



**DISCIPLINARY COMMITTEE
MINUTES BOOK**

DISCIPLINARY
AND
CODE OF CONDUCT
COMMITTEE

DISCIPLINARY COMMITTEE

MINUTES OF THE MEETING

Date: 4.4.18

Time: 10:00AM

The meeting of the Disciplinary Committee was called to order on 4.4.18 at 10:00am at Principals office, Al Azhar Dental College, Thodupuzha. The meeting was chaired by Principal Dr V A Afzal.

Attendees:

1. Dr. V A Afzal (Principal)
2. Dr. Arun Thomas Alapatt (Administrative Officer)
3. Dr. Sajil John (Coordinator)
4. Dr. Litto Manuel
5. Dr. Augustine Daniel
6. Dr. Nishin K John
7. Dr. Renu Ann Mathew
8. Dr. Anjana Mohankumar
9. Dr. Cini P Moideen

AGENDA

1. Reformulating the Disciplinary Guidelines

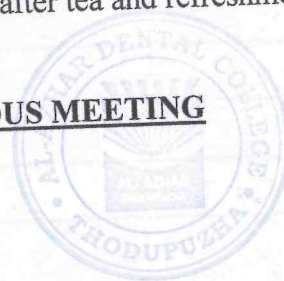
The Principal welcomed all the committee members and expressed appreciation for their commitment to maintain discipline and upholding the code of conduct. The minutes of the previous meeting were proposed by Dr. Sajil John and seconded by Dr. Augustine Daniel. The committee focused on reformulating the disciplinary guidelines during the meeting. The members engaged in discussions, sharing their insights and expertise to ensure comprehensive guidelines that address various types of misconduct, consequences, and the investigation process.

Dr. V A Afzal thanked everyone for their active participation and valuable contributions to the meeting. The meeting was adjourned at 10:30 AM after tea and refreshments.

ACTION TAKEN REPORT OF THE PREVIOUS MEETING

Prof. Dr. Harvey Thomas MDS
Reconstitution of the committee members.

Al-Azhar Dental College
Thodupuzha - 685 605



The Principal thanked everyone for their active participation and valuable contributions to the meeting. The meeting was adjourned at 11.15am after tea and refreshments.

ACTION TAKEN REPORT OF THE PREVIOUS MEETING

1. Implemented mobile use restrictions
2. Updated the dress code policy



Prof. Dr. V.A. AFZAL., M.D.S.
Principal
Al-Azhar Dental College
Perumpillichira P.O., Thodupuzha-685 605

Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha - 685 605

DISCIPLINARY COMMITTEE

MINUTES OF THE MEETING

Date: 14-11-2018

Time: 10:00AM

The meeting of the Disciplinary Committee was called to order on 14-11-2018 at 10:00am at Principals office, Al Azhar Dental College, Thodupuzha. The meeting was chaired by Principal Dr V A Afzal.

Attendees:

1. Dr. V A Afzal (Principal)
2. Dr. Arun Thomas Alapatt (Administrative Officer)
3. Dr. Sajil John (Coordinator)
4. Dr. Litto Manuel
5. Dr. Augustine Daniel
6. Dr. Nishin K John
7. Dr. Renu Ann Mathew
8. Dr. Anjana Mohankumar
9. Dr. Cini P Moideen

AGENDA

1. To scrutinize the reframed guidelines

The minutes of the previous meeting were proposed by Dr. Sajil John and seconded by Dr. Augustine Daniel. The guidelines were read, scrutinized and approved by the committee members.

The Principal thanked everyone for their active participation and valuable contributions to the meeting. The meeting was adjourned at 10:30 AM after tea and refreshments.

ACTION TAKEN REPORT OF THE PREVIOUS MEETING

Dr. Sajil John presented the reframed version of the disciplinary guidelines, incorporating the committee's feedback and suggestions from the previous meeting.

Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha - 685 605

Prof. Dr. V A AFZAL, M.D.S.
Principal
Al-Azhar Dental College
Perumpillichira P.O., Thodupuzha-685 605

DISCIPLINARY COMMITTEE.

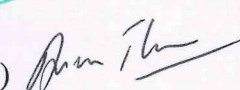



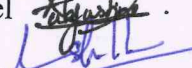


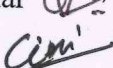
MINUTES OF THE MEETING

Date: 12-3-2019

Time: 10:00AM

The meeting of the Disciplinary Committee was called to order on 12-3-2019 at 10:00am at Principals office, Al Azhar Dental College, Thodupuzha. The meeting was chaired by Principal Dr V A Afzal.

