

Ref.No. - AGC/DC/2024/030

Date: 08/01/2024

## **Circular**

This is to inform all the members of the Discipline Committee that a meeting is to be held on 10-01-2024 at 3:10 pm in the DSA Office. All the members are requested to be present for the meeting.

### **Agenda:**

- Review of **discipline policy updates** (if any) for the new semester
- Orientation plan to **sensitize students on code of conduct**
- Discussion on **attendance monitoring and punctuality rules**
- Measures to prevent **ragging, bullying, and harassment**
- Procedure for handling **disciplinary complaints and grievances**
- Coordination with **anti-ragging, grievance redressal, and ICC committees**
- Strategies for promoting **positive discipline and ethical behavior**
- Review of past disciplinary cases and lessons learned
- Planning **awareness programs, workshops, or seminars** on discipline and values
- Any other matter with the permission of the chair



**Discipline Committee In-charge**

**AGC, Amritsar**

Minutes of Meeting of Discipline Committee held on 10-01-2024 at 3:10 pm in the DSA Office.

S. No.	Agenda	Discussion	Responsibility
1	Review of discipline policy updates for the new semester	The committee reviewed the existing discipline policy and discussed its applicability for the new semester.	Existing discipline policy will continue; guidelines to be communicated to students and faculty.
2	Orientation plan to sensitize students on code of conduct	Need for orientation sessions to make students aware of rules, regulations, and expected conduct was discussed.	Orientation program to be conducted at the beginning of the semester.
3	Attendance monitoring and punctuality rules	Emphasis was laid on regular attendance and punctuality through faculty monitoring.	Faculty mentors and class coordinators will monitor attendance and counsel defaulters.
4	Measures to prevent ragging, bullying, and harassment	Zero-tolerance policy was reiterated; preventive awareness and monitoring were discussed.	Anti-ragging measures to be strictly implemented; students encouraged to report issues.
5	Procedure for handling disciplinary complaints and grievances	Existing complaint handling procedures and confidentiality measures were reviewed.	Complaints will be addressed promptly as per institutional norms.
6	Coordination with anti-ragging, grievance redressal, and ICC committees	Importance of inter-committee coordination for effective resolution was discussed.	Regular coordination among Discipline, Anti-Ragging, Grievance Redressal, and ICC committees.
7	Strategies for promoting positive	Positive discipline through mentoring, counseling, and value	Faculty mentors to guide students on ethical conduct

	discipline and ethical behavior	education was emphasized.	and discipline.
8	Review of past disciplinary cases and lessons learned	Past cases were reviewed to identify recurring issues and preventive steps.	Preventive measures and awareness strategies to be strengthened.
9	Planning awareness programs, workshops, or seminars on discipline and values	Organizing workshops and seminars on discipline and ethics was discussed.	Awareness programs to be planned during the semester.
10	Any other matter with the permission of the chair	No additional points were raised.	—

MOM were kept in front of Chairman of the committee.



**Dean Student Affairs**

**AGC, Amritsar**

## Attendance Sheet

**Discipline  
committee**

Meeting Date: 10/01/24

S. No.	Name	Present
1	Dr. Gaurav Tejpal (Principal)	Yes
2	Mr. Amit Singh (Dean Students' Affairs)	Yes
3	Mr. Bhuvnesh Kumar (Discipline Co-ordinator)	Yes
4	Mr. Sahil Luthra	Yes
5	Mr. Paramjit Singh	Yes
6	Mr. Sanjeev Kumar	Yes
7	Mr. Sandeep Sharma	Yes



Convener



Discipline Co-ordinator