



**BEACONHOUSE
INTERNATIONAL
COLLEGE**

DISCIPLINE POLICY

BIC POLICIES

Beaconhouse International College

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TABLE OF CONTENTS

B-1	DISCIPLINE POLICY	3
B-1.1	OBJECTIVE	3
B-1.2	SCOPE.....	4
B-1.3	CODE OF DISCIPLINE	4
B-1.4	STUDENT RIGHTS AND RESPONSIBILITIES	4
B-1.5	PARENT RESPONSIBILITIES	5
B-1.6	INFRACTIONS	6
B-1.6.1	BUNKING / TRUANCY	6
B-1.6.2	ACADEMIC DISHONESTY / CHEATING / PLAGIARISM	6
B-1.6.3	FORGERY	6
B-1.6.4	FAILURE TO COMPLY WITH INSTRUCTIONS	6
B-1.6.5	SMOKING	6
B-1.6.6	INAPPROPRIATE USE OF COMMUNICATION/ELECTRONIC DEVICES.....	6
B-1.6.7	MISUSE OF COMPUTER, INTERNET AND TECHNOLOGY	6
B-1.6.8	OFFENSIVE LANGUAGE/CONDUCT	7
B-1.6.9	GANG ACTIVITY OR FIGHTING FRAYS	7
B-1.6.10	VANDALISM (PROPERTY CRIMES)	7
B-1.6.11	THREATS AND HARASSMENT.....	7
B-1.6.12	NARCOTICS AND DANGEROUS SUBSTANCES.....	7
B-1.6.13	HARASSMENT OF STAFF AND TEACHERS	7
B-1.6.14	SEX OFFENCES AND SEXUAL HARASSMENT	8
B-1.6.15	WEAPONS	8
B-1.6.16	PARENT MISBEHAVIOUR/TRESPASSING	8
B-1.6.17	PARENT MISBEHAVIOUR WITH OTHER PARENTS.....	8
B-1.7	CONSEQUENCES	8
B-1.8	DISCIPLINARY ACTION AND RELATED PROCESS	8
B-1.8.1	ACTIONS AT COLLEGE LEVEL	8
B-1.8.2	ACTIONS AT THE HEAD OFFICE INCLUDING PROCESS TO CANCEL ADMISSION	10
B-1.9	APPEALS/REINSTATEMENT OF STUDENT	10
B-1.10	RECORD-KEEPING	10
B-1.11	EXCEPTIONS TO THE POLICY	10
B-1.12	DISCIPLINARY ACTION ASSOCIATED WITH INFRACTIONS	12

B-1 DISCIPLINE POLICY

In Beaconhouse we believe in proactively managing behaviour by placing emphasis on teaching and reinforcing appropriate behaviour. A set of respectful strategies are used which aim to increase and maintain appropriate behaviour while addressing inappropriate behaviour. This approach considers behaviour management to be an opportunity for social and values-based learning as well as a means of maximising the success of academic education programmes. It is grounded in the belief that being firm and consistent in managing behaviour does not necessarily require interventions that include threats, ambiguous statements or punishments directed at the person. The focus of intervention has to be directed on the action at all times, and the behaviour separated from the individual.

The Beaconhouse Discipline Policy reflects a holistic approach to education. This approach is defined as a unified, collective and collaborative action by educators, administrators, parents and students that has been strategically constituted to improve student learning behaviour, well-being and the conditions that support these characteristics.

Student achievement begins with keeping students in a safe classroom and healthy environment conducive to learning and free from disruption; and is committed to closing the achievement gap by providing access to all students a vigorous education that ensures all students will graduate college prepared and career ready.

The policy aims to:

Promote human dignity through the provision of a safe, secure, positive and caring College community that encourages learning, positive peer and teacher relationships, self-motivation, self-esteem and self-discipline.

Encourage and develop in students a strong sense of personal responsibility and responsibility towards others and a clear understanding of the consequences of their decisions and actions.