Attendees:

- 1. Dr. V A Afzal (Principal)
- 2. Dr. Arun Thomas Alapatt (Administrative Officer) 
- 3. Dr. Sajil John (Coordinator) 
- 4. Dr. Litto Manuel 
- 5. Dr. Augustine Daniel 
- 6. Dr. Nishin K John 
- 7. Dr. Renu Ann Mathew 
- 8. Dr. Anjana Mohankumar 
- 9. Dr. Cini P Moideen 

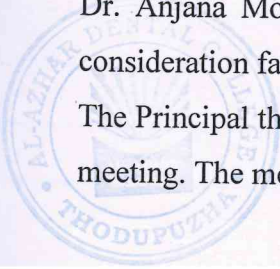
AGENDA

- 1. Mobile Use Restriction Among Students
- 2. To implement Dress Code Policy

The minutes of the previous meeting were proposed by Dr.Sajil John and seconded by Dr. Augustine Daniel. The committee addressed the issue of mobile phone usage among students and recognized the need to implement appropriate restrictions to maintain a focused and conducive learning environment. The discussion involved determining guidelines for when and how mobile phones can be used by students during college hours.

Dr. Anjana Mohan Kumar deliberated on the dress code policy for students, taking into consideration factors such as appropriateness, modesty, and adherence to cultural norms.

The Principal thanked everyone for their active participation and valuable contributions to the meeting. The meeting was adjourned at 10:30 AM after tea and refreshments.



Prof. Dr. Harvey Thomas MD
Principal
Al-Azhar Dental College
Thodupuzha

The Principal thanked everyone for their active participation and valuable contributions to the meeting. The meeting was adjourned at 11:30 AM after tea and refreshments.

ACTION TAKEN REPORT OF THE PREVIOUS MEETING

- 1. Conducted awareness campaigns on importance of Social Distancing
- 2. Implemented measures to avoid crowding



A handwritten signature in blue ink, appearing to be "V.A. Afzal", written over the typed name of Prof. Dr. V.A. Afzal.

Prof. Dr. V.A. AFZAL., M.D.S.
Principal
Al- Azhar Dental College
Perumpillichira P.O., Thodupuzha-685 605

A handwritten signature in blue ink, appearing to be "Harvey Thomas", written over the typed name of Prof. Dr. Harvey Thomas.

Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha - 685 605

DISCIPLINARY COMMITTEE


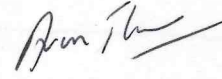

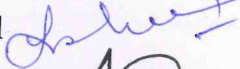
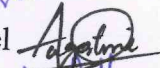
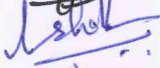

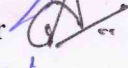

MINUTES OF THE MEETING

Date: 12-12-2019

Time: 10:30AM

The meeting of the Disciplinary Committee was called to order on 12-12-2019 at 10:30am at Principal's office, Al Azhar Dental College, Thodupuzha. The meeting was chaired by Principal Dr V A Afzal.

Attendees:

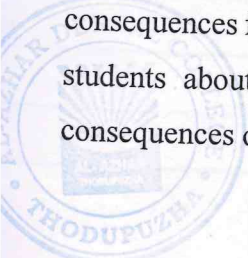
1. Dr. V A Afzal (Principal) 
2. Dr. Arun Thomas Alapatt (Administrative Officer) 
3. Dr. Sajil John (Coordinator) 
4. Dr. Litto Manuel 
5. Dr. Augustine Daniel 
6. Dr. Nishin K John 
7. Dr. Renu Ann Mathew 
8. Dr. Anjana Mohankumar 
9. Dr. Cini P Moideen 

AGENDA

1. To form exam hall disciplinary guidelines

The minutes of the previous meeting were proposed by Dr. Sajil John and seconded by Dr. Litto Manuel. The committee focused on discussing exam hall discipline and the importance of maintaining a conducive environment for fair examination. The members addressed issues such as cheating, use of unauthorized materials, disruptive behaviour, and the role of invigilators in maintaining discipline during exams. The discussion revolved around establishing clear guidelines for students regarding the reporting time, late entries, and consequences for latecomers. Dr. Renu Ann Mathew was asked to develop a plan for educating students about the importance of timely entrance into the exam hall and the potential consequences of late arrivals.


