



# Holy Cross College (Autonomous) Nagercoil - 629 004

Affiliated to Manonmaniam Sundaranar University, Tirunelveli  
Nationally Accredited with A+ Grade (CGPA 3.35) by NAAC IV Cycle  
An ISO 9001:2015 Certified Institution

SSR  
2019-2020  
to  
2023-2024

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes

## PROCEEDINGS OF THE MONITORING COMMITTEE

2023-2024

Minutes of Discipline Committee meeting  
Academic year 2023-2024

2023 The first meeting for the academic year 2023-2024 was conducted on 24-7-2023 to decide certain rules and regulations for the smooth conduct of Annual Sports Day on 28/7/2023. Following discipline committee members were attended the meeting along with the student volunteers of various departments and Quality circle.

Dr. Sr. P. J. Elma Rose - Vice Principal  
Dr. P. Sathy - Vice Principal  
Dr. F. Brisca Renuga - Co-ordinator  
Dr. J. Bhavani - Dept. of English (Aided)  
Dr. V. Pradeepa - Dept. of History  
Dr. G. Shiny - Dept. of Economics  
Ms. J. Shiny - Dept. of Commerce (Aided)  
Dr. M. Jasmine Vineja - Dept. of Tamil  
Ms. S. Jameela - Dept. of Commerce  
Dr. M. Abila Jela Queen - Dept. of Physics  
Dr. Princy - Dept. of Chemistry  
Dr. V. Suren Flower - Dept. of Mathematics  
Dr. J. Celin Pappa Rani - Dept. of Botany  
Dr. C. Anitha - Dept. of Zoology  
Dr. E. Jebamalar - Dept. of English (SF)  
Ms. B. Thiriah Blessie - Dept. of Comp. Sci.  
Ms. Sherisha





Following decisions were made in the meeting.

- \* Class teachers should accompany the students to the ground immediately after the attendance.
- \* All classrooms should be closed.
- \* Staff should not be remained in the department.
- \* Student volunteers from each class should maintain the discipline.
- \* Students are not allowed to be in the campus beyond canteen.
- \* Dr. Bhawani, Ms. Sameela and ~~Ms.~~ Dr. Brisca Renuga will go around the campus during the programme. It was also decided for one hour programme all discipline committee members will be involving ~~th~~ in maintaining discipline.

For one day programme half <sup>if the</sup> a science staff and another half day Arts staff.

10<sup>th</sup> August 2023 Discipline was maintained in the Jubilee Hall for the smooth conduct of "Mother Foundress Day". The staff who are absent on the day was reported to Principal.

September 11<sup>th</sup> a meeting was conducted to decide smooth conduction of Holy Cross Feast on September 13<sup>th</sup>.



where <sup>different</sup> ~~the~~ <sup>25<sup>th</sup></sup> a meeting was conducted where ~~the~~ <sup>different</sup> ~~duties~~ <sup>duties</sup> were allotted to each staff to conduct the comedy programme by organised by <sup>Nesam</sup> ~~onwards~~ <sup>onwards</sup> ~~Discipline~~. In the month of October <sup>bus</sup> ~~queue~~ <sup>queue</sup> was maintained by discipline committee members.

December 12<sup>th</sup>, 2021, a meeting was conducted where <sup>it was decided that</sup> ~~it was decided that~~ evening discipline will be regulated by

- I day : Ms. Anitha and Ms. Sherusha
- II - day : Ms. Bavani and Ms. Colin.
- III - day : Ms. Abida & Ms. Shanthi
- IV day : Ms. ~~Jebamalar~~ Jemila & Ms. Shar <sup>thi</sup>  
Ms. Srin flower
- V day : Ms. Pradeeba & Ms. Princy.
- VI day : Ms. Shivy & Ms. Priyanka.

It was also decided to inform the class teacher's about movement of students ~~before~~ in the morning prayer, to be remain ~~to~~ till the completion of announcement etc.

On the day of Christmas celebration discipline was maintained ~~in~~ by the staff and student council members. It was decided to take attendance for the staff during ~~the~~ all programmes to ~~maintain~~ strict discipline.



17-2-2024

Parents Teachers meet was organised on February 17<sup>th</sup>. Staff and students involved in the discipline maintenance.

26-2-2024

Discipline Committee members maintained the programme in order on prize distribution day.

1-3-24

In association with special prayer assembly conducted on March 1<sup>st</sup> discipline was maintained by the discipline committee members.