Encourage parents to help their children support and show respect towards the College's authority and others.

Provision of clear guidelines of behaviour regarding roles and responsibilities of students to parents as well as students.

B-1.1 OBJECTIVE

Students are the primary focus of BIC Colleges, in partnership with parents and community. In this context, College Discipline and Behaviour Management Policy is developed to:

- a) Provide a safe, positive and caring environment
- b) Foster a clear understanding within the College working towards
 - ❖ Improving relationships between staff, children and parents
 - ❖ Appropriate College values and attitudes
 - ❖ Alleviating aggressive/anti-social attitudes
 - ❖ Developing awareness of students' and BIC Management's roles in discipline and behaviour management.
- c) Create a clear philosophy and approach within the College towards discipline and behavioural issues
- d) Set out the Management's expectations and the parameters defining consequences of students' negative behaviour
- e) Establish a forum for counselling related to behavioural issues

B-1.2 SCOPE

This Policy shall be applicable to activities conducted by students enrolled in and attending any BIC Colleges at any Level:

- a) While on College premises
- b) While on College-owned and operated College buses or on chartered buses
- c) During College-sponsored activities
- d) While away from College grounds if such conduct would directly affect the reputation, management and efficiency of the College

This shall also apply to concerned employees and parents of students in certain cases. For the purpose of this Policy, the term 'Parent' shall mean the parents and guardians of the students.

B-1.3 CODE OF DISCIPLINE

BIC has developed a code of discipline based on the values of courtesy, cooperation, consideration and the development of self-discipline in behaviour and work habits. Through this, we aim to foster independence, responsible behaviour and self-esteem. The maintenance of discipline in Colleges is seen as a partnership between students, parents and staff.

The BIC code of discipline will be in effect

- a) During College hours
- b) While walking to and from College
- c) While students are being transported on College buses
- d) During recess and pack up time while on College property
- e) At events being held before and after College timings
- f) During field trips, athletic events, overnight excursions under the College's supervision

BIC will ensure that each teacher is trained thoroughly in classroom management. They will learn and develop strategies to create a positive environment in which students know how to behave.

BIC expects that parents will share the responsibility with the College in helping students develop attitudes and values that will remain with them throughout their lives, enabling them to be lifelong learners and productive citizens.

B-1.4 STUDENT RIGHTS AND RESPONSIBILITIES

A positive College climate promotes learning. BIC believes that each student has the right to:

- a) Get the best possible education the College has to offer
- b) A classroom environment in which effective teaching and learning can take place
- c) Teachers who help them learn how to behave appropriately in College
- d) A learning environment that is free from disruption and any discrimination on the basis of race, ethnicity, religion and sex etc.

Students are expected to:

- a) Dress and groom in accordance with the applicable BIC dress code, so as to meet fair standards of safety, health and decency
- b) Attend College regularly and be on time for all classes and functions
- c) Submit a leave application in time in case of leave
- d) Use respectful, decent gestures and language when in contact with teachers, students and other persons
- e) Protect and take care of the College's property
- f) Develop human qualities of tolerance, sympathy, understanding, courtesy and act responsibly
- g) Listen carefully, acknowledge instructions and complete given tasks
- h) Know that behaviour and comments of a racist, sexual or bullying nature are offensive
- i) Be aware of all rules and regulations for student behaviour and conduct themselves in accordance with them

B-1.5 PARENT RESPONSIBILITIES

Parents must work together with College staff to maximise a student's success at College. BIC is committed to working with and supporting families and expects cooperation from parents as well.

Parents are responsible for:

- a) Making sure that their Student is punctual and arrives at College on time every day: ensuring that their child arrives at College not more than 30 minutes before the start of the College day and leaves within a reasonable time after the College day or activity.
- b) Teaching the child to follow the dress code applicable in the College.
- c) Contacting the College when the child is absent and giving the reasons for the absence.
- d) Notifying the College of any changes in contact information, especially emergency the contact number.
- e) Informing the College in case of any change in their marital status or custodianship of the children.
- f) Adhering to College-developed, on-site traffic plans for vehicles when bringing students to College or picking them up after College. If the children travel on foot, on bicycles or motorcycles etc., encouraging them to follow safety and traffic rules.
- g) Ensuring that their conduct contributes to a caring, respectful and safe environment.
- h) Respecting the professional judgment of teachers, Heads and of other College staff providing support and services in the College.
- i) Working with College staff members to solve any discipline-related or other problems; letting the College know if something has happened at home that could affect how the child behaves in College.
- j) Responding promptly and co-operatively when informed by College staff of any problem concerning their children.
- k) Reviewing, complying with and signing messages/circulars/progress reports from teachers.
- l) Participating in parent-teacher meetings to discuss academic progress and areas for development of the student.
- m) Participating in College functions as often as possible.
- n) Understanding the rules of the Colleges and talking to their children about them.

- o) Becoming acquainted with College policies.

B-1.6 INFRACTIONS

The types of behaviour that fall into the category of misconduct or gross misconduct are described in this section. While not complete, the list of infractions contains examples of the types of behaviour that are considered unacceptable and may result in initiation of disciplinary action mentioned against each behaviour pattern in **B-1.12** of this Manual.

B-1.6.1 BUNKING / TRUANCY

Bunking means to run away or disappear from a class suddenly and secretly during class time. Truancy means absence from College or assigned classes or activity without reasonable excuse.

B-1.6.2 ACADEMIC DISHONESTY / CHEATING / PLAGIARISM

Students are expected to maintain the highest level of ethical standards. Students are required to exhibit honesty in both verbal and written form. Academic dishonesty includes cheating, copying answers from fellow students and plagiarism during assignments, tests and exams. Plagiarism means the unauthorised use or close imitation of the language and thoughts of another author and the representation of those as one's own original work, by not crediting the author.

B-1.6.3 FORGERY

Forgery means the crime of fabricating a document, picture or signature with the intent to deceive.

B-1.6.4 FAILURE TO COMPLY WITH INSTRUCTIONS

This includes:

- ❖ Refusal to comply with requests or directions of teachers, employees or management of the College acting within the scope of performing their duties.
- ❖ Non-compliance with students' responsibilities such as dress code, College timings, submission of leave applications etc.

B-1.6.5 SMOKING

This means smoking of any type of cigarette (including e-cigarettes) by students during the College day within College premises.

B-1.6.6 INAPPROPRIATE USE OF COMMUNICATION/ELECTRONIC DEVICES

This includes:

- a) Use of mobile phones by students during the class.
- b) Inappropriate photography, filming or messaging using cell phones, cameras or any other electronic devices.
- c) Pictures/videos made without consent or permission of College management on College property, College vehicles and at any College-sponsored activity.

B-1.6.7 MISUSE OF COMPUTER, INTERNET AND TECHNOLOGY

Misuse of computer, Internet and technology includes, but is not limited to, the following:

- a) Unauthorised access to read, alter, transfer, delete or damage information belonging to the College, teachers or other students.
- b) Installing software, shareware or freeware on College-owned computers without appropriate permission.
- c) Use of internet/computer facilities to view or transmit inappropriate, obscene, threatening or abusive messages, pictures or videos.
- d) Use of computer facilities to interfere with normal operations of the College (including, but not limited to hardware, software and networking equipment).

Note: Please refer to the IT Policy for details.

B-1.6.8 OFFENSIVE LANGUAGE/CONDUCT

This includes socially and morally unacceptable speech, behaviour and gestures by students. It also includes vulgar, offensive and/or disruptive tattoos, language and physical gestures by a student to other students or staff members.

B-1.6.9 GANG ACTIVITY OR FIGHTING FRAYS

A gang is a group of two or more individuals from within or outside the College who associate on a continued basis for the purpose that poses a threat to individual students or groups of students or disrupts the orderly College process.

