

JAIPURIA INSTITUTE OF MANAGEMENT

NOIDA



**DISCIPLINARY AND GRIEVANCE
REDRESSAL POLICY**

DISCIPLINARY AND GRIEVANCE COMMITTEE

A Disciplinary and Grievance Committee is constituted to ensure that students obey rules and remain orderly and peaceful in the pursuit of educational environment in Jaipuria Institute of Management, Noida. The Disciplinary Committee will look into the following functions under the guidance of the Chairperson of the Committee.

1. To ensure a level discipline in terms of educational training and behavior for students.
2. To assist the students in compliance to the Institute Rules and Regulations.
3. To administer the record of complaint by the aggrieved party and dispose of all cases as per outcome of the Disciplinary Committee Meeting.
4. To decide on the Disciplinary issues of the students and award suitable punishment in order to correct them and to deter from repetition in future.
5. To promote and encourage a congenial behavior among the Faculties and students.
6. To create an environment that is conducive to peaceful and harmonious co-existence of faculties & students of different program and Batches.

Finally, the Discipline Committee has specific responsibilities such as the maintenance of discipline and proper conduct among the students. Any violation of the students against the Institute Rules and the general rules for living together in an educational community is the subject of a disciplinary measure.

The Disciplinary Committee will comprises of the following:

1. **Chairperson** – A Chairperson will be nominated by the Director of the Institute.
2. **Members:**
 - A. Dean Academics
 - B. Dean Student's Affair
 - C. Program Director (of respective Program)
 - D. Chief Admin Officer
 - E. Faculty In charge Hostel Committee (of respective Hostel)
 - F. Hostel Warden (of respective Hostel)
 - G. Staff Coordinator

Student's Representation

To be more transparent and approachable, students from First year and Second year will be given opportunity to nominate their representatives in the Discipline Committee to observe day today discipline in the Institute. These students will monitor discipline during any events,

functions or any other activity as instructed by the Dean Student's Affairs. They will also assist in the execution of the decision taken by the discipline Committee. These student members will be directly under Dean Student Affairs.

Term of Committee

Generally, the tenure of Discipline Committee will be one Academic year but it can be modified any time by the Director. The Committee will maintain proper records of proceedings in All Disciplinary cases for future references.

Appellate Authority

For any grievances against the decision of Disciplinary Committee, a student may appeal to the Director of the Institute and his decision will be final.

Ombudsman

The 'Ombudsman', is the Chair of the Grievance Redressal Committee which has been constituted for students studying at Jaipuria Institute of Management, Noida with the objective of preventing unfair practices and to provide a mechanism for redressal of their grievances. He will head the Committee to hear any grievance pertaining to aggrieved student seeking redressal