



MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS & SCIENCE

**Thanjavur Main Road, Karambayam,
Pattukkottai, Thanjavur-614 626, Tamil Nadu**

**Governance, Leadership and Management
(Discipline Committee)**



Submitted by:

**IQAC
MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE
PATTUKOTTAI-614 626, THANJAVUR (DT)**



MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University, Tiruchirappalli)

POLICY FOR DISCIPLINE MONITORING COMMITTEE:

OBJECTIVES: The monitoring committee's primary responsibility is to supervise the administration and practice of the code of conduct for administrators, staff, and students and to guarantee compliance with the laws and rules governing the management and administration of the college. The monitoring committee will be in charge of spreading knowledge and awareness about the rules that apply to all stakeholders' conduct. The committee will take the following disciplinary action against disloyal members in order to protect the interests of all parties.

PUNISHMENT AND PENALTIES

One or more of the following programmed of action may be taken when a student has been

Found to have violated the student code of conduct:

- ❖ **Warning:** A written letter of reprimand resulting from a student's misconduct.
- ❖ **Suspension:** Suspension is a sanction that terminates the student's enrolment at the College campus for a specified period of time.
- ❖ **Monetary Fines:** Monetary Fines is a sanction in which a student is required to deposit Amount as penalty or any amount deposited by him is forfeited or adjusted, resulting from Misconduct. It also includes Restitution which means making compensation for loss, injury Or damage.
- ❖ **Confiscation:** Confiscation means confiscation of goods used or possessed in violation of college regulations.
- ❖ **Restriction of Privileges -** Restriction of privileges means the denial or restriction of Specified privileges, including, but not limited to, access to a student facilities, placement programs, college events for a defined period of time.
- ❖ **Dismissal:** Dismissal is a sanction which permanently separates a student from the College campus without opportunity to re-enroll in the future.





MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University, Tiruchirappalli)

DISCIPLINE COMMITTEE MEETING ACADEMIC YEAR 2017-2018

CIRCULAR

CONSTITUTION OF COMMITTEE MEMBERS-DISCIPLINE COMMITTEE (2017-2018)

The following faculty members and students are deputed as members of discipline committee for the academic year (2017-2018).


DATE : 06.07.2017

S.NO	NAME OF THE FACULTY	CATEGORY
1	Mrs.R.VIJAYALAKSHMI M.Sc., M.Phil.,	COORDINATOR
2	Mrs.M.GEETHA M.A.,M.Phil.,	MEMBER
3	Mrs.T.KANMANI M.A.,M.Phil.,	MEMBER
4	Mrs.T.KANIMOZHI M.Sc.,M.Phil.,B.Ed.,	MEMBER
5	Mrs.S.RAMYA M.Sc., M.Phil.,	STUDENTS REPRESENTATIVE

On a regular basis, the committee creates norms and criteria for student Behaviors as well as a code of conduct. Students who break these regulations face appropriate consequences.

Circulated to all committee members




PRINCIPAL
Meenakshi Chandrasekaran
College of Arts and Science
Karambayam, Pattukkottai-614 626
Thanjavur-District



**MEENAKSHI CHANDRASEKARAN
COLLEGE OF ARTS AND SCIENCE**
(Affiliated to Bharathidasan University, Tiruchirappalli)

CIRCULAR

DATE:06.07.2017

This is to advise the members of the discipline committee that they are invited to attend the meeting in the conference hall on

AGENDA

- Review of previous meeting review of students, teachers, administrators, and staff code of conduct
- carrying out a code of conduct awareness campaign
- Student disciplinary policies
- Any other issues

COORDINATORS

Circulate To All Department Hods And Committee Members



PRINCIPAL

**Meenakshi Chandrasekaran
College of Arts and Science
Karambayam, Pattukkottai-614 626
Thanjavur-District**



**MEENAKSHI CHANDRASEKARAN
COLLEGE OF ARTS AND SCIENCE**
(Affiliated to Bharathidasan University, Tiruchirappalli)

MINUTES OF THE MEETING OF STUDENT DISCIPLINARY COMMITTEE HELD

CHAired BY:Principal

VENUE: CONFERENCE HALL

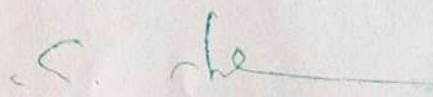
TIME: 2.00pm

DATE:3.9.2017

The following members were present for the meeting.

s.no	Name of the faculty	category	sign
1	Mrs.R.VIJAYALAKSHMI M.Sc., M.Phil.,	COORDINATOR	
2	Mrs.M.GEETHA M.A.,M.Phil.,	MEMBER	
3	Mrs.T.KANMANI M.A.,M.Phil.,	MEMBER	
4	Mrs.T.KANIMOZHI M.Sc.,M.Phil.,B.Ed.,	MEMBER	
5	Mrs.S.RAMYA M.Sc., M.Phil.,	STUDENTS REPRESENTATIVE	




PRINCIPAL
Meenakshi Chandrasekaran
College of Arts and Science
Karambayam, Pattukkottai-614 626
Thanjavur-District

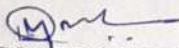


**MEENAKSHI CHANDRASEKARAN
COLLEGE OF ARTS AND SCIENCE**
(Affiliated to Bharathidasan University, Tiruchirappalli)

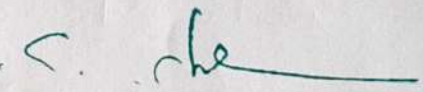
POINTS DISCUSSED:

- Discipline is required on club days and activity events.
- All students should wear their identification cards while on campus and in their individual classrooms.
- If there is any misbehavior or violation of the college regulations, the students' identification cards will be stored with the disciplinary committee members until the investigation is completed.
- In the library, all pupils should maintain perfect quiet.
- During college working hours, adequate discipline and decorum should be maintained in the college canteen and also in the common room

The meeting came to the conclusion with the thanks extended by chairperson.


