



# SRI KRISHNA DUTT ACADEMY

Recognized by NCTE & Affiliated to University of Lucknow

2D/HS-1, Vrindavan Yojna, Raibareilly Road, Lucknow, Ph. : 2443963, 7080111596

Date :09/07/2018

## Session 2018-19

### Notice

The Meeting of Discipline committee arranged on 11/07/2018 at 03:00 pm in the principal's chamber. All the Members are requested to attend the meeting.

#### **Agenda:**

**Introduction and Welcome**

**Review of Objectives and Responsibilities**

**Discussion of Discipline issues**

Principal  
SRI KRISHNA DUTT ACADEMY  
2D/HS-1, Vrindavan Yojna  
Raibareilly Road, Lucknow  
Coordinator



Principal  
SRI KRISHNA DUTT ACADEMY  
2D/HS-1, Vrindavan Yojna  
Raibareilly Road, Lucknow



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**2D/HS-1, Vrindavan Yojna, Raibareilly Road, Lucknow, Ph. : 2443963, 7080111596**

Committee: Discipline

Academic Session: 2018-19

Date: 11<sup>th</sup> July, 2018

Time: 3:00 pm

Venue: Administrative Office

## **Attendees**

1. Mr. Puroshottam Rai, Coordinator
2. Mr. Krishna Kumar, Member
3. Dr. Harendra Kumar Maurya, Member
4. Dr. Jaya Sharma, Member

## **Introduction and Welcome**

The meeting was called to order by Dr. Nahar Singh, Principal and the Chairperson of the Discipline Committee. The purpose of the meeting was to discuss the objectives and responsibilities of the Discipline Committee and to review the rules and regulations for students.

## **Review of Objectives and Responsibilities**

The committee reviewed the objectives and responsibilities of the Discipline Committee, which include framing policies to maintain discipline, solving student-related problems, making students aware of discipline rules and regulations, and taking disciplinary action against misconduct. The committee discussed the importance of maintaining a conducive academic environment and ensuring that all students are aware of the rules and regulations.

## **Review of Rules and Regulations**

The committee reviewed the rules and regulations for students, including wearing college uniform and ID cards, attending classes regularly, avoiding physical or verbal confrontation, prohibiting cell phone usage during college hours, and maintaining a no-smoking, no-tobacco, no-alcohol zone in the campus. The committee discussed the need for consistent enforcement of these rules and regulations across all levels of the college.

## **Discussion of Discipline Issues**

The committee discussed specific disciplinary issues or concerns, if any, and decided to take appropriate action as per the college policy. The committee emphasized the importance of maintaining a fair and consistent approach to discipline and ensuring that all students are treated equally.

## Action Items

1. Review and refine the rules and regulations for students.
2. Develop a plan for consistent enforcement of discipline rules and regulations.
3. Address specific disciplinary issues or concerns.

## Conclusion

The meeting concluded with the chair thanking all the members for their active participation and emphasizing the need for collective efforts to maintain discipline in the college.

## Signatures

Dr. Nahar Singh  
Chairperson, Discipline Committee

Principal  
SRI KRISHNA DUTT ACADEMY  
20/HS-1, Vrindavan 731013  
Raibareilly Road, Lucknow

Mr. Puroshottam Rai,  
Coordinator, Discipline Committee

Mr. Krishna Kumar,  
Member, Discipline Committee

Dr. Harendra Kumar Maurya,  
Member, Discipline Committee

Dr. Jaya Sharma,  
Member, Discipline Committee



Principal  
SRI KRISHNA DUTT ACADEMY  
20/HS-1, Vrindavan 731013  
Raibareilly Road, Lucknow



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Date :23/07/2018

Session 2018-19

Notice

The Meeting of Discipline committee arranged on 25/07/2018 at 03:00 pm in the principal's chamber. All the Members are requested to attend the meeting.

