



## DISCIPLINE COMMITTEE FOR SESSION -2019-2020

**Maintaining Academic Integrity** - A discipline committee helps uphold the standards of academic integrity by addressing violations such as cheating, plagiarism, and other forms of misconduct. This fosters a culture of honesty and respect among students and faculty.

### RESPONSIBILITIES OF DISCIPLINE COMMITTEE

#### 1. Investigating Complaints

The discipline committee is responsible for reviewing and investigating reports of misconduct. This involves gathering evidence and testimonies from all parties involved to ensure a thorough understanding of the situation. The goal is to establish a clear and accurate account of events.

#### 2. Conducting Hearings

Once the investigation is complete, the committee organizes hearings. During these sessions, all parties have the opportunity to present their perspectives. The committee ensures that the process is fair, allowing for questions and clarifications to facilitate an informed decision-making process.

#### 3. Decision-Making

After evaluating the evidence and hearing from all involved, the discipline committee makes decisions regarding appropriate actions or penalties. They strive for consistency in enforcing policies to maintain fairness across cases. Their decisions are guided by established rules and previous precedents.

#### 4. Developing Policies

The committee also plays a role in creating and revising discipline-related policies and procedures. They work collaboratively to ensure these guidelines are clear, fair, and effectively communicated to all members of the organization. This helps prevent misunderstandings about expectations.



## 5. Educating the Community

An essential duty of the discipline committee is to educate the community about the policies and standards of conduct. They may conduct training sessions, workshops, or seminars to promote understanding and adherence to ethical behavior, fostering a culture of accountability.

## 6. Ensuring Fairness

Fairness is a core principle of the discipline committee's work. They are dedicated to upholding justice in all disciplinary actions, ensuring that processes are transparent and unbiased. This commitment helps build trust within the organization.

## 7. Maintaining Confidentiality

The committee handles sensitive information with discretion. Maintaining confidentiality is crucial to protect the privacy of individuals involved in disciplinary cases, fostering a safe environment where members feel secure in reporting issues.

## 8. Monitoring Compliance

After decisions are made, the discipline committee oversees the implementation of disciplinary measures. They follow up to ensure compliance and assess the effectiveness of policies over time, making adjustments as necessary to improve outcomes.

## 9. Reporting

The committee keeps accurate records of all cases, decisions, and outcomes. They may provide reports to relevant authorities or stakeholders about trends and issues related to discipline, helping the organization understand its environment better.

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## 10. Advising Leadership

The discipline committee advises organizational leadership on discipline matters, offering guidance and recommendations. Their insights help management foster a positive environment and address systemic issues that may lead to misconduct.

## 11. Promoting a Positive Culture

Finally, the discipline committee plays a crucial role in promoting a culture of accountability, respect, and integrity. By addressing misconduct effectively and fairly, they contribute to a positive organizational environment where members feel valued and safe.

### Members of discipline committee

Sr. No	Name	Designation
1.	Mr. N .D Sharma	Coordinator
2.	Ms. Sakshi Mishra	Member
3.	Mr. Vijesh Kumar	Member
4.	Ms.Shipra Mishra	Member
5.	Dr. Hemlata	Member
7.	Alka (LL.B. III year)	Student Representative
8.	Diksha (B.A.LL.B. V year)	Student Representative
9.	Sanjay Kumar (LL.B.III year)	Student Representative

Coordinator

*N.D. Sharma*

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## DISCIPLINE COMMITTEE FOR SESSION -2020-2021

### RESPONSIBILITIES OF DISCIPLINE COMMITTEE

#### 1. Comprehensive Complaint Investigations

This section highlights the discipline committee's responsibility to conduct thorough investigations into any allegations of misconduct. It involves gathering evidence, interviewing witnesses, and reviewing documentation to ensure a complete understanding of the situation before making any determinations.

#### 2. Conducting Structured Hearings

This refers to the committee's role in organizing formal hearings where all parties involved can present their cases. The committee facilitates these sessions, ensuring that discussions are fair, transparent, and allow equal opportunities for everyone to speak.

#### 3. Delivering Informed Decisions

After reviewing the evidence and hearing testimonies, the discipline committee deliberates to make informed decisions regarding disciplinary actions. They consider the seriousness of the misconduct, applicable policies, and past precedents to ensure their decisions are consistent and fair.

#### 4. Policy Creation and Evaluation

The committee is tasked with developing and reviewing policies related to discipline. This includes assessing existing guidelines and suggesting improvements to ensure that all policies are clear, effective, and communicated properly to the community.

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## 5. Enhancing Community Education and Awareness

This emphasizes the committee's proactive role in educating the community about conduct policies and expectations. By organizing workshops and providing resources, they raise awareness and understanding, helping to prevent misconduct before it occurs.

## 6. Ensuring Fairness and Integrity

This section underscores the committee's commitment to fairness in all its processes. They ensure that disciplinary actions are conducted impartially and transparently, which builds trust among community members and enhances the committee's credibility.

## 7. Protecting Confidential Information

Maintaining confidentiality is crucial for the discipline committee. This involves safeguarding sensitive information throughout investigations and decision-making processes to protect the privacy of those involved and create a safe reporting environment.