Verbal or physical combat by two or more individuals that represents a safety issue and/or a disruptive incident is classified as fighting. Conflicts involving a group of individuals that become or threaten to become physical in nature are defined as frays. Fights and frays involving groups or individuals may, if there is evidence of group association, be considered as gang activity and will be dealt with accordingly.

B-1.6.10 VANDALISM (PROPERTY CRIMES)

This includes:

- a) Damage, alteration, injury, defacing or destruction of any building, fixture, equipment or other property
- b) Wilful writing or making marks on walls/furniture or any College equipment
- c) Obtain or use any property belonging to the College without appropriate permission from the College Management.
- d) Arson etc.

B-1.6.11 THREATS AND HARASSMENT

This includes harassment, bullying, hazing, teasing or intimidation and wilful injury. Bullying, harassment or intimidation means intentional misconduct, including verbal, physical or written misconduct or through electronic communication.

B-1.6.12 NARCOTICS AND DANGEROUS SUBSTANCES

This includes possession, use and distribution of alcohol, narcotic drugs and prescription drugs.

B-1.6.13 HARASSMENT OF STAFF AND TEACHERS

This includes abusive language, threats and/or physical harassment to teachers. In case any of the teachers or other staff of the College is harassed by any students/parents, it shall be viewed as serious misconduct.



B-1.6.14 SEX OFFENCES AND SEXUAL HARASSMENT

This includes sexual advances, requests for sexual favours, and other inappropriate verbal or physical conduct of a sexual nature when made by any student/parent to another student or to a staff member, whether conducted with or without consent of both parties.

Any misconduct of a sexual nature shall be viewed as a serious offence.

B-1.6.15 WEAPONS

The Management prohibits students from possessing weapons (object that is used to inflict injury) of any kind, whether for offensive use, self-protection or any other reason. Weapons include guns and pistols, any kind of knife, fire crackers, pellet guns, razors, chemical and biological weapons (acid etc.).

The Management views the possession and/or use of a weapon as serious misconduct.

B-1.6.16 PARENT MISBEHAVIOUR/TRESPASSING

This includes:

- a) Instances when parents use offensive language or misbehave/harass or fight with teachers or other College staff.
- b) Entering the College property for the purpose, or with the effect, of unduly interfering with the proper functioning of the College.
- c) Wrongfully using, removing, altering or damaging College property.
- d) Placing on, or removing from, College property any printed, drawn or animated material without permission of the College management.

B-1.6.17 PARENT MISBEHAVIOUR WITH OTHER PARENTS

This includes instances where parents are involved in fighting with or misbehaviour with/harassment of other parents within College premises or vicinity.

B-1.7 CONSEQUENCES

- a) Consequences are defined as appropriate strategies to remediate behaviours that are not in line with this Policy. These will depend on the type of infraction, age, class and frequency of occurrence. This will be left to the discretion of the Management of each individual Beaconhouse College.
- b) Consequences for all the above mentioned infractions are described under **B-1.12** of this section.
- c) If any student or parent is involved in serious offences or crimes covered under Pakistan Penal Code (Act XLV of 1860), the Management reserves the right to take appropriate legal action against such students/parents.
- d) The Management expects teachers to try and examine the internal causes of misbehaviour and develop ways or strategies to help the child construct new initiatives and new behaviour.

