



K.M.G. COLLEGE OF ARTS AND SCIENCE
(AUTONOMOUS)

R.S. ROAD, AMMANANGUPPAM, GUDIYATTAM - 635 803.

Approved by Govt. of Tamilnadu & Permanently Affiliated to Thiruvalluvar University

Recognized under section 2(f) and 12(B) of the UGC Act, 1956

Accredited by NAAC with 'A' GRADE (CGPA of 3.24/4 - 2nd Cycle)



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Student Affairs Committee

Academic Year 2025–2026

First Meeting Report

Date: 09.07.2025, Wednesday

Venue: K.M.G. Seminar Hall

The First Meeting of the Student Affairs Committee for the Academic Year 2025–2026 was conducted on 09.07.2025 as per the scheduled circular. The meeting was convened to deliberate on policy frameworks, regulatory compliance, and strategic initiatives aimed at strengthening student discipline, welfare systems, and quality assurance mechanisms in alignment with Institutional objectives.

The Chairperson welcomed all members and highlighted the importance of structured governance, preventive discipline mechanisms, and student-centered welfare systems to uphold Institutional standards and academic excellence.

Agenda Deliberations and Resolutions

1. Confirmation of Committee Constitution (2025–2026)

The constitution of the Student Affairs Committee for the academic year was formally confirmed and recorded.

2. Approval of Student Affairs & Discipline Policy

The comprehensive policy document was presented, discussed, and unanimously approved for implementation across all Departments.

3. Alignment with NAAC Quality Indicators

Committee activities were aligned with student support, governance, transparency, and institutional values as prescribed by the National Assessment and Accreditation Council quality framework. Emphasis was placed on documentation, grievance redressal, anti-ragging measures, and ethical conduct.

4. Review of AICTE Compliance Requirements

Relevant regulatory compliance aspects were reviewed in accordance with guidelines of the All-India Council for Technical Education, wherever applicable.

5. Orientation Programme on Code of Conduct

It was resolved to conduct an orientation programme for newly admitted students within two weeks, focusing on discipline norms, campus regulations, and responsible behavior.

6. Anti-Ragging Mechanism

Strengthening of anti-ragging awareness, collection of mandatory affidavits, and prominent display of helpline numbers were discussed and approved.

7. Mobile Phone and Dress Code Monitoring

A structured monitoring mechanism was proposed to ensure compliance with Institutional standards of decorum.

8. Disciplinary Register & Documentation Protocol

A standardized disciplinary register (Manual and Digital) was resolved to ensure systematic case recording and transparency.

9. Student Welfare & Counseling Support

A proactive welfare and counseling support framework was discussed to address academic, behavioral, and emotional concerns.

10. Grievance Redressal & Parent Communication Mechanism

A structured communication protocol involving Class Coordinators and Heads of Departments was approved for serious disciplinary or welfare cases.

11. Semester-wise Action Plan

A detailed action plan with timelines was framed to ensure systematic execution and periodic review.

ACTION TAKEN REPORT (ATR)

Sl. No	Resolution Passed	Action Proposed	Action Taken	Evidence Available	Status
1	Approval of Student Affairs & Discipline Policy	Implement policy across Departments	Policy document circulated to all Departments and uploaded for reference	Circular Copy	Completed
2	Conduct Orientation on Code of Conduct	Organize orientation within two weeks	Orientation Programme conducted for all First-Year students with briefing on discipline norms	Attendance Sheets & Photographs	Completed
3	Anti-Ragging Awareness	Collect affidavits and display helpline numbers	Anti-Ragging affidavits collected; helpline numbers displayed prominently	Affidavit Records & Display Photos	Completed

4	Maintain Disciplinary Register	Create structured register	Structured Discipline Register initiated (Manual and Digital format)	Discipline Register File	Ongoing
5	Establish Parent Communication Protocol	Inform parents in serious cases	Parent communication mechanism established through Class Coordinators and HoDs	Call Records & Communication Log	Ongoing

Photographic Evidence



Remarks

The Committee has successfully implemented the major resolutions passed during the First Meeting. Preventive and corrective discipline mechanisms are operational, student awareness initiatives have been executed effectively, and structured documentation practices have been strengthened.

The activities are aligned with the quality benchmarks prescribed by the National Assessment and Accreditation Council and relevant regulatory standards. Ongoing actions will be reviewed in the subsequent meeting to ensure sustained compliance, continuous monitoring, and progressive improvement in student governance and welfare systems.

S. Sengupta
9/7/25
Student Coordinator
CO-ORDINATOR
STUDENT AFFAIRS
K.M.G. COLLEGE OF ARTS & SCIENCE
GUDIYATTAM - 635 803

[Signature]
9/7/25
Principal
PRINCIPAL,
K.M.G. COLLEGE OF ARTS AND SCIENCE
(AUTONOMOUS),
GUDIYATTAM, VELLORE DISTRICT - 635 803

S. No.	Designation	Name & Position	Signature With Date
1	Chairperson	Dr. C. Dhandapani, Principal.	<i>[Signature]</i> 9/7/25
2	Student Welfare Officer	Dr. J. Jayakumar, Assistant Professor & Head, Department of Tamil.	<i>S. Sengupta</i> 9/7/25
3	IQAC Coordinator	Mr. B. Balaji, Assistant Professor, PG and Research Department of Chemistry.	<i>B. Balaji</i> 16/07/25
4	Women's Representative	Dr. J. Thirumagal, Assistant Professor & Head, PG and Research Department of Biochemistry.	<i>J. Thirumagal</i> 16/07/25
5	Anti-Ragging Committee Representative	Dr. P. Bhavani, Assistant Professor & Head, PG Department of English.	<i>P. Bhavani</i> 9/7/25
6	Counselor	Mr. K. Jayasankar, Assistant Professor, PG Department of Computer Science.	<i>K. Jayasankar</i> 09/07/25
7	Student Representative	Selvan. U. S. Vinodhan, II – Year, PG and Research Department of Microbiology.	<i>[Signature]</i> 9/7/25