Strict discipline was maintained on Women's day celebration held on March 7<sup>th</sup>.

A meeting was conducted for all the discipline committee members on March 1<sup>st</sup> to assign work on March 2<sup>nd</sup> graduation day.

On graduation day discipline was maintained by discipline committee members:

On April 8<sup>th</sup> a short meeting was announced to discuss about the Valedictory function in the afternoon.

Because of the busy schedule the members were unable to meet on the same day. But the work is allotted as, In the auditorium near the right and left side pillars,

I Pillar - Ms. Sujin flower  
ms. Jebamalar.

II Pillar - Ms. Sherisha & Ms. Anitha

III Pillar - Ms. Shiny & Ms. Priyanka

IV Pillar - Ms. Abila & Ms. Jemila.

V Pillar - Ms. Bhavani & Ms. Celin.

Upstairs - Ms. Jemilar, Ms. Shanathi,  
Ms. Pradeeba & Ms. Priscila.

ms. Vineja, ms. Brisca Renuga, ~~ms.~~  
Mr. Sathiyaraj will take charge of  
all over -

Ms. Reema Rose  
1/3/24

Vice Principal  
Holy Cross College (Autonomous)  
Nagercoil - 4

ms  
Brisca Renuga  
Staff incharge.



2022-2023

2022 - 2023.

For this academic year, following are the discipline committee members.

Dr. Sr. P. Leema Rose - Vice Principal  
 Dr. P. Sathya - Vice Principal  
 Dr. M. Mary Helen Stella - Coordinator  
 Dr. S. Regi  
 Dr. J. Christy Celina Mary  
 Dr. Sr. K. Francy  
 Sr. S. Antin Mary  
 Ms. S. Virgin Teba  
 Dr. C. Josephin Priyatharshini  
 Dr. J. Bhavani  
 Dr. J. Divya Merry Malai  
 Ms. J. Anne Mary Leema  
 Dr. M. Jasmine Vinofa  
 Ms. K. Mithi Nancy  
 Ms. J. Josephine Shiny  
 Ms. M. Nithila  
 Ms. S. Marlin Vista  
 Deans of student affairs  
 Mr. E. Matgias - Non Teaching staff  
 Ms. S. Josephin Panimaya Rushia



For this year a new group was created and all discipline committee informations were shared in this group.

~~On 9<sup>th</sup> Aug~~

9.8.2022 Meeting conducted in front of principal's office to discuss the duties and responsibilities of discipline committee members. All the staff and students of discipline committee participated in this meeting.

10.8.22 Discipline maintained when "Taking No Drugs Oath" was taken.

11.8.22 Meeting in front of Principal's office to discuss the duties to be performed for the smooth conduct of Investiture Ceremony which was held on 12<sup>th</sup> Aug 2022.

16<sup>th</sup> Aug 22 Discipline committee members were informed through whatsapp group that during morning prayer, the department incharge of prayer will have to see to the discipline. They were instructed to send 2 staff to the waiting and <sup>send</sup> another 2 staff members at 3.10 p.m to the same place to help the students to get up and get down the Govt. buses safely.



5<sup>th</sup> Sep 22 On 5<sup>th</sup> Sep, during teachers day celebration, the discipline committee students were asked to maintain discipline as the teachers were sitting in front rows. Students did their duties well.

27<sup>th</sup> + 28<sup>th</sup> Sep 22 On 27<sup>th</sup> + 28<sup>th</sup> Sep. 22, retreat was those arranged for the outgoing students. On that days, teachers handling III year classes were asked to maintain discipline. Accordingly, on 27<sup>th</sup>, Arts department teachers have seen to the discipline while on 28<sup>th</sup> Sep, Sciences department staff maintained discipline.

28<sup>th</sup> Sep On 28<sup>th</sup> Sep, during student administration day, discipline was maintained.

15<sup>th</sup> Oct 22 When Discipline was maintained on the day when the vision an orchestra was organised by the visually challenged people.

3<sup>rd</sup> Nov 22 On 3<sup>rd</sup> Nov, a meeting was convened to discuss all the works to be performed by the discipline committee members for the smooth conduct of graduation day.



5<sup>th</sup> Nov. On 5<sup>th</sup> Nov, on the day of convocation, strict discipline was maintained. All the discipline committee members did their work very well.

To maintain strict discipline, on 22<sup>nd</sup> Dec 2022, the day on which there was Christmas celebration, a meeting was conducted for the staff and students of discipline committee. They were asked to stand in the respective places.

On 22<sup>nd</sup> Dec, 2022, on the day of Christmas celebration, staff and students maintained strict discipline.

On 16<sup>th</sup> February, during prize distribution day for sports, discipline committee members maintained discipline.

A meeting was held on 28<sup>th</sup> February to discuss the works to be done for the smooth conduct of Super Singer programme which is scheduled to be held on 3<sup>rd</sup> March 2023. Following decisions were taken:

- Arts and Commerce students have to sit in the ground floor in the area allotted for the Arts departments

- Science departments are asked to sit in the galleries.
- Ensure that the students will behave decently throughout the programme.

Everything went on well, and the discipline committee did their jobs very well.

On 13<sup>th</sup> March a meeting was convened by the principal for the discipline committee staff members to discuss the duties to be performed on the college day which is fixed on 18<sup>th</sup> March 2023. In that meeting the place where the Arts, Science students and staff should sit was discussed and finalised.

On 30<sup>th</sup> March a meeting was convened to maintain discipline on 1<sup>st</sup> April, the day on which a programme manjapai campaign was held to create a world record. At last it was decided that the discipline committee staff can stand along with the other staff members.



On 24<sup>th</sup> April 2023, when the Ramyan programme was going on in the St. Joseph's Hall, discipline committee members were standing by the sides of students and maintained strict discipline throughout the meeting.

*Susheema Ruse*

Vice Principal  
Holy Cross College, (Autonomous)  
Nagercoil - 4

*M. Mary Helen Stelle*

28/4/2023



2021-2022

2021 - 2022

## Discipline Committee Meeting .

A meeting of the Discipline Committee members was held on 26<sup>th</sup> Oct 2021. Following are the Discipline Committee members .

1. Dr. Sr. Leema Rose - Vice Principal
2. Dr. M. Mary Helen Stella - Coordinator.
3. Dr. C. Jespin Jola -
4. Dr. Christy Celin Mary .
5. Dr. Sr. Francys
6. Sr. A. Antin Mary
7. Dr. A. Punitha .
8. Dr. J. Bhavani
9. Dr. J. Divya Merry Malai .
10. Ms. J. Anto Hepyi Bai
11. Ms. J. Anne Mary Leema .
12. Ms. J. Prabhina Sackaria
13. Ms. J. Josephin Shyny .
14. Dr. Baby
15. Dr. Sirumalai Rajam
16. Dean of students
17. Mr. Melgias - Non Teaching Staff .
18. Ms. Josephine Panimaya Rushia - Non Teaching Staff .

On that date, staff in charge and students representatives were present. Dr. Sr. Leema Rose, our vice principal gave some instructions



and guidelines to maintain discipline in and around the campus.

- All the members (both staff and students) should see to the discipline during meetings and the students can wear badges.

- Wherever the discipline committee members found that there is lack of discipline they can point out it to the Vice Principal or Staff incharges and to the concerned student ~~himself~~ also.

- Areas ~~for~~ fixed for students who will have to stand near the convent in the ~~evening~~ morning

1. Anusuya - I M.A History

2. Rathi -

3. Nandisree -

4. Selvalinsha -

5. Mary Anisha - III B. Com

6. Siva Sankari -

7. Baby Abirami - III CLEM

8. Niharika -

9. H. Kasthur -

Disciplinary actions <sup>taken</sup> against students for various reasons and on different dates.

9.12.2021

Some students, namely Abarin Arima, Jenisha Ashni, Itara Praki, Misma, Sahaya Sneka, Sahaya Pralisha and Abilasha Antony from Department of Botany were coming late to the college often. To discourage this practice, the coordinator of discipline committee called these students and enquired about this matter. The students expressed their difficulties and requested the management to consider their problem. The coordinator promised them to do the needful.

11.12.2021

Noorul Hansa of III B.Com (SF2) brought mobile phone to the college. It was found out and handed over to the Vice Principal. When our Vice Principal called her to enquire about the matter, she promised that she will not bring mobile phone to the college hereafter.



12.2.2022

Hanan, Affra, Sindhuja and Keerthi from II M.Sc Zoology, went to Kadrapatanam and Muttom beach during college hours with uniform but without getting permission from their parents. They were caught and brought to the notice of the management. Our principal, College management and Discipline Committee Coordinator enquired about this matter, and they told that it will be informed to their parents. Immediately they asked for apology and they promised ~~that~~ that hereafter they will not do such kind of things.

24.2.2022

Michael Rayhel <sup>and Feera</sup> doing M.A History ~~and~~ were caught with the mobile phone ~~and~~ they brought to the college. Discipline Committee enquired about this. After asking for apology they promised that ~~that~~ they will not bring mobile phone hereafter otherwise action can be taken.

24.2.2022

Jeyasree from II B.Com SF1 brought mobile phone to the college. Faculty from her department caught hold of the mobile phone



13.12.2021

Teerasha Begam of I B.Com (SF1) brought mobile phone often. It was brought to the notice of our Vice Principal. Sister asked her to write apology letter and she wrote the letter and she promised that hereafter she won't bring mobile phone to the college <sup>and then</sup> Mobile was handed over to her.

14.12.2021

Antony Deena from III B.Com (SF2) brought mobile phone to the college and it was brought to the notice of our Vice Principal. After giving apology letter, she promised that she will not bring mobile phone to the college hereafter. And then mobile was returned to her.

22.12.2021

Sachaya Dajni of B.Com (SF2) brought mobile phone to the college. After getting apology letter from her, mobile was returned to her.

7.2.2022

Vigneshwari of II B.Com SF1 brought mobile phone to the college. It was caught and handed over it to the vice Principal. She gave apology letter and promised that she will not bring mobile phone to the college.



12.2.2022

Hanan, Affra, Sindhuja and Keerthi from II M.Sc Zoology, went to Kadrapatanam and Muttom beach during college hours with uniform but without getting permission from their parents. They were caught and brought to the notice of the management. Our principal, College management and Discipline Committee Coordinator enquired about this matter, and they told that it will be informed to their parents. Immediately they asked for apology and they promised ~~they~~ that hereafter they will not do such kind of things.

24.2.2022

Michael Raychel <sup>and Feera</sup> doing M.A History <sup>were</sup> caught with the mobile phone ~~and~~ brought to the college. Discipline committee enquired about this. After asking for apology ~~she~~ they promised that ~~she~~ will not bring mobile phone hereafter otherwise action can be taken.

24.2.2022

Jeyasree from III B.Com SF1 brought mobile phone to the college. Faculty from her department caught hold of the mobile phone



and was handed over to the management.  
Disciplinary action was taken against her and

was asked to bring their parents. Her mother promised that her daughter will not bring mobile phone hereafter and if she brings, severe action can be taken.

2.3.2022

Aji from I B. Com brought mobile phone and some discipline committee staff found out and handed over the same to the principal. She felt sorry for that and she promised that she will not bring the mobile phone to the college hereafter, and if not college can take any action.

6.3.2022

Malathi Keerthika and Reshmina doing B.A History took Joke within the college campus and circulated the same among their friends. It was brought to the notice of the discipline committee members and they decided to take severe action on them but they asked apology and promised that they will not do it again. After getting the apology letter from them, they were excused.



2.3.2022 - Faculty from Dept of Commerce (SF2) complained that Nanthini, Sreemathi, Sahaya Aynal, Ashani, Sreeja and from I B.Com (SF2) were not behaving well in the class and they often disturb the class. Our Vice Principal, the Coordinator of the Discipline Committee called these students and enquired about this problem. Sister warned that if the same thing is repeated, management will take severe action. The students then wrote apology letter and they promised that they will not repeat the same again.

11.3.2022

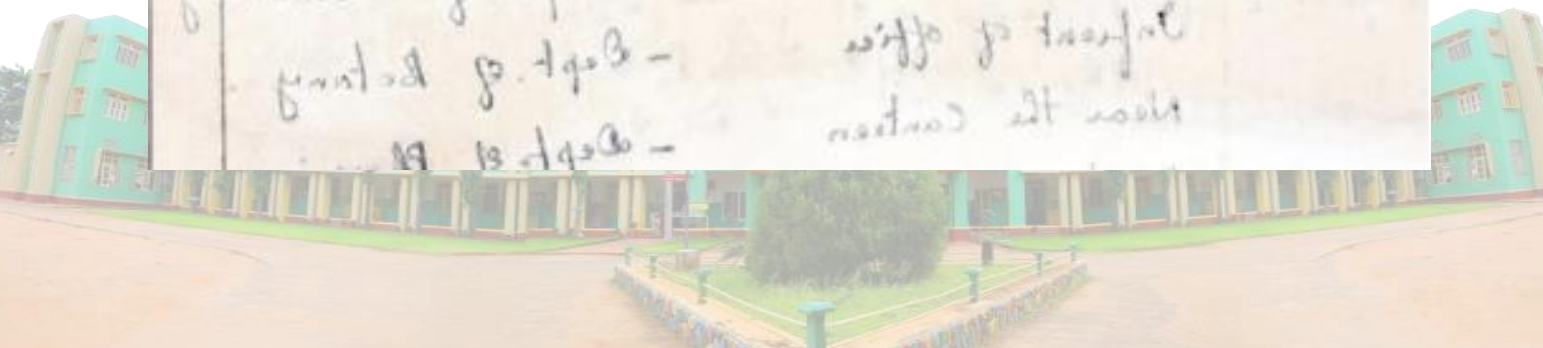
Anusiya from II M.A History misbehaved in the class and college. Discipline Committee asked her to bring their parents. Her mother came to the college and in front of her mother, the problem was explained. Considering the health condition of her mother, she was excused and was warned not to repeat the same again.

16.3.2022

Malathy Keerthika, Reshima from III B.A History and Sylvia from III B.A



Economics took some video and they typed very bad words and keep it kept it in their status. It was circulated among students and outsiders. As it will affect the reputation and goodwill of the institution, our principal told the discipline committee to do something. The senior discipline committee members separately met these students and found out the truth. They were asked to bring their parents or get TC from the college. As the students felt very sorry for that, the discipline committee members, after getting an apology letter from them, they were excused. Since Sylvia from III B.A Economics is the main cause of this problem, she was asked to bring their parents, otherwise, she is instructed to remain at home and she can come to the college only for writing exams.





23.3.2022 On 23<sup>rd</sup> March 2022 discipline committed meeting was held in front of the multipurpose hall. Dr. Sr. Leema Rose, Vice Principal, organised the meeting. All the staff incharges of Discipline Committee, Student representatives of Discipline Committee and class representatives were present for the meeting. The meeting commenced with the silent prayer. After the prayer, our Vice Principal gave the following informations:

- Allotment of areas to the department and the members were asked to maintain discipline during prayer

Near the gate - Dept. of Eng (Aided)

Near the Convent - Dept. of Commerce (Aided)

Near the small library - Dept. of Zoology.

Back side of office - Dept. of Chemistry

In front of office - Dept. of Botany.

Near the Canteen - Dept. of Physics.

Backgate - Dept. of History

Thinnai Library - Dept. of Maths (Aided)

Near the Marmian block - Dept. of Commerce (SFA)

In front of the MPH: - Dept. of Maths SF  
 Area near the library - Dept. of Com. SF I  
 In front of Joseph Hall - Dept. of Eng SF  
 Inbetween Joseph block and Claudine Block.  
 Dept. of Com. Sci.

(Student representatives are asked to stand in the respective areas)

- During music when the music is play<sup>ing</sup>, student should not stand outside but should be in the class.
- Don't get the ID card from the students who are inside the campus during prayer, but get the ID card from the students who are outside the gate during prayer. These ID cards will be handed over to the office.
- During the lunch break, class representatives will get can collect the ID cards from the office and give the same to the staff in charge of discipline committee after entering the name in the late register, collect SRs from the students who are coming late.
- Students coming late for more than 5 days have to meet the Vice Principal.
- On Saturday, the fine money can be handed over to Mrs. Subbulakshmi.
- The department in charge of prayer will be responsible to find out the students who are roaming around during the HOB hour.



- Disciplinary action can be taken by the discipline committee staff against the students who are sitting in the ground unnecessarily.
- Mobile checking can be done department wise.

On 23<sup>rd</sup> May 2022, Dr. Sr. Leema Rose, Vice Principal convened a discipline committee meeting. All the staff incharges of discipline committee and III<sup>rd</sup> year student representatives were present for that meeting. The purpose of this meeting is to conduct the college day smoothly and to maintain discipline throughout this meeting. Teachers and Necessary instructions were given to them. Teachers and students promised that they will do their duties sincerely.

Dr. Leema Rose

31/5/2022

H. Hlay Helen Stelle

31/5/2022.

2020-2021

Discipline Committee  
2020 - 21

Dr. Sr. Leema Rose - Vice Principal,  
Dr. G. Leema Rose - Coordinator.

Members of the Committee

Dr. Mary Helen Stella

Dr. C. Jespin Ida

Dr. J. Christy Celine Mary

Dr. R. Sujji

Sr. K. Francy

Sr. S. Antony Mary

Dr. A. Punitha

Dr. J. Bhavani

Dr. J. Divya Merry Malar

Ms. V. R. