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REPORT ON THE MEETING OF THE DISCIPLINE COMMITTEE

St. Xavier's College, Simdega

Subject: Discussion and Formulation of Rules and Regulations for Maintaining Discipline in the College Premises and During College Fest

1. Introduction

The Discipline Committee of St. Xavier's College, Simdega, held a meeting to discuss and formulate comprehensive rules and regulations for maintaining discipline within the college premises and during the annual college fest. The Coordinator and committee members deliberated on various aspects of student conduct, institutional decorum, safety, dress code, and adherence to college regulations.

The meeting was primarily divided into two major areas of discussion: (i) General Discipline and Rules for Regular Working Days and (ii) Discipline and Rules to be Followed During the College Fest. The committee emphasized the importance of maintaining a safe, orderly, respectful and academically conducive environment through the strict implementation of the proposed regulations.

2. Aim

The primary aim of the meeting was to establish a comprehensive disciplinary framework to ensure proper conduct, institutional decorum, student safety and the smooth functioning of academic and extracurricular activities within the college premises and during the college fest.

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3. Objectives

- To formulate uniform rules and regulations for maintaining discipline on regular working days.
- To ensure compliance with the prescribed departmental dress codes and institutional standards of modesty.
- To promote road safety through compulsory helmet usage.
- To ensure proper identification of students through identity cards.
- To prevent alcohol consumption, drug abuse and other forms of intoxication within the college premises.
- To regulate the use of electronic gadgets and college facilities.
- To maintain silence, orderliness and discipline within the college building.
- To establish specific attendance and conduct requirements during the college fest.
- To ensure the active cooperation of students, faculty members and administrative authorities in maintaining institutional discipline.



4. Minutes of the Meeting – I: General Rules and Regulations for Maintaining Discipline on Regular Working Days

The Coordinator and members of the Discipline Committee discussed the following rules and regulations to ensure discipline and maintain the dignity of the institution on regular working days.

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A. Dress Code and Uniform Regulations

1. All undergraduate (UG) students shall be required to wear their designated departmental uniforms on every working day of the week, except Thursday.
2. On Thursdays, undergraduate students shall be permitted to wear appropriate day-scholar attire instead of their departmental uniforms.
3. Postgraduate (PG) students shall be permitted to wear day-scholar attire on all working days.
4. The day-scholar attire of both UG students (on Thursdays) and PG students (on all working days) must be modest, decent and appropriate for an academic institution.
5. Shirts and collared T-shirts shall be permitted. Funky or inappropriate trousers and other indecent forms of clothing shall not be allowed.
6. Traditional Indian cultural attire shall also be permitted for postgraduate students on all working days and undergraduate students on Thursdays.

The committee emphasized that the dress code is intended to maintain uniformity, decency and a sense of institutional identity among students.

B. Compulsory Use of Helmets

1. Every student entering the college on a personal two-wheeler must wear a protective helmet.
2. In cases where a pillion rider accompanies the driver, both individuals must wear helmets.
3. No student shall be permitted to enter the college premises on a two-wheeler without complying with the compulsory helmet requirement.
4. The committee emphasized that this regulation is essential for ensuring the safety of students and promoting responsible road behaviour.

C. Compulsory Display of Identity Cards

1. Every student must carry and properly display their college identity card around their neck using an identity-card holder.
2. Only students wearing their identity cards around their neck shall be permitted to enter the college premises.
3. Students must ensure that their identity cards remain visible throughout their stay on the college campus.
4. The regulation is intended to ensure proper identification and prevent unauthorized entry into the college premises.

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D. Prohibition of Alcohol and Drug Abuse

1. The consumption, possession and use of alcohol, drugs or other intoxicating substances within the college premises shall be strictly prohibited.
2. Any student found entering the college premises in an intoxicated condition shall be denied entry.
3. The college shall adopt a strict disciplinary approach towards students involved in alcohol or drug abuse.
4. Students found violating this regulation may face severe disciplinary action, including debarment from further studies, subject to the applicable institutional procedures.
5. A negative character certificate reflecting the established disciplinary misconduct may be issued in accordance with institutional rules.