B-1.8 DISCIPLINARY ACTION AND RELATED PROCESS

B-1.8.1 Actions at College Level

- a) Any student, parent or College employee may report any infraction observed by them. These infractions shall be immediately reported to the class teacher or College management (Programme Leader, HR&A and Campus Manager).
- b) There shall be immediate involvement of the concerned class teacher/staff member who is supervising the student. The class teacher/staff member shall conduct a preliminary investigation of the matter and shall have discussions with concerned students, staff members.
- c) In case of minor infractions, the concerned class teacher/staff member shall provide/arrange counselling for the student. The class teacher may also verbally reprimand the student and issue strict verbal instructions besides informing the Head of Institute.
- d) In case of repeated/serious infractions by students or their parents, the class teacher or any other concerned College staff member shall refer the matter by letter to the Head of Institute immediately (within a maximum of 3 days) for appropriate action(s). The following shall be reported in the said letter:
 - ❖ Infractions occurred
 - ❖ Number of infractions
 - ❖ Findings of preliminary investigation
 - ❖ Recommended remedial actions in accordance with this Policy
- e) The Head of Institute shall review the letter and decide the appropriate remedial action.
- f) To determine the intensity of the infractions, the concerned class teacher and shall exercise judgment keeping in view the facts found and the past attitude/behaviour of the student.
- g) If appropriate, the Head of Institute shall form a committee consisting of two senior College employees to investigate the matter further. This committee shall submit its findings to the Head of Institute within 3 days. This committee shall also recommend actions to be taken against the students found guilty.
- h) The decision of the Head of Institute shall be communicated to the concerned teacher and student for compliance, with a copy of the decision to the parents, if applicable.
- i) In the following cases, the Head of Institute refer the matter to the Country Head Operations with recommendations for cancelling the admission of the student found guilty:
 - ❖ Possession/use of guns/pistols within College premises/vicinity
 - ❖ Serious sexual harassment/offences
 - ❖ Abusive language/physical harassment to teachers
- j) Further, if the Head of Institute is of the opinion that any other infraction is of a level/serious nature that requires cancellation of admission of the student, he/she will write a letter/memo to the concerned Country Head Operations, containing all details of the matter.
- k) The student, who has been referred for cancellation of his/her admission, shall not be allowed to come to College or participate in any College-related activities until a decision is made by the Disciplinary Committee.
- l) All students concerned in a breach of this Policy, whether they directly committed the act constituting the breach of discipline or aided in its commission, shall be subject to this Policy as much as those directly involved.

B-1.8.2 ACTIONS AT THE HEAD OFFICE INCLUDING PROCESS TO CANCEL ADMISSION

- a) For decisions regarding cancellation of admission of students, the CHO shall form a Disciplinary Committee (DC) at College level. The DC shall comprise the following members:
- ❖ Head of Institute
 - ❖ Programme Leader / HR&A
 - ❖ Designated Officer from Head Office
- b) At the hearing, the student may respond to the complaint orally or in writing
- c) If the student fails to appear or respond at the hearing, the DC may nevertheless invite the College representative to submit evidence in support of the complaint. The hearing shall be in a closed session so that confidential student records are not disclosed, unless an open session is requested by the student or by the parents/guardians of the student.
- d) A complete record of the matter and related hearings shall be maintained. However, such a record shall be used only in the proceedings and in the internal processes of the College related thereto.
- e) The DC shall decide the case within 8 working days from the date of referral of case to it. The DC may decide to cancel the admission of the student. In such a case, the CHO shall promptly notify the student, parents/guardians, as well as the College administration regarding the DC's decision. The Head of Institute shall dispose of the matter in compliance with the instructions issued by the CHO.

B-1.9 APPEALS/REINSTATEMENT OF STUDENT

- a) Concerned students/parents have the right to appeal against the decision of suspension/cancellation of admission as follows:
- Decision-Making Authority
- ❖ Head of Institute
 - ❖ Country Head Operations
- b) Within seven (7) working days after receipt of notice of cancellation of admission or other disciplinary action, the student or parents/guardians may appeal against the decision to the concerned authority.
- c) All the facts and reasons shall be mentioned in the appeal.
- d) The concerned authority shall consult all relevant stakeholders and take the decision, which shall be forwarded to the concerned office/College and parents within 15 days of filing the appeal.
- e) In such exceptional circumstances where a student is reinstated by the Approved Authority, she/he will have to pay all fees/dues for the period between cancellation of admission and reinstatement. The said student will also have to submit an undertaking duly signed by his/her parent giving assurance of a good conduct.

