



# ST. FRANCIS DE SALES COLLEGE

A FRANSALIAN INSTITUTE OF HIGHER EDUCATION **AUTONOMOUS**

NAAC A GRADE • AFFILIATED TO BANGALORE UNIVERSITY • AICTE APPROVED • 2(F) & 12 (B) RECOGNITION OF UGC • ISO 9001:2015 CERTIFIED  
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## ADMINISTRATIVE MANUAL

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### DISCIPLINE COMMITTEE

#### STATEMENT OF PURPOSE

*Maintaining Good Discipline at St. Francis de Sales College (SFS College), Electronics City Post, Bengaluru, Karnataka – 560 100, India*

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### I. Introduction

#### Establishment and Purpose

The discipline committee of the college was established in the year 2014. St. Francis de Sales College (SFS College), with a student strength exceeding 3,000, has consistently upheld its reputation for academic excellence, holistic education, and nurturing students into responsible citizens. To sustain and enhance this legacy, this SOP outlines the operational framework for maintaining discipline in the campus, including classrooms, common areas, and other college premises.

#### Scope

This SOP applies to all faculty, administrative staff, students, and stakeholders involved in fostering a disciplined, safe, and productive environment across campus. It encompasses the responsibilities of the Disciplinary Office and its strategies to ensure effective implementation of college policies.

#### Objectives

1. Foster a culture of mutual respect, accountability, and integrity among students and staff.
  2. Establish clear guidelines for acceptable behavior and enforce them consistently.
  3. Provide effective communication and support channels for addressing disciplinary concerns.
  4. Promote awareness of the college's core values and behavioral expectations.
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### II. Organization and Governance

#### Office/Centre Structure

The Disciplinary Office operates under the guidance of the College Principal and is supported by a designated team comprising:

1. **Discipline Coordinator.**
2. **Faculty Members from various departments.**
3. **Student Representatives.**
4. **Administrative Support Staff.**

## Roles and Responsibilities

- **Principal:** Provides strategic direction and final decision-making authority in disciplinary matters.
  - **Discipline Coordinator:** Oversees day-to-day operations, manages cases, and ensures compliance with policies.
  - **Student Representatives:** Act as liaisons to convey student concerns and facilitate peer accountability.
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## III. Staff Management

### Induction and Orientation

All staff involved in the Disciplinary Office will undergo a structured orientation program that includes:

- An overview of college policies and disciplinary protocols.
- Training on conflict resolution and student counseling.
- Familiarization with documentation standards and reporting mechanisms.

### Staff Development and Support

Continuous professional development workshops and refresher courses will be conducted to ensure staff are equipped to handle evolving challenges effectively.

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## IV. Operational Framework

### Processes and Procedures for Services and Functions

1. **Incident Reporting:** Students and staff can report disciplinary issues through online like a WhatsApp, email, or a dedicated office helpline.
2. **Investigation and Resolution:** Each case will be reviewed promptly, with investigations conducted in accordance with college policies.
3. **Action Plan Implementation:** Corrective measures, such as warnings, counseling, or penalties, will be enforced based on the severity of the offense.

### Perception Building

- Conduct regular workshops, seminars, and awareness campaigns to foster a culture of discipline.
  - Highlight positive stories of students and staff who exemplify the college's core values.
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## V. Performance Management

### Measurable Outcomes

- Reduction in incidents of indiscipline.
- Increased student participation in disciplinary awareness activities.
- Positive feedback from stakeholders in annual surveys.

## **Review and Evaluation**

Quarterly evaluations will be conducted to assess the effectiveness of disciplinary policies. Recommendations for improvement will be submitted to the principal.

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## **VI. Compliance**

**The Disciplinary Office will ensure adherence to:**

1. College rules and regulations.
  2. Government guidelines on student safety and behavior.
  3. Ethical standards in managing disciplinary cases.
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## **VII. Communication and Stakeholder Engagement**

### **Communication to Stakeholders**

1. Regular updates will be shared with students, parents, and faculty through circulars, newsletters, and meetings.
  2. The Disciplinary Office will maintain an open-door policy for receiving and addressing grievances.
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## **VIII. Appendices**

### **List of Policies, Guidelines, Rules, and Regulations**

1. Student Code of Conduct.
2. Anti-Ragging Policy.
3. Examination Discipline Guidelines.

### **List of Templates**

1. Incident Reporting Form.
  2. Warning Letter Template.
  3. Feedback and Grievance Form.
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**This SOP reflects St. Francis de Sales College's unwavering commitment to creating an environment where discipline serves as a foundation for academic and personal growth. Together, we aim to foster a community of learners who uphold the values of respect, responsibility, and excellence.**