## 8. Monitoring Compliance with Disciplinary Actions

After disciplinary measures are implemented, the committee monitors compliance to ensure that individuals adhere to the decisions made. This ongoing oversight is vital for maintaining accountability and order within the organization.

## 9. Thorough Reporting and Documentation

The discipline committee is responsible for keeping detailed records of all cases and decisions. They compile comprehensive reports that track trends, outcomes, and areas needing improvement, providing valuable insights for leadership and stakeholders.

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## 10. Providing Leadership Guidance

The committee serves as an advisory body to organizational leadership. They offer recommendations and insights on discipline-related matters, helping management address systemic issues and improve the overall environment of the institution.

## 11. Fostering a Supportive Organizational Environment

Ultimately, the discipline committee plays a significant role in creating a positive organizational culture. By effectively addressing misconduct and reinforcing appropriate behavior, they contribute to an environment of respect and accountability, ensuring that all members feel valued and safe.

### MEMBERS OF DISCIPLINE COMMITTEE

Sr. No.	Name	Designation
1.	Dr. Neelam Pandey	Coordinator
2.	Mrs. Asha Rani	Member
3.	Ms. Shipra Mishra	Member
4.	Dr. Sangeeta	Member
5.	Dr. Shailesh Kumar Mishra	Member
6.	Ankit Kumar Garg	LL.B. 2nd Year
7.	AKASH CHAURASIA	B.A.LL.B. 4th Year

Coordinator

Principal

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## DISCIPLINE COMMITTEE FOR SESSION -2021-2022

### RESPONSIBILITIES OF DISCIPLINE COMMITTEE

- 1. Establishing and updating conduct policies:** The discipline committee is responsible for developing, reviewing, and revising the institute's code of conduct and disciplinary policies. This involves: Researching best practices in academic disciplinary procedures. Drafting comprehensive policies that cover various types of misconduct. Ensuring policies align with legal requirements and educational standards. Regularly updating policies to address emerging issues or changing circumstances. Collaborating with faculty, students, and administration to gather input on policy changes.
- 2. Investigating reported violations of academic or behavioral standards:** When violations are reported, the committee initiates and oversees investigations; Discipline committee is responsible for receiving and documenting complaints or reports of misconduct. Upon receiving a complaint, the committee assigns impartial investigators to gather evidence and interview relevant parties involved in the situation. After the investigation is conducted, the committee reviews the investigation reports to determine whether there is sufficient evidence to proceed with any disciplinary action. Throughout this process, the committee ensures that due process is upheld and that confidentiality is maintained to protect the privacy of all individuals involved. If necessary, they coordinate with campus security or local law enforcement to address any safety concerns or legal implications related to the case. Holding hearings to review serious disciplinary cases: For more severe violations or contested cases, the committee conducts formal hearings.

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3. The discipline committee is responsible for determining appropriate sanctions for policy violations based on the findings from investigations or hearings. In making these decisions, the committee considers the nature and severity of the violation, as well as the individual's disciplinary history. To ensure fairness, they review similar cases to maintain consistency in the sanctions imposed. The committee has the authority to impose a range of disciplinary measures, from warnings to expulsion, depending on the circumstances. Additionally, they strive to balance punitive actions with educational or rehabilitative approaches, aiming to promote learning and growth alongside accountability.

## Members of discipline committee

Sr. No	Name	Designation
1.	Ms. Shipra Mishra	Coordinator
2.	Dr. Neelam Pandey	Member
3.	Mr. Raunak Tiwari	Member
4.	Mr. Sailesh Mishra	Member
5.	Mr. Manish Rakesh	Member
6.	Mrs. Asha Rani	Member
7.	Ms. Anshita	LL.B. 2nd Year
8.	Mr. Devesh	B.A.LL.B. 5th Year

Coordinator

Principal

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## DISCIPLINE COMMITTEE FOR SESSION -2022-2023

### RESPONSIBILITIES OF DISCIPLINE COMMITTEE

- 1. Establishing and updating conduct policies:** This paragraph outlines the committee's role in creating and maintaining the institute's rules. It involves ongoing research to stay current with best practices in academic discipline. The committee drafts comprehensive policies covering various types of misconduct, ensuring they comply with legal requirements and educational standards. Regular updates are necessary to address new issues that may arise. Importantly, this process involves collaboration with faculty, students, and administration, ensuring all stakeholders have input on policy changes.
- 2. Investigating reported violations:** This section details the committee's investigative duties. When misconduct is reported, the committee initiates a formal process. They document complaints, assign impartial investigators, and oversee evidence gathering and interviews. The committee reviews investigation reports to determine if there's enough evidence to proceed further. Throughout this process, they must ensure due process and maintain confidentiality. In serious cases, they may need to coordinate with campus security or local law enforcement.
- 3. Holding hearings for serious cases:** For more severe or contested violations, the committee conducts formal hearings. This involves organizing hearing panels, notifying all involved parties, and ensuring everyone understands the process. During hearings, the committee presides over proceedings, allowing all sides to present their case. They question witnesses, examine evidence, and ultimately deliberate to reach a fair and impartial decision.
- 4. Determining appropriate sanctions:** This paragraph explains how the committee decides on disciplinary measures. They consider the nature and severity of the violation, as well as the student's disciplinary history. The committee strives for consistency across similar cases. Sanctions can range



