



C1/ 7173/2022

Date-19/10/2022

Sub:-Education – Technical- Disciplinary Committee meeting - reg

Office Order

**Academic Council meeting held at Principal Chamber on 19/10/2022 and the following decisions are taken.**

1. It is decided to form Daily Inspection teams for ensuring discipline inside the Campus.
2. Department Heads should identify the Staff members for daily inspection, based on the timetable.
3. Sub Committees should be constituted for every day actions. Head of departments will be in charge of sub committees as Coordinator.
4. Proper directions regarding discipline should be displayed at the front gate and all mandatory directions should be listed at notice boards.
5. The Main gate will remain open from 8.00 am to 9.15 am. During noon interval, i.e from 12.30 pm to 1.30 pm, the main gate will be open. In the evening, the main gate will be opened at 4.00 pm and closed at 5.00 pm. A register will be maintained at the gate for the accountability of visitors and vehicles.
6. Online Delivery persons should be stopped at main gate. Students should collect the items at the gate only. Staff at quarters should give proper directions to watchmen for the online delivery at quarters.
7. It is mandatory that all students should wear **uniforms** and **Id cards** as per the directions provided.
8. All students are direct to meet front office reception first, for giving submissions to Principal. Students are allowed to meet Principal directly only between 12.30 pm to 1.30 pm on day time.
9. All students should get prior permission from the respective department head for attending/ participating in the extracurricular activities. The co-ordinators should ensure that the request letters from students are forwarded to the concerned departments without fail.
10. All departments should publish the attendance statement of all batches before 5<sup>th</sup> of every month.
11. Speakers / mobile attachments for amplifications will not be permitted inside the campus. If used, it will be seized and not given back to the students.

12. Flex Boards and other notice boards by students will not be allowed inside campus. Prior permissions should be availed from the Principal for displaying flex boards/ notices in the Campus.
13. Saturdays will be treated the same as other week days. On Sundays no one will be permitted to enter the Campus without the prior permission of the Principal.
14. Unauthorized resting places will not be permitted inside the Campus. (unauthorized resting places are those which are not built by college)
15. Trespassers will not be permitted /allowed to enter the Campus, without permission from the Principal.
16. Nasik Dhol and DJ party will not be permitted inside the Campus. All restricted activities by the Government will not be permitted inside the Campus.
17. Students should park their vehicles at the spaces allotted only for students. They are not allowed to create disturbance or cause hindrance to the smooth conduct of the classes. The rules and guidelines of the Motor Vehicle Department issued for the educational institutions as well as the orders issued by the Government and the Court Order with regard to this, should be strictly complied with by the students.
18. General store will function from 12.30 pm to 1.30 pm. Students are directed to stick to the timings. The Price list of books and records will be displayed.
19. Students who wish to conduct programs should get prior sanction from the Principal, through their respective Department Heads or Staff Advisors.
20. Hostel rooms will be checked at 9.15 am everyday by the daily inspection teams of the disciplinary subcommittee; and will report the conditions to Principal.
21. Online delivery will not be allowed at the hostel.
22. Hostel grill/gates will be closed at 9.15 am and mess hall will be closed at 8.45 am. At 12.30 pm, the Hostel grill will be opened for lunch and closed at 1.30 pm. In the evening, the Hostel gate/grill will be opened at 4 pm and closed at 9 pm.
23. Students who indulge in restricted activities like smoking or alcohol consumption and substance abuse will be suspended immediately. Parents of such students will be intimated.

  
A handwritten signature in black ink, appearing to be 'C. K. K.', is written over a horizontal line. Below the line, there are some small, illegible marks.