**Agenda:**

1. Students must come in uniform.
2. Prepare strict actions for punctuality of students.

Coordinator



Principal  
SRI KRISHNA DUTT ACADEMY  
2D/HS-1, Vrindavan Yojna  
Raibareilly Road, Lucknow



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## Minutes of the Discipline Committee Meeting

Date: 25th July, 2018

Time: 3:00 pm

Venue: Administrative Office

### **Attendees:**

1. Mr. Puroshottam Rai, Coordinator
2. Mr. Krishna Kumar, Member
3. Dr. Harendra Kumar Maurya, Member
4. Dr. Jaya Sharma, Member

### **Agenda:**

1. Students must come in uniform.
2. Prepare strict actions for punctuality of students.

### **Proceedings:**

- The meeting was called to order by Mr. Puroshottam Rai, Coordinator, at 3:00 pm.
- The agenda for the meeting was discussed and agreed upon by all members present.

#### **Agenda Item 1:** Students must come in uniform.

- It was unanimously agreed that enforcing uniform policy is essential for maintaining discipline and a conducive learning environment.

**Action:** Mr. Puroshottam Rai to coordinate with administrative staff to ensure strict implementation of the uniform policy starting from the upcoming academic session.

#### **Agenda Item 2:** Prepare strict actions for punctuality of students.


- The committee deliberated on various measures to improve student punctuality.
- It was decided to implement a warning system followed by progressive disciplinary actions for repeated instances of tardiness.


**Action:** Dr. Harendra Kumar Maurya and Dr. Jaya Sharma to draft a policy outlining specific consequences for late arrivals, to be reviewed and finalized in the next committee meeting.


The meeting concluded with a summary of action points and responsibilities assigned to respective members.


Next meeting date was set for 9th August, 2018, at 3:00 pm in the Administrative Office.

Signed:

Mr. Puroshottam Rai   
Coordinator, Discipline Committee

Mr. Krishna Kumar   
Member, Discipline Committee

Dr. Harendra Kumar Maurya   
Member, Discipline Committee

Dr. Jaya Sharma   
Member, Discipline Committee

Dr. Nahar Singh   
Chairperson, Discipline Committee

Principal  
SRI KRISHNA DUTT ACADEMY  
2D/HS-1, Windavan Yojna  
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## Policy on Punctuality of Students

### 1. Purpose:

The policy aims to promote and maintain punctuality among students, ensuring a conducive learning environment and fostering discipline within the institution.

### 2. Policy Statement:

- STUDENTS ARE EXPECTED TO ARRIVE ON TIME FOR ALL SCHEDULED CLASSES, EXAMINATIONS, AND OTHER ACADEMIC ACTIVITIES.

- Tardiness is defined as arriving after the designated start time of a class or academic event.

- Punctuality is a core expectation and reflects professionalism and respect for academic commitments.

### 3. Implementation:

- **Warning System:** Students will receive a verbal warning for the first instance of tardiness.

- **Progressive Actions:** Subsequent tardiness will result in written warnings, counseling sessions, and disciplinary probation.

- **Consequences:** Continued violations may lead to academic penalties, such as deductions in marks in internal assessments given in semester end exams, and may escalate to suspension in severe cases.

### 4. Responsibilities:

- **Faculty and Staff:** Responsible for monitoring and documenting instances of student tardiness.

- **Discipline Committee:** Ensures fair and consistent enforcement of the policy, reviews cases, and recommends appropriate actions.

### 5. Review and Evaluation:

- The policy will be reviewed annually to assess its effectiveness and relevance.

- Amendments may be made based on feedback and evolving institutional needs.



Principal  
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## Guidelines to Prevent Students from Sitting in the Library During Class Hours

### 1. Objective:

To maintain the academic integrity of scheduled classes and ensure the library remains accessible for intended academic purposes.

### 2. Guidelines:

- **Restricted Access:** During scheduled class hours, access to the library is restricted to students who have specific academic reasons approved by faculty.
- **Monitoring:** Library staff will monitor and enforce these restrictions through sign-in sheets or electronic monitoring systems.
- **Communication:** Faculty members will inform students about the importance of attending classes and discourage unnecessary use of the library during class periods.
- **Enforcement:** Violations may result in warnings, temporary suspensions of library privileges, or other disciplinary actions as determined by the Discipline Committee.