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- from warnings to expulsion; and the committee aims to balance punitive measures with educational or rehabilitative approaches.
5. **Advising administration:** The committee serves as a valuable resource for the institute's leadership. They provide regular reports on disciplinary trends, recommend policy changes, and offer guidance on complex cases. They may assist in crisis management related to student conduct and collaborate on strategies to improve campus culture and reduce misconduct.
  6. **Promoting academic integrity:** Beyond enforcement, the committee works proactively to foster ethical behavior. This includes organizing workshops on academic integrity, developing resources to help students understand ethical standards, and collaborating with faculty to integrate ethics education into the curriculum. They may also create campaigns to raise awareness and recognize exemplary ethical behavior.
  7. **Educating on policies and procedures:** This section emphasizes the committee's role in ensuring all community members understand the rules. They conduct orientation sessions, create accessible guides to policies, offer training on reporting violations, provide updates on policy changes, and clarify any ambiguities in the disciplinary process.
  8. **Reviewing appeals:** The committee manages the appeal process for contested disciplinary decisions. They establish clear grounds and procedures for appeals, form separate review panels, examine whether proper procedures were followed initially, consider new evidence if applicable, and make final decisions on appeals.
  9. **Maintaining confidential records:** Proper documentation is crucial for fairness and consistency. The committee creates and securely stores detailed records of all proceedings, ensuring compliance with privacy laws. They develop systems for easy retrieval of past cases, regularly audit records for accuracy, and establish protocols for appropriate information sharing when necessary.

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**10. Collaborating with other departments:** This final paragraph highlights how the discipline committee works with other campus entities. They coordinate with student services, academic departments, mental health services, career services, and student government. This collaboration ensures comprehensive support for students, addresses various aspects of misconduct, and helps improve disciplinary processes based on diverse perspectives.

## Members of discipline committee

Sr. No	Name	Designation
1.	Dr. Neelam Pandey	Coordinator
2.	Ms. Usha Gupta	Member
3.	Mr. Vijesh Kumar	Member
4.	Mr. N . D Sharma	Member
5.	Mr. Sailesh Sharma	Member
6.	Mr. Vijay Kumar Jha	LL.B. 2nd Year
7.	Ms. Neha Bhati	B.A.LL.B. 5th Year

Coordinator

Principal

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## DISCIPLINE COMMITTEE FOR SESSION -2023-2024

**The Need For A Discipline Committee** in Innovative Institute of Law is paramount in today's rapidly evolving legal landscape. Such a committee serves as the cornerstone of academic integrity and ethical development, crucial elements in shaping future legal professionals who will navigate complex moral and legal challenges. In an era where technology is transforming legal practice and education, the discipline committee plays a vital role in addressing new forms of academic misconduct while also harnessing innovative tools to promote ethical behavior.

### **RESPONSIBILITIES OF DISCIPLINE COMMITTEE**

#### **1. Upholding the Pillars of Academic Integrity**

The discipline committee serves as the guardian of academic integrity within the institute. They develop and implement honor codes that emphasize honesty, respect, and fairness in all academic pursuits. This involves creating clear guidelines on plagiarism, cheating, and collaborative work. The committee also organizes regular workshops and seminars to reinforce these values, ensuring that students understand the importance of ethical behavior in their legal education and future careers.

#### **2. Navigating the Complexities of Modern Academic Misconduct**

In today's digital age, the committee faces new challenges in identifying and addressing academic misconduct. They stay abreast of technological advancements that could be used to circumvent academic honesty, such as sophisticated plagiarism techniques or AI-assisted writing. The committee develops strategies to detect these violations and educates faculty on how to design assignments that are less susceptible to such misconduct.

#### **3. Fostering a Culture of Ethical Leadership**

Beyond mere rule enforcement, the committee works to cultivate future legal professionals who are ethical leaders. They implement programs that encourage students to reflect on ethical dilemmas, organize mock ethical tribunals, and invite





guest speakers from the legal profession to discuss real-world ethical challenges. This proactive approach aims to produce graduates who are not only knowledgeable in law but also committed to upholding high ethical standards.

#### **4. Balancing Discipline with Developmental Support**

Recognizing that misconduct can sometimes stem from underlying issues, the committee adopts a holistic approach to discipline. They collaborate with student support services to provide counseling, academic assistance, or other interventions when appropriate. This balanced approach aims to address the root causes of misconduct while still maintaining academic standards.

#### **5. Innovating Disciplinary Procedures**

The committee continuously innovates its procedures to ensure fairness and efficiency. This might include implementing online reporting systems, using data analytics to identify patterns of misconduct, or developing AI-assisted preliminary review processes for cases. They also explore alternative dispute resolution methods, such as restorative justice practices, for certain types of violations.

#### **6. Championing Transparency and Due Process**

In an era of increased scrutiny on institutional practices, the committee prioritizes transparency and due process. They publish anonymized case studies of disciplinary proceedings, clearly communicate the rationale behind decisions, and provide comprehensive appeals processes. This openness helps maintain trust in the disciplinary system and educates the community about ethical standards.

#### **7. Adapting to Diverse Learning Environments**

With the rise of online and hybrid learning models, the committee develops new strategies to maintain academic integrity across various educational platforms. They create guidelines for online exams, establish protocols for verifying remote work, and address unique challenges posed by distance learning. This adaptability ensures that academic standards are consistently applied regardless of the learning environment.

#### **8. Collaborating for Comprehensive Policy Development**

The committee takes a collaborative approach to policy development, engaging various stakeholders including students, faculty, alumni, and legal professionals.

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They organize town halls, conduct surveys, and form working groups to gather diverse perspectives on disciplinary policies. This inclusive process ensures that policies are comprehensive, fair, and reflective of the community's values.

## 9. Preparing Students for Ethical Challenges in Legal Practice

Recognizing that ethical decision-making is crucial in legal practice, the committee integrates real-world scenarios into their educational initiatives. They organize ethics bowls, where students compete to resolve complex ethical dilemmas, and develop case studies based on actual legal ethics violations. These activities bridge the gap between academic integrity and professional ethics.


## 10. Continuous Improvement through Data-Driven Analysis


The committee employs data-driven approaches to continuously improve their practices. They analyze trends in violations, assess the effectiveness of interventions, and conduct longitudinal studies on the impact of disciplinary actions. This analytical approach allows them to refine policies, target prevention efforts, and demonstrate the long-term value of maintaining high ethical standards in legal education.

### Members of discipline committee

Sr. No	Name	Designation
1.	Dr. ASHA RANI	Coordinator
2.	MS. SHIPRA MISHRA	Member
3.	Dr. NEELAM PANDEY	Member
4.	Dr. HEMLATA	Member
5.	Dr. KURUP	Member
6.	MS. LIPI	Member
7.	AKASH PANDEY	BA,LL.B 3 <sup>rd</sup> Year
8.	LEEFENCHI CHIKARA	LL.B 3 <sup>rd</sup> Year

  
Coordinator

  
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## Minutes of the Meeting Discipline Committee - Code of Conduct Session: 2023-2024

Date: 20<sup>th</sup> Sept 2023

### Attendees

- Dr. Asha Rani – Coordinator
- Ms. Shipra Mishra – Member
- Dr. Neelam Pandey – Member
- Dr. Hemlata – Member
- Dr. Kurup – Member
- Ms. Lipi – Member
- Akash Pandey (B.A.LL.B. 3rd Year) – Student Representative
- Leefenchi Chikara (LL.B. 3rd Year) – Student Representative

### Agenda Items:

1. Opening Remarks and Purpose of the Meeting
2. Review of the Current Code of Conduct
3. Disciplinary Challenges and Areas for Improvement
4. Proposals for Strengthening and Updating the Code of Conduct
5. Consequences for Breaches of the Code
6. Conclusion and Next Steps

### 1. Opening Remarks:

- Dr. Asha Rani (Coordinator) opened the meeting, welcoming all members and student representatives. She emphasized the importance of reviewing the **Code of Conduct** to ensure that it remains comprehensive, relevant, and effective, particularly in addressing the evolving dynamics of academic and extracurricular environments.
- Dr. Asha Rani noted that the primary focus of this meeting would be to discuss student behavior, identify areas for improvement, and propose updates to the Code of Conduct for the current academic session.

### 2. Review of the Current Code of Conduct:

- Dr. Asha Rani provided a summary of the existing **Code of Conduct** and its general effectiveness in maintaining discipline. However, she mentioned that there are emerging challenges, particularly concerning the increasing use of online platforms for learning and communication.
- Ms. Shipra Mishra pointed out that the current guidelines are not sufficiently clear about

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student behavior in virtual classrooms. She suggested that the **Code of Conduct** should explicitly define expectations for conduct during online learning, including attendance, participation, and interaction with peers and faculty.

- **Dr. Neelam Pandey** emphasized that recent cases of **academic misconduct**—such as plagiarism—indicate a need for more robust policies on **academic integrity** in both physical and virtual learning spaces. She proposed a review and strengthening of the academic integrity guidelines.
- **Dr. Hemlata** highlighted that the **Code of Conduct** should also address behavior during extracurricular activities, as there have been instances of **unprofessional conduct** during events such as seminars and workshops. She suggested that this aspect be made clearer in the revised code.

### 3. Disciplinary Challenges and Areas for Improvement:

- **Akash Pandey** (B.A.LL.B. 3rd Year) shared feedback from fellow students regarding the behavior observed during **online learning** sessions. He noted that some students fail to follow basic etiquette, such as muting their microphones or engaging in disruptive behavior during virtual classes. Akash suggested that clear guidelines should be outlined for online conduct.
- **Leefenchi Chikara** (LL.B. 3rd Year) raised concerns about **misconduct** during **extracurricular activities**. She reported that some students have shown a lack of professionalism during workshops, conferences, and other student-led events, which can negatively impact the Institute's reputation.
- **Dr. Kurup** discussed **misuse of academic resources**, such as **unauthorized use** of library materials, equipment in the computer labs, and other shared resources. He suggested that there should be more explicit rules in the Code of Conduct governing the **proper use** of these resources.

### 4. Proposals for Strengthening and Updating the Code of Conduct:

The committee reviewed the issues raised and discussed proposed updates to strengthen the Code of Conduct:

#### A. Guidelines for Online Learning:

- **Specific Expectations for Online Classes:**
  - Introduce clear rules regarding online classroom behavior, including expectations for **camera use**, **muting microphones**, and **appropriate background settings**.
  - Guidelines should address **active participation**, including responding to questions and engaging in discussions in a respectful manner.

#### Action Point:

**Ms. Shipra Mishra** and **Akash Pandey** will work together to draft specific online learning guidelines and share them at the next meeting for further review.

#### B. Strengthening Academic Integrity:

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- **Policies for Academic Integrity:**

- Include stricter rules regarding **plagiarism, cheating, and unauthorized collaboration** on academic work.
- Implement the use of **plagiarism detection tools** for assignments, projects, and thesis submissions.
- Establish **clear consequences** for violations of academic integrity, ensuring that students understand the severity of misconduct.

**Action Point:**

**Dr. Neelam Pandey** and **Dr. Hemlata** will collaborate to revise the academic integrity policies, ensuring that they address both traditional and online learning environments and clearly outline the penalties for breaches.

### C. Behavioral Expectations During Extracurricular Activities:

- **Code of Conduct for Student Events:**

- Develop a section in the Code of Conduct outlining **expected behavior during extracurricular events**, including guest lectures, student-run activities, and academic workshops.
- The guidelines should emphasize **professionalism**, respect for guest speakers, and **adherence to event protocols**.

**Action Point:**

**Ms. Lipi** and **Leefenchi Chikara** will draft the guidelines for behavior during extracurricular events and present them to the committee for review.

### D. Responsible Use of Institute Resources:

- **Use of Academic Resources and Facilities:**

- Establish rules governing the **responsible use** of campus facilities, such as the **library, computer labs, and study spaces**.
- Emphasize respect for quiet hours in shared spaces and the **proper handling of equipment**.

**Action Point:**

**Dr. Kurup** will work with the administration to update the **resource use policies**, ensuring that students understand their responsibilities regarding the use of academic facilities.

### 5. Consequences for Breaches of the Code of Conduct:

- **Gradual Penalties for Misconduct:**

The committee discussed implementing a **graduated system** of penalties for breaches of the Code of Conduct. This will ensure that actions taken are proportionate to the severity of the behavior.

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## Minutes of the Meeting Discipline Committee – Code of Conduct Session: 2022-2023

Date: 8<sup>th</sup> Oct 2022

Time: 2pm

### Attendees:

- Dr. Neelam Pandey – Coordinator
- Ms. Usha Gupta – Member
- Mr. Vijesh Kumar – Member
- Mr. N.D. Sharma – Member
- Mr. Sailesh Sharma – Member
- Mr. Vijay Kumar Jha (LL.B. 2nd Year) – Student Representative
- Ms. Neha Bhati (B.A.LL.B. 5th Year) – Student Representative

### Agenda:

1. Introduction and Purpose of the Meeting
2. Review of the Existing Code of Conduct
3. Discussion on Key Issues and Areas for Improvement
4. Proposals for Enhancing the Code of Conduct
5. Finalization of Changes and Next Steps

### Proceedings:

#### 1. Opening Remarks by Dr. Neelam Pandey (Coordinator):

- Dr. Neelam Pandey began the meeting by welcoming all committee members and student representatives. She emphasized the importance of reviewing and updating the **Code of Conduct** to ensure it remains aligned with current academic and disciplinary needs, particularly in the context of evolving educational practices, such as the integration of online learning platforms.
- Dr. Pandey outlined the main objectives of the meeting: to discuss areas of concern from the current academic session, review disciplinary incidents, and propose necessary revisions to strengthen the Code of Conduct.

#### 2. Review of the Existing Code of Conduct:

- Dr. Pandey provided a brief overview of the current **Code of Conduct**, which has been in place for the last few academic years. While the Code has largely been effective, the increasing complexity of student behavior—especially in online and hybrid learning settings—has highlighted areas that require updating.
- Ms. Usha Gupta raised a point regarding the ambiguity in some sections related to academic integrity, especially concerning plagiarism and cheating. She suggested that the

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Code should explicitly outline the processes for handling these violations, and there should be a more transparent system in place for students to understand the severity of such actions.

- **Mr. Vijesh Kumar** mentioned that there have been several instances where students have been unaware of the expected standards for behavior during extracurricular activities. He proposed that the Code should include clear behavioral guidelines for participation in events, workshops, and seminars to maintain decorum.

