



# ATMIYA UNIVERSITY

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

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

## Minutes of Meeting

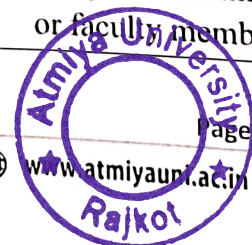
<b>Committee Name</b>	Discipline & Monitoring Committee		
<b>Meeting No.</b>	1		
<b>Date</b>	04/03/2024	<b>Time</b>	02:30 PM to 3:00 PM
<b>Venue</b>	Office – Chairperson		

### Meeting Attendance

Sr.	Name	Designation	Present/Absent
1.	Dr. Jayesh Zalavadiya	Chairperson	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	Discussions & Recommendations	Actions to be taken
<b>Opening Remarks</b>	Dr. Jayesh Zalavadiya (Chairperson) welcomed all the members and gave introductory remarks.	-
<b>Monitoring</b>	Reviewed surveillance reports from various campus locations.	Ensure that All CCTVs are actively working
<b>Discipline</b>	Discussions held on the need for maintaining the professional discipline at campus, including: <ul style="list-style-type: none"><li>• Compulsorily wear prescribed uniform</li><li>• Use of cell phone is strictly prohibited</li><li>• Punctuality &amp; regularity in the classroom for sessions</li><li>• Maintain cleanliness &amp; hygiene across the campus</li></ul>	To be ensured by the Departmental Discipline Committee or faculty members
<b>Monitoring</b>	Committee members need to monitor misconduct (If any). Misconduct shall include: <ul style="list-style-type: none"><li>• Eating in the classroom / corridors / staircases</li><li>• Spitting in the corners / corridors / staircases</li></ul>	To be ensured by the Departmental Discipline Committee or faculty members





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	<ul style="list-style-type: none"><li>• Throwing litter other than dustbins</li><li>• Loitering in the corridors / staircases</li><li>• Provoking students for mischief</li><li>• Disorderly behavior in the class</li><li>• Bunking classes without prior notice</li><li>• Blocking gates/doors or passages</li><li>• Cleanliness on campus</li><li>• Shouting, howling, singing or whistling</li><li>• Eating tobacco, alcohol, smoking, chewing gum, etc.</li></ul>	
<b>Annual Awareness Program</b>	Discussion on organizing awareness programs on 'Code of Conduct' for students of all courses during 'Student Induction Program'.	Schedule a session during 'Student Induction Program'
<b>Professional Ethics</b>	Discussion on organizing 'Professional Ethics Programs' on 'Code of Conduct & Ethics' for faculty & staff members during 'Faculty Induction Program'.	Schedule a session during 'Faculty Induction Program'
<b>Behavioral Standards</b>	Discussion on upholding high standards of integrity, honesty, and professionalism, including: <ul style="list-style-type: none"><li>• Treating individuals with respect, dignity, fairness and mutual understanding</li><li>• Practicing equality, inclusivity and impartiality in all behaviors, interactions and actions</li><li>• Maintaining a campus free from discrimination, harassment and violence</li><li>• Use of non-offensive language in all type of communication</li><li>• Spirit of resolving conflicts and disagreements (If any)</li></ul>	Frequent monitoring will be implemented by the committee members
<b>Multi-Dimensional Activities</b>	Discussion on promoting awareness of the Indian Constitution, Human Rights, Civic Responsibilities through activities such as: <ul style="list-style-type: none"><li>• Commemoration of Days</li><li>• NSS &amp; NCC Activities</li><li>• Webinars &amp; Seminars</li><li>• Jeevan Vidya Shivirs &amp; Goshthi</li><li>• Co-curricular Events &amp; Activities</li><li>• Community Engagement Activities</li></ul>	Frequent monitoring will be implemented by the committee members
<b>Holistic Development</b>	Discussion on fostering the holistic development of students through knowledge disseminating, mentoring, guiding, counseling etc.	Frequent monitoring will be implemented

Signature of Chairperson (with date)

*Handwritten initials and date*





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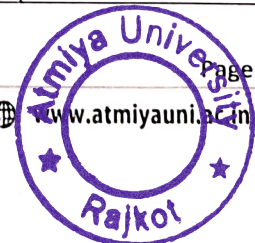
<b>Committee Name</b>	Discipline & Monitoring Committee		
<b>Meeting No.</b>	2		
<b>Date</b>	10/08/2024	<b>Time</b>	03:30 PM to 4:45 PM
<b>Venue</b>	Office – Chairperson		

