

AMRITSAR GROUP OF COLLEGES

Autonomous status conferred by UGC under UGC act-1956, (2f), NAAC-A Grade,
(Formerly Known as Amritsar College of Engineering & Technology | Amritsar Pharmacy College)

Circular

Discipline committee

Ref.No. - AGC/DC/2022/013

Date: 18/01/2022

This is to inform all the members of the Discipline Committee that a meeting is to be held on 20-01-2022 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**
- 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

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Minutes of Meeting

Discipline committee

Minutes of Meeting of Discipline Committee held on 20-01-2022 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 | Importance of inter-committee coordination for effective resolution was discussed. | Regular coordination among Discipline, Anti-Ragging, Grievance Redressal, and ICC |

| | committees | | committees. |
|----|--|--|--|
| 7 | Strategies for promoting positive discipline and ethical behavior | Positive discipline through mentoring, counseling, and value education was emphasized. | Faculty mentors to guide students on ethical conduct 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

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Attendance

Discipline committee

Meeting Date: 20/01/22

| S. No. | Name | Present |
|--------|---|---------|
| 1 | Dr. V.K. Banga (Principal) | Yes |
| 2 | Dr. Maninder Singh Gill (Dean Students' Affairs) | Yes |
| 3 | Dr. Gurjeet Singh (Discipline Co-ordinator) | Yes |
| 4 | Mr. Amit Singh | Yes |
| 5 | Mr. Bhuvnesh Kumar | Yes |
| 6 | Mr. Sanjeev Kumar | No |
| 7 | Mr. Sandeep Sharma | Yes |

MSB
Convener

Gurjeet Singh
Discipline Co-ordinator