### 3. Discussion on Key Issues and Areas for Improvement:

- **Student Misconduct in Online Learning:**

**Mr. N.D. Sharma** brought attention to recent complaints regarding student misconduct during online classes, including disruptive behavior in virtual classrooms, non-compliance with attendance policies, and failure to maintain professionalism. He suggested introducing specific guidelines for **virtual conduct**, such as keeping cameras on during lectures, adhering to the dress code, and maintaining appropriate behavior in online forums and discussion boards.

- **Academic Integrity Concerns:**

**Mr. Sailesh Sharma** highlighted the increasing frequency of academic dishonesty, particularly plagiarism, in assignments and examinations. He proposed the adoption of **plagiarism detection software** across the Institute to ensure transparency and prevent such violations. Additionally, he recommended that the consequences for academic dishonesty should be more clearly defined in the Code.

- **Misuse of Institute Facilities:**

**Ms. Neha Bhati** shared concerns raised by students about the misuse of campus resources, such as the library, computer labs, and study areas. She proposed that the Code of Conduct include guidelines on the **appropriate use of Institute facilities**, including respecting the noise levels in shared spaces and following the library's operational rules.

- **Extracurricular Activities and Professional Conduct:**

**Mr. Vijay Kumar Jha** discussed recent issues during extracurricular events where student behavior had been unprofessional, including disruptions during guest lectures and panel discussions. He suggested introducing a **clearer code of conduct for events and activities**, which would outline expectations for student behavior, punctuality, and respect for guest speakers.

### 4. Proposals for Enhancing the Code of Conduct:

After a thorough discussion on the current issues and areas for improvement, the following key proposals were put forward:

1. **Guidelines for Online Behavior:**

- Introduce explicit rules for online learning environments, including maintaining professional conduct, using appropriate virtual backgrounds, and ensuring active participation.

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- Define expectations for attendance, engagement, and communication during online classes and discussions.

**Action Item:**

**Mr. Vijay Kumar Jha** (LL.B. 2nd Year) will draft the specific online conduct guidelines for virtual classes and share them for review at the next meeting.

**2. Strengthening Academic Integrity:**

- Implement the use of plagiarism-detection software for all assignments, projects, and examinations.
- Outline clear consequences for violations, including warnings, penalties, and potential expulsion for repeated offenses.
- Introduce mandatory workshops on academic integrity for all incoming students.

**Action Item:**

**Ms. Usha Gupta** and **Mr. Sailesh Sharma** will develop the revised academic integrity policy, including detailed procedures and consequences for violations.

**3. Code of Conduct for Extracurricular Activities:**

- Create a set of behavioral guidelines for student participation in extracurricular activities, such as guest lectures, workshops, and student-led events.
- Ensure students understand the importance of maintaining professional decorum during these events.

**Action Item:**

**Mr. Vijesh Kumar** will prepare a draft of the guidelines for extracurricular activities and submit it for committee review.

**4. Use of Institute Facilities:**

- Establish clear rules regarding the use of campus resources, such as the library, computer labs, and study spaces. These should include respecting quiet hours, not misusing equipment, and adhering to facility hours.

**Action Item:**

**Mr. N.D. Sharma** will work with the administration to revise the guidelines for the use of Institute facilities, ensuring they are integrated into the revised Code of Conduct.

**5. Consequences for Violations:**

- Clearly outline a tiered system of consequences for different levels of violations, from warnings to suspension, with specific criteria for each level.
- Ensure that students understand the potential outcomes for repeated violations and non-compliance.

**Action Item:**

**Dr. Neelam Pandey** and **Ms. Usha Gupta** will finalize the consequences for various violations, ensuring transparency and fairness in enforcement.

**5. Finalizing the Changes and Next Steps:**

- After reviewing the proposed changes, **Dr. Neelam Pandey** emphasized that all committee members should finalize their drafts and submit them by The revised version

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of the **Code of Conduct** will then be compiled and reviewed before being presented to the administration for approval.

- The committee agreed that once finalized, the new **Code of Conduct** would be communicated to both students and faculty through an official announcement, and orientation sessions will be held to explain the updates to all stakeholders.

### **Closing Remarks:**

Dr. Neelam Pandey thanked all members and student representatives for their active participation and valuable input. She reiterated the importance of creating a comprehensive and clear Code of Conduct that would not only address current issues but also anticipate future challenges in the academic environment.

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## MINUTES OF THE MEETING OF DISCIPLINE COMMITTEE

Date: 27<sup>th</sup> Oct 2021

### Attendance:

- Ms. Shipra Mishra – Coordinator
- Dr. Neelam Pandey – Member
- Mr. Raunak Tiwari – Member
- Mr. Sailesh Mishra – Member
- Mr. Manish Rakesh – Member
- Mrs. Asha Rani – Member
- Ms. Anshita (LL.B. 2nd Year) – Student Representative
- Mr. Devesh (B.A.LL.B. 5th Year) – Student Representative

### Agenda:

1. Review of the current Code of Conduct for students and faculty.
2. Discussion on recent discipline-related concerns
3. Proposals for strengthening and updating the Code of Conduct.
4. Finalization of amendments to the Code of Conduct.