The committee strongly emphasized maintaining a completely intoxication-free academic environment.

E. Prohibition of Unauthorized Use of Electronic Gadgets

1. The use of electronic gadgets, including mobile phones, earphones and other electronic devices, shall not be permitted inside the college building or elsewhere on the college premises without prior permission from the competent authority.
2. Students shall not be permitted to charge their mobile phones or any other electronic gadgets within the college premises without prior authorization.
3. Any student found violating these regulations may be required to submit a show-cause notice explaining the reason for the misconduct and provide a written apology to the competent authority.
4. In case of repeated violations, the college may summon the parents or guardians of the concerned student.
5. Further disciplinary measures, including monetary fines and debarment, may be imposed in accordance with the severity of the violation and institutional procedures.

F. Restricted Use of Lifts

1. The use of lifts within the college building shall be strictly restricted to faculty members and persons with disabilities or mobility-related requirements.
2. Students shall not be permitted to use the lifts without prior authorization from the competent authority.

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3. Any student found violating this regulation may be required to submit a show-cause notice explaining the misconduct and provide an apology to the concerned authority.
4. Repeated violations may result in the summoning of parents or guardians, imposition of fines and further disciplinary action, including debarment, as per institutional procedures.

G. Maintenance of Silence within the College Building

1. All students, faculty members and other individuals are expected to maintain silence and decorum within the college building.
2. Unnecessary shouting, loud conversations, shouting in corridors and other disruptive activities shall not be permitted.
3. Students must maintain a peaceful academic atmosphere in classrooms, corridors, laboratories, libraries and other institutional spaces.
4. Any exception to this rule shall be permitted only when students are instructed or authorized by the concerned faculty member or competent authority.

H. Prohibition of Unnecessary Movement in College Corridors

1. Students are expected to remain either inside their respective departmental classrooms or outside the college building during their free periods.
2. Unnecessary strolling, loitering or gathering in the college corridors shall not be permitted.
3. Students must avoid occupying corridors and other common areas without any academic or official purpose.
4. Any student found unnecessarily roaming around the college corridors may face appropriate disciplinary action as decided by the competent authority.

5. Minutes of the Meeting – II: Rules and Regulations for Maintaining Discipline During the College Fest

The second major agenda of the meeting focused on maintaining discipline during the annual college fest. The Coordinator and committee members agreed that the general disciplinary rules applicable on regular working days would also remain applicable during the college fest, with certain additional provisions considering the nature and scale of the event.The following rules were discussed:

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A. Applicability of General Disciplinary Rules

1. All general rules and regulations applicable on regular working days shall remain in force during the college fest.
2. Students must follow the prescribed dress code, identity-card requirements and other institutional disciplinary regulations.
3. The prohibition of alcohol, drugs and unauthorized electronic gadgets shall remain strictly applicable throughout the fest.
4. Students must maintain proper decorum and avoid any activities that may disturb the peaceful and orderly conduct of the event.
5. All students must cooperate with the organizing committee, faculty members, volunteers and security personnel.

B. Compulsory 75% Attendance Requirement

1. Only students having a minimum of 75% attendance shall be permitted to enter the college premises during the college fest.
2. Students failing to fulfil the prescribed attendance requirement shall not be permitted to enter the college premises during the fest.
3. The attendance records maintained by the respective departments shall serve as the basis for verifying the eligibility of students.
4. The respective departments shall ensure proper verification of attendance before the commencement of the fest.
5. The committee emphasized that the attendance requirement is intended to encourage regularity in academic activities and prevent students from neglecting their academic responsibilities in favour of extracurricular celebrations.

C. Discipline and Conduct During Fest Activities

1. Students must maintain discipline and decorum throughout the fest.
2. Any form of misbehaviour, indiscipline, harassment, violence or disruption of scheduled activities shall not be tolerated.
3. Students must follow the instructions issued by the organizing committee and designated faculty coordinators.
4. Unauthorized entry into restricted areas, backstage facilities and other designated spaces shall be prohibited.
5. Students must maintain cleanliness and take responsibility for protecting college property and event infrastructure.