B-1.10 RECORD-KEEPING

Proper and up-to-date records of all infractions and disciplinary actions taken shall be maintained by the designated officer at each respective College and office. A copy of these documents shall also be placed in the student's personal file.

B-1.11 EXCEPTIONS TO THE POLICY

Under special circumstances, the CEO/CHO may approve exceptions to this Policy as the situation may warrant.

B-1.12 DISCIPLINARY ACTION ASSOCIATED WITH INFRACTIONS

Sr. No.	Behaviour	Intensity of Event / Infraction			
	Pattern	Level – 1 (Low)	Level – 2 (Low to Medium)	Level – 3 (Medium to High)	Level – 4 (High)
1	Bunking and truancy	Counselling and verbal warning	Counselling, meeting with parents and verbal warning	Issuance of warning letter for repeated infractions and undertaking from parents	Warning letter and detention after College hours/Fine of PKR 1,000 *
2	Academic dishonesty/ cheating	Counselling and verbal warning	Counselling and cancellation of relevant question/portion of the paper/test	Cancellation of relevant question/portion of the paper/test, meeting with parents and issuance of warning letter	Cancellation of whole paper/test and issuance of warning letter
3	Forgery	Counselling and verbal warning	Warning letter and meeting with parents	Warning letter and/or suspension for 2 to 5 days	Warning letter and withdrawal undertaking signed by the parents
4	Failure to comply with instructions	Counselling and verbal warning	Counselling, meeting with parents and verbal warning	Warning letter, meeting with parents and fine of PKR 1,000	Warning letter and suspension for 2 to 5 days
5	Smoking	Counselling, verbal warning/ information to parents	Counselling, meeting with parents and verbal warning	Warning letter, meeting with parents and fine of PKR 1,000	Warning letter and suspension for 2 to 5 days
6	Inappropriate use of Communication / Electronic devices a) Inappropriate Messages /	(Refer to level-2)	Warning letter and parents to be called to discuss the problem and	Warning letter and parents to be called to discuss the problem and suspension of 2 to 5 days	Warning letter and withdrawal undertaking signed by the parents

Sr. No.	Behaviour	Intensity of Event / Infraction			
	Pattern	Level – 1 (Low)	Level – 2 (Low to Medium)	Level – 3 (Medium to High)	Level – 4 (High)
	Pictures / Videos / Calls		confiscation of device		
	b) Messages/Pictures/ Videos without consent and Prank Calls	(Refer to level-3)	(Refer to level-3)	Warning letter and withdrawal undertaking signed by the parent	Refer for cancellation of admission, to concerned SGH; Issuance of character certificate may be refused
7	Misuse of computer, Internet and technology a) Unauthorised use (not involved in destruction/alteration of data)		Counselling, meeting with parents and verbal warning	Warning letter and restriction to use of computers/technology for two weeks	Warning letter and restriction to use of computers/technology for two weeks and fine of PKR 1,000
	b) Exposed to objectionable obscene pictures/videos, cybercrimes and destruction/alteration of data/software	(Refer to level-2)	Warning letter and parents to be called to discuss the problem; written apology by student	Warning letter and parents to be called to discuss the problem and suspension for 2 to 5 days; Written apology by student	Warning letter and withdrawal undertaking signed by the parents; Issuance of character certificate may be refused.
8	Offensive language/ conduct	Counselling and verbal warning	Warning letter and parents to be called to discuss the problem	Warning letter and suspension for 2 to 5 days	Warning letter and withdrawal undertaking signed by the parents and suspension for 2 to 5 days
9	Gang Activity or Fighting frays	(Refer to level-2)	Warning letter and parents to be	Warning letter and parents to be called to discuss the problem and suspension for 2 to 5 days	Refer for cancellation of admission, to concerned CHO;

