



# AL-AMEEN ENGINEERING COLLEGE (AUTONOMOUS)

Accredited by NAAC with 'A' Grade & ISO 9001:2015 Certified Institution  
Karundevanpalayam, Nanjai Uthukkuli Post, Erode - 638104

Circular No : AEC / DC / AY 2023 – 24 / 003

Date : 11.09.2023

## DISCIPLINARY COMMITTEE MEETING MINUTES

### Agenda:

1. Creating awareness of the Code of Conduct
2. Monitoring - Discipline Squad Duty Roster

The following members were present to the meeting

S. No.	Name of the Member	Designation	Category	Signature
1.	Dr. N. Rameshkumar	Chairman	Dean Administration	
2.	Mr. P.L. Srenatthan	Member Secretary	AP/MECH	
3.	Mr. S. Mohamed Ibrahim	Member	AP/CSE	
4.	Mrs. Y. Devakumari	Member	AP / S&H	
5.	Mr. M. Dinesh Kumar	Member	AP / EEE	
6.	Mr. A.M. Mohamed Ismail	Member	AP / ECE	
7.	Mr. M.S. Mohammed Musthaq	Member	AP / MECH	

### Points Discussed

1. The awareness of Code of Conduct is discussed with the Committee members. The strategies for sensitizing the code of conduct to the students, faculties were discussed for the academic year 2023-2024.
2. Discipline Duty Chart for the academic year 2023-2024 was released and informed to the faculty members concerned.
3. The Committee addressed appropriate disciplinary measures for student misconduct. During the discussion, it was suggested that if a student engages in any indisciplinary behavior, they should be warned and receive a written apology letter from the student. If the student does the same mistake again, disciplinary action should be taken, but it should not have an impact on the students' careers.
4. Mentors and class in-charges were directed to teach students to keep the classroom tidy during lunch breaks and dispose of waste food particles in the trash.

Copy to

1. All Departments
2. Concern Members



PRINCIPAL

**Dr. A.M.J. MD. ZUBAIR RAHMAN**  
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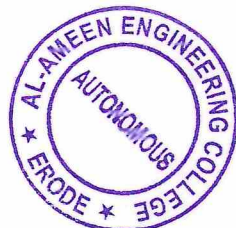


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## Action Taken Report AY : 2023 - 2024

S. No.	Indisciplinary Activities noted by Squad Members	Action Taken
1.	Late comers to College	<ul style="list-style-type: none"><li>➤ Squad members record the names of students who arrive late during the first hour of the College day.</li><li>➤ These names are then sent to the respective heads of the departments.</li><li>➤ The heads mark these students as absent for the first hour in the attendance records.</li></ul>
2.	Dress Code violations	<ul style="list-style-type: none"><li>➤ Issued an on-the-spot warning.</li><li>➤ Instruct the student to correct their dress code or put on their ID card immediately.</li></ul>
3.	Use of Mobile Phone during lecture hours	<ul style="list-style-type: none"><li>➤ Mobile phone ceased.</li><li>➤ Through Mentor notify the student's parents about the incident and arrange a counseling session to discuss the importance of adhering to College Discipline policies.</li></ul>
4.	Students who repeatedly exhibit indisciplinary actions	<ul style="list-style-type: none"><li>➤ If there is no improvement despite warnings and consultations, proceed with suspension from the institution. Communicate the suspension details to the student and their parents, including the duration and any conditions for returning.</li></ul>



*A.M.S. nkh*

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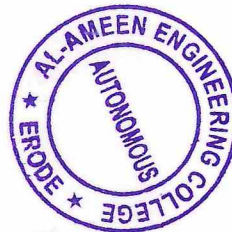
Date : 04.09.2023

## DISCIPLINARY COMMITTEE MEETING INTIMATION

Subject : Disciplinary Committee Meeting  
Academic Year : 2023-2024  
Venue : Conference Hall  
Date and Time : 11.09.2023,09.30am

The following members were asked to attend the meeting without fail.

S. No.	Name of the Member	Designation	Category	Signature
1.	Dr. N. Rameshkumar	Chairman	Dean Administration	
2.	Mr. P.L. Srenatthan	Member Secretary	AP/MECH	
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