

Ref.No. - AGC/DC/2024/062


Date: 27/01/2026

## Circular

This is to inform all the members of the Discipline Committee that a meeting is to be held on 28-01-2026 at 3:30 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**
- Planning **awareness programs, workshops, or seminars** on discipline and values
- Discussion on **attendance monitoring and punctuality rules**
- Procedure for handling **disciplinary complaints and grievances**
- Coordination with **anti-ragging, grievance redressal committees**
- Strategies for promoting **positive discipline and ethical behavior**
- Review of past disciplinary cases and lessons learned
- Any other matter with the permission of the chair

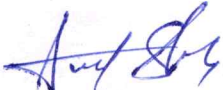
  
**Discipline Committee In-charge**

**AGC, Amritsar**

Minutes of Meeting of Discipline Committee held on 28-01-2026 at 3:30 pm in the DSA Office.

S. No.	Agenda	Discussion	Responsibility
1	Review of Discipline Policy Updates	The committee reviewed existing discipline policies and discussed updates required for the new semester. It was decided to circulate the revised guidelines to all students and staff.	Discipline Committee
2	Orientation Plan for Students	An orientation program was planned to sensitize students about the code of conduct, institutional rules, and expected behavior on campus.	Faculty Members / Student Affairs
3	Awareness Programs	The committee proposed organizing workshops, seminars, and awareness drives focusing on discipline, ethics, and values. Guest sessions may also be arranged.	Discipline Committee / Event Coordinator
4	Attendance & Punctuality	Attendance monitoring mechanisms and punctuality rules were discussed. Strict adherence to minimum attendance criteria and timely reporting to classes was emphasized.	Academic Coordinators / Faculty
5	Handling Complaints & Grievances	A clear procedure for reporting and addressing disciplinary complaints was reviewed. Confidentiality and timely resolution were emphasized.	Grievance Redressal Committee
6	Coordination with Committees	Coordination with Anti-Ragging and Grievance Redressal Committees was discussed to ensure a unified approach in maintaining discipline and addressing issues.	Discipline Committee / Anti-Ragging Committee
7	Promoting Positive Discipline	Strategies such as mentoring, counseling sessions, and student engagement activities were suggested to promote ethical behavior and self-discipline among students.	Faculty / Mentors
8	Review of Past Cases	Past disciplinary cases were reviewed to identify patterns and lessons learned. Preventive strategies were discussed based on previous experiences.	Inquiry Sub-Committee
9	Any Other Matter	Members discussed improving communication channels and encouraging student participation in maintaining a disciplined campus environment.	All Members

MOM were kept in front of Chairman of the committee.

  
**Dean Student Affairs**

**AGC, Amritsar**

**Meeting Date: 28/01/26**

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**