### Proceedings:

#### 1. Opening Remarks by the Coordinator (Ms. Shipra Mishra):

- Ms. Shipra Mishra began the meeting by welcoming all members and student representatives. She emphasized the importance of regularly reviewing the Code of Conduct to maintain a disciplined and respectful academic environment. She also acknowledged the need for the Code to adapt to emerging issues and to reinforce the values of academic integrity and respect on campus.

#### 2. Review of the Current Code of Conduct:

- Ms. Shipra Mishra provided a brief overview of the existing Code of Conduct, pointing out that while it has served well in maintaining order, some updates may be required to address emerging challenges.
- Dr. Neelam Pandey suggested that certain sections of the Code, particularly those related to the use of technology and academic integrity, should be revisited in light of recent incidents.

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### 3. Review of Discipline-related Concerns (Session 2021-2022):

- **Mr. Raunak Tiwari** reviewed the incidents and challenges related to discipline faced during the current session. Some issues raised included:
  - Disruptions during online classes.
  - Instances of plagiarism and other forms of academic dishonesty in assignments and examinations.
  - Misuse of campus facilities and disrespectful behavior in classrooms.
- **Mrs. Asha Rani** emphasized the importance of addressing these issues proactively by increasing student awareness and providing clear consequences for violations of the Code.
- **Mr. Sailesh Mishra** suggested creating a more transparent mechanism for reporting misconduct, particularly for anonymous submissions regarding academic integrity violations.

### 4. Proposals for Strengthening and Updating the Code of Conduct:

- **Clearer Guidelines for Online Learning:**

With the transition to online learning during the ongoing session, **Ms. Shipra Mishra** proposed adding specific guidelines for students' behavior in online classes, including maintaining discipline, using cameras during lectures, and adhering to professional standards of communication.

**Action Point:**

**Mr. Raunak Tiwari** will help draft guidelines specifically tailored for online academic behavior, including attendance, engagement, and the use of technology.

- **Enhancing Academic Integrity:**

To strengthen academic honesty, **Mr. Manish Rakesh** suggested including a stronger emphasis on plagiarism prevention and providing clear consequences for violations.

**Action Point:**

**Dr. Neelam Pandey** will collaborate with **Ms. Shipra Mishra** to draft a specific policy on academic integrity, incorporating measures like plagiarism-checking tools, and specifying penalties for violations.

- **Behavioral Expectations in Campus and Virtual Settings:**

The committee agreed on the importance of updating behavioral expectations for both in-person and virtual settings. This includes respectful communication, appropriate dress code, and adherence to classroom rules.

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## **Action Point:**

**Mrs. Asha Rani** and **Mr. Manish Rakesh** will work together to draft revised guidelines on student behavior, which will be applicable in both physical and online environments.

- **Anonymous Reporting System:**

**Ms. Anshita** (LL.B. 2nd Year) suggested implementing an anonymous reporting system for students who feel uncomfortable directly addressing disciplinary issues with faculty or administration. This would allow students to report incidents without fear of retaliation.

## **Action Point:**

**Mr. Devesh** (B.A.LL.B. 5th Year) offered to explore the technical feasibility of creating an anonymous reporting system.

## **Increasing Awareness of the Code:**

To ensure students and faculty fully understand the expectations, **Ms. Shipra Mishra** proposed conducting regular orientation sessions at the beginning of each semester and throughout the year, especially for new students, to make them aware of the Code of Conduct and the consequences of violations.

## **Action Point:**

**Mrs. Asha Rani** will be responsible for coordinating these sessions, with support from **Mr. Raunak Tiwari** and **Mr. Sailesh Mishra**.

## **5. Amendments and Additions to the Code of Conduct:**

After considering the feedback and suggestions, the following amendments were proposed to the Code of Conduct:

### **Behavioral Expectations:**

- Specific behavioral expectations for both in-person and online interactions, including punctuality, respect for faculty and peers, and maintaining professionalism during classes and meetings.

## **6. Finalization of the Code of Conduct Revision:**

- The committee discussed the proposed changes and amendments. All members were in agreement regarding the need to make the Code clearer, more accessible, and more applicable to the current academic environment.

- **Action Point:**

**Ms. Shipra Mishra** will compile the final draft of the revised Code of Conduct, incorporating the suggestions discussed during this meeting. The draft will be shared with the committee members for final review before it is submitted for approval.

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## MINUTES OF THE MEETING DISCIPLINE COMMITTEE Session: 2019-2020

Date: 22<sup>nd</sup> Aug 2019  
Time: 2 PM

### Present:

1. Mr. N.D. Sharma – Coordinator
2. Ms. Sakshi Mishra – Member
3. Mr. Vijesh Kumar – Member
4. Ms. Shipra Mishra – Member
5. Dr. Hemlata – Member
6. Ms. Alka (LL.B. III year) – Student Representative
7. Ms. Diksha (B.A.LL.B. V year) – Student Representative
8. Mr. Sanjay Kumar (LL.B. III year) – Student Representative

### Agenda:

1. Discussion on the existing Code of Conduct for students and faculty.
2. Review of discipline-related incidents during the 2019-2020 session.
3. Suggestions for strengthening the Code of Conduct and its enforcement.
4. Finalization of any amendments or additions to the Code of Conduct.

