

Proceedings of the Manager

(Abstract)

Sub :-Disciplinary Committee - reconstituted - reg

No. M.CAP/C-1/2023/01

13/04/2023

O R D E R

The Disciplinary Committee of the Marian College of Architecture and Planning is re-constituted with the following members with immediate effect:-

- | | | | |
|-------------------------|---------------------|-----------|-------------|
| 1. Manager | 2. Principal | 3. Bursar | 4. Director |
| 5. Ar. Ganga Krishnan | H.O.D.(Convenor) | | |
| 6. Ar. Levin Prabhu J. | Associate Professor | | |
| 7. Dr. Mini S. Thomas | Associate Professor | | |
| 8. Mr. John Kennet T.J. | Assistant Professor | | |

All members are directed to act as per the following instructions:-

1) Objective of Committee: -

Take Leadership in maintaining and improving overall discipline of the College and assist management in taking decisions regarding cases of discipline. Cautiously take care all legal aspects.

2. Duties and responsibilities:-

- Organise Discipline Committee Meetings
- Prepare the report of the meetings and maintain the records regarding the cases of indiscipline.
- Conduct enquiry and get reports from concerned staff advisors and from the student involved and inform the matter to the parents through the staff advisors.
- Get an undertaking from the student that the discipline committee has met him/her to get an explanation. (Place, Date,

Time, Members of Discipline Committee present while meeting the student)

- e) Present the report in the College Council.
- f) Make sure all Discipline Committee Members participate in the College Council if the Council meeting is with regard to a disciplinary issue.
- g) Follow up the decisions taken in the College council with the help of Secretary of the College Council.
- h) Give a copy of all files to the staff advisor concerned to keep in the student file.

Members: - Actively participate in all meetings and give a positive contribution. Be alert and vigilant in order to maintain peace and harmony in College and be available and ready to act whenever situation demands. Encourage and enlighten staff and students to promote discipline in the College.

General: - Discipline Committee should meet once in a month to discuss the status of discipline and take corrective steps, if required. At the end of each semester, convener should submit a report and make a presentation before the Management concerning disciplinary cases and recommendations.


MANAGER

To

All members of the Committee

Copy to

Principal