



## Dhirajlal Talakchand Sankalchand Shah College of LAW

Kurar, Malad (East), Mumbai – 400 097. (M.S.) Tal. Borivali, Dist.: Mumbai.

Tel. Off. : M.: 8591377595 / 8591376800 / 8433888534

E-mail: dtsslaw@sanskarsarjan.org / principal@sanskarsarjan.org / library@sanskarsarjan.org

Affiliated to University of Mumbai & Approved by Bar Council of India

### COMPOSITION OF DISCIPLINE COMMITTEE

[A.Y. 2022 – 2023]

Sr. No.	Co-ordinator/In-charge	Designation
1.	Dr. M. S. Kurhade, Principal	Chairperson <i>mskurhade</i>
2.	Dr. Sarla Gupta, Asst. Prof.	Co-ordinator <i>Sarla</i>
3.	Mr. Nagaraju Kanduri, Asst. Prof.	Member <i>K waji</i>
4.	Ms. Shraddha Patil, Asst. Prof.	Member <i>shraddha</i>
5.	Mr. Bhushan Chaudhary, Admin Staff	Non-Teaching Staff Member <i>B</i>



*mskurhade*  
Principal  
Sanskar Sarjan Education Society's  
D.T.S.S. College of Law  
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### COMPOSITION OF DISCIPLINE COMMITTEE

[A.Y. 2021 – 2022]

Sr. No.	Co-ordinator/In-charge	Designation
1.	Dr. M. S. Kurhade, Principal	Chairperson <i>— SKurhade</i>
2.	Dr. Sarla Gupta, Asst. Prof.	Co-ordinator <i>Sarla</i>
3.	Mr. Nagaraju Kanduri, Asst. Prof.	Member
4.	Ms. Shraddha Patil, Asst. Prof.	Member <i>Shraddha</i>
5.	Mr. Bhushan Chaudhary, Admin Staff	Non-Teaching Staff Member <i>B</i>



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### COMPOSITION OF DISCIPLINE COMMITTEE

[A.Y. 2020 – 2021]

Sr. No.	Co-ordinator/In-charge	Designation
1.	Dr. M. S. Kurhade, Principal	Chairperson <i>— Kurhade</i>
2.	Dr. Sarla Gupta, Asst. Prof.	Co-ordinator <i>Sarla</i>
3.	Mr. Nagaraju Kanduri, Asst. Prof.	Member
4.	Ms. Shraddha Patil, Asst. Prof.	Member <i>Shraddha</i>
5.	Mr. Bhushan Chaudhary, Admin Staff	Non-Teaching Staff Member <i>B</i>



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### COMPOSITION OF DISCIPLINE COMMITTEE

[A.Y. 2019 – 2020]

Sr. No.	Co-ordinator/In-charge	Designation
1.	Dr. M. S. Kurhade, Principal	Chairperson <i>M. S. Kurhade</i>
2.	Dr. Sarla Gupta, Asst. Prof.	Co-ordinator <i>Sarla</i>
3.	Mr. Nagaraju Kanduri, Asst. Prof.	Member
4.	Ms. Varsha Gore, Asst. Prof.	Member <i>Varsha</i>
5.	Mr. Bhushan Chaudhary, Admin Staff	Non-Teaching Staff Member <i>B</i>



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### COMPOSITION OF DISCIPLINE COMMITTEE

[A.Y. 2018 – 2019]

Sr. No.	Co-ordinator/In-charge	Designation
1.	Dr. M. S. Kurhade, Principal	Chairperson <i>[Signature]</i>
2.	Dr. Rakhee Keluskar, Asst. Prof.	Co-ordinator <i>[Signature]</i>
3.	Mr. Nagaraju Kanduri, Asst. Prof.	Member
4.	Ms. Lalita Singh, Asst. Prof.	Member <i>[Signature]</i>
5.	Mr. Bhushan Chaudhary, Admin Staff	Non-Teaching Staff Member <i>[Signature]</i>



*[Signature]*  
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### **STANDARD OPERATING PROCEDURE OF THE DISCIPLINARY COMMITTEE**

The Disciplinary Committee (DC) is established to ensure the maintenance of discipline and decorum within the college. This SOP outlines the procedures to be followed by the DC in handling disciplinary matters.

#### **Objectives:**

- To maintain a safe, respectful and conducive learning environment.
- To ensure fair and transparent handling of disciplinary cases.
- To uphold the college's Code of Conduct and Policies.

#### **Jurisdiction:**

The DC has jurisdiction over all students, faculty and staff within the college premises and during college-related activities off-campus.

#### **Reporting a Disciplinary Issue:**

- Any member of the college (Student, Faculty and Staff) can report an incident in writing to the DC Co-ordinator.
- The report should include details of the incident, involved parties, date, time, location and any evidence or witnesses.

#### **Preliminary Assessment:**

- The Committee reviews the report to determine if it falls under the DC's jurisdiction.
- If necessary, an initial inquiry is conducted to gather preliminary information.

#### **Summoning the Parties Involved:**

- Written notices are sent to the involved parties, detailing the nature of the complaint and the date and time of the hearing.
- Parties are given a reasonable time to prepare and respond within 5 days.

#### **Conducting the Hearing:**

- All hearings are conducted in a confidential manner.
- The Committee outlines the procedure and reads the complaint.
- Complainant and respondent present their statements and evidence.
- Witnesses, if any, are called to provide testimony.
- The DC members may question the parties and witnesses for clarification.
- Both parties give their closing statements.





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### Deliberation and Decision:

- The DC Meets in private to deliberate and reach a decision based on the evidence and testimonies.
- The final observations and recommendations are conveyed to the Chairperson.
- If the complaint is upheld, appropriate sanctions are decided, which may range from a warning to expulsion, depending on the severity of the offense.

### Communication of Decision:

- The decision is communicated in writing to the involved parties within 2 working days of the hearing.
- A record of the proceedings is maintained in the DC's confidential files.

### Appeals:

- The respondent has the right to appeal the decision within 3 days of notification.
- The appeal must be submitted in writing to the Chairperson for review and final decision.

### Review and Amendment:

- The SOP is reviewed from time to time to ensure it remains effective and relevant.
- Any amendments to the SOP are made with the approval of the college administration and are communicated to all members of the college community.

The DC aims to uphold the values and integrity of the college, ensuring all disciplinary matters are handled with fairness and transparency. This SOP provides a clear framework to guide the DC in fulfilling its responsibilities.



*[Handwritten Signature]*

**Principal**

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