



Student Disciplinary Policy

Preamble

Agni College of Technology is committed to provide a safe, respectful, and conducive environment for learning, research, and holistic development. Discipline is integral to this mission, fostering a sense of responsibility, integrity, and respect among students. This policy outlines the code of conduct, disciplinary procedures, and potential consequences for violations.

1. Philosophy of Discipline

The primary goal of the disciplinary process is educational and corrective, not merely punitive. The Institute believes in fostering an environment of trust and responsibility. While the majority of students are expected to uphold the highest standards of conduct, the disciplinary mechanism exists to address instances of misconduct fairly, promptly, and consistently, ensuring the protection of the rights and welfare of the entire student community.

2. Code of Student Conduct

All students of Agni College of Technology are expected to adhere to the following rules of conduct, both within and outside the campus, in a manner that upholds the institution's reputation.

A. General Conduct & Respect:

- Students must behave with dignity, honesty, and integrity.
- Show respect to faculty, staff, security personnel, visitors, and fellow students.
- Maintain decorum in academic blocks, administrative offices, and public spaces.

B. Prohibition of Ragging & Harassment:

- Ragging in any form—physical, verbal, or psychological—is a criminal offence and is strictly prohibited. Failure to report ragging incidents is also a punishable offence.
- Any form of harassment, bullying, or discrimination based on race, religion, caste, gender, ethnicity, or personal appearance is prohibited.

C. Academic Integrity:

- Students must avoid all forms of academic misconduct, including plagiarism, cheating, copying, and any other deceptive practices in examinations or assignments.
- Submission of fraudulent documents or false information for any academic or administrative purpose is strictly prohibited.

D. Property and Environment:

- Students shall not damage, deface, or destroy institute property, public property, or the property of others.
- The campus is tobacco-free, alcohol-free, and drug-free. Possession, consumption, or distribution of intoxicating substances is prohibited.
- Littering is prohibited; students must use designated waste bins and contribute to keeping the campus clean.

E. Use of Technology and Media:

- Unauthorized audio/video recording in classrooms, labs, or private zones is prohibited.
- Students must not communicate with or invite media representatives onto the campus without prior permission from the competent authority.
- Cyber offenses, including hacking, unauthorized access, and online harassment, misuse of social media are serious misconducts.



F. Hostel Conduct:

- Residents must maintain peace and quiet, and adhere to all specific hostel rules, including curfew timings.
- Unauthorized entry into hostels, accommodation of outsiders, and possession of prohibited items (like electrical appliances, weapons) are prohibited.
- Damage to hostel property will result in financial liability and disciplinary action.

G. General Prohibitions:

- Possession or use of weapons, explosives, or any dangerous items.
- Involvement in any form of strike, agitation, or violent activity within the campus.
- Organizing or participating in unauthorized political or communal activities.

3. Disciplinary Committees and Accountability

To address different levels of indiscipline, the following committee is constituted:

Committee	Accountability	Composition
Disciplinary Committee (DC)	Major and Minor misconducts, repeat misconducts, and cases with institute-wide/department/classroom/hostel/campus misconduct.	Dean Academics, Dean Administration, Two Senior Faculty Members, Head and Faculty Advisor of the concerned department, Warden for Hostel

4. Disciplinary Procedure

- Reporting:** Any incident can be reported by students, faculty, or staff.
- Preliminary Review & Investigation:** The relevant committee (DC) investigates the matter promptly, gathering evidence and recording statements from all involved parties.
- Hearing:** The accused student(s) and the complainant are given a fair chance to present their case.
- Recommendation:** The committee deliberates and submits a written report with findings and recommended action to the principal.
- Final Decision:** The principal reviews the recommendation and imposes the final punishment. The decision is communicated in writing to the student and their parents/guardians.
- Appeal:** A student may appeal the decision to the principal within 7 days of receiving the order. The principal's decision on the appeal is final.

5. Nature of Involvement & Punishments

The following table categorizes offences and suggests corresponding penalties. The Disciplinary Committee (DC) reserves the right to exercise discretion based on the severity, intent, and context of the misconduct.

