



# SREE GOKULAM MEDICAL COLLEGE & RESEARCH FOUNDATION

(A UNIT OF FOUNDATION OF NON-RESIDENT INDIANS)

SGMCRF/C1/DC/2016

08/07/2024

## PROCEEDINGS OF THE PRINCIPAL

Sub : Disciplinary Committee re-constituted – reg

The Disciplinary Committee of the college is re-constituted with the following members w.e.f 06/07/2024.

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|--|------------|
| 1. Dr. K K Manojan , Vice Chairman & Director                          | : Chairman |
| 2. Dr. P Chandramohan, Dean Emeritus                                   | : Member   |
| 3. Dr.Lalitha Kailas, Associate Dean                                   | : Member   |
| 4. Dr. Nandini V R, Principal  | : Member   |
| 5. Dr. Krishna G, Medical Superintendent                               | : Member   |
| 5. Deputy Medical Superintendent                                       | : Convener |
| 6. Dr. Rajan J, Professor, Dept of Surgery                             | : Member   |
| 7. Dr. Benny P V, Professor & Head,<br>Dept .of Community Medicine     | : Member   |
| 8.Dr. Mamata Chimmalgi,Professor & Head,<br>Dept.of Anatomy            | : Member   |
| 9. Dr. Geetha O, Professor & Head,Dept .of Forensic Medicine           | : Member   |
| 10. Dr. Simi S M , Professor, Dept. of Dermatology                     | : Member   |
| 11.Dr.Aravind Ajit, Associate Professor,<br>Dept. of Forensic Medicine | : Member   |
| 12.Dr.Prameeda P R, Associate Professor<br>Dept. of OBG                | :Member    |



**PRINCIPAL**  
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Sree Gokulam Medical College &  
Research Foundation, Venjaramoodu  
Thiruvananthapuram-695 607

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# Sree Gokulam Medical College & Research Foundation

## Disciplinary Committee

### A. Composition of the Disciplinary committee:

1. Director
2. Dean Emeritus
3. Principal
4. Deputy Medical superintendent
5. Professor, Department of Pathology
6. Professor, Department of Surgery
7. Professor & HOD, Department of Forensic Medicine
8. Staff Advisor to Student (Male)
9. Staff advisor to Student (Female)
10. Professor & HOD, Department of Anatomy
11. Associate Professor of Forensic Medicine

### B. Statement of Purpose:

Maintenance of discipline amongst faculty, residents, interns, non-teaching staff and students is an important management function of Sree Gokulam medical college and research foundation, Trivandrum. The disciplinary action is normally only used where other intervention have failed to produce the required improvement or when the offence is sufficiently serious to require immediate formal action. Hence there is a requirement of laying down comprehensive SOP for conduct of enquiries and disciplinary proceedings.

### **C. Objectives / functions of the committee:**

- To propose rules and regulations to the college authorities to maintain discipline in the college premises.
- To create and ensure a calm and peaceful academic atmosphere in the campus.
- To conduct enquiries on report of indisciplinary activities among the faculty, residents, interns, students and non- teaching staff.
- To initiate actions against faculty, residents, interns, students and non-teaching staff involved in indisciplinary activities, observing the rules and regulations laid down by appropriate authority.

### **D. Powers/ Duties of the committee:**

- The main responsibility of the Disciplinary committee is to ensure discipline in the organization. Towards this, the disciplinary authorities are required to identify acts of indiscipline and take appropriate remedial action such as counseling, cautioning, admonition, imposition of penalties, criminal prosecution, etc.
- Get an initial understanding of the complaint
- Investigate thoroughly.
- Invite the employee to a disciplinary meeting.
- Conduct the disciplinary meeting.
- Decide on action to be taken.
- Confirm the outcome in writing.

- Complainant/Accused has the right to appeal to the chairman on the decision taken by the committee.

### **E. SOP for Discipline: Procedure for disciplinary enquiry**

The faculty, residents, interns, students and non- teaching staff can lodge a complaint in the office of any of the authority of SGMC including Principal / HODs / Committee members etc.

- After receipt of a complaint it is scrutinized by the HOD and HOD is empowered to take necessary action against the accused as per SGMC rules and regulation for faculty, residents, interns, students and non- teaching staff.
- If the HOD ascertains that the offence pertains to the jurisdiction of disciplinary committee the same may be forwarded to the institutional disciplinary committee for an in-depth investigation in to the matter.
- The convener of the disciplinary committee may call for a meeting with the disciplinary committee on a predetermined date.
- The disciplinary committee will look in to the complaint and follow the procedure to initiate enquiry by appointing a subcommittee.
  1. The complainant is called for hearing and his /her statement is recorded
  2. The accused person is called to record his/ her statement.
  3. Witnesses mentioned by both parties are listed and they are called to record their deposition.

4. Any evidence from Security staff / staff or other people who were present there and had witnessed the incident are called and their statement recorded.
5. A cross examination of accused and complainant is conducted.
6. If any material evidence like Audio / Video / Paper document etc is available the same is examined.
7. Finally a comprehensive report is prepared by the subcommittee and submitted to the disciplinary committee with recommendations for appropriate disciplinary action.
8. Final report and recommendations are submitted to Principle for approval and final decision.
9. The punished faculty, residents, interns, students and non- teaching staff have the right to appeal to the chairman.

#### **F. Frequency of Meeting**

- As an when required

#### **G. Tenure of the committee**

- 3 years

In the event of death/retirement/ resignation/ removal by management of any member substitute member can be nominated by the college council.