Sr. No.	Behaviour	Intensity of Event / Infraction			
	Pattern	Level – 1 (Low)	Level – 2 (Low to Medium)	Level – 3 (Medium to High)	Level – 4 (High)
			called to discuss the problem		Issuance of character certificate may be refused
10	Property Crimes	Counselling and verbal warning	Warning letter and parents to be called to discuss the problem	Warning letter, repair / replacement of the damaged property and parents to be called to discuss the problem	Warning letter, repair / replacement of the damaged property, parents to be called to discuss the problem and suspension for 2 to 5 days
	a) Minor damage, marking, defacing etc.				
	b) Wilful damage, taking possession, vandalism, arson of property	(Refer to level-2)	Warning letter and parents to be called to discuss the problem	Warning letter, repair / replacement of the damaged property, parents to be called to discuss the problem and suspension for 2 to 5 days	Warning letter, withdrawal undertaking signed by the parents and repair/replacement of the damaged property
11	Threats and harassment	Counselling and verbal warning	Verbal warning and parents to be called to discuss the problem	Warning letter	Warning letter and suspension for 2 to 5 days
	a) Bullying, hazing, teasing etc.				
	b) Wilful injury and harassment	(Refer to level-2)	Warning letter and parents to be called to discuss the problem	Warning letter, withdrawal undertaking signed by the parent	Refer for cancellation of admission, to concerned CHO
12	Narcotics and dangerous substances	(Refer to level-2)	Warning letter, confiscation of prohibited items and parents to be called to discuss the issue	Warning letter, withdrawal undertaking signed by the parent	Refer for cancellation of admission, to concerned CHO; Issuance of character certificate may be refused



Sr. No.	Behaviour	Intensity of Event / Infraction			
	Pattern	Level – 1 (Low)	Level – 2 (Low to Medium)	Level – 3 (Medium to High)	Level – 4 (High)
13	Harassment of teachers	(Refer to level-3)	(Refer to level-3)	Warning letter, withdrawal undertaking by the parent	Refer for cancellation of admission, to concerned CHO
	a) Verbal /threats				
	b) Physical Offences	(Refer to level-4)	(Refer to level-4)	(Refer to level-4)	Refer for cancellation of admission, to concerned CHO; Issuance of character certificate shall be refused
14	Sex Offences and Sexual Harassment	(Refer to level-3)	(Refer to level-3)	Warning letter, withdrawal undertaking signed by the parent and suspension for 2 to 5 days	Refer for cancellation of admission, to concerned CHO
	a) Other than Physical Offences				
	b) Physical Offences	(Refer to level-4)	(Refer to level-4)	(Refer to level-4)	Refer for cancellation of admission, to concerned CHO; Issuance of character certificate shall be refused
15	Weapons	(Refer to level-3)	(Refer to level-3)	Warning letter, withdrawal undertaking signed by the parent and confiscation of weapon	Refer for cancellation of admission, to concerned CHO
	a) Possession of weapons				
	b) Use of weapons	(Refer to level-4)	(Refer to level-4)	(Refer to level-4)	Refer for cancellation of admission, to concerned CHO; Issuance of character certificate may be refused



Sr. No.	Behaviour	Intensity of Event / Infraction			
	Pattern	Level – 1 (Low)	Level – 2 (Low to Medium)	Level – 3 (Medium to High)	Level – 4 (High)
16	Parent misbehaviour / trespassing a) Verbal misbehaviour	Counselling with parent by another senior staff member	Warning letter to student and written/verbal apology from parent	Stop the parent from entering the College premises for 1 month and warning letter to student	Warning letter and withdrawal undertaking signed by the parent
	b) Physical misbehaviour and trespassing	(Refer to level-3)	(Refer to level-3)	Warning letter and withdrawal undertaking signed by the parent	Refer for cancellation of admission, to concerned CHO
17	Parent's misbehaviour with other parent	(Refer to level-2)	Counselling with both parents separately	Stop the parent from entering the College premises for 1 month and warning letter to student	Transfer of student(s) to other BIC campuses
* All fines shall be received through inclusion in fee challans.					