### Proceedings:

#### 1. Welcome and Introduction by Mr. N.D. Sharma

Mr. N.D. Sharma, the Committee Coordinator, opened the meeting by welcoming all members and student representatives. He highlighted the importance of reviewing and

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revising the Code of Conduct to ensure it remains effective in maintaining discipline and fostering a positive academic environment.

## 2. Discussion on the Existing Code of Conduct:

- Mr. Sharma provided an overview of the current Code of Conduct, underscoring its role in maintaining academic integrity, respectful behavior, and discipline among students and faculty members. He noted that while the Code is comprehensive, it might require updates to reflect the changing dynamics of the academic environment.
- Committee members acknowledged the need for certain revisions to ensure that the Code remains clear, practical, and enforceable.

## 2. Review of Discipline-related Incidents

Ms. Sakshi Mishra presented a summary of incidents during the 2019-2020 academic year. These included issues related to tardiness, lack of respect for classroom rules, misuse of campus facilities, and instances of disruptive behavior in academic settings.

- Dr. Hemlata emphasized that some incidents may stem from a lack of awareness or understanding of the Code. She proposed that there should be more proactive efforts to educate students about expectations and responsibilities.
- Mr. Vijesh Kumar suggested that the committee could focus on enhancing communication around the Code and its expectations to help prevent misunderstandings in the future.

## 4. Suggestions for Strengthening the Code of Conduct:

### • Clarifying Expectations:

Committee members discussed the need to make certain sections of the Code more specific, especially when it comes to student conduct in classrooms, examinations, and during extracurricular activities. Clear guidelines regarding respectful behavior, time management, and academic honesty will be added.

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## **Action Point:**

Mr. Sharma will coordinate with the committee members to refine and update these sections of the Code.

- **Student Awareness Programs:**

The committee agreed that an orientation session for all new students at the start of each academic year would be an ideal platform for introducing the Code of Conduct. In addition, there could be regular reminders and workshops throughout the year to ensure that students understand the rules and the importance of adhering to them.

## **Action Point:**

Ms. Shipra Mishra will create a detailed presentation for new students during orientation. Ms. Diksha and Mr. Sanjay Kumar will assist in organizing and delivering this session.

- **Faculty Training and Communication:**

Dr. Hemlata proposed that faculty members should receive periodic training on how to address and manage disciplinary issues consistently. Faculty should also be encouraged to communicate openly with students about behavioral expectations, both inside and outside the classroom.

## **Action Point:**

Mr. Vijesh Kumar and Dr. Hemlata will collaborate to design a training module for faculty to help them better understand and enforce the Code of Conduct.

- **Use of Technology for Reporting and Feedback:**

Ms. Sakshi Mishra suggested introducing a system where students and faculty can anonymously report concerns or seek guidance about behavioral issues, ensuring that problems are addressed in a timely and confidential manner.

## **Action Point:**

Mr. Sharma will explore the feasibility of implementing an online system for reporting concerns, which could improve transparency and accessibility.

## **5. Amendments and Additions to the Code of Conduct:**

- After discussion, the committee agreed to propose the following changes and additions to

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the Code of Conduct:

- **Enhanced Academic Integrity Measures:**

A stronger emphasis on maintaining academic integrity, with clearer expectations about avoiding cheating, plagiarism, and other forms of dishonesty. A zero-tolerance policy regarding academic dishonesty will be introduced, with consequences clearly outlined.

- **Professional Behavior in Class and Examinations:**

The Code will specifically address expectations regarding punctuality, respectful interaction with peers and faculty, and the use of electronic devices during class and exams.

- **Updated Dress Code:**

The committee recommended revising the dress code to be more inclusive while ensuring it reflects a professional and respectful atmosphere conducive to an academic setting.

- **Technology Use Guidelines:**

Guidelines on the appropriate use of technology (mobile phones, laptops) during academic and extracurricular activities will be updated to prevent distractions and ensure the responsible use of devices.

**Action Point:**

Ms. Alka and Ms. Diksha will work on drafting these amendments and circulate them to the committee for review and feedback.

**6. Finalization of Code of Conduct Revision:**

- The committee agreed to meet again in two weeks to review the updated draft of the revised Code of Conduct, incorporating all suggestions and amendments discussed during this meeting. Once finalized, the revised Code will be presented to the administration for approval.
- Mr. Sharma will schedule a follow-up meeting to finalize the updated draft of the Code. Once approved, the revised Code will be communicated to all students, faculty, and staff.

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- **Student Feedback on the Code:**

The student representatives (Alka, Diksha, and Sanjay) will gather feedback from their peers regarding the proposed changes and bring any additional suggestions to the next meeting.

**Closing Remarks by Mr. N.D. Sharma:**

Mr. Sharma concluded the meeting by thanking everyone for their contributions. He emphasized the importance of a clear, transparent, and fair Code of Conduct to ensure that the academic and campus environment remains respectful, professional, and conducive to learning. He assured all members that the revised Code would reflect the collective input from both faculty and students, promoting a positive campus culture.

  
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