

St.Xavier's Catholic College of Engineering(Autonomous)
Nagercoil - 629 003

Discipline Committee Meeting-ODD Semester 2023-'24

Minutes of the meeting

Date: 8.12.2023

Venue: Board Room

Time: 11.00 am to 12 Noon

Members attended: Enclosed

Agenda:

1. Review of the minutes of previous meeting & action taken.
2. Disciplinary cases reported odd semester of the academic year 2023-2024.
3. Other matters.

Principal welcomed the members and presented the agenda.

1. Review of the minutes of previous meeting & action taken.

Sl.No	Minutes	Action taken
1	It is planned to conduct Review meetings of discipline committee along with the Department Discipline coordinators thrice in a semester from next academic year.	Conducted meeting on 11.08.2023, 6.12.2023 & 8.12.2023
2	Department Discipline coordinators should attend the meeting with a report on the follow up taken in the departments.	Attended the meeting conducted on 6/12/2023 and reports received.
3	It is planned to send circular to all classes regarding the mobile usage of the students inside college premises.	Sent circular to all the classes on 12.08.2023.
4	A special squad has been planned to check the mobile usage of students often.	Special squad is formed to check the mobile usage of students.
5	It is planned to conduct a follow up meeting for the first-year staff members.	A meeting was conducted on 13.05.2023 and discussed the general discipline of the students.
6	It is planned to issue Visitor's pass for all the outsiders.	Visitor's Pass is prepared and issued to the Security Offices.

2. Disciplinary cases reported odd semester of the academic year 2023-2024.


- 31 Students ID's were seized for roaming in the canteen during the class hours. After getting apology letter, the ID's were returned.
- 4 students rode in their bike within the college campus on 27/07/2023. After getting undertaking from the student, the student was permitted to attend the classes.
- 22 mobile phones were seized from students then and there while using it inside the campus. With proper warning and apology letter, the mobile phones were handed over to the respective students.
- 563 number of cases were booked through mobile app for students late to the college, 79 number of cases booked for dress code violations, 138 number of cases for Not wearing ID Cards and 699 number of cases booked for Not wearing black or brown shoes. Mentors & HoDs dealt the deviations of the students with the intimations to parents.
- One student from II-year MBA, misbehaved with college security guard on 7/11/2023. He was suspended for one week. After getting undertaking from the student and parent, the student was permitted to attend the classes.

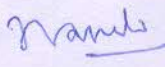
The members noted down the cases reported.


3. Discussion and Decisions


- It is planned to conduct Review meetings of discipline committee along with the Department Discipline coordinators twice in a semester.
- If any student is caught with a mobile phone, handover to the Principal.
- It is planned to go for a surprise raid to class rooms in order to check mobile phones.
- It is planned to send circular to all classes regarding the mobile usage of the students inside college premises.
- It is planned to modify the SXCCE mobile app.
- It is planned to conduct a meeting for the first-year students & staff members regarding discipline.
- The principal has planned to remind the faculty about the discipline of students during the faculty meeting.

Principal thanked all the members and the meeting came to an end at 12.00 PM.


Ms.J.Sagaya Emerlin Joshila
Asst. Physical Director


Dr. Ramesh Dhanaseelan
Prof./MCA


Dr.V.Christus Jeya Singh
Vice-Principal


Dr.J.Maheswaran
Principal

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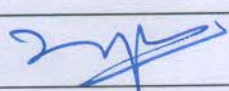
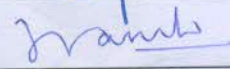

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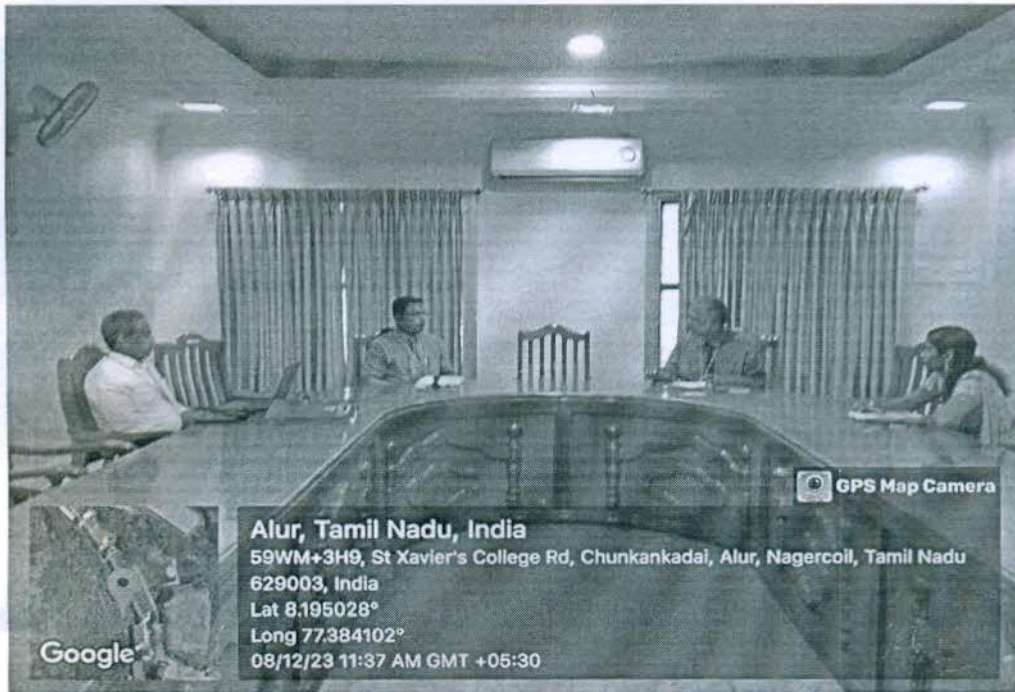
Attendance

Date: 8.12.2023

Venue: Board Room

Time: 11.00 AM

SL.No	Name	Designation	Signature
1	Dr.J.Maheswaran	Principal	
2	Dr.V.Christus Jeya Singh	Vice-Principal	
3	Dr. F.Ramesh Dhanaseelan	Prof./MCA	
4	Ms.J.Sagaya Emerlin Joshila	Asst. Physical Director	



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