COORDINATOR




PRINCIPAL
Meenakshi Chandrasekaran
College of Arts and Science
Karambayam, Pattukkottai-614 626;
Thanjavur-District



MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University, Tiruchirappalli)

BREAK DUTY SCHEDULE -DISCIPLINE MONITORING (2017-2018)

VENUE: CONFERENCE HALL

TIME: 2.00pm

Date: 25.8.2017

This is to inform that the following faculty members are asked to create a department level schedule to ensure the rules and regulations for students on all working days in order to maintain discipline in our college campus any your kind

Co- operation is solicited.

S.No	Name of the faculty	place	Time	Sign
1	Mrs.R.VIJAYALAKSHMI M.Sc., M.Phil.,	MATHS	11.00am - 11.15am break time ,lunch time 1.30 pm - 2.15pm	
2	Ms.A.KANIMOZHI M.Sc., M.Phil.,	microbiology	11.00am - 11.15am break time ,lunch time 1.30 pm - 2.15pm	
3	Ms.P.JANANI M.Sc., M.Phil.,	Computer appllication	11.00am - 11.15am break time ,lunch time 1.30 pm - 2.15pm	
4	Ms.M.REVATHI M.Sc., M.Phil.,	Computer science	11.00am - 11.15am break time ,lunch time 1.30 pm - 2.15pm	
5	Mrs.P.NIRMALA M.Com.,M.Phil.,M.B.A.,	commerce	11.00am - 11.15am break time ,lunch time 1.30 pm - 2.15pm	

COORDINATOR



PRINCIPAL

Meenakshi Chandrasekaran
College of Arts and Science

Thanjavur Main Road, Karambayam Post, Pattukkottai - 614 626, Thanjavur Dt.
Phone: 04373-224992, 99557 80844, 88701 85761
www.mcccollege.ac.in

Karambayam, Pattukkottai-614 626
Thanjavur-District



**MEENAKSHI CHANDRASEKARAN
COLLEGE OF ARTS AND SCIENCE**
(Affiliated to Bharathidasan University, Tiruchirappalli)

CIRCULAR

DATE: 5.9.2017

His serves as notice that newly hired faculty and staff are urged to attend a session on the **CODE OF CONDUCT FOR NEWLY HIRED STAFF** regarding that code of conduct for faculty staff members on 13.9.2017 at 2.30. pm in conference hall

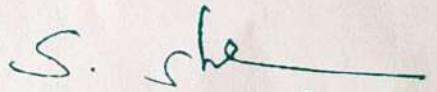
AGENDA

- Standards of conduct for college teachers
- Discipline cods for staff
- Any other issues


COORDINATOR

Circulate To All Joined Hired Staff




PRINCIPAL
Meenakshi Chandrasekaran
College of Arts and Science
Karambayam, Pattukkottai-614 626
Thanjavur-District



MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University, Tiruchirappalli)

REPORT

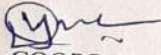
The discipline committee organizes a faculty orientation session and education about the MCC code of conduct for newly hired faculty on september 5th, 2017, at the MCC conference room. Attending the programmed were 27 recently hired faculty members.

The principle ran the first session and gave an overview of the institution's policies and code of conduct to the participants. He cordially welcomed every new faculty member to the MCC family.

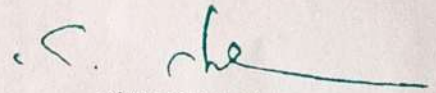
The second session was led by the discipline committee coordinator, who informed the attendees on the MCC policies and numerous incentive programmers.

He encouraged the newly hired faculties to take advantage of these regulations.

The vote of thanks was given by
Mrs.R. VIJAYALAKSHMI M.Sc., M.Phil., Assistant professor of mathematics


COORDINATOR




PRINCIPAL
Meenakshi Chandrasekaran
College of Arts and Science
Karambayam, Pattukkottai-614 626
Thanjavur-District



**MEENAKSHI CHANDRASEKARAN
COLLEGE OF ARTS AND SCIENCE**
(Affiliated to Bharathidasan University, Tiruchirappalli)

CIRCULAR

DATE:15.02.2018

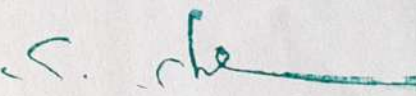
This is to inform that the newly joined student are asked to attend the session on
PROFESSIONAL CODE OF CONDUCT FOR FIRST YEAR STUDENTS recording the
code of conduct for students on 22.06.2018 from 10.30.am in MCC conference hall.

AGENDA

- discipline codes for students
- discipline maintenance


COORDINATOR

Circulator To All First Year Students


PRINCIPAL
Meenakshi Chandrasekaran
College of Arts and Science
Karambayam, Pattukkottai-614 626
Thanjavur-District



Thanjavur Main Road, Karambayam Post, Pattukkottai – 614 626, Thanjavur Dt.
Phone: 04373-224992, Cell: 99657 80844, 88701 86761
www.mcccollege.ac.in



MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University, Tiruchirappalli)

REPORT:

Discussion on disciplinary action to be taken on student on the misconduct it was noted that no disciplinary action was taken against any student staff in the odd semester

He appreciated all the faculty members who involve them in break duty schedule in department level and maintaining decorum

It was ordered to maintain discipline on the college grounds as well as during function and break times by physical director

All the student should wear their id cards while they are in the campus and their respective clear room

In case of any disturbance in the class the id card will be confiscated from the student which will be handed over to the student on the same day with a warning and advice from the disc omitted member in case of any misbehavior or violation of the college rules the id cards of the students will be kept with the D.C.M till the enquire is ova.





MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University, Tiruchirappalli)

DISCIPLINE COMMITTEE MEETING ACADEMIC YEAR 2018-2019

CIRCULAR

DATE:10.07.2018

CONSTITUTION OF COMMITTEE MEMBERS-DISCIPLINE COMMITTEE

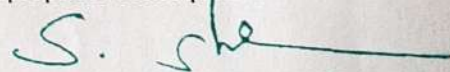
The following faculty members and students are deputed as members of discipline committee for the academic year (2018-2019).

S.NO	NAME OF THE FACULTY	CATEGORY
1	Mrs.R.VIJAYALAKSHMI M.Sc., M.Phil.,	COORDINATOR
2	Mrs.K.MANGAIYARKARASI M.A.,M.Phil.,B.Ed.,	MEMBER
3	Dr.T.MENAKA M.A.,M.Phil., Ph.D.,	MEMBER
4	Ms.A.ABIRA M.Sc., M.Phil.,	MEMBER
5	Mrs.C.NACHIYAMMAL M.Sc., M.Phil.,	STUDENTS REPRESENTATIVE

on a regular basis, the committee creates norms and criteria for student Behaviors as well as a code of conduct. Students who break these regulations face appropriate consequences.

Circulated To All Committee Members




PRINCIPAL
Meenakshi Chandrasekaran
College of Arts and Science
Karambayam, Pattukkottai-614 626
Thanjavur-District

Thanjavur Main Road, Karambayam Post, Pattukkottai – 614 626, Thanjavur Dt.
Phone: 04373-224992, Cell: 99657 80844, 88701 86761
www.mcccollege.ac.in



**MEENAKSHI CHANDRASEKARAN
COLLEGE OF ARTS AND SCIENCE**
(Affiliated to Bharathidasan University, Tiruchirappalli)

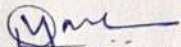
CIRCULAR

DATE:27.07.2018

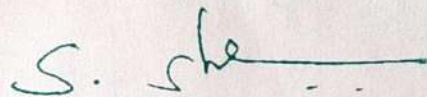
This is to advise the members of the discipline committee that they are invited to attend the meeting in the conference hall on 27.07.2018

AGENDA

- Review of previous meeting review of students, teachers, administrators, and staff code of conduct
- carrying out a code of conduct awareness campaign
- Student disciplinary policies
- Any other issues


COORDINATOR

Circulate To All Department Hods And Committee Members



PRINCIPAL
Meenakshi Chandrasekaran
College of Arts and Science
Karambayam, Pattukkottai-614 626
Thanjavur-District





MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University, Tiruchirappalli)

MINUTUS OF DISCIPLINE COMMITTEE(2018-2019)

CHAired BY :Principal

VENUE : Conference Hall

DATE:9.8.2018

MEMBERS PRESENT

S.NO	NAME THE FACULTY	CATEGORY	sign
1	Mrs.R.VIJAYALAKSHMI M.Sc., M.Phil.,	COORDINATOR	
2	Mrs.K.MANGAIYARKARASI M.A.,M.Phil.,B.Ed.,	MEMBER	
3	Dr.T.MENAKA M.A.,M.Phil., Ph.D.,	MEMBER	
4	Ms.A.ABIRA M.Sc., M.Phil.,	MEMBER	
5	Mrs.C.NACHIYAMMAL M.Sc., M.Phil.,	STUDENTS REPRESENTATIVE	



PRINCIPAL
Meenakshi Chandrasekaran
College of Arts and Science
Karambayam, Pattukkottai-614 626
Thanjavur-District

Thanjavur Main Road, Karambayam Post, Pattukkottai – 614 626, Thanjavur Dt.
Phone: 04373-224992, Cell: 99657 80844, 88701 86761
www.mccollege.ac.in



MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University, Tiruchirappalli)

POINT DISCUSSED

Discussion on disciplinary action to be taken on student on the misconduct it was noted that no disciplinary action was taken against any student staff in the odd semester

He appreciated all the faculty members who involve them in break duty schedule in department level and maintaining decorum

It was ordered to maintain discipline on the college grounds as well as during function and break times by physical director

All the student should wear their id cards while they are in the campus and their respective clear room

In case of any disturbance in the class the id card will be confiscated from the student which will be handed over to the student on the same day with a warning and advice from the dismissed member in case of any misbehavior or violation of the college rules the id cards of the students will be kept with the D.C.M till the enquire is over.





MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University, Tiruchirappalli)

BREAK DUTY SCHEDULE –DISCIPLINE MONITORING(2018-2019)

VENU:CONFERENCE HALL

TIME:2.00pm

DATE:6.9.2018

This is to inform that the following faculty members are asked to create a department level schedule to ensure the rules and regulations for students on all working days in order to maintain discipline in our college campus any your kind

Co- operation is solicited.

S.NO	NAME OF THE FACULTY	PLACE	TIME	SIGN
1	Mrs.R.VIJAYALAKSHMI M.Sc., M.Phil.,	MATHS	11.00am - 11.15am break time ,lunch time 1.30 pm - 2.15pm	
2	Dr.K.PONNESWARI M.A.,Ph.D.,	microbiology	11.00am - 11.15am break time ,lunch time 1.30 pm - 2.15pm	
3	Ms.R.NANTHINI M.A.,M.Phil.,	Computer appllication	11.00am - 11.15am break time ,lunch time 1.30 pm - 2.15pm	
4	Mrs.S.RENUGA M.Sc.,M.Phil.,	Computer science	11.00am - 11.15am break time ,lunch time 1.30 pm - 2.15pm	
5	Mrs.R.BOOMA M.Sc.,M.Phil.,	commerce	11.00am - 11.15am break time ,lunch time 1.30 pm - 2.15pm	



PRINCIPAL -
Meenakshi Chandrasekaran
College of Arts and Science
Karambayam, Pattukkottai-614 626,
Thanjavur-District

Thanjavur Main Road, Karambayam Post, Pattukkottai – 614 626, Thanjavur Dt.

Phone: 04373-224992, Cell: 99657 80844, 88701 86761

www.mcccollege.ac.in



**MEENAKSHI CHANDRASEKARAN
COLLEGE OF ARTS AND SCIENCE**
(Affiliated to Bharathidasan University, Tiruchirappalli)

CIRCULAR

DATE:20.9.2018

His serves as notice that newly hired faculty and staff are urged to attend a session on the **CODE OF CONDUCT FOR NEWLY HIRED STAFF** regarding that code of conduct on 28.9.2018 at 2.15 .pm in conference hall

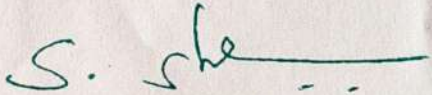
AGENDA

- Standards of conduct for college teachers
- Discipline codes for staff
- Any other issues


COORDINATOR

Circulate To All Joined Hired Staff




PRINCIPAL
Meenakshi Chandrasekaran
College of Arts and Science
Karambayam, Pattukkottai-614 626
Thanjavur-District



MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University, Tiruchirappalli)

REPORT

The discipline committee organizes a faculty orientation session and education about the MCC code of conduct for newly hired faculty on September 28th, 2018, at the MCC conference room. Attending the programmed were 27 recently hired faculty members.

The principle ran the first session and gave an overview of the institution's policies and code of conduct to the participants. He cordially welcomed every new faculty member to the MCC family.

The second session was led by the discipline committee coordinator, who informed the attendees on the MCC policies and numerous incentive programmers.

He encouraged the newly hired faculties to take advantage of these regulations.

The vote of thanks was given by
Mrs.R.VIJAYALAKSHMI M.Sc., M.Phil., Assistant professor of mathematics

COORDINATOR



PRINCIPAL

Meenakshi Chandrasekaran
College of Arts and Science
Karambayam, Pattukkottai-614 626
Thanjavur-District



**MEENAKSHI CHANDRASEKARAN
COLLEGE OF ARTS AND SCIENCE**
(Affiliated to Bharathidasan University, Tiruchirappalli)

CIRCULAR

DATE 12.3.2019

This is to inform that the newly joined student are asked to attend the session on
PROFESSIONAL CODE OF CONDUCT FOR FIRST YEAR STUDENTS recording the
code of conduct for students on date from time in MCC conference hall

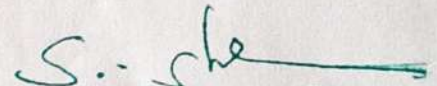
AGENDA

- discipline codes for students
- discipline maintenance


COORDINATOR

Circulator To All First Year Students




PRINCIPAL
Meenakshi Chandrasekaran
College of Arts and Science
Karambayam, Pattukkottai-614 626
Thanjavur-District



MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University, Tiruchirappalli)

REPORT:

Discussion on disciplinary action to be taken on student on the misconduct it was noted that no disciplinary action was taken against any student staff in the odd semester

He appreciated all the faculty members who involve them in break duty schedule in department level and maintaining decorum

It was ordered to maintain discipline on the college grounds as well as during function and break times by physical director

All the student should wear their id cards while they are in the campus and their respective clear room

In case of any disturbance in the class the id card will be confiscated from the student which will be handed over to the student on the same day with a warning and advice from the dismissed member in case of any misbehavior or violation of the college rules the id cards of the students will be kept with the D.C.M till the enquire is over.





**MEENAKSHI CHANDRASEKARAN
COLLEGE OF ARTS AND SCIENCE**
(Affiliated to Bharathidasan University, Tiruchirappalli)

MINUTUS OF DISCIPLINE COMMITTEE 2018-2019

CHAIRED BY: Principal

VENUE : Conference Hall

DATE: 14.6.2019

MEMBERS PRESENT

S.NO	NAME THE FACULTY	CATEGORY	SIGN
1	Mrs.R.VIJAYALAKSHMI M.Sc., M.Phil.,	COORDINATOR	
2	Mrs.K.MANGAIYARKARASI M.A., M.Phil., B.Ed.,	MEMBER	
3	Dr.T.MENAKA M.A., M.Phil., Ph.D.,	MEMBER	
4	Ms.A.ABIRA M.Sc., M.Phil.,	MEMBER	
5	Mrs.C.NACHIYAMMAL M.Sc., M.Phil.,	STUDENTS REPRESENTATIVE	



PRINCIPAL
Meenakshi Chandrasekaran
College of Arts and Science
Karambayam, Pattukkottai-614 626
Thanjavur-District

Thanjavur Main Road, Karambayam Post, Pattukkottai – 614 626, Thanjavur Dt.
Phone: 04373-224992, Cell: 99657 80844, 88701 86761
www.mcccollege.ac.in



MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University, Tiruchirappalli)

POINT DISCUSSED

Discussion on disciplinary action to be taken on student on the misconduct it was noted that no disciplinary action was taken against any student staff in the odd semester

He appreciated all the faculty members who involve them in break duty schedule in department level and maintaining decorum

It was ordered to maintain discipline on the college grounds as well as during function and break times by physical director

All the student should wear their id cards while they are in the campus and their respective clear room

In case of any disturbance in the class the id card will be confiscated from the student which will be handed over to the student on the same day with a warning and advice from the disc omitted member in case of any misbehavior or violation of the college rules the id cards of the students will be kept with the D.C.M till the enquire is ova.





**MEENAKSHI CHANDRASEKARAN
COLLEGE OF ARTS AND SCIENCE**
(Affiliated to Bharathidasan University, Tiruchirappalli)

DISCIPLINE COMMITTEE MEETING ACADEMIC YEAR 2019-2020

CONSTITUTION OF COMMITTEE MEMBERS-DISCIPLINE COMMITTEE(2019-2020)

The following faculty members and students are deputed as members of discipline committee for the academic year (2019-2020).

DATE 8.7.2019

s.no	Name	category
01	Mrs.R.VIJAYALAKSHMI M.Sc., M.Phil.,	COORDINATOR
02	Ms.R.SUBATHRA M.A.,M.Phil., B.Ed.,	MEMBER
03	Ms.N.PRIYANGA M.A.,M.Phil.,	MEMBER
04	Ms.K.PRIYADHARSHINI M.Sc., M.Phil.,	MEMBER
05	Mrs L.KAVITHA M.Com.,M.Phil.,	MEMBER

on a regular basis, the committee creates norms and criteria for student Behavior as well as a code of conduct. Students who break these regulations face appropriate consequences.

Circulated To All Committee Members

PRINCIPAL
Meenakshi Chandrasekaran
College of Arts and Science
Karambayam, Pattukkottai-614 626
Thanjavur-District



MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

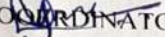
(Affiliated to Bharathidasan University, Tiruchirappalli)

CIRCULAR

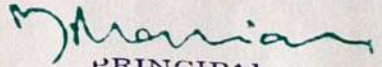
This is to advise the members of the discipline committee that they are invited to attend the meeting in the conference hall on

AGENDA

- Review of previous meeting review of students, teachers, administrators, and staff code of conduct
- carrying out a code of conduct awareness campaign
- Student disciplinary policies
- Any other issues


COORDINATOR

Circulate To All Department Hods And Committee Members


PRINCIPAL
Meenakshi Chandrasekaran
College of Arts and Science
Karambayam, Pattukkottai-614 626
Thanjavur-District



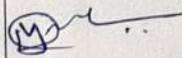
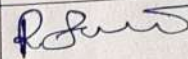

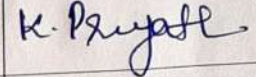
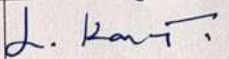
**MEENAKSHI CHANDRASEKARAN
COLLEGE OF ARTS AND SCIENCE**
(Affiliated to Bharathidasan University, Tiruchirappalli)


MINUTES OF THE MEETING OF STUDENT DISCIPLINARY COMMITTEE HELD

VENUE:Conference Hall

TIME:2.00pm

The following members were present for the meeting.

S.NO	NAME OF THE FACULTY	CATEGORY	SIGN
01	Mrs.R.VIJAYALAKSHMI M.Sc., M.Phil.,	COORDINATOR	
02	Ms.R.SUBATHRA M.A.,M.Phil., B.Ed.,	MEMBER	
03	Ms.N.PRIYANGA M.A.,M.Phil.,	MEMBER	
04	Ms.K.PRIYADHARSHINI M.Sc., M.Phil.,	MEMBER	
05	Mrs L.KAVITHA M.Com.,M.Phil.,	MEMBER	


PRINCIPAL

Meenakshi Chandrasekaran
College of Arts and Science
Karambayam, Pattukkottai-614 626
Thanjavur-District



MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University, Tiruchirappalli)

POINTS DISCUSSED:

- Discipline is required on club days and activity events.
 - All students should wear their identification cards while on campus and in their individual classrooms.
 - If there is any misbehavior or violation of the college regulations, the students' identification cards will be stored with the disciplinary committee members until the investigation is completed.
 - In the library, all pupils should maintain perfect quiet.
 - During college working hours, adequate discipline and decorum should be maintained in the college canteen and also in the common room
- The meeting came to the conclusion with the thanks extended by chairperson.



MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University, Tiruchirappalli)

BREAK DUTY SCHEDULE –DISCIPLINE MONITORING(2018-2019)

VENU:Conference Hall

TIME:2.00pm

DATE : 5.8.2019

This is to inform that the following faculty members are asked to create a department level schedule to ensure the rules and regulations for students on all working days in order to maintain discipline in our college campus any your kind

Co- operation is solicited.

S.NO	NAME OF THE FACULTY	PLACE	TIME	SIGN
1	Mrs.R.VIJAYALAKSHMI M.Sc., M.Phil.,	MATHS	11.00am - 11.15am break time ,lunch time 1.30 pm - 2.15pm	
2	Mrs.P.MENAKA M.A.,M.Phil.,B.Ed.	TAMIL	11.00am - 11.15am break time ,lunch time 1.30 pm - 2.15pm	
3	Ms.K.NANTHINI M.A.,M.Phil.,	ENGLISH	11.00am - 11.15am break time ,lunch time 1.30 pm - 2.15pm	
4	Ms.R,ANANDHI M.Sc.,M.Phil.,	MATHS	11.00am - 11.15am break time ,lunch time 1.30 pm - 2.15pm	
5	Ms.T.RATHI M.Sc.,M.Phil.,	PHYSICS	11.00am - 11.15am break time ,lunch time 1.30 pm - 2.15pm	

Thanjavur Main Road, Karambayam Post, Pattukkottai – 614 626, Thanjavur Dt.

Phone: 04373-224992, Cell: 99657 80844, 88701 86761

www.mccollege.ac.in

MEENAKSHI CHANDRASEKARAN
College of Arts and Science
Karambayam, Pattukkottai-614 626
Thanjavur-District



**MEENAKSHI CHANDRASEKARAN
COLLEGE OF ARTS AND SCIENCE**
(Affiliated to Bharathidasan University, Tiruchirappalli)

CIRCULAR

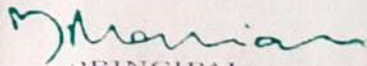
DATA :23.9.2019

His serves as notice that newly hired faculty and staff are urged to attend a session on the **CODE OF CONDUCT FOR NEWLY HIRED STAFF** regarding that code of conduct.

AGENDA

- Standards of conduct for college teachers
- Discipline cods for staff
- Any other issues


COORDINATOR


PRINCIPAL
Meenakshi Chandrasekaran
College of Arts and Science
Karambayam, Pattukkottai-614 626
Thanjavur-District

Circulate To All Joined Hired Staff



MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University, Tiruchirappalli)

REPORT

The discipline committee organizes a faculty orientation session and education about the MCC code of conduct for newly hired faculty on SEPTEMBER 23rd, 2019, at the MCC conference room. Attending the programmed were 27 recently hired faculty members.

