



## Internal Order: Discipline Committee Constitution

**Subject: Constitution of Discipline Committee for Academic Year 2025-26**

**Reference No.: VVIT/DC/2025/01**

**Date: 01 July 2025**

In accordance with college policies and to maintain a peaceful academic environment, the **Discipline Committee** for the academic year 2025-26 is hereby constituted. Its purpose is to enforce a code of conduct and ensure institutional discipline.

The committee members and their contact details are listed below:

Name	Designation	Department	Contact Number	Email ID
Er. Divya K K	Chairman	CE	9400906939	hodce@vedavyasa.org
Dr. Lijin George	Convenor	ME	7837838483	hodme@vedavyasa.org
Mr. Binoy P	Member	ME	9446339929	binoypoyili.vedavyasa@gmail.com
Mrs. Saranya Sreedharan V	Member	S & H	9947333649	saranyasreedharan1992@gmail.com
Ms Swathi Ratna K	Member	CE	9497067717	swathice2609@gmail.com

This order is effective immediately. All faculty, staff, and students are directed to cooperate with the committee and uphold the college's code of conduct.

**Authorized Signature:**

Principal  
Vedavyasa Institute of Technology



PRINCIPAL  
Near Ramanattukara, Karad Paramba. P.O.  
Malappuram District, PIN. 673 632

# Discipline Committee Constitution

## Article I: Committee Authority

The Vedavyasa Institute of Technology Discipline Committee is established under the Principal's authority, to uphold and enforce the institution's code of conduct for all students and staff.

## Article II: Objectives

The committee's primary objective is to maintain a high standard of discipline, ensuring a respectful and orderly academic environment, and to address all breaches of the code of conduct fairly and transparently.

## Article III: Roles & Responsibilities

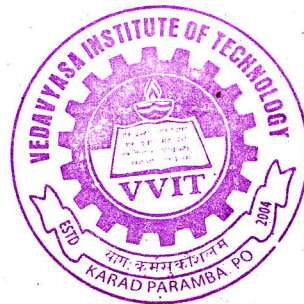
- **Chairman:** Provides final approval on all committee decisions regarding disciplinary action.
- **Convenor:** Oversees the investigation process, manages all records, and is the main point of contact for complaints.
- **Faculty Members:** Conduct preliminary inquiries, assist in investigations, and provide recommendations to the committee.

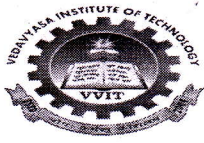
## Article IV: Procedure

1. **Reporting:** Incidents can be reported to any committee member or through the designated college channels.
2. **Investigation:** The committee will conduct a prompt and thorough inquiry into the reported incident.
3. **Disciplinary Action:** The committee will decide on appropriate disciplinary measures, which may include warnings, fines, suspension, or expulsion, based on the severity of the offense and institutional policy.

## Article V: Prevention Measures

The committee will implement preventive measures such as conducting awareness sessions on the code of conduct, regular campus rounds to identify and address potential issues, and ensuring all institutional rules are clearly communicated to students.





## Discipline Committee Meeting Minutes

**Meeting Title:** Discipline Committee Meeting

**Date:** July 28, 2025

**Time:** 10:00 AM - 11:00 AM

**Venue:** College Admission Room

**Attendees:**

- **Chairman:** Er. Divya K K
- **Convenor:** Dr. Lijin George
- **Member1:** Mr. Binoy P
- **Member2:** Mrs. Saranya Sreedharan V
- **Member3:** Ms Swathi Ratna K

### 1 Agenda

1. **Code of Conduct Dissemination:** Discuss and approve the plan to inform students about the institutional code of conduct through mentors and notice boards.
2. **Enforcement and Surveillance:** Discuss the plan for continuous surveillance and patrols in common areas to prevent misconduct.
3. **Disciplinary Hearing Protocol:** Finalize the formal procedure for conducting disciplinary hearings, including evidence collection and student notification.

### 2 Decisions & Actions

#### 1. Code of Conduct Dissemination

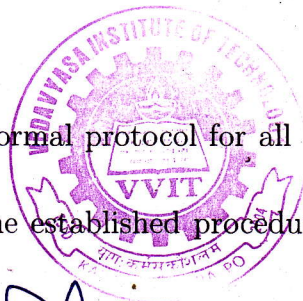
- **Decision:** Approved a plan to inform students about the code of conduct through **mentors and notice boards**.
- **Action:** The committee, led by Mrs. Saranya Sreedharan V and Mr. Binoy P, will **instruct all class mentors to provide code of conduct awareness to their assigned students**. Additionally, all key points of the code will be prominently displayed on main notice boards.

#### 2. Enforcement and Surveillance

- **Decision:** A system of **regular campus patrols** by committee members was approved to ensure discipline.
- **Action:** **Mr. Binoy P, Mrs. Saranya Sreedharan V, and Ms. Swathi Ratna K** will conduct regular patrols of the campus. All findings and incidents must be documented and submitted to the Convener daily.

#### 3. Disciplinary Hearing Protocol

- **Decision:** The committee approved the existing formal protocol for all disciplinary hearings, as no changes were deemed necessary.
- **Action:** The committee will continue to follow the established procedure for all disciplinary investigations, hearings, and subsequent decisions.



### 3 Next Meeting

**Date:** October 10, 2025

**Time:** 10:00 AM

**Agenda:** Follow up on the implementation status of decisions made in the last meeting.

**Meeting Adjourned:** 11:00 AM

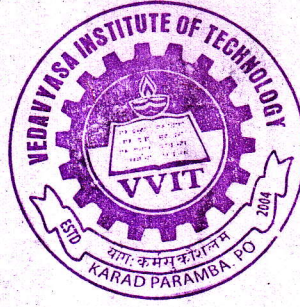
**Minutes Recorded By:**



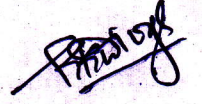
Dr. Lijin George

Associate Professor

Convenor



**Minutes Approved By:**



Er. Divya K K

Principal

Chairman