

Statutory Committees

Policies and Guidelines

Internal Complaints Committee (Discipline Committee)

The Internal Complaints Committee (Discipline Committee) has been constituted to address internal complaints and ensure the maintenance of discipline on the College campus.

Purpose

To ensure a safe, respectful, and harassment-free environment for all students and staff by taking timely and appropriate disciplinary action against offenders.

Aims and Objectives of the Committee

The Internal Complaints Committee/Discipline Committee has been empowered to discharge the following functions:

- Establish and enforce rules to maintain discipline on campus.
- Create systems to ensure a peaceful, inclusive academic environment for all students.
- Handle complaints about indiscipline, disturbances, or activities disrupting campus order.
- Conduct inquiries and recommend disciplinary or corrective actions.
- Foster a culture of respect, safety, and zero tolerance for harassment.

Scope of the Committee

The Internal Complaints Committee functions as an in-house mechanism to receive and address issues of student indiscipline. The scope includes:

- All regular students of the College campus.
- Incidents of indiscipline occurring off-campus involving College students.
- Authority to initiate inquiries and recommend appropriate disciplinary actions in accordance with College and UGC guidelines.

Types of Punishable Offences

The committee considers the following acts as punishable offences:

- Verbal teasing or passing inappropriate comments.
- Unwanted physical contact or gestures.
- Sexually suggestive behavior, messages, or communications.
- Stalking or repeated harassment (offline or online).
- Using a position of power or influence to intimidate others.
- Any form of physical or emotional abuse or misconduct that violates campus harmony.

Procedure of the Committee

The Internal Complaints Committee (Discipline Committee) follows this procedure:

- The committee may receive both written and oral complaints.
- It may also act *suo motu* upon witnessing or being informed of an incident.
- Upon receiving a complaint, the Principal (Chairman of the Committee) will instruct the Convener to convene a meeting.
- If preliminary inquiry finds merit and prima facie evidence, the accused may be placed under suspension, and an inquiry committee will be formed.
- Notices to the suspended students will be sent via registered post.
- The accused and the complainant will appear before the inquiry committee and present their evidence.
- The committee will examine all evidence and documents to assess the charges.
- If found guilty, the committee will recommend suitable disciplinary action to the Principal.
- In cases involving grievous offences, the matter will be forwarded to the Station House Officer (SHO) along with the inquiry report.

Actions and Punishments of the Committee (As per APCCE Students Code of Conduct Rules)

For Students:

- **Warning Letters** – Issued for minor first-time offences.
- **Counseling** – To educate the student on appropriate conduct.
- **Attendance Cut** – Reduction in attendance percentage.
- **Marks Deduction** – Reduction in internal assessment scores.
- **Debarment from Examinations** – For serious or repeated offences.
- **Suspension** – Temporary removal from the College.
- **No Participation** – Prohibited from engaging in cultural, academic, or sports activities.
- **No Promotion** – May be denied progression to the next semester/year.
- **Dismissal/Expulsion** – Permanent removal from the College. Transfer Certificate (T.C.) will be issued accordingly.

For Staff (in applicable cases involving complaints):

- **Written Warning & Counseling**
- **Withholding of Increments or Promotions**
- **Transfer to Another Department or Campus**
- **Suspension** – From official duties for a specified period.
- **Termination** – In cases of serious or repeated misconduct.
- **Police Complaint** – For criminal acts or serious violations.


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