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6. Any violation of the prescribed regulations may invite appropriate disciplinary action.

D. Display of Banners and Prohibitory Signboards

1. Appropriate banners, posters and signboards shall be displayed at prominent locations throughout the college premises during the college fest.
2. These banners and signboards shall clearly communicate all important disciplinary instructions, prohibited activities and restrictions applicable during the fest.
3. Signboards shall be placed at strategic locations, including the main entrance, corridors, classrooms, auditorium, playground and other common areas.
4. The displays shall specifically highlight prohibitions regarding alcohol and drug consumption, unauthorized use of electronic gadgets, entry into restricted areas, misconduct, littering and other activities that may disrupt the discipline of the college.
5. The organizing committee shall ensure that all prohibitory instructions are clearly visible and communicated to students, participants, visitors and other attendees.
6. The committee shall make necessary arrangements for the preparation, installation and maintenance of these banners and signboards before the commencement of the fest.

6. Output of the Meeting

The meeting resulted in the formulation of a comprehensive framework of disciplinary regulations for both regular working days and the college fest. The major outcomes were:

1. A uniform departmental dress code was established for undergraduate students, with Thursday designated for appropriate day-scholar attire.
2. Postgraduate students were permitted to wear modest day-scholar attire on all working days.
3. Compulsory helmet usage for both drivers and pillion riders was emphasized.

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4. Mandatory display of college identity cards was established as an entry requirement.
5. Strict prohibition of alcohol, drugs and intoxication within the college premises was reinforced.
6. Unauthorized use and charging of electronic gadgets were prohibited.
7. Restricted access to college lifts was established.
8. Regulations concerning silence and unnecessary movement within college corridors were formulated.
9. The general disciplinary regulations were extended to the college fest.
10. A minimum attendance requirement of 75% was proposed as a compulsory eligibility criterion for entering the college premises during the fest.

7. Suggestions for the Next Meeting

The committee proposed the following suggestions for consideration in its subsequent meeting:

1. Preparation and circulation of an official disciplinary notice containing all approved rules and regulations.
2. Display of disciplinary instructions on notice boards and at prominent locations throughout the college campus.
3. Establishment of a systematic identity-card and attendance verification mechanism at the college entrance.
4. Assignment of faculty members and student volunteers to monitor discipline in different areas of the college premises.
5. Installation of appropriate signboards regarding helmet requirements, restricted lift access and the prohibition of electronic gadgets.
6. Development of a proper mechanism for issuing show-cause notices and maintaining records of disciplinary violations.
7. Conducting student awareness programmes to communicate the importance of institutional discipline.
8. Preparation of a dedicated duty roster for faculty members and volunteers during the college fest.
9. Establishment of a proper entry-verification system during the fest to ensure compliance with the 75% attendance requirement.
10. Review of the effectiveness of the disciplinary regulations after their implementation and consideration of further amendments wherever necessary.

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8. Conclusion

The meeting concluded with a collective understanding that discipline is an essential component of institutional development and academic excellence. The Coordinator and members of the Discipline Committee emphasized that maintaining discipline is a shared responsibility of students, faculty members and the administration.

The proposed regulations aim to create a safe, orderly, respectful and academically conducive environment within the college premises while ensuring the smooth and successful organization of the annual college fest. The committee stressed the importance of consistent implementation, student awareness and cooperation from all stakeholders. It was further emphasized that disciplinary measures should be implemented through appropriate institutional procedures to ensure fairness, accountability and transparency.

Committee Members:

1. Mr. Hembrom Marcel
2. Mr. Roshan Kishor Gidh
3. Dr. Amit Kumar Gupta
4. Dr. Nisha Rani Dhanwar
5. Mr. Narayan Sai
6. Ms. Jessica Nidhi Tigga
7. Ms. Pratima Pardhiya
8. Mr. Sonu Soban Murmu

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