AU/Reg/SGRC/04022024-1

Date: 04/02/2024

### Discipline Committees

Sub Committee of Grievance Redressal Committee

Periodicity of meeting and month Term of Office 2 times in a Year (Mar - Aug) Tenure: 3 Years | Feb 2024 to Jan 2027

SN	Name	Affiliation	Designation in Committee	Remarks
1	Dr. Jayesh Zalavadiya	Commerce	Chairperson	
2	Dr. Nirav Vyas	S&H	Member	
3	Dr. Haresh Khachariya	Computer Science	Member	
4	Mr. Mukesh Patel	Comp. Engg.	Member	
5	Mr. Mithilesh Singh	Stud. Sec.	Member	
6	Mr. Ambrish Patel	Comp. Engg.	Member	
7	Dr. Bhavin Patel	Management	Management Member	
8	Mr. Shrey Shah	Comp. App.	Member	
9	Dr. Samixa Patel	Pharmacy	Member	
10	Dr. Satish Tala	Chemistry	Member	
11	Mr. Yurvarjsinh Kanchva	NSS	Member	
12	Mr. Shrey Bhupatkar	Commerce	Member	
13	Ms. Kanchan Vadher	Management	Member Secretary	

The Committee will commence its functions with immediate effect & shall meet at least 2 times in a Year or as on when required. The committee shall meet with the following objectives and other objectives as per the need.

#### Objectives:

- Disciplinary Committee maintains discipline, dignity, decorum and rapport of the institute.
- Controlling the students through rules and regulations and channelization their youth energy into positive and creative direction.
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- To develop norms to regulate the behavior of students.
- To scrutinize and prevent any indisciplinary activities and riots.

The quorum for the same shall be of 50%. The committee shall report to the undersigned.

To.

- 1. Concern Staff Members through proper channel
- 2. PA to Registrar for necessary action



## **Meeting Agenda & Notes**

<b>Committee Name</b>	Discipline Committee  1				
Meeting No.					
Date	04/03/2024	Time	02:30 pm To 3:00 pm	A.Y.	2023-2024
Venue	HoD Office – Dept. of Commerce				

### **Agenda List**

Agenda No. Details				
DC-02-01	Welcome and Introductory Remarks			
DC -02-02	Establish committee roles, responsibilities, and objectives			
DC -02-03	Review the existing code of conduct and disciplinary policies			
DC -02-04 Discuss procedures for reporting and documenting incidents				
DC -02-05	02-05 Set up guidelines for confidentiality and information handling			
DC -02-06 Outline the process for investigating and resolving cases				
DC -02-07 Identify common behavior issues and prioritize focus areas				
DC -02-08 Discuss communication protocols with students, parents, and staff				
DC -02-09 Establish a regular meeting schedule and reporting structure				



## **Minutes of Meeting**

Committee Name   Discipline Committee				
Meeting No.	1			
Date	04/03/2024	Time	02:30 pm To 3:00 pm	
Venue	HoD Office – Dept. of Commerce			

### **Meeting Attendance**

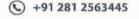
Sr.	Name	Designation	Present/Absent	Remarks
1.	Dr. Jayesh Zalavadiya	Chair Person	Present	
2.	Dr. Nirav Vyas	Member	Present	
3.	Dr. Haresh Khachariya	Member	Present	
4.	Mr. Mukesh Patel	Member	Present	
5.	Mr. Mithilesh Singh	Member	Present	
6.	Mr. Ambrish Patel	Member	Present	
7.	Dr. Bhavin Patel	Member	Present	8
8.	Mr. Shrey Shah	Member	Present	
9.	Dr. Samixa Patel	Member	Present	*
10.	Dr. Satish Tala	Member	Present	
11.	Mr. Yuvrajsinh Kanchva	Member	Present	,
12.	Mr. Shrey Bhupatkar	Member	Present	
13.	Mrs. Kanchan Vadher	Member Secretary	Present	

### **Minutes of Meeting**

Agenda No.	Details			
DC-02-01	Dr. Jayesh Zalavadiya welcomed all the members and gave introductory remarks.			
DC -02-02	Dr. Jayesh Zalavadiya established committee roles, responsibilities, and objectives.			
DC -02-03	Dr. Jayesh Zalavadiya kept the review of existing code of conduct and disciplinary policies.			
DC -02-04	Dr. Jayesh Zalavadiya discussed procedures for reporting and documenting incidents.			
DC -02-05	Dr. Jayesh Zalavadiya discussed how to set up guidelines for confidentiality and information handling.			
DC -02-06	All the committee members outlined the process for investigating and resolving cases.			
DC -02-07	All the committee members Identified common behavior issues and prioritize focus areas.			
DC -02-08	All the committee members discussed communication protocols with students, parents, and staff.			
DC -02-09	Dr. Jayesh Zalawadiya established a regular meeting schedule and reporting structure.			

**Signature of Chairperson** 

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# **Minutes of Meeting**

Committee Name	Discipline Committee				
Meeting No.	1				
Date	04/03/2024	Time	02:30 pm To 03:00 pm		
Venue	enue HOD Office - Dept. of Comme		erce		

### **Meeting Attendance**

Sr.	Name	Designation	Sign
1	Dr. Jayesh Zalavadiya	Chairperson	200
2	Dr. Nirav Vyas	Member	4
3	Dr. Haresh Khachariya	Member	de:
4	Mr. Mukesh Patel	Member	moutel.
5	Mr. Mithilesh Singh	Member	D
6	Mr. Ambrish Patel	Member	4 1 2 2 2
7	Dr. Bhavin Patel	Member	Breeen
8	Mr. Shrey Shah	Member	Short
9	Dr. Samixa Patel	Member	George
10	Dr. Satish Tala	Member	Sul.
11	Mr. Yuvrajsinh Kanchva	Member	unte
12	Mr. Shrey Bhupatkar	Member	Shray
13	Ms. Kanchan Vadher	Member Secretary	