The principle ran the first session and gave an overview of the institution's policies and code of conduct to the participants. He cordially welcomed every new faculty member to the MCC family.

The second session was led by the discipline committee coordinator, who informed the attendees on the MCC policies and numerous incentive programmers.

He encouraged the newly hired faculties to take advantage of these regulations.

The vote of thanks was given by Mrs.R.VIJAYALAKSHMI M.Sc.,M.Phil.,Assistant professor of mathematics

COORDINATOR

PRINCIPAL
Meenakshi Chandrasekaran,
College of Arts and Science
Karambayam, Pattukkottai-614 626,
Thanjavur-District



**MEENAKSHI CHANDRASEKARAN
COLLEGE OF ARTS AND SCIENCE**
(Affiliated to Bharathidasan University, Tiruchirappalli)

CIRCULAR

DATE : 13.03.2020

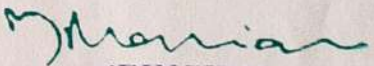
This is to inform that the newly joined student are asked to attend the session on **PROFESSIONAL CODE OF CONDUCT FOR FIRST YEAR STUDENTS** recording the code of conduct for students on date from time in MCC conference hall

AGENDA

- Discipline Codes For Students
- Discipline Maintenance


COORDINATOR

Circulator To All First Year Students


PRINCIPAL
Meenakshi Chandrasekaran
College of Arts and Science
Karambayam, Pattukkottai-614 626
Thanjavur-District



**MEENAKSHI CHANDRASEKARAN
COLLEGE OF ARTS AND SCIENCE**
(Affiliated to Bharathidasan University, Tiruchirappalli)

REPORT:

Discussion on disciplinary action to be taken on student on the misconduct it was noted that no disciplinary action was taken against any student staff in the odd semester

He appreciated all the faculty members who involve them in break duty schedule in department level and maintaining decorum

It was ordered to maintain discipline on the college grounds as well as during function and break times by physical director

All the student should wear their id cards while they are in the campus and their respective clear room

In case of any disturbance in the class the id card will be confiscated from the student which will be handed over to the student on the same day with a warning and advice from the dismissed member in case of any misbehavior or violation of the college rules the id cards of the students will be kept with the D.C.M till the enquire is over.



**MEENAKSHI CHANDRASEKARAN
COLLEGE OF ARTS AND SCIENCE**
(Affiliated to Bharathidasan University, Tiruchirappalli)
(UGC Recognized 2(f) & 12(B) Institution)

DISCIPLINE COMMITTEE MEETING ACADEMIC YEAR 2020-2021

CIRCULAR

CONSTITUTION OF COMMITTEE MEMBERS-DISCIPLINE COMMITTEE (2020-2021)

The following faculty members and students are deputed as members of discipline committee for the academic year (2020-2021).
DATE: 7.07.2021

S.NO	NAME	CATEGORY
01	Mrs.R.VIJAYALAKSHMI M.Sc., M.Phil.,	COORDINATOR
02	Dr.N.HEMALATHA M.A.,M.Phil.,Ph.D.,	MEMBER
03	Dr.T.MENAKA M.A.,M.Phil., Ph.D.,	MEMBER
04	Ms.R.BABEENA M.Sc.,M.Phil.,	MEMBER
05	MS.A.JAMINI M.Sc.,M.Phil.,	STUDENTS REPRESENTATIVE

On a regular basis, the committee creates norms and criteria for student Behaviors as well as a code of conduct. Students who break these regulations face appropriate consequences.

Circulated to all committee members

PRINCIPAL
Meenakshi Chandrasekaran
College of Arts and Science
Karambayam, Pattukkottai-614 625
Thanjavur-District



(An ISO 9001 : 2015 Certified Institution)

Thanjavur Main Road, Karambayam Post, Pattukkottai - 614 626, Thanjavur Dt.
Phone: 04373-224992, Cell: 99657 80844, 88701 86761

www.mccollege.ac.in



MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University, Tiruchirappalli)
(UGC Recognized 2(f) & 12(B) Institution)

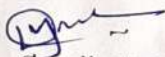
CIRCULAR

DATE : 18.08.2021

This is to advise the members of the discipline committee that they are invited to attend the meeting in the conference hall on 18.08.2021

AGENDA

- Review of previous meeting review of students, teachers, administrators, and staff code of conduct
- carrying out a code of conduct awareness campaign
- Student disciplinary policies
- Any other issues


Coordinators

Circulate to all department Hods and committee members





PRINCIPAL
Meenakshi Chandrasekaran
College of Arts and Science
Karambayam, Pattukkottai-614 626
Thanjavur-District

(An ISO 9001 : 2015 Certified Institution)

Thanjavur Main Road, Karambayam Post, Pattukkottai – 614 626, Thanjavur Dt.

Phone: 04373-224992, Cell: 99657 80844, 88701 86761

www.mccollege.ac.in



**MEENAKSHI CHANDRASEKARAN
COLLEGE OF ARTS AND SCIENCE**
(Affiliated to Bharathidasan University, Tiruchirappalli)
(UGC Recognized 2(f) & 12(B) Institution)

**MINUTES OF THE MEETING OF STUDENT DISCIPLINARY COMMITTEE
HELD**

VENUE : CONFERENCE HALL

TIME: 2.00pm

DATE: 8.09.2021

The following members were present for the meeting.