 Prof. Dr. Harvey Thomas MDS
 Principal
 Al-Azhar Dental College



ACTION TAKEN REPORT OF THE PREVIOUS MEETING

The new guidelines were approved by the Disciplinary committee.



Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha - 685 605

Prof. Dr. V.A. AFZAL., M.D.S.
Principal
Al- Azhar Dental College
Perumpillichira P.O., Thodupuzha-685 605

DISCIPLINARY COMMITTEE

MINUTES OF THE MEETING

Date: 12-08-2020

Time: 10:30AM

The meeting of the Disciplinary Committee was called to order on 12-08-2020 at 10:30am at Principal's office, Al Azhar Dental College, Thodupuzha. The meeting was chaired by Principal Dr V A Afzal.

Attendees:

1. Dr. V A Afzal (Principal)
2. Dr. Amal E A (Administrative Officer)
3. Dr. Sajil John (Coordinator)
4. Dr. Litto Manuel
5. Dr. Augustine Daniel
6. Dr. Nishin K John
7. Dr. Renu Ann Mathew
8. Dr. Anjana Mohankumar
9. Dr. Cini P Moideen

AGENDA

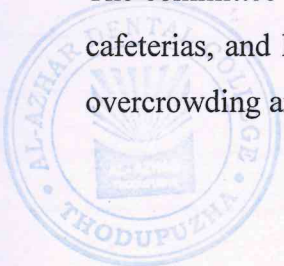
1. Discussion on COVID-19 Guidelines

The minutes of the previous meeting were proposed by Dr. Sajil John and seconded by Dr. Litto Manuel. The committee acknowledged the progress made in addressing exam hall discipline and ensuring timely entrance into the exam hall.

The committee focused on discussing the impact of COVID-19 on student behaviour and the need to enforce guidelines to prevent crowding and ensure the safety of all members of the institution. The discussion included topics such as maintaining physical distancing, wearing masks, hand hygiene, and adherence to health protocols.

The committee addressed the issue of avoiding crowding in common areas such as corridors, cafeterias, and libraries. Strategies to manage and regulate the flow of students to minimize overcrowding and maintain a safe environment were discussed.

Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha - 685 605



Dr. Anjana Mohankumar was asked to coordinate with relevant departments to create awareness campaigns highlighting the importance of social distancing and avoiding crowding in common areas.

The Principal thanked everyone for their active participation and valuable contributions to the meeting. The meeting was adjourned at 11 AM after tea and refreshments.

ACTION TAKEN REPORT OF THE PREVIOUS MEETING

1. Developed a plan for educating students about the importance of timely entrance into the exam hall



Prof. Dr. V.A. AFZAL., M.D.S.
Principal
Al-Azhar Dental College
Perumpillichira P.O., Thodupuzha-685 605

Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha-685 605

DISCIPLINARY COMMITTEE

MINUTES OF THE MEETING

Date: 12-04-2021

Time: 10:30AM

The meeting of the Disciplinary Committee was called to order on 12-04-2021 at 10:30am at Principal's office, Al Azhar Dental College, Thodupuzha. The meeting was chaired by Principal Dr V A Afzal.

Attendees:

1. Dr. V A Afzal (Principal)
2. Dr. Amal E A (Administrative Officer)
3. Dr. Sajil John (Coordinator)
4. Dr. Litto Manuel
5. Dr. Augustine Daniel
6. Dr. Nishin K John
7. Dr. Renu Ann Mathew
8. Dr. Anjana Mohankumar
9. Dr. Cini P Moideen
10. Dr. Sreelakshmi G

AGENDA

1. To discuss additional COVID-related restrictions and measures

The minutes of the previous meeting were proposed by Dr. Sajil John and seconded by Dr. Litto Manuel. Principal welcomed Dr. Sreelakshmi G in the committee.

The committee acknowledged the progress made in discussing measures to control COVID-19 in the institution. The committee focused on discussing additional COVID-related restrictions and measures to ensure the safety and well-being of students and staff.

The committee asked Dr. Anjana Mohankumar to formulate enhanced cleaning and sanitization protocols. Dr. Sreelakshmi G was asked to develop and implement strategies to monitor and

Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha - 685 605

Prof. Dr. V. A. Afzal M.D.S.

