



Assam down town University

Established under The Assam Act No. VIII/ 2010, Gazette No. LGL. 9/2010/11

COMMITTEE NAME	DATE	TIME AND VENUE
Disciplinary Committee	29-08-2018	Time: 11:00 AM- 1:00PM Venue: A block, 2 nd floor Council room
MEETING No.:1		
The Following Members are attending the meeting: 1. Prof. (Dr) B K Dey 2. Mr. Ashim Barman 3. Dr. Seema Sharma 4. Dr. Pratap Chandra Sharma 5. Ms. Monika Bora 6. Dr. Someswar Gogoi 7. Mr. Debojit Bhattacharya 8. Prof. Manashi Sengupta 9. Mr. Ningthem Mangsatabam 10. Mr. Pranab Barman 11. Ms. Utpala Barman 12. Mr. Bidyut Boruah 13. Ms. Sumi Deka		
AGENDA		
<ul style="list-style-type: none">To review the functioning of Disciplinary committeeTo suggest measures for the effective functioning of the disciplinary committee.		
MINUTES OF DISCIPLINARY COMMITTEE MEETING		
ITEMS:	DISCUSSIONS & RESOLUTIONS:	
1. Procedures	Discussion: Members reviewed the existing disciplinary procedures, including how complaints are received, investigated, and resolved. Resolution: It was agreed that while the committee has been functioning effectively overall, there are areas that need improvement to enhance efficiency and fairness.	
2. Streamlining Processes	Discussion: Proposed implementing a standardized procedure for complaint handling to ensure uniformity Resolution: Suggested introducing a case management system to track cases and maintain documentation.	
3. Training and Development:	Discussion: Recommended training sessions for committee members to keep them updated on best practices and legal standards. Resolution: Proposed workshops on effective conflict resolution and decision-making skills.	
4. Ensuring Timeliness	Discussion: Recommended setting specific timelines for each stage of the disciplinary process to prevent delays.	



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	Resolution: Suggested considering additional resources or staff to handle high-priority cases
5. Regular Reviews	Discussion: Recommended scheduling regular reviews of the disciplinary processes and their outcomes to identify areas for improvement. Resolution: Proposed collecting data on case outcomes and process efficiency to guide improvements.

Signature of the Member Secretary





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Attendance

S.L	Name	Designation	Signature
1.	Prof. Biplab Kumar Dey	Dean, Faculty of Pharmaceutical Science	
2.	Mr. Ashim Barman	Additional Registrar (Administration)	
3.	Dr. Seema Sharma	Associate Professor, Faculty of Commerce, Management, Humanities and Social Sciences	
4.	Dr. Pratap Chandra Sharma	Chairperson, Faculty of Paramedical Science	
5.	Ms. Monika Bora	Deputy Manager HR	
6.	Dr. Someswar Gogoi	Controller of Examination	
7.	Mr. Debojit Bhattacharya	Associate Professor, Faculty of Science	
8.	Prof. Manashi Sengupta	Professor, Faculty of Nursing	
9.	Mr. Ningthem Mangsatabam	Nodal Officer	
10.	Mr. Pranab Barman	Hostel Warden, Boys	
11.	Ms. Utpala Barman	Hostel Warden, Girls	
12.	Mr. Bidyut Boruah	Student ADTU/2015-19/E(M)/005	
13.	Ms. Sumi Deka	Student ADTU/2017-19/MSc(BT)/007	

Signature of the Member Secretary