



# ATMIYA UNIVERSITY

(Established under the Gujarat Private University Act 11, 2018)

Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

AU/Reg/SGRC/04022024-1

Date: 04/02/2024

## Discipline Committees

Sub Committee of Grievance Redressal Committee

Term of Office

Periodicity of meeting and month

Tenure: 3 Years | Feb 2024 to Jan 2027

2 times in a Year (Mar - Aug)

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	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

  
Registrar  






## Meeting Agenda & Notes

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

<b>Committee Name</b>	Discipline Committee		
<b>Meeting No.</b>	1		
<b>Date</b>	04/03/2024	<b>Time</b>	02:30 pm To 3:00 pm
<b>Venue</b>	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.	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.



*[Handwritten Signature]*

Signature of Chairperson





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## Minutes of Meeting

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

### Meeting Attendance

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

