



*In
Collaboration
With*



**SAVITRIBAI PHULE
PUNE UNIVERSITY**

Student and Staff Disciplinary policy

Purpose

The purpose of this policy is to establish and implement clear standards for handling disciplinary issues of students and staff while studying or working at MIE-SPPU Institute of Higher Education, Doha, Qatar.

Policy Description

MIE-SPPU Institute of Higher Education, Doha, Qatar, is committed to adhering to the disciplinary standards of students pursuing programs offered by the Institute. This policy hence in a major way ensures fulfillment of disciplinary standards of the mother university that is, Savitribai Phule Pune University in India and disciplinary standards while pursuing higher education programs in the State of Qatar, in accordance with the legal bindings imperative in the State of Qatar. It also helps to provide staff of the Institute to take disciplinary action and students of the Institute to go through a fair and just system within the authorities and jurisdiction of the Institute to either serve or appeal against disciplinary action and not be subject to any discrimination due to any reason.

Policy Statements

Consistent with the mission of MIE-SPPU Institute of Higher Education and the, following are the Guiding Principles for Student and Staff Discipline in MIE-SPPU Institute of Higher Education:



1. **Action Triggers for Disciplinary Action against Student or Staff at the MIE SPPU**

Institute of Higher Education: This policy mandates that MIE SPPU Institute of Higher Education considers the following as action triggers to call for Disciplinary Action against a Staff or Student:

a. **Student Action Triggers (indicative list)**:

- Breach of examination rules
- Breach of classroom ethics
- Bullying or rude behavior with fellow students or teachers while inside or outside of the Institute premises.
- Inappropriate display of physical affection with fellow students or teachers within the premises of the Institute.
- Usage of foul language against fellow students or teachers or staff of the Institute while inside or outside of the Institute premises.
- Misuse or damage to the furniture and other assets of the Institute
- Misuse or damage to IT (Information Technology) Assets such as hacking Institute network and getting unauthorized access to Institute's confidential information and examination questions or destroying the Institute's laptops by hacking and unauthorized access.
- Slandering in public or private to cause reputational damage and use of profanity in the Institute's official social media pages and social media presence such as Facebook, Instagram, LinkedIn and the Institute website.
- Wearing clothes inside the institute that are provocative or inappropriate for formal learning in an institute of higher education.
- Creating any type of written documents or digital content to express provocative or blasphemous anti-religious sentiments within the Institute or on social media platforms.
- Any reason of indiscipline not listed above that is deemed to be indiscipline in the social and religious construct of the State of Qatar.



Staff Action Triggers:

- Breach of examination confidentiality and ethics.
- Breach of classroom rules by using profane abusive language or making racist remarks or creating discomfort in the learning environment of the class.
- Bullying or rude behavior with fellow students or teachers while inside or outside of the Institute premises.
- Inappropriate display of physical affection with fellow students or teachers within the premises of the Institute.
- Usage of foul language against students or teachers or staff of the Institute while inside or outside of the Institute premises.
- Misuse or damage to the furniture and other assets of the Institute
- Misuse or damage to IT (Information Technology) Assets such as hacking Institute network and getting unauthorized access to Institute's confidential information and examination questions or destroying the Institute's laptops by hacking and unauthorized access.
- Slandering in public or private to cause reputational damage and use of profanity in the Institute's official social media pages and social media presence such as Facebook, Instagram, LinkedIn and the Institute website.
- Wearing clothes inside the institute that are provocative or inappropriate for formal learning in an institute of higher education.
- Creating any type of written documents or digital content to express provocative or blasphemous anti-religious sentiments within the Institute or on social media platforms.
- Any reason of indiscipline not listed above that is deemed to be indiscipline in the social and religious construct of the State of Qatar.

In case of any of the above actions are triggered by either a student, staff or both, the same have to be notified with evidence to the Director of the Institute who will follow the approved Disciplinary Policy of the Institute to initiate corrective and preventive actions.



2. **Appointment of a Disciplinary Committee to follow the Disciplinary Action Sequence:**

This policy mandates that the MIE SPPU Institute of Higher Education appoints a Disciplinary Committee mandated to act upon disciplinary issues as per the guidelines given in this policy. The Disciplinary Committee should consist of a minimum of three persons comprising the Director of the Institute, one member representative from the Apex Council members, one member from the staff of the Institute. The number of members of the Committee can be above the minimum, in case the Executive Committee decides for the same. Members of the Disciplinary committee will be recommended by the Director and reviewed and approved by the Executive Committee of the Institute.

