

**CHAPTER-XII**  
**DISCIPLINARY ACTION POLICY**

**1. Purpose:**

To maintain discipline in the organization and to follow the principles of natural justice.

**2. Scope:**

All faculty members and staffs of Sankalchand Patel University and its constituent Colleges/Institutes

**3. Process:**

**3.1 Responsibility:**

3.1.1 All disciplinary actions to be initiated by HOD/HOIs/Dean.

3.1.2 It is the responsibility of the concerned Administrative/Functional Head to ensure that the incident report in a prescribed form must reach to Office of the Registrar within 24 hours from the date of the incident.

3.1.3 The gravity of the misconduct is to be judged by Office of the Registrar in consultation with HOIs/Dean/HODs.

3.1.4 Office of the Registrar will investigate the matter in co-ordination with Administrative and Functional Heads.

**3.2 Procedure:**

**3.2.1 Step-1**

3.2.1.1 The delinquent employee may be issued a notice by the Office of the Registrar mentioning the entire incident and asking for a written explanation within stipulated period of time.

3.2.1.2 If the reply of the delinquent employee is found to be satisfactory, the matter may be closed by issuing a caution letter warning him/her of dire consequences if the same is repeated again in the future.

**3.2.2 Step-2**

3.2.2.1 If the reply of the delinquent employee is not satisfactory, the delinquent employee may be issued a Charge-Sheet by the Office of the Registrar.

3.2.2.2 Keeping in view the principle of natural justice, an honor committee should be constituted to investigate the matter with the approval of Provost. If need be, an enquiry officer will be nominated by Office of the Registrar with the





approval of Provost.

3.2.2.3 Based upon the enquiry proceedings and the final recommendation of the enquiry officer, the final decision shall be taken by Office of the Registrar with approval of the competent authority as per norms.

### 3.2.3 Step-3

3.2.3.1 If the nature of the misconduct is very grave, the delinquent employee may be suspended pending enquiry with immediate effect prior to disciplinary action.

3.2.3.2 Post enquiry an appropriate punishment to be awarded based upon findings of the enquiry proceeding.

3.2.3.3 If competent authority decides to go for FIR/Legal course, the Registrar shall initiate appropriate actions.

**3.3 Appeal:** The delinquent employee will file for an appeal to the President within one month if not satisfied with the decision of the competent authority. The appellate authority in case of disciplinary action will be President and decision given by him will be considered as final.

### 4. Process Flow:

