



# CLARA'S COLLEGE OF EDUCATION

(Managed by : CHILDREN WELFARE CENTRE)

YARI ROAD, VERSOVA, MUMBAI - 400 061.

TEL.: 26365385, 26322003

Ref \_\_\_\_\_

Date \_\_\_\_\_

## DISCIPLINE COMMITTEE

Establishing an effective Discipline Committee in a higher education context—particularly within teacher education—is less about "policing" and more about fostering a professional environment aligned with institutional governance.

In the context of regulatory bodies like the NCTE or NAAC, this committee serves as a critical pillar of institutional internal quality assurance.

### **Core Objectives:-**

The committee's primary mandate is to ensure a safe, respectful, and productive learning environment while maintaining the Mandatory Disclosures required for accreditation.

**Preventive:** Communicating a clear Code of Conduct to students and faculty.

**Corrective:** Investigating grievances or breaches of conduct fairly.

**Regulatory:** Maintaining the documentation required for Binary Accreditation and Annual Quality Assurance Reports (AQAR).

### **Committee Structure**

For a B.Ed. college, a balanced committee typically includes:

Standard Operating Procedure

### **1-Establishment of Code**

Draft and circulate a Student Handbook detailing rules on attendance (e.g., the 80% NCTE norm), dress code, and use of ICT/AI tools in the classroom.

### **2-Formal Reporting**

All disciplinary issues must be submitted in writing. Verbal complaints should be documented by the Convener to maintain a "Paper Trail" for audits.

### **3-Fact-Finding & Inquiry**

The committee meets the parties concerned separately. For pre-service teachers, the focus should be on reflective practice and professional ethics rather than just punishment.

### **4-Recommendation & Action**

Submit a report to the Principal. Actions range from verbal warnings and counselling (metacognitive approach) to formal letters or suspension in extreme cases.



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## DISCIPLINE COMMITTEE

| Sr. No. | Names                                | Position     |
|---------|--------------------------------------|--------------|
| 1       | Dr. Ratnaprabha Rajmane              | Principal    |
| 2       | Assistant Prof. Upasna Roy           | Co-ordinator |
| 3       | Assistant Prof. Seema Singh          | Member       |
| 4       | Assistant Prof. Shahaji Nikalaje     | Member       |
| 5       | Assistant Prof. Smita Chulliparambil | Member       |
| 6       | Smt. Sunita Kamble                   | Member       |



Dr. Ratnaprabha Rajmane

I/C principal