### 3. Responsibilities:

- **Library Staff:** Responsible for implementing and enforcing access restrictions during class hours.
- **Faculty:** Encouraged to monitor student attendance and discourage unauthorized library visits during class periods.
- **Discipline Committee:** Reviews cases of non-compliance and recommends appropriate actions in line with institutional policies.

### 4. Review and Adjustment:

- These guidelines will be reviewed periodically to ensure effectiveness and may be adjusted based on feedback and changing circumstances.

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## Minutes of the Discipline Committee Meeting

Date: 9th August, 2018

Time: 3:00 pm

Venue: Administrative Office

### **Attendees:**

1. Mr. Puroshottam Rai, Coordinator
2. Mr. Krishna Kumar, Member
3. Dr. Harendra Kumar Maurya, Member
4. Dr. Jaya Sharma, Member

### **Agenda:**

1. Review and finalize policy on punctuality of students.
2. Prevent students from sitting in the library during class hours.

### **Proceedings:**

- The meeting commenced at 2:00 pm with Mr. Puroshottam Rai, Coordinator, presiding.

### **Agenda Item 1: Review and finalize policy on punctuality of students.**

- Dr. Harendra Kumar Maurya and Dr. Jaya Sharma presented a draft policy outlining consequences for student tardiness.

- The committee discussed and made amendments to the draft policy, emphasizing the importance of consistent enforcement and fair application of penalties.

- Action: Finalize the policy document and distribute it to all faculty members for implementation starting from the beginning of the next academic term.

### **Agenda Item 2: Prevent students from sitting in the library during class hours.**

- It was noted that students frequenting the library during scheduled class hours disrupts academic activities.

- Discussion focused on implementing a system to monitor library usage during class times and enforcing restrictions accordingly.

- Action: Mr. Krishna Kumar to collaborate with the library staff to establish guidelines and mechanisms to prevent unauthorized access during class hours.

- The meeting concluded with a review of action points and responsibilities.

- Next meeting date was scheduled for 8th August, 2018, at 3:00 pm in the Administrative Office.

Signed:

Mr. Puroshottam Rai

Coordinator, Discipline Committee

Mr. Krishna Kumar

Member, Discipline Committee

Dr. Harendra Kumar Maurya

Member, Discipline Committee

Dr. Jaya Sharma

Member, Discipline Committee

Dr. Nahar Singh

Chairperson, Discipline Committee

  
Principal  
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## NOTICE

Date: 26.07.2018

### TO ALL STUDENTS

Please be reminded to wear the college uniform neatly and as prescribed. Uniform samples are displayed for reference near the administrative office.

Non-compliance may lead to disciplinary action. Contact the administrative office for any clarifications.

Thank you for your cooperation.

Principal  
SRI KRISHNA DUTT ACADEMY  
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## NOTICE

Date: 09.08.2018

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### TO ALL STUDENTS

This is a reminder to all students to arrive on time for all classes and academic activities. Punctuality is crucial for maintaining a productive learning environment.

Please ensure you are in your respective classrooms at the designated start times. Late arrivals disrupt classes and may result in academic penalties.

Thank you for your cooperation in maintaining punctuality.

Principal  
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## NOTICE

Date: 10.08.2018

To All Students

*File Copy*

**Please be informed that access to the library during scheduled class hours is restricted to students with specific academic purposes approved by faculty.**

### **Guidelines:**

- **Restricted Access:** Access to the library during class hours is only permitted for academic research and study purposes approved by faculty.
- **Monitoring:** Library staff will enforce these guidelines through sign-in sheets or electronic monitoring systems.
- **Consequences:** Unauthorized access during class hours may result in warnings or temporary suspension of library privileges.

Please cooperate and attend your scheduled classes promptly.

Principal,  
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