P-Codes (Penalty Codes):

- P1: Written Warning & Undertaking
- P2: Parental Intimation
- P3: Fine (₹1,000 - ₹5,000) and/or Community Service



- P4: Debarment from elected offices/sports captaincy/placement drives/Revocation of Placement Offers
- P5: Expulsion from Hostel
- P6: Debarment from Medals, Prizes, and Scholarships
- P7: Suspension from Institute for 1 Semester
- P8: Suspension from Institute for 2 Consecutive Semesters
- P9: Outright Dismissal from the Institute
- P10: Dismissal + Filing of FIR with Police

#: Recovery of Cost (Multiple of the damage caused)

Sl. No.	Nature of Individual Misconduct	Recommended Punishment (P-Codes)
A. Academic & Examination Misconducts		
1	Copying, possession of unauthorized material in exams and other malpractices in the exam hall	As per Anna University norms
2	Plagiarism in assignments or projects.	P2, P3, P6
3	Misbehaving with faculty/invigilators.	P2, P3, P4, P7
4	Impersonation in examination.	P8, P9, P10
B. Ragging & Harassment		
5	Verbal ragging or mental harassment.	P3, P5, P7
6	Physical ragging or assault.	P9, P10
7	Failure to report a ragging incident (by a junior).	P1, P2, P3
8	Sexual harassment.	P9, P10
C. Property & Substance Abuse (as per the Institute Policy on Prevention of Alcohol and Drug Abuse)		
9	Minor damage to institute property.	P2, P3, #
10	Major willful damage to institute property.	P5, P7, P8, #
11	Smoking/consumption of tobacco on campus.	P2, P3, P5, P7
12	Possession/consumption of alcohol or drugs.	P5, P7, P10
13	Sale/distribution of alcohol or drugs.	P9, P10
D. General Misconduct		
14	Misuse of ID card, forging documents.	P3, P4, P6
15	Unauthorized use of vehicles on campus.	P1, P2, P3
16	Physical fight/quarrel (no major injury).	P3, P5, P7
17	Physical assault causing injury.	P8, P9
18	Possession of weapons/explosives.	P9, P10
19	Circulating defamatory content on social media against the institute/individuals.	P3, P4, P7
20	Any other act of gross indiscipline.	<i>To be decided by DC based on severity</i>

6. Nature of Involvement & Punishments in Group misconducts

The severity of the punishment is determined by the nature of the offense and the level of involvement of the student:

- **Nature of Involvement:**

- **Instigator/Leader:** The one who plans, initiates, or leads the misconduct.
- **Active Participant:** One who willingly takes part in the act.
- **Accomplice/Aider:** One who assists or facilitates the act.
- **Non-Reporter:** One who, with knowledge of a serious offense (like ragging), fails to report it.



Category	Nature of Group Misconduct	Nature of Involvement	Recommended Punishment Range (Refer to Sec 6)
Category I (Major Misconduct)	Ragging, Physical assault, Possession of weapons/explosives, Drug/Alcohol abuse, Sexual harassment, Major theft, Severe cyber bullying, Inciting hatred/violence.	Instigator/Leader	P7, P8, P9, P10
		Active Participant	P3, P4, P5, P7, P8, P9
		Accomplice/Aider	P3, P4, P5, P7
		Non-Reporter	P3, P4
Category II (Intermediate Misconduct)	Damage to property, Fighting (non-injurious), Harassment (non-sexual), Misbehavior with staff/faculty, Tampering with IDs/records, Unauthorized media interaction.	Instigator/Leader	P4, P5, P7, P8, P9, P10, #
		Active Participant	P2, P3, P4, P5, P6, P7
		Accomplice/Aider	P2, P3, P4
Category III (Minor Misconduct)	Disturbance in class/hostel, Improper attire, Littering, Parking violations, Not producing ID card, Late night leave from hostel.	Instigator/Leader	P2, P3
		Active Participant	P1, P2
		Accomplice/Aider	P1

7. General Notes on Penalties

- Repeat Offenders:** For a second or subsequent misconduct, the punishment will be at least one step higher than the previous penalty.
- False Complaints:** Any student found to have made a maliciously false complaint will be penalized with a punishment one step higher than what would have been imposed for the alleged misconduct.
- Monetary Fines:** All fines are to be paid within a stipulated time frame.
- Parental Involvement:** For all penalties from P3 onwards, parental intimation (P2) is mandatory.

Disclaimer:

- This policy serves as a guideline. The Disciplinary Committee (DC) and the principal reserve the right to interpret rules and impose penalties based on the specific circumstances and severity of each case. The Institute may revise or amend this policy as and when necessary.
- If the nature of the misconduct has more than one recommended punishment (P-Codes), the punishment may be applied individually, in combination, or at the maximum level, depending on the recommendations of the Disciplinary Committee (DC).

Prepared by : Dr.T.Anand, Professor / Mechanical

Signature

21/10/25

Revision : 3

Prepared on : 21/10/2025

Approved by : Dr.Srinivasan Alavandar

Signature

Approved on : 22/10/2025