



SANDRA SHROFF COLLEGE OF NURSING

Recognized by INC, GNC & affiliated to Veer Narmad South Gujarat University-Surat
Plot No. 334, 335, 336 & 338, Near Haria L.G. Rotary Hospital Campus, GIDC, Vapi - 396195. Gujarat, India
Mobile No: +91-6357647901, +91-6357647902 E. info@sscnvapi.org

DISCIPLINE COMMITTEE

Chairperson: - Dr. Anita Nawale

In-Charge Principal, S.S.C.N, Vapi

Secretary: - Mrs. Mayuri Patel

HOD & Associate Professor, S.S.C.N, Vapi

DISCIPLINE COMMITTEE

Chairperson- Dr. Anita Nawale

Secretary- Mrs. Mayuri Patel

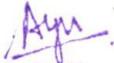
Members

1. Mrs. Poonam Patel
2. Mrs. Jagruti Tandel
3. Mrs. Darshana

Student Representatives

1. Ms. Kinjal Chaudhari (7th sem. B.Sc. Nursing)
2. Ms. Shilpy (5th sem. B.Sc. Nursing)
3. Ms. Saniya Thomas (4th sem. B.Sc. Nursing)
4. Ms. Sufi (2nd sem. B.Sc. Nursing)
5. Ms. Kinjal Dayal (1st Year GNM)
6. Ms. Divya Atolkar (2nd Year GNM)
7. Ms. Mahima Singh (3rd Year GNM)




Dr. Anita Nawale
I/C. Principal
S.S.C.N. VAPI



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Aims

- To foster a safe, respectful, and orderly academic environment through adherence to professional ethics and institutional policies.
- To promote positive student conduct and holistic development across the campus.

Objectives

- To sustain a calm and conducive academic atmosphere throughout the college.
- To prevent physical confrontations and interpersonal conflicts among students.
- To conduct systematic inquiries into reports of in disciplinary behavior.
- To initiate model disciplinary actions to serve as deterrents for future misconduct.
- To implement preventive strategies aimed at minimizing violence and disruptive behaviour.

Roles and Responsibilities

- Ensure strict compliance with college discipline across all student interactions and premises.
- Enforce mandatory display of student ID cards within classrooms and campus grounds.
- In cases of dress code violations or classroom disturbances, temporarily confiscate the ID card and return it the same day with a formal warning issued by Disciplinary Committee members.
- For more serious offenses, retain ID cards until the disciplinary inquiry is completed.
- Enforce a zero-tolerance policy for mobile phone usage within campus. Confiscated devices will be submitted to the principal.
- Monitor student movement to prevent loitering in corridors during class hours.
- Ensure students attend all scheduled lectures and refrain from leaving early without prior permission from designated authorities.
- Enforce a strict ban on smoking and maintain vigilance to uphold this policy.
- Maintain a quiet and respectful atmosphere in the library.
- Oversee disciplinary standards in shared spaces such as the canteen and waiting rooms.
- In the event of property damage, recover costs from the responsible student(s), accompanied by a formal disciplinary response.
- Issue verbal warnings for first-time misconduct and pursue appropriate disciplinary measures for repeat infractions in line with committee guidelines.



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- Collaborate with the Anti-Ragging Committee to prevent and raise awareness about ragging, ensuring student safety and inclusivity.

GENERAL RULES

1. The class representative is expected to switch off lights and fans while leaving classroom and should take care of LCD & remote.
2. Students should not scribble on their classroom walls, chairs/ benches or else the whole class will have to pay for the painting and chairs/ benches.
3. The management is bon to take strict disciplinary action against the students who does forgery of signature on assignments and logbook and no marks will be allotted by the concern teachers.
4. If any students will catch using mobile during college and clinical hours their mobile will be remain in the custody of the college.
5. Before due vacation clearance has to be taken by all the students from the coordinator for their replacement of the books, replacement of articles in all the laboratory.
6. Students have to do makeup duty before availing any due vacation.
7. **Make-up Duty Policy:**
 - With prior permission: **1:1** (1 day leave = 1 day makeup)
 - Without prior permission: **1:3** (1 day leave = 3 days makeup)
8. **Mass Bunk Policy:**
 - 1-day mass bunk = 3 days rustication, and escalates accordingly.

RULES FOR COLLEGE & CLINICAL DUTY

1. Students should be in complete uniform at all the time during college & clinicals, otherwise which will be marked as “ABSENT”.
2. Uniform should be clean, neat, tidy in college & clinicals. Ornaments and valuables are not allowed.
3. Hair should be neatly tied up with net.
4. Boys should be well shaved, short hair.
5. Students are expected to complete their assignments during clinical posting time. In case of delay submission of assignments marked as ZERO.
6. If students are found coping any assignments, then they will be marked ZERO for that assignment.



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RULES FOR EXAMINATION

1. Students involved in any malpractice during examination will be strict action will be taken by college management.
2. Students should have 100% of theory & clinical attendance before final examination.
3. In examination students should have ID card, Hall ticket, otherwise students will not be allowed to attend the examination.

DISCIPLINARY ACTION PROCESS

Step	Action
Complaint Received	Verbal/Written/Anonymous complaint submitted to committee
Preliminary Review	Verify facts and gather initial information
Notice to Student(s)	Issue notice for explanation or personal hearing
Hearing/Inquiry	Conduct hearing with proper documentation
Recommendation	Decide on the action: warning, suspension, rustication, etc.
Implementation	Communicate decision to concerned parties
Record Maintenance	File case report securely with appropriate confidentiality

Types of Disciplinary Actions

- Verbal Warning
- Written Warning
- Confiscation of ID Card / Mobile Devices
- Counselling and Mentorship
- Community Service Assignment
- Suspension (Academic/Clinical)
- Rustication (Temporary or Permanent)
- Debarment from exams or college activities



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Review and Appeals

- A student may appeal the decision within 7 working days to the principal.
- Appeals will be reviewed by a separate Review Panel if needed.
- Final decision rests with the college authority.

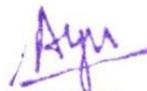
Documentation and Confidentiality

- All disciplinary matters will be documented in a secure and confidential manner.
- Only authorized personnel may access case records.

Periodic Review of SOP

- This SOP shall be reviewed annually by the Discipline Committee and updated as necessary in consultation with the institutional management and legal advisors.




Dr. Anita Nawale
I/C. Principal
S.S.C.N. VAPI