DISCIPLINARY COMMITTEE




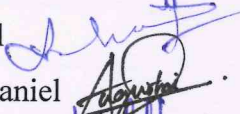
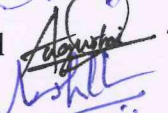
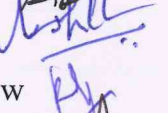
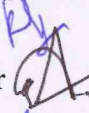
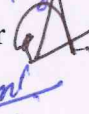


MINUTES OF THE MEETING

Date: 9-11-2021

Time: 10:30AM

The meeting of the Disciplinary Committee was called to order on 9-11-2021 at 10:30am at Principal's office, Al Azhar Dental College, Thodupuzha. The meeting was chaired by Principal Dr Harvey Thomas.

Attendees:

1. Dr. Harvey Thomas (Principal) 
2. Dr. Amal E A (Administrative Officer) 
3. Dr. Sajil John (Coordinator) 
4. Dr. Litto Manuel 
5. Dr. Augustine Daniel 
6. Dr. Nishin K John 
7. Dr. Renu Ann Mathew 
8. Dr. Anjana Mohankumar 
9. Dr. Cini P Moideen 
10. Dr. Sreelakshmi G 

AGENDA

1. Action Plan for Dental Week

The minutes of the previous meeting were proposed by Dr. Sajil John and seconded by Dr. Litto Manuel. The committee focused on developing an action plan for the upcoming Dental Week in the institution.

The committee focused on developing a disciplinary plan for the upcoming Dental Week in the institution. The discussion included topics such as:

- Setting clear guidelines regarding appropriate behaviour and conduct expected during the Dental Week.
- Taking proactive measures to enforce disciplinary actions in cases of misconduct or violations.


Prof. Dr. Harvey Thomas MDS

• Dealing with any potential disciplinary matters that may arise throughout the Dental Week.
The Principal thanked everyone for their active participation and valuable contributions to the meeting. The meeting was adjourned at 11:45 AM after tea and refreshments.

ACTION TAKEN REPORT OF THE PREVIOUS MEETING

1. Formulated enhanced cleaning and sanitization protocols.
2. Strategies to monitor and enforce mask-wearing and social distancing made
3. Protocols for handling suspected or confirmed COVID-19 cases formulated



Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha - 685 605

DISCIPLINARY COMMITTEE

MINUTES OF THE MEETING

Date: 13-04-2022

Time: 10:30AM

The meeting of the Disciplinary Committee was called to order on 13-04-2022 at 10:30am at Principal's office, Al Azhar Dental College, Thodupuzha. The meeting was chaired by Principal Dr. Harvey Thomas.

Attendees:

1. Dr. Harvey Thomas (Principal)
2. Dr. Amal E A (Administrative Officer)
3. Dr. Sajil John (Coordinator)
4. Dr. Litto Manuel
5. Dr. Augustine Daniel
6. Dr. Nishin K John
7. Dr. Renu Ann Mathew
8. Dr. Anjana Mohankumar
9. Dr. Sreelakshmi G
10. Dr. Surya Suprabhan
11. Dr. Abhilash Mathews Thomas
12. Dr. Ajay Soman

AGENDA

1. To discuss the importance of strict adherence to college and hostel timings

Principal welcomed all the committee members present and introduced the agenda for the meeting. The minutes of the previous meeting were proposed by Dr. Sajil John and seconded by Dr. Renu Ann Mathew. Principal also welcomed Dr. Surya, Dr. Abhilash and Dr. Ajay as the members of the committee.

The committee focused on discussing the importance of strict adherence to college and hostel timings. The committee discussed the timeline for finalizing the updated timing policies and

Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha - 685 605

implementing the monitoring mechanisms. It was decided that the revised policies would be communicated to students, and the monitoring mechanisms would be put in place at the beginning of the upcoming semester.

The Principal thanked everyone for their active participation and valuable contributions to the meeting. The meeting was adjourned at 11:15 AM after tea and refreshments.

ACTION TAKEN REPORT OF THE PREVIOUS MEETING

Developed disciplinary plan for the Dental Week



A handwritten signature in green ink, consisting of several overlapping loops and strokes.

Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha - 685 605

DISCIPLINARY COMMITTEE

MINUTES OF THE MEETING

Date: 24-11-2022

Time: 10:30AM

The meeting of the Disciplinary Committee was called to order on 24-11-2022 at 10:30am at Principal's office, Al Azhar Dental College, Thodupuzha. The meeting was chaired by Principal Dr Harvey Thomas.

Attendees:

1. Dr. Harvey Thomas (Principal)
2. Dr. Amal E A (Administrative Officer)
3. Dr. Sajil John (Coordinator)
4. Dr. Litto Manuel
5. Dr. Augustine Daniel
6. Dr. Nishin K John
7. Dr. Renu Ann Mathew
8. Dr. Anjana Mohankumar
9. Dr. Mazood Ahamad
10. Dr. Sreelakshmi G
11. Dr. Surya Suprabhan
12. Dr. Abhilash Mathews Thomas
13. Dr. Ajay Soman

AGENDA

1. To develop an action disciplinary plan for the upcoming Al Azhar Festival

The meeting of the Disciplinary Committee was called to order by Dr. Harvey Thomas at 10.30am. He welcomed all the committee members present and introduced the agenda for the meeting. He also welcomed Dr. Mazood Ahamad in the committee. The minutes of the previous meeting were proposed by Dr. Sajil John and seconded by Dr. Renu Ann Mathew.

The committee focused on developing an action disciplinary plan for the upcoming Al Azhar Festival in the institution. The discussion included topics such as:

Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha, 686 005

- Establishing guidelines for appropriate behaviour and conduct during the festival
- Ensuring compliance with event schedules and activities
- Enforcing disciplinary measures for any misconduct or violation of the code of conduct
- Coordinating with event organizers, faculty, and staff to maintain a safe and respectful environment
- Addressing any potential disciplinary issues that may arise during the festival

The committee discussed the timeline for finalizing the disciplinary plan and disseminating it to the relevant stakeholders. It was decided that a draft of the plan would be circulated among the committee members for feedback and suggestions before its finalization.

Principal Dr. Harvey Thomas thanked everyone for their active participation and valuable contributions to the meeting. The meeting was adjourned at 11:30 AM.

ACTION TAKEN REPORT OF THE PREVIOUS MEETING

1. The revised policies about college and hostel timings were communicated to warden and students



Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha - 685 605

DISCIPLINARY COMMITTEE

MINUTES OF THE MEETING

Date: 12-03-2023

Time: 10:30AM

The meeting of the Disciplinary Committee was called to order on 12-03-2023 at 10:30am at Principal's office, Al Azhar Dental College, Thodupuzha. The meeting was chaired by Principal Dr Harvey Thomas.


Attendees:

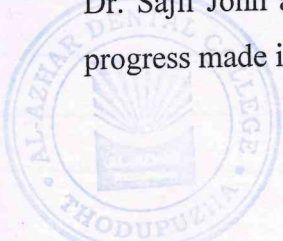
1. Dr. Harvey Thomas (Principal)
2. Dr. Amal E A (Administrative Officer)
3. Dr. Sajil John (Coordinator)
4. Dr. Litto Manuel
5. Dr. Augustine Daniel
6. Dr. Nishin K John
7. Dr. Renu Ann Mathew
8. Dr. Anjana Mohankumar
9. Dr. Mazood Ahamad
10. Dr. Sreelakshmi G
11. Dr. Surya Suprabhan
12. Dr. Abhilash Mathews Thomas
13. Dr. Ajay Soman

AGENDA

1. To develop a disciplinary plan for the upcoming Interbatch fest in the institution

The meeting of the Disciplinary Committee for the academic year 2022-23 was called to order by Dr. Harvey Thomas at 10:30 AM. He welcomed all the committee members present and introduced the agenda for the meeting. The minutes of the previous meeting were proposed by Dr. Sajil John and seconded by Dr. Renu Ann Mathew. The committee acknowledged the progress made in emphasizing strict adherence to college and hostel timings.


 Prof. Dr. Harvey Thomas MDS
 Principal
 Al-Azhar Dental College
 Thodupuzha - 685 605



The committee focused on developing a disciplinary plan for the upcoming Interbatch fest in the institution. The discussion included topics such as:

- Ensuring punctuality and attendance for all programs
- Communicating disciplinary consequences for any misconduct during the fest
- Addressing any potential disciplinary issues that may arise during the event
- Coordinating with faculty, staff, and security personnel to maintain a safe and disciplined environment

The committee discussed the timeline for finalizing the disciplinary plan and ensuring its effective implementation during the fest.

Principal Dr. Harvey Thomas thanked everyone for their active participation and valuable contributions to the meeting. The meeting was adjourned at 11:15 AM after tea and refreshments.

ACTION TAKEN REPORT OF THE PREVIOUS MEETING

1. Developed disciplinary plan for Al Azhar Fest



Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha - 685 605