



Shri Vile Parle Kelavani Mandal's

# Pravin Gandhi College of Law

(5 Year Course)

(Affiliated to University of Mumbai)

Mithibai College Campus, 8th Floor, Bhaktivedanta Swami Marg, Vile Parle (W), Mumbai - 400 056.

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## Standard Operating Procedure of the Disciplinary Committee:

1. Receiving of Complaint by Disciplinary Committee either orally or written.
2. Convener calls for a meeting of the committee within 48 hours of the complaint.
3. Preliminary inquiry by the Disciplinary committee to ascertain the veracity of the complaint.
4. Complaint admitted and noted by the disciplinary committee.
5. Hearing of the parties to the complaint. Each party is called upon to present their points.
6. The disciplinary committee notes down its observations
7. The disciplinary committee calls both parties together and gives them a fair hearing and a chance to be heard by other party.
8. Disciplinary committee makes its final observations and recommends appropriate action for the conduct in question to the Principal.
9. Findings and recommendations of disciplinary committee sent to the Principal.
10. Principal meets with the disciplinary committee.
11. Principal issues the notification of disciplinary action to be taken.
12. Parties notified of the same.
13. Notice of the disciplinary action displayed on the college notice board.