S.NO	NAME OF THE FACULTY	CATEGORY	SIGN
1	Mrs.R.VIJAYALAKSHMI M.Sc., M.Phil.,	COORDINATOR	
2	Dr.N.HEMALATHA M.A., M.Phil., Ph.D.,	MEMBER	
3	Dr.T.MENAKA M.A., M.Phil., Ph.D.,	MEMBER	
4	Ms.R.BABEENA M.Sc., M.Phil.,	MEMBER	
5	MS.A.JAMINI M.Sc., M.Phil.,	STUDENTS REPRESENTATIVE	



PRINCIPAL
Meenakshi Chandrasekaran
College of Arts and Science
Karambayam, Pattukkottai-614 626
Thanjavur-District



MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University, Tiruchirappalli)
(UGC Recognized 2(f) & 12(B) Institution)

POINTS DISCUSSED:

- Discipline is required on club days and activity events.
- All students should wear their identification cards while on campus and in their individual classrooms.
- If there is any misbehavior or violation of the college regulations, the students' identification cards will be stored with the disciplinary committee members until the investigation is completed.
- In the library, all pupils should maintain perfect quiet.
- During college working hours, adequate discipline and decorum should be maintained in the college canteen and also in the common room
- The meeting came to the conclusion with the thanks extended by charier



(An ISO 9001 : 2015 Certified Institution)

Thanjavur Main Road, Karambayam Post, Pattukkottai – 614 626, Thanjavur Dt.
Phone: 04373-224992, Cell: 99657 80844, 88701 86761

www.mcccollege.ac.in



MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University, Tiruchirappalli)
(UGC Recognized 2(f) & 12(B) Institution)

BREAK DUTY SCHEDULE -DISCIPLINE MONITORING (2020-2021)

VENU: CONFERENCE HALL

TIME: 2.00pm

Date :21.09.2021

This is to inform that the following faculty members are asked to create a department level schedule to ensure the rules and regulations for students on all working days in order to maintain discipline in our college campus any your kind Co- operation is solicited.

S.NO	NAME OF THE FACULTY	PLACE	TIME	SIGN
01	Mrs.R.VIJAYALAKSHMI M.Sc., M.Phil.,	MATHS	11.00am - 11.15am break time ,lunch time 1.30 pm - 2.15pm	
02	Ms.T.TAMILARASI M.Sc.,M.Phil.,	CHEMISTRY	11.00am - 11.15am break time ,lunch	
03	Ms.S.VAZHVARASI M.Sc.,M.Phil	MICRO BIOLOGY	11.00am - 11.15am break time ,lunch time 1.30 pm - 2.15pm	
04	Ms.V.ANISHA M.C.A.,M.Phil.	COMPUTER SCIENCE	11.00am - 11.15am break time ,lunch time 1.30 pm - 2.15pm	
05	Mrs.G.JASMINE M.C.A.,M.Phil.,	COMOUTER APPLICATION	11.00am - 11.15am break time ,lunch time 1.30 pm - 2.15pm	



(An ISO 9001 : 2015 Certified Institution)

Meenakshi Chandrasekaran
College of Arts and Science
Karambayam Post, Pattukkottai - 614 626
Phone: 04373-224992, Cell: 99657 80844, 88701 85701
www.mccollege.ac.in
Thanjavur District

PRINCIPAL
Meenakshi Chandrasekaran
College of Arts and Science
Karambayam Post, Pattukkottai - 614 626
Thanjavur District



MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University, Tiruchirappalli)
(UGC Recognized 2(f) & 12(B) Institution)

CIRCULAR

DATE: 06.10.2021

His serves as notice that newly hired faculty and staff are urged to attend a session on the
CODE OF CONDUCT FOR NEWLY HIRED STAFF regarding that code of conduct.

AGENDA

- Standards of conduct for college teachers
- Discipline codes for staff
- Any other issues


Coordinator

Circulate to all joined hired staff



PRINCIPAL
Meenakshi Chandrasekaran
College of Arts and Science
Karambayam, Pattukkottai-614 626
Thanjavur-District



(An ISO 9001 : 2015 Certified Institution)

Thanjavur Main Road, Karambayam Post, Pattukkottai – 614 626, Thanjavur Dt.

Phone: 04373-224992, Cell: 99657 80844, 88701 86761

www.mccollege.ac.in



MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University, Tiruchirappalli)
(UGC Recognized 2(f) & 12(B) Institution)

REPORT

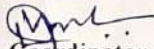
The discipline committee organizes a faculty orientation session and education about the MCC code of conduct for newly hired faculty on OCTOBER 6th, 2021, at the MCC conference room. Attending the programmed were 27 recently hired faculty members.

The principle ran the first session and gave an overview of the institution's policies and code of conduct to the participants. He cordially welcomed every new faculty member to the MCC family.

The second session was led by the discipline committee coordinator, who informed the attendees on the MCC policies and numerous incentive programmers.

He encouraged the newly hired faculties to take advantage of these regulations.

The vote of thanks was given by Mrs.R.VIJAYALAKSHMI M.Sc., M.Phil., Assistant professor of mathematics


Coordinator



(An ISO 9001 : 2015 Certified Institution)

Thanjavur Main Road, Karambayam Post, Pattukkottai – 614 626, Thanjavur Dt.
Phone: 04373-224992, Cell: 99657 80844, 88701 86761

www.mcccollege.ac.in



MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University, Tiruchirappalli)
(UGC Recognized 2(f) & 12(B) Institution)

CIRCULAR

DATE:9.03.2022

This is to inform that the newly joined student are asked to attend the session on 9.03.2022
PROFESSIONAL CODE OF CONDUCT FOR FIRST YEAR STUDENTS recording the
code of conduct for students on date from time in MCC conference hall


AGENDA

- discipline codes for students
- discipline maintenance


Coordinator

Circulator to all first year students




PRINCIPAL
Meenakshi Chandrasekaran
College of Arts and Science
Karambayam, Pattukkottai-614 626
Thanjavur District

(An ISO 9001 : 2015 Certified Institution)

Thanjavur Main Road, Karambayam Post, Pattukkottai - 614 626, Thanjavur Dt.

Phone: 04373-224992, Cell: 99657 80844, 88701 86761

www.mcccollege.ac.in



MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University, Tiruchirappalli)
(UGC Recognized 2(f) & 12(B) Institution)

REPORT:

Discussion disciplinary action to be taken on student on the misconduct it was noted that no disciplinary action was taken against any student staff in the odd semester

He appreciated all the faculty members who involve them in break duty schedule in department level and maintaining decorum

It was ordered to maintain discipline on the college grounds as well as during function and break times by physical director

All the student should wear their id cards while they are in the campus and their respective clear room

In case of any disturbance in the class, the id card will be confiscated from the student which will be handed over to the student on the same day with a warning and advice from the disc omitted member in case of any misbehavior or violation of the college rules the id cards of the students will be kept with the D.C.M till the enquire is ova.



(An ISO 9001 : 2015 Certified Institution)

Thanjavur Main Road, Karambayam Post, Pattukkottai – 614 626, Thanjavur Dt.
Phone: 04373-224992, Cell: 99657 80844, 88701 86761

www.mccollege.ac.in



**MEENAKSHI CHANDRASEKARAN
COLLEGE OF ARTS AND SCIENCE**
(Affiliated to Bharathidasan University, Tiruchirappalli)
(UGC Recognized 2(f) & 12(B) Institution)

CIRCULAR

DATE : 7.06.2022

The following faculty members and students are deputed as members of discipline committee for the academic year (2020-2021).

S.NO	NAME OF THE FACULTY	CATEGORY	SIGN
1	Mrs.R.VIJAYALAKSHMI M.Sc., M.Phil.,	COORDINATOR	
2	Dr.N.HEMALATHA M.A.,M.Phil.,Ph.D.,	MEMBER	
3	Dr.T.MENAKA M.A.,M.Phil., Ph.D.,	MEMBER	
4	Ms.R.BABEENA M.Sc.,M.Phil.,	MEMBER	
5	MS.A.JAMINI M.Sc.,M.Phil.,	STUDENTS REPRESENTATIVE	

on a regular basis, the committee creates norms and criteria for student Behaviors as well as a code of conduct. Students who break these regulations face appropriate consequences.

Circulate to all committee members



PRINCIPAL
Meenakshi Chandrasekaran
College of Arts and Science
Karambayam, Pattukkottai-614 626
Thanjavur District

(An ISO 9001 : 2015 Certified Institution)

Thanjavur Main Road, Karambayam Post, Pattukkottai – 614 626, Thanjavur Dt.
Phone: 04373-224992, Cell: 99657 80844, 88701 86761

www.mccollege.ac.in



MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University, Tiruchirappalli)
(UGC Recognized 2(f) & 12(B) Institution)

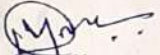
CIRCULAR

DATE : 12.07.2022

This is to advise the members of the discipline committee that they are invited to attend the meeting in the conference hall on 12.07.2022

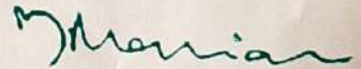
AGENDA

- Review of previous meeting review of students, teachers, administrators, and staff code of conduct
- carrying out a code of conduct awareness campaign
- Student disciplinary policies
- Any other issues


Coordinators

circulate to all department Hods and committee members





PRINCIPAL
Meenakshi Chandrasekaran
College of Arts and Science
Karambayam, Pattukkottai-614 626
Thanjavur-District

(An ISO 9001 : 2015 Certified Institution)

Thanjavur Main Road, Karambayam Post, Pattukkottai – 614 626, Thanjavur Dt.
Phone: 04373-224992, Cell: 99657 80844, 88701 86761

www.mcccollege.ac.in



MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University, Tiruchirappalli)
(UGC Recognized 2(f) & 12(B) Institution)

MINUTUS OF DISCIPLINE COMMITTEE (2020-2021)

CHAired BY : PRINCIPAL

VENUE : CONFERENCE HALL

DATE:10.8.2022

The following members were present for the meeting.

S.NO	NAME THE FACULTY	CATEGORY	SIGN
1	Mrs.R.VIJAYALAKSHMI M.Sc., M.Phil.,	COORDINATOR	
2	Dr.N.HEMALATHA M.A.,M.Phil.,Ph.D.,	MEMBER	
3	Dr.T.MENAKA M.A.,M.Phil., Ph.D.,	MEMBER	
4	Ms.R.BABEENA M.Sc.,M.Phil.,	MEMBER	
5	MS.A.JAMINI M.Sc.,M.Phil.,	STUDENTS REPRESENTATIVE	



PRINCIPAL
Meenakshi Chandrasekaran
College of Arts and Science
Karambayam, Pattukkottai-614 626
Thanjavur-District

(An ISO 9001 : 2015 Certified Institution)

Thanjavur Main Road, Karambayam Post, Pattukkottai – 614 626, Thanjavur Dt.
Phone: 04373-224992, Cell: 99657 80844, 88701 86761

www.mcccollege.ac.in



MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University, Tiruchirappalli)
(UGC Recognized 2(f) & 12(B) Institution)

POINT DISCUSSED

Discussion on disciplinary action to be taken on student on the misconduct it was noted that no disciplinary action was taken against any student staff in the odd semester

He appreciated all the faculty members who involve them in break duty schedule in department level and maintaining decorum

It was ordered to maintain discipline on the college grounds as well as during function and break times by physical director

All the student should wear their id cards while they are in the campus and their respective clear room

In case of any disturbance in the class the id card will be confiscated from the student which will be handed over to the student on the same day with a warning and advice from the dismissed member in case of any misbehavior or violation of the college rules the id cards of the students will be kept with the D.C.M till the enquire is over.



(An ISO 9001 : 2015 Certified Institution)

Thanjavur Main Road, Karambayam Post, Pattukkottai - 614 626, Thanjavur Dt.
Phone: 04373-224992, Cell: 99657 80844, 88701 86761

www.mccollege.ac.in