

## REPORT OF DISCIPLINE COMMITTEE

The meeting of Discipline Committee held at Institute on 24.05.2024 at 11:00AM in TPO Office is to enforce and ensure proper discipline in the Institute.

### Agenda:

To maintain Proper Discipline in institute i.e. to create a safe and motivating environment in institution and to bring professionalism among students by the inculcation of best practices

### Minutes of Meeting:

The following draft rules are formed to maintain discipline in institute:

1. Every student must maintain discipline and decorous behavior both inside and outside the campus with faculty and their friends and will not involve in any activity, which shall tend to bring down the prestige of the Institute.
2. All the students should wear their ID Cards while they are in the campus and their respective class rooms.
3. In case of any violation of dress code or disturbance in the class, the ID card will be confiscated from the student which will be handed over to the student on the same day with a warning and advice from the Disciplinary Committee Members.
4. In case of any misbehavior or violation of the college rules, the ID cards of the students will be kept with the Disciplinary Committee Members till the enquiry is over.
5. To enforce total prohibition of cell phone usage by the students within the college campus, cell phone will be prohibited in the college campus and if a student is found carrying a cell phone, it will be taken away and handed over to the Principal.
6. To monitor the movement of the students in the college and prevent students loitering around in the corridors during the college working hours, committee an constituted will take round in the institute campus.
7. To ensure that all the students attend classes without bunking and prevent them from leaving the college early, no student will be allowed leave the college early without prior permission from the concerned authorities.
8. Smoking is strictly prohibited in the college campus and all faculty/staff should ensure that this is being strictly followed. Any incidence be brought to the knowledge of disciplinary committee.
9. Assistant Librarian to ensure that students maintain complete silence in the library.

10. Any act of indiscipline of a student reported to the Authorities, shall be discussed in meeting. The Committee shall enquire into the charges and recommend necessary action if the charges are substantiated.
11. During the conduct of lectures / practical / term work student should not loiter in and around the Institute premises. Committee constituted to take round must ensure this.
12. Every student must attend all lectures, practical, term work and examinations conducted by the Polytechnic.
13. Students should not organize on their own picnic, excursion etc. without prior written permission of Worthy Principal.
14. If a student while studying in the institute is found indulging in anti-national activities contrary to provisions of acts and laws enforced by Government s/he will be expelled from the institute immediately.
15. The students should not involve in any activity such as common off/mass bunk. If they are found to be involved in "common off", are liable to disciplinary action as decided from time to time.
16. Every admitted student shall be issued photo identification (ID) card which must be retained by the student while he/she is registered at Institute. The valid ID card must be presented for identification purpose as and when demanded by authorities. Refusal shall be subjected to disciplinary action
17. Mobile phones are strictly banned during academic hours. Mobile phones must be switched off before entering classrooms or laboratories. If any student is found using mobile phones during academic hours, she/he will be liable to necessary action.
18. All students must handle Laboratory Equipment, Machines and Computers in the institute with proper safety and care.
19. All students must use all internet facilities ethically.
20. The library facilities shall be properly used. All students must adhere to the rules and regulations of Library.
21. Every student should take utmost care of the Institute property and try to keep the Institute and its premises neat, clean and tidy. Any Intentional damage done to the

Institute building, furniture, equipments by the students shall be treated as breach of discipline and the students will be severely punished.

22. If any indiscipline is found by any of the students, warn them on the first instance. Take disciplinary action based on the rules and regulations of the committee, if the pattern of misconduct continues.

Submitted for approval please.

*Em*  
24/5/2024  
Smt. Eesha Mehta  
Chairman  
(HOD Arch. Asstt.)

*Shy*  
Smt. Sudesh Sharma  
Member  
(Sr. Lect. in Applied Sci.)

*NA*  
Dr. Nidhi Aggarwal  
Member  
(Sr. Lect. in Pharmacy)

*Neha Midha*  
Ms. Neha Midha  
Member  
(Lect. in Computer Engg.)

*(on duty)*  
Sh. Kaushal  
Member  
(Lect. in Electrical Engg.)

*Maybe paste on website  
Sound web site on  
of the institute  
Dagulchur  
28/5/24.*

