



COMMITTEE ON DISCIPLINE (COD)

Chairman of the Committee on Discipline: Mr.Raghavendra Kumar, Vice Principal

Staff to the Committee:

1. Bimlesh Kumar Jha
2. Rameshwar Prasad Sah
3. Anil Kumar

Rules and Regulations:

1. PURPOSE:

The mandate of the Committee on Discipline (COD) is to adjudicate cases of alleged misconduct by a student brought to its attention. In all cases, the Committee acts with power, including suspension, expulsion and any disciplinary action.

The school reserves the right to take any action that it deems as necessary or appropriate to protect the intellectual integrity, safety, and well-being of the school campus . To that end, B.P.S. students are expected to abide by the rules, regulations, and policies of the school, as well as city, state laws.

2. THE COMMITTEE'S AUTHORITY

The Committee on Discipline is a Standing Committee of the Faculty. Its functions are prescribed by the Rules and Regulations of the Faculties as below:

The Committee shall consider such cases of alleged misconduct by students as shall be brought to its attention by any member of the school and hostel. An accused student shall be given an opportunity to appear in person at a meeting of the Committee.

The Committee shall act with power in all circumstances, including, suspension or expulsion of a student from the school. Appeals of a decision to suspend, expel can be made to the Director on grounds that are described in the Rules & Regulations of the school.

Consistent with rule, the Committee adjudicates cases within the framework of school policies. Revisions to such policies are properly the concern not of the Committee on Discipline, but of the office or committee that is

responsible for considering changes in the policy. In connection with its consideration of a particular case, the Committee on Discipline may seek an interpretation or clarification of school policy relevant to that case through the Faculty Policy Committee.

Except to the extent inconsistent with the Rules and Regulations of the Faculty, the Committee, after consultation with the Faculty Policy Committee, may from time to time amend these rules and regulations.

The Chairman may appoint Associate Chairman of the Committee for a period of time, usually an academic year, who will be empowered to chair hearings.

3. SPECIFIC PROCEDURES FOR CONDUCTING A HEARING

The hearing will typically follow the order described below; although the Chairman at all times has the discretion to vary the order as the Chairman may decide is appropriate:

1. Introductions and description of the hearing procedures to the parties.
2. The charges in the complaint are read and the Chairman may ask the accused student to either admit or deny responsibility.
3. Opening statements by both the complainant and the accused student.
4. Complainant's testimony followed by the opportunity of the accused student to question the complainant.
5. Complainant's witnesses' testimony followed by the opportunity of the accused student and the Committee to question the complainant's witnesses.
6. Accused student's testimony followed by the opportunity of the complainant and the Committee to question the accused student.
7. Accused student's witnesses' testimony followed by opportunity of the complainant and the Committee to question the accused student's witnesses.
8. Chair may call witnesses to aid the Committee.
9. Closing statement by the Chairman, including when decision is expected be made.

The Chairman may call a brief recess at any time during the hearing.

Both parties are expected to offer their own testimony and the testimony of witnesses, if any, concerning the matters alleged in the complaint. Opening statements by the complainant and the accused student should normally not be interrupted with questions from the Committee. During actual testimony, questions should be limited to those asked for clarification purposes only. At any time, the Chairman of the hearing can rule on the relevancy of any question or statement made or information provided by any party during the hearing.

After all the testimony and statements have been completed and all questions asked, the hearing is concluded and the Committee meets in executive session to reach its decision. The Committee shall decide either to dismiss the complaint or to impose sanctions in accordance with Section below:

4. SANCTIONS

The Committee has the authority to impose any sanction it deems appropriate. Possible sanctions include, by way of example, reprimand, informal, formal probation, suspension, and expulsion. Sanctions may also include requiring direct restitution and/or designated service to the Community.

A. Probation

A decision to place a student on probation must stipulate the time period for which probation is to be imposed. Only time during which the student is enrolled and attending classes at school counts toward the fulfillment of the probationary period.

B. Suspension

Suspension is imposed for a definite period of time. At the end of a suspension period, the student must apply for readmission through the Committee on Discipline.

If a student is suspended, the school staff shall notify the student's faculty advisor and the Registrar, who will have the appropriate disciplinary notation placed on the student's official transcript.

C. Expulsion

Expulsion implies that the student should not approach the school for further education. However, to give the student the opportunity to have the decision reconsidered in light of the student's subsequent circumstances and accomplishments, the Committee decision to expel must include a time period after which the student may request the Committee to review the case. If a student is expelled, the school staff shall notify the student's faculty advisor, who will have the appropriate disciplinary notation placed on the student's official transcript.

If new evidence becomes available that substantially contradicts the evidence that a COD Hearing or a COD Panel relied on in making its decision, that evidence may form the basis for a petition to the Committee to reopen a case, although the length of time between the original decision and the petition may be a factor in denying the petition.

5. APPEALS

All appeals must be submitted in writing to the Committee by the accused student within ten school working days of the date the accused student received the letter advising him or her of the decision of the COD Hearing or COD Panel. There is no appeal from the decision of an Administrative Review.

A COD Panel decision may be appealed to a COD Hearing. Such an appeal may only be made on one or more of the following grounds:

- there was a substantial departure from the Committee rules and procedures that significantly affected the fairness of the process;
- a material finding that formed a basis for the Committee's decision was substantially against the weight of the evidence that was before the Committee when it made the decision; or
- the sanction substantially exceeds the range of sanctions appropriate in the situation.

The Chairman of the Committee decides whether or not an appeal will be heard by a COD Hearing, based upon the accused student's written appeal, and so much of the record of the COD Panel's hearing of the case as the Chair determines it is appropriate for him or her to consider. If the Chairman of the Committee decides that the case will be heard by a COD Hearing, the COD Hearing reviews the decision of the COD Panel based upon the accused student's written appeal, and so much of the record of the COD Panel's hearing of the case as the COD Hearing determines it is appropriate for them to consider.

A COD Hearing decision to suspend or expel a student may be appealed to the Director. Such an appeal may only be made on one or more of the following grounds:

- there was a substantial departure from the Committee rules and procedures that significantly affected the fairness of the process;
- a material finding that formed a basis for the Committee's decision was substantially against the weight of the evidence that was before the Committee when it made the decision; or
- the sanction substantially exceeds the range of sanctions appropriate in the situation.

In all other cases, the COD Hearing decision is final.

6. CONDITIONS FOR EARLY REMOVAL OF DISCIPLINARY NOTATION OR REMOVAL OF SANCTION

Early removal of disciplinary notations or sanctions may be considered by the COD. A student seeking early removal of a disciplinary notation or sanction may submit a petition to the Committee setting out the basis for the request. The Chairman of the Committee will decide whether the Committee will consider the request, and if so, whether it will be considered by a COD hearing or a COD Panel.

Date:

Principal,

Satyendra Kumar Jha