulations. The goal of these consequences is not only to address the misconduct but also to encourage personal growth, accountability, and a return to positive participation within the educational community.

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