3. **Sequence of steps for taking Disciplinary Action:**

This policy mandates that the MIE SPPU Institute of Higher Education will follow a set of sequence of steps to initiate disciplinary action in case action triggers are reported to the Director whether it be students or staff members of the Institute:

- a. In case student triggers any disciplinary situation, the Director of the Institute will review the case with the student with his or her parents and decide whether the case in question is minor or major offence.
- b. In case of minor offence, an apology letter with corrective measures by the student will be requested to be submitted to the Director of the Institute.
- c. In case of minor offence repeated for a second time by the same student, the Director will consider the case to be a major offence and will recommend for disciplinary action procedures by the Disciplinary committee.
- d. In case a major offense is reported the student will be first suspended from studies till the disciplinary committee meets and decides the way forward.
- e. The Disciplinary committee will review the disciplinary offense internally and call for any circumstantial evidence based on the witnesses and any other evidence such as CCTV camera recording.
- f. The Disciplinary Committee based on the evidences and discussions with the offending party, decide the corrective action to be taken such as:
 - Warning letter followed by written apology from the offender
 - Public verbal apology
 - Temporary suspension



- Rustication (in case of student)
 - Termination of service (in case of staff).
- g. All decisions of the Disciplinary Committee should be handed out in a written memo to the offender with a copy to the Director of the Institute with a minimum of two signatures from any two members of the Disciplinary committee.
- h. All Disciplinary Committee meeting outcomes and decisions should be reviewed at the following Executive Committee meetings.
4. **Sequence of steps for appealing against Disciplinary Action:**

This policy mandates that the MIE SPPU Institute of Higher Education will follow a set sequence of steps for any person to appeal against the decisions of the Disciplinary Committee of the Institute:

- a. The person (staff or student) appealing against the decision of the Disciplinary Committee will write an explanatory note addressed to the Director of the Institute and request for reconsideration of the decision.
- b. The Director of the Institute should receive the appeal and forward the same to the President of the Executive Committee for review.
- c. The President of the Executive Committee will meet the appellant with or without the parents (in case of the student) and review any additional circumstantial evidence provided to seek a pardon or lesser course of disciplinary action.
- d. The President of the Executive Committee will then decide for either upholding the decision of the Disciplinary Committee or to call for a second review of the decision by the Disciplinary Committee.
- e. The President will then take this additional evidence and participate in the next available Disciplinary Committee meeting or call for a special meeting of the committee to discuss and review the appeal with the additional circumstantial evidence and decide the way forward.
- f. In case of upholding the decision of the Disciplinary committee the appellant will be informed in writing by the Director of the Institute.
- g. In case of moving the decision of the Disciplinary committee to a reprimand of a lesser degree, the committee will invite the student with his or her parents or the staff member and inform the revised decision in person. The same will then be communicated in writing by the Director of the Institute after the meeting.



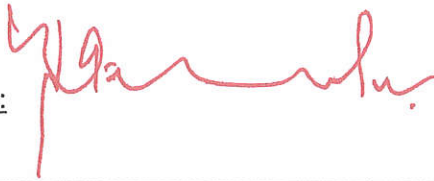



- h. All decisions of the Disciplinary Committee should be handed out in a written memo to the offender with a copy to the Director of the Institute with a minimum of two signatures from any two members of the Disciplinary committee.

5. **Policy of no Discrimination based on Race, Religion, Gender or Ethnic Background:**

This policy mandates that the MIE SPPU Institute of Higher Education handles all disciplinary cases of both students and staff members only based on the tenets of this policy document. There will be no discrimination in the Institute for any disciplinary action based on race, religion, caste, gender or ethnic background.

6. **Policy Document Changes and Approvals:** This policy mandates that the MIE SPPU Institute of Higher Education can only make changes to this policy if the same are recommended by the President of the Executive Committee or the Chairperson of the Apex Council and the same must be discussed and agreed with a majority in the Apex Council.

Policy approved by:

<p><u>Position:</u> Vice Chancellor Savitribai Phule Pune University, Pune, India</p> <p><u>Name:</u> Dr. Prof. Nitin Karmalkar</p> <p><u>Signature:</u> </p>	<p><u>Position:</u> President MIE-SPPU Institute of Higher Education, Doha, Qatar</p> <p><u>Name:</u> Hassan A.K. Chougule</p> <p><u>Signature:</u> </p>
<p><u>Position:</u> Director MIE-SPPU Institute of Higher Education, Doha, Qatar</p> <p><u>Name:</u> Dr. Prof. Bimalendu B. Nath</p> <p><u>Signature:</u> </p>	<p><u>Position:</u> Vice President MIE-SPPU Institute of Higher Education, Doha, Qatar</p> <p><u>Name:</u> Yasir Nainar</p> <p><u>Signature:</u> </p>

