



**Constitution of Disciplinary Action Committee for the academic year 2023-24 ODD semester**

In compliance with the order of Dr. Sangeetha, Principal, issuing from the requirement of Academic Regulations of APJ Abdul Kalam Technological University, Kerala, 2019, a committee as detailed below has been formed.

- Name of the Committee : Disciplinary Action Committee for the academic year 2023-24 ODD semester
- Date of Constitution : 12.09.2023
- Aim of the Advisory Committee :
- Maintain a Safe and Orderly Learning Environment
  - Promote Student Growth and Development
  - Uphold Academic Integrity
- Frequency of the meetings : One meeting in a semester.
- Duties allotted :

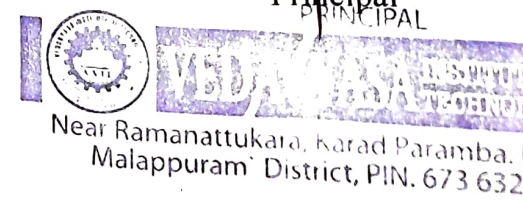
- **Investigate Allegations of Misconduct:** The committee receives reports of violations of the college's code of conduct, academic integrity policy, or other relevant regulations. They gather information, interview witnesses, and review evidence to determine if a violation occurred.
- **Hold Hearings and Determine Consequences:** If the committee finds sufficient evidence of a violation, they will hold a fair hearing where the student can present their case. After considering all evidence, the committee will determine appropriate disciplinary action, which could range from a warning to suspension or expulsion.
- **Develop and Uphold Policies:** The committee may play a role in developing and reviewing the college's code of conduct and academic integrity policies. They ensure these policies are clear, fair, and enforceable.
- **Maintain Confidentiality:** The committee must handle sensitive information about students with discretion. They must protect student privacy while upholding the integrity of the disciplinary process.
- **Promote Education and Prevention:** The committee can work with other college departments to develop educational programs that raise awareness about the college's policies and expectations. This proactive approach can help prevent misconduct and create a more positive campus environment.

Higher Authority / Management : Er. Divya K K, HoD, CE

- Members :
1. Dr. Lijin George, ME
  2. Ms. Anjusha R, CE
  3. Mrs. Ranjana C, CSE
  4. Ms. Aswathi Krishna R J, EEE
  5. Mrs. Sreekala, ECE
  6. Mr. Adarsh, ME
  7. Mrs. Saranya Sreedharan, S & H

The Constitution was adopted by the institution following the concurrence of the members to achieve the aims and execution of duties.

  
Principal  
PRINCIPAL





## Disciplinary Action Committee Minutes of Meeting

**Meeting Date:** 01/08/2023

**Time:** 12:30 PM to 01:00 PM

**Location:** Mechanical Seminar Hall

**Committee Members Present:**

1. Er. Divya K K, CE (Chair)
2. Dr. Lijin George, ME
3. Ms. Anjusha R, CE
4. Mrs. Ranjana C, CSE
5. Ms. Aswathi Krishna R J, EEE
6. Mrs. Sreekala, ECE
7. Mr. Adarsh, ME
8. Mrs. Saranya Sreedharan, S & H

### **I. Introduction**

Er. Divya K K, CE, Chair, called the meeting to order at 12:30 PM.

### **III. Discussion Topics**

- ❖ **Student Uniform:** The committee discussed the recent rise in student uniform violations. The Chair suggested a college-wide reminder be sent to all students outlining the dress code policy.
- ❖ **Student Punctuality:** The committee also discussed potential strategies to improve student punctuality, such as a department representative stationed at the main entrance of the main building to record student tardiness.
- ❖ **Unauthorized Absence in Classes:** The committee discussed the issue of unauthorized absences in classes. They reviewed recent data on attendance rates and explored potential reasons for students missing class without a valid excuse. Strategies to address unauthorized absences were explored, such as:
  - Strengthening communication between faculty and students regarding attendance policies.
  - Implementing a system for early intervention to identify students struggling with attendance.

### **III. Other Business**

- ❖ **Academic Integrity:** The committee briefly reviewed recent reports of academic dishonesty. They encouraged faculty to continue reporting any suspected violations and stressed the importance of upholding academic integrity standards.
- ❖ **Mental Health Resources:** A committee member raised the concern about student mental health and its potential impact on attendance and academic performance. The committee discussed the importance of promoting awareness of available mental health resources on campus and explored potential partnerships with student support services.

### **V. Adjournment**

There being no further business to discuss, the Chair adjourned the meeting at 1:00 PM.

Principal  
PRINCIPAL

Prepared by:

Dr. Lijin George, ME