### Meeting Attendance

Sr.	Name	Designation	Present/Absent
1.	Dr. Jayesh Zalavadiya	Chairperson	Present
2.	Dr. Nirav Vyas	Member	Present
3.	Dr. Haresh Khachariya	Member	Present
4.	Mr. Mukesh Patel	Member	Present
5.	Mr. Mithilesh Singh	Member	Absent
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	Absent
12.	Mr. Shrey Bhupatkar	Member	Absent
13.	Mrs. Kanchan Vadher	Member Secretary	Present

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Agenda	Discussions & Recommendations	Actions to be taken
<b>Opening Remarks</b>	Dr. Jayesh Zalavadiya (Chairperson) welcomed all the members and appreciated efforts of the committee members in ensuring discipline on campus.	-
<b>Monitoring</b>	Discussed and evaluated the effectiveness of current disciplinary measures, with a focus on intervention strategies for recurring issues.	-
<b>Discipline</b>	Discussed updates of the 'Code of Conducts' for maintaining discipline on campus, including: <ul style="list-style-type: none"><li>• Compulsorily wear prescribed uniform</li><li>• Use of cell phone is strictly prohibited</li><li>• Punctuality &amp; regularity in the classroom</li><li>• Professional appearance &amp; etiquettes</li><li>• Active learning and participation</li><li>• Maintain cleanliness &amp; hygiene across the campus</li></ul>	To be ensured by the Departmental Discipline Committee or faculty members



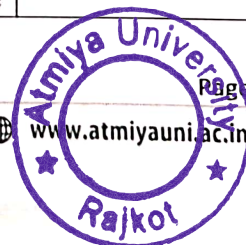


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<b>Monitoring</b>	<p>Discussed that continuous monitoring is needed on misconduct (If any). Misconduct shall include:</p> <ul style="list-style-type: none"><li>• Eating in the classroom / corridors / staircases</li><li>• Spitting in the corners / corridors / staircases</li><li>• Throwing litter outside dustbins</li><li>• Loitering in the corridors / staircases</li><li>• Provoking students for mischief</li><li>• Disorderly behavior in the class</li><li>• Bunking classes without prior notice</li><li>• Blocking gates/doors or passages</li><li>• Shouting, hooting, mimicry or whistling</li><li>• Eating tobacco, alcohol, smoking, chewing gum, etc.</li><li>• Damaging vehicles in the parking zone</li><li>• Honking the horn of a vehicle</li><li>• Misuse of personal photographs &amp; videos</li><li>• Threatening &amp; Blackmailing</li></ul>	<p>To be ensured by the Departmental Discipline Committee or faculty members</p>
<b>Annual Awareness Program</b>	<p>Discussed the success of SIP for UG &amp; PG students and the need of organizing awareness programs on 'Code of Conduct' for students of all courses during 'Student Induction Program' in the upcoming years.</p>	<p>Schedule a session during 'Student Induction Program'</p>
<b>Professional Ethics</b>	<p>Discussed the successful completion of Faculty Induction Program and the need for organizing 'Professional Ethics Programs' on 'Code of Conduct &amp; Ethics' for faculty &amp; staff members.</p>	<p>Schedule a session during 'Faculty Induction Program'</p>
<b>Behavioral Standards</b>	<p>Discussed emerging behavioral changes among students and burning need to uphold high standards of integrity, honesty, and professionalism, including:</p> <ul style="list-style-type: none"><li>• Treating individuals with respect, dignity, fairness and mutual understanding</li><li>• Practicing equality, inclusivity and impartiality in all behaviors, interactions and actions</li><li>• Maintaining a campus free from discrimination, harassment and violence</li><li>• Use of non-offensive language in all type of communication</li><li>• Spirit of resolving conflicts and disagreements (If any)</li></ul>	<p>Frequent monitoring will be implemented by the committee members</p>
<b>Multi-Dimensional Activities</b>	<p>Discussed the success and impact of multi-dimensional activities organized by various departments to promote awareness of the Indian Constitution, Human Rights, Civic Responsibilities etc. with the proposal to continuously organize</p>	<p>Frequent monitoring will be implemented by the committee members</p>





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	activities such as: <ul style="list-style-type: none"><li>• Commemoration of Days</li><li>• NSS &amp; NCC Activities</li><li>• Social &amp; Industry Visits</li><li>• Seminars, Webinars &amp; Expert Sessions</li><li>• Jeevan Vidya Shivirs &amp; Goshthi</li><li>• Co-curricular Events &amp; Activities</li><li>• Community Engagement Activities</li></ul>	
<b>Holistic Development</b>	Discussion on fostering the holistic development of students through knowledge disseminating, mentoring, guiding, career counseling etc.	Frequent monitoring will be implemented

Signature of Chairperson (with date)

**Registrar**  
**Atmiya University**  
**Rajkot**

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