

Discipline Committee: 2016-17

# **POMPEI COLLEGE, AIKALA**

(Re-Accredited by NAAC with 'A' grade with CGPA 3.31 in 3<sup>rd</sup> cycle)

## **DISCIPLINE COMMITTEE**



## **REPORT OF THE DISCIPLINE COMMITTEE 2016-17**

# **POMPEI COLLEGE, AIKALA**

## **DISCIPLINE COMMITTEE REPORT:2016-17**

### **DISCIPLINE COMMITTEE AT A GLANCE**

<b>SL.NO.</b>	<b>PARTICULARS</b>	<b>DESCRIPTION</b>
<b>1</b>	<b>Total Number of Students</b>	<b>652</b>
<b>2</b>	<b>Members in the Committee</b>	<b>06</b>
<b>3</b>	<b>Number of meetings held</b>	<b>04</b>
<b>4</b>	<b>Cases Handled</b>	<b>23</b>
<b>5</b>	<b>Apology Letters</b>	<b>18</b>

**Place: Aikala,**

**Date: 31.03.2017**

**Committee convener**

**Principal**

## POMPEI COLLEGE, AIKALA

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#### **I. INTRODUCTION:**

With the objective of imparting academic and value education to our students in order to form them into wholly integrated persons, developing a fair academic atmosphere in the campus is considered as a necessity. Therefore, discipline among the students is given utmost importance. Student discipline is reflected in their attitude, respect to elders, modest dress, class room behaviour, inter- personal relationship and their holistic approach in and around the college and society.

The students are expected to follow certain codes of conduct. These general rules of discipline are published in the Students' Hand Book; they are explained to them by the Principal on the reopening day of the college. **The class teachers/ Mentors also explain such rules to the concerned group of students.**

Besides, there is a discipline committee to look after the disciplinary matters related to the students. It acts as the watchdog and takes action as and when required. Like other committees in the college, the discipline committee also has its own objectives, constitution, mode of operation and planning.

#### **II. AIMS & OBJECTIVES**

The Committee is formed to achieve the following objectives:

1. To develop conducive atmosphere in the college which suits teaching – learning process.
2. To instill a sense of discipline among the students.
3. To highlight the necessity of discipline in and outside the campus.

#### **III. COMMITTEE DETAILS & MEETINGS**

The committee is constituted as follows:

- |                       |                     |
|-----------------------|---------------------|
| ▪ Dr John C Miranda   | -Principal          |
| ▪ Mr Purushothama K V | - Coordinator       |
| ▪ Dr Freeda D'Souza   | - Asst. Coordinator |
| ▪ Mr James Oliver     | - Member            |
| ▪ Mrs Anitha Monis    | - Member            |
| ▪ Mr Herald Dsouza    | - Member            |

#### **Committee Meetings**

- **The first meeting was held on 20-07-2016 at principal's chamber:**  
**Members Present:**

## Discipline Committee: 2016-17

- Dr John C Miranda -Principal
- Mr Purushothama K V - Coordinator
- Dr Freeda D'Souza - Asst. Coordinator
- Mr James Oliver - Member
- Mrs Anitha Monis - Member
- Mr Herald Dsouza - Member

### **Agenda:**

- 1) Plan for maintaining discipline in the College /Campus.
- 2) Wearing ID Cards and dress-code.
- 3) Ban for the use of Mobile Phone in the college campus to the students.

### **Proceedings of the meeting:**

The main decisions were taken in the meeting are -

- 1) It was decided to maintain the rules & regulations of the institutions strictly which are printed in the college calendar/ students' hand book.
  - 2) It was also decided to enforce the dress-code and ID cards without any relaxation to any student. If any student violates the dress code / not wearing ID card, it was decided to impose 50 Rs fine for not wearing I D Card and Rs. 25 fine for not wearing uniform from Monday to Friday. Students are not permitted to wear Jeans pants and T-shirts on Saturdays. They must wear only coloured formal dress on Saturdays.
  - 3) It was decided to enforce the ban of mobiles in the college campus to the students, if any student brings to the class it was decided to Confiscate it and impose Rs.1000-00 fine.
  - 4) During the leisure hours, lady students should be either in the Ladies rest room or in the college library.
- **The second meeting was held on 19-08-2016 at principal's chamber:**  
**Agenda:** NAAC visit for the 3<sup>rd</sup> cycle

### **Members Present:**

- Dr John C Miranda -Principal
- Mr Purushothama K V - Coordinator
- Dr Freeda D'Souza - Asst. Coordinator
- Mr James Oliver - Member
- Mrs Anitha Monis - Member
- Mr Herald Dsouza - Member

During the NAAC visit Student discipline is very important. So the committee members has to see that all students should maintain silence & not to allow them wander here & there. See that students should in the class timely.

- **The Third meeting was held on 19-09-2016 at principal's chamber:**

**Agenda:** MUIC Foot Ball tournament organizing in our college.

**Members Present:**

- Dr John C Miranda -Principal
- Mr Purushothama K V - Coordinator
- Dr Freeda D'Souza - Asst. Coordinator
- Mr James Oliver - Member
- Mrs Anitha Monis - Member
- Mr Herald Dsouza - Member

It was decided to make the committees for the smooth conduct of the tournament. And to see the allotted students are doing their work properly or not. When the sponsors & Guests visiting to see the matches we should respect them & help them to sit proper place. When Giving Accommodation to the far teams , we have to see that their better stay in our campus.

**The Fourth meeting was held on 23-02-2017 at principal's chamber:**

**Agenda:** College Annual Day Celebrations.

**Members Present:**

- Dr John C Miranda -Principal
- Mr Purushothama K V - Coordinator
- Dr Freeda D'Souza - Asst. Coordinator
- Mr James Oliver - Member
- Mrs Anitha Monis - Member
- Mr Herald Dsouza - Member
- The committees was constituted to the college day to maintain discipline in the programme. Also to give the letter to the Mulki police station for the caution. Also guide the students to wear the formal dress to the function.

#### **IV. MODE OF OPERATION**

The Committee discharges the following functions:

1. To see that every student behaves in the college in a disciplined / dignified manner.
2. Any misbehavior is dealt with in accordance with rules.
3. Attempt is made to improve teacher student relationship.

#### **V. POWERS OF THE COMMITTEE**

The Committee is empowered to act as follows:

1. The committee reserves the right to conduct enquiry on any type of misbehavior on the part of any student of the college.
2. Right to ask the students to bring his / her parents / guardians to proceed further.

**VI. PLAN OF ACTION:**

Date	Issues	Description
05.07.2016	Indiscipline in the campus	II Bcom A student called to Principals chamber for putting tattoo on the neck & took the apology letter from him.
07-07-2016	Indiscipline to attend the class	Five students of III Bcom B boycott one class. Particular lecturer informed principal & warned them & took the apology .
14.07.2016	Indiscipline to the class	One I Bcom B student have not proper hair cut . Warned him & took the apology from the student.
28.07.2016	Misbehaved with Teacher	One II BBM student misbehaved with teacher while ask for the late to the class. Warned him & took the apology from the student.
01.08.2016	Brought & use mobile to the class	One II BA girl brought Mobile to the class. She has been given warning and returns the phone. She was given apology letter.
05-08-2016	Dress code	Three IBBA girl wore T Shirt to the programme. She has warned & not do the same . She was given apology letter.
19-09-2016	Misbehavior with a Teacher	One II Bcom A Student Misbehave with a lecturer in the class room. In spite of several warnings he repeatedly troubles the teacher. So we warned him & took the apology letter.
02.03.2017	Misbehavior	Some Boys & Girls having Time pass near the old library on the college Annual Day in disrespectful manner. Called them & took the apology letter.
06.03.2017	Misbehavior	10 Boys are not wearing the College ID cards Properly. Some have not clear, some have ID less Tag . Called them & took the apology letter.

To achieve the said objectives of the Committee:

- a. Warning will be given to students found faulty/misbehaving in the campus.
- b. Further act of indiscipline dealt with seriously.
  - i. Apology from the students
  - ii. Counseling / advice given if found necessary.
  - iii. Necessary action will be taken against the student who will tamper / damage college properties.

### **LIST OF DOCUMENTS**

1. Case register- Book
2. Minutes- Book
3. Notice- File
4. Record of Not wearing ID cards and Uniform -Book
5. Students' Driving License Copies -Book
6. Apology Letters and Enquiry Reports –File
7. Mobile seizing apology letters.

**Place: Aikala,**

**Date: 30.03.2017**

**Coordinator**

**Principal**