



VEDAVYASA INSTITUTE OF TECHNOLOGY

Kakkove, Malappuram Dt, Kerala, 0483-2832157, Mob: 9446565077
Affiliated to AICTE, APJ Abdul Kalam Kerala Technological University and Govt. Of India.

DISCIPLINARY ACTION COMMITTEE (DAC)

VVIT/DAC/Meeting/2022-23/E02/Minutes

Date: 29.03.2023

The DAC meeting was held on 29.03.2023 – 12.15 pm at Principal office.

Members Present

Sl. No.	Name	Designation/ Address	Role of IQAC	Signature
1	Prof. Dr. Raji Rajan	Principal	Chairperson	
2	Dr. Lijin George	HoD – FME	Faculty Member	
3	Prof. Mr. Balakrishna Pillai	HoD – EEE	Director IQAC	
4	Ms. Anjusha	Asst. Prof. – Civil	Faculty Member	
5	Ms. Megha P	Asst. Prof. – DSH	Faculty Member	
6	Mr. Binoy Poyili	Asso. Prof. – ME	Faculty Member	
7	Dr. Saravanan P	Asso. Prof. – Civil	Faculty Member	

The following points were discussed:

1. The chairman welcomed the members and presented the importance of discipline in the college by quoting recent incident that happened in the college.

2. The following points were discussed in the meeting

Sl. No.	Points Discussed	Action Taken														
1	Late comers in the college	It is decided that the faculty handling the first hour should immediately mark the attendance soon after entering into the class (9:05 am)														
2	Floor duty to the members	<p>Each floor is assigned for the members as mentioned below</p> <table border="1"> <thead> <tr> <th>Floor</th> <th>Member</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Ground Floor</td> <td>Mr. Binoy Poyili</td> </tr> <tr> <td>Mr. Abhiram</td> </tr> <tr> <td>Mr. Arjun Pridhvijith</td> </tr> <tr> <td>First Floor CSE</td> <td>Ms. Fasma</td> </tr> <tr> <td>First Floor ECE</td> <td>Ms. Sreesha</td> </tr> <tr> <td>Second Floor DSH</td> <td>Ms. Megha</td> </tr> <tr> <td>Second Floor EEE</td> <td>Prof: Balakrishna Pillai Bhagya</td> </tr> </tbody> </table> <p>The following duties were assigned to the members</p> <ul style="list-style-type: none"> • Other than the class hours the members should go for rounds to their assigned floor to ensure that students are not wandering during class timing. • The member should ensure that the late comers are not allowed to sit in the first hour class. They can stand inside the class, so 	Floor	Member	Ground Floor	Mr. Binoy Poyili	Mr. Abhiram	Mr. Arjun Pridhvijith	First Floor CSE	Ms. Fasma	First Floor ECE	Ms. Sreesha	Second Floor DSH	Ms. Megha	Second Floor EEE	Prof: Balakrishna Pillai Bhagya
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Second Floor DSH	Ms. Megha															
Second Floor EEE	Prof: Balakrishna Pillai Bhagya															
3	Review of students not wearing uniform	The members should inspect the students in their assigned floor to ensure that they are following proper dress code. with ID card.														
4	Any other matter	The chairman concluded that it is the duty of each member to ensure that college is functioning smoothly														


Head DAC

Chairperson 
29/3/23