



SARVODAYA

SARVODAYA KELAVANI SAMAJ MANAGED

Shree Manibhai Virani & Smt. Navalben Virani Science College

An AUTONOMOUS COLLEGE

• Re-accredited at the 'A' Level (CGPA 3.28) by NAAC

• A College with Potential for Excellence - CPE (Phase - II) by UGC

• 'STAR College Department' Status by MST-DBT

• Accredited at the G-AAA 'A-1' Level by KCG, Govt. of Gujarat

Date: June 7th 2016

Minutes of the Meeting: Disciplinary Committee

The Disciplinary Committee of Shree M. & N. Virani Science College was held at IQAC room at 3.00 pm under the chairmanship of Principal. The meeting commenced with introductory remarks by the principal followed by discussion & resolutions on followings:

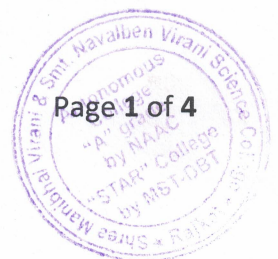
Committee Objectives:

- 1. Maintaining a Safe Learning Environment:** Ensure a safe and conducive learning environment for all students and staff. GLP to be followed.
- 2. Promoting Ethical Conduct:** Foster a culture of integrity, responsibility, and respect within the college community.
- 3. Conflict Resolution:** Address disciplinary issues promptly and fairly while promoting conflict resolution and rehabilitation.
- 4. Consistency and Fairness:** Apply disciplinary measures consistently and fairly to all individuals, regardless of background or status.
- 5. Education and Awareness:** Educate students about the importance of adhering to college rules and policies.

Responsibilities of Discipline Committee:

- 1. Conduct Investigations:** Investigate alleged violations of college policies.
- 2. Hear Cases:** Conduct disciplinary hearings and meetings as needed.
- 3. Determine Sanctions:** Determine appropriate sanctions for violations based on the severity and nature of the offense.
- 4. Recommend Changes:** Provide recommendations for policy changes or improvements to maintain a fair and effective disciplinary process.

MNVSC DC MoM , Date: 07-06-2016





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5. **Maintain Records:** Keep accurate records of disciplinary cases while ensuring confidentiality.
6. **Communication:** Communicate decisions to the involved parties and relevant college departments.
7. **Undertaking:** Revision based on the guidelines and to ensure the adherence to rules, regulations and anti-ragging affidavit.
8. **Liaisoning:** Networking and information dissemination among mentors, component coordinators, maintenance staff, parents and teaching and non-teaching staff.

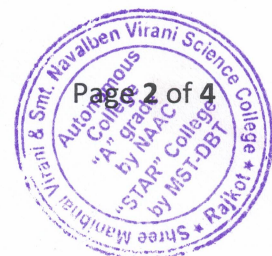
Specific Behavioral Guidelines:

1. **Academic Integrity:** Uphold academic honesty and discourage cheating, indiscipline, academic misconduct.
2. **Respect for Others:** Promote respectful behavior towards peers, faculty, and staff, prohibiting harassment, discrimination.
3. **Substance Abuse:** Prohibit the use of tobacco products and illegal substances on college premises.
4. **Disruptive Behavior:** Discourage disruptive conduct that interferes with the learning process or college operations.
5. **Property and Facilities:** Encourage responsible use of college property and facilities.

Classroom Rules for Students:

1. **Punctuality:** Arrive on time for classes and according to the time table.
2. **Participation:** Actively engage in class discussions and activities.
3. **Mobile Phone:** Silence or turn off mobile phones during college campus to minimize disruptions.
4. **Respect for Faculties and Staff:** Show respect for the faculties, staff and fellow students.

MNVSC DC MoM , Date: 07-06-2016





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5. Academic Honesty: Adhere to the college's policies and discipline.

Student Dress Code:

- Professionalism:** Promote a dress code that reflects professionalism and respect for the learning environment.
- Appropriateness:** Specify clothing guidelines that are suitable for an educational setting, avoiding offensive or distracting wears.
- Safety:** Consider safety requirements for specific courses (e.g., lab wears).
- Flexibility:** Allow for flexibility in dress code depending on the program or specific class or personal health requirements.

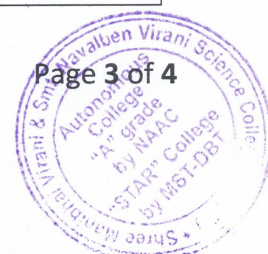
Mobile Usage:

- Classroom Use:** Determine rules for mobile device use in the classroom and college premises, such as prohibiting texting, calls, or social media.
- Silent Mode:** Require students to keep their phones on silent or vibrate mode during their presence on campus.
- Emergency Calls:** Allow exceptions for emergency calls with due permission from the faculty or staff preferably in advance when possible.
- Usage Policies:** Define consequences for violating mobile policies, including potential disciplinary action.

Attendance:

| Sr. No. | Name and Designation | Signature |
|---------|---------------------------------|-----------|
| 1 | Dr. K. D. Ladva, I/C Principal | |
| 2 | Mr. Ravi Tank, IQAC Coordinator | |

MNVSC DC MoM , Date: 07-06-2016





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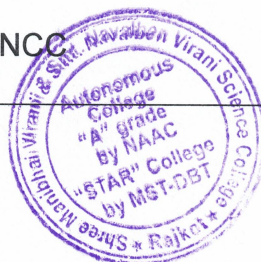
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| 3 | Dr. Sonal Shah, HoD, Biochemistry | |
| 4 | Dr. N. D. Pandhi, HoD, Microbiology | |
| 5 | Dr. M. S. Vadodaria, HoD, Chemistry | |
| 6 | Mr. H. N. Donga, HoD, CS-IT Deptt. & CoE | |
| 7 | Mr. Rahul Gohel, PO, NSS | |
| 8 | Mr. J. N. Chauhan, HoD, Mathematics | |
| 9 | Ms. V. M. Kanabar, Librarian | |
| 10 | Ms. Vandana Chovatiya, AWAKE, Lab. Assi. | |
| 11 | Mr. J. R. Jadeja, CDT, NCC | |





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13/07/2017

Minutes of the Meeting
Disciplinary Committee

Venue: Principal Office

Time: 4:00 pm

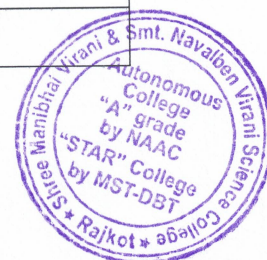
The Principal has welcomed the members and brief the agenda of the meeting;

Following were discussed;

1. The committee has emphasis strict implementation of uniform by the students
2. The complete restriction of mobile use by the students in college premises is emphasized.
3. Establishment of strong mentor-mentee relationship was discussed.
4. Punctuality of student timing and student attendance improvement measures were discussed.

Presence:

| Sr. No. | Name and Designation | Signature |
|---------|--|-----------|
| 1 | Dr. K. D. Ladva, I/C Principal | |
| 2 | Mr. Ravi Tank, IQAC Coordinator | |
| 3 | Dr. Sonal Shah, HoD, Biochemistry | |
| 4 | Dr. N. D. Pandhi, HoD, Microbiology | |
| 5 | Dr. M. S. Vadodaria, HoD, Chemistry | |
| 6 | Mr. H. N. Donga, HoD, CS-IT Deptt. & CoE | |
| 7 | Mr. Rahul Gohel, PO, NSS | |
| 8 | Mr. J. N. Chauhan, HoD, Mathematics | |
| 9 | Ms. V. M. Kanabar, Librarian | |
| 10 | Ms. Vandana Chovatiya, AWAKE, Lab. Assi. | |
| 11 | Mr. J. R. Jadeja, CTO, NCC | |





Dt.: 29-05-18

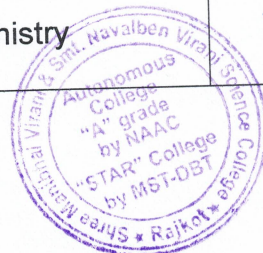
Disciplinary Committee Minutes of the Meeting

The Meeting of the Discipline Committee was conducted on Dt. 29-05-18, 3:15 pm at Principal office and following were discussed;

1. Newly admitted students be well informed about college discipline and other aspects during the Induction Program.
2. Students of previous year should be monitored thoroughly for their timings and punctuality in the class. Periodic attendance of the students should be taking into consideration for personal and professional assessment.
3. Importance to strengthen mentor-mentee relations is considered.
4. Student found with indiscipline and rough behavior should be treated with empathy and disciplinary actions shall be initiated only for the appropriate cases.
5. Any inappropriate behavior by the students or faculty should be put into notice of this committee by the coordinator for appropriate measures.
6. Leave of absence / medical leave / cultural leave etc. should be informed to the concerned authority well in advance and shall be provided for valid reasons.

Attendance:

| Sr. No. | Name and Designation | Signature |
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| 1 | Dr. K. D. Ladva, I/C Principal | |
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| 3 | Dr. Sonal Shah, HoD, Biochemistry | |





SARVODAY KELAVANI SAMAJ MANAGED

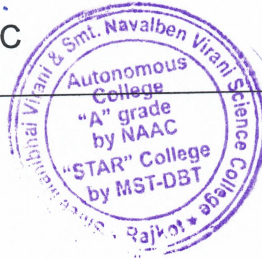
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Minutes of the Meeting: Disciplinary committee

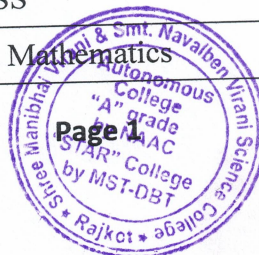
Date: 31/05/2019**Venue: Principal office****Time: 3:30 pm**

The Meeting was called by chairperson and members had discussion on following;

1. Discipline of the college campus shall be briefed to the newly admitted students by a senior faculty member during the student induction program
2. A class representative and other student may be appointed from various programs and semester to monitor student discipline
3. The class representative may promptly report non-disciplinary incidents to the class faculty and/or head of the department.
4. Student mentor(s) should also closely monitor the progress and discipline of the mentee periodically.
5. Use of mobile in college campus shall be minimize by the faculties and completely restricted for the college students.
6. The chairperson had appreciated the sincerer efforts of faculties, staff and student volunteer to maintain the college discipline.

Attendance:

| Sr. No. | Name and Designation | Signature |
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| 1 | Dr. K. D. Ladva, I/C Principal | |
| 2 | Mr. Ravi Tank, IQAC Coordinator | |
| 3 | Dr. Sonal Shah, HoD, Biochemistry | |
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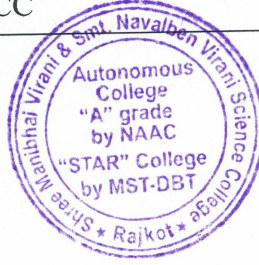
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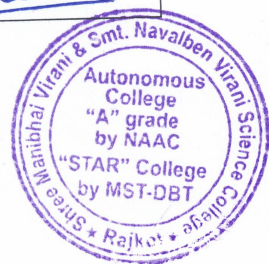
Minutes of the Meeting: Disciplinary committee**Date: 12/10/2020****Venue: Online through Microsoft Teams****Time: 2:30 pm**

The Meeting was called by chairperson and following were discussed;

1. Observance and strict adherence to Covid-19 SOP and appropriate behavior on campus.
2. Due to Covid-19 lockdown the regular classes have been conducted online, however the sincere attendance of the student during online classes was found challenges by many of the faculty members. Members discussed and exchange the suggestions to maintain the decorum of the online classes and student discipline during online class session.
3. HoDs to arrange special lecture on netiquettes as follow up activity.
4. Frequent quiz questions and polls are suggested to increase the student attention during online classes.
5. Due to uncertainty of the offline sessions disciplinary challenges for the examination and possible strategies to conduct the examinations were discussed.
6. Faculty mentors are course teacher were advised to make frequent contact with students and to make online learning more effective.

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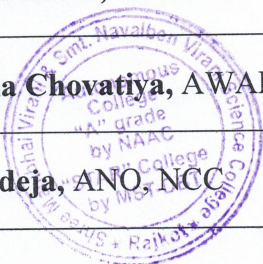
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Minutes of the Meeting: Disciplinary committee

Date: 03/08/2021

Venue: Principal Office

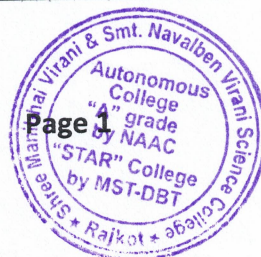
Time: 11:00 am

The meeting of disciplinary committee was conducted and following were discussed;

1. Students shall be allowed at college campus in small batches to perform the practical and doubt solving. Appropriate covid-19 precautionary measures about health and hygiene were discussed according the government guidelines.
2. A dedicated sessions for students were planned to explain online proctored examination conduction.
3. Strategies for continue assessment of students during online teaching and planning to conduct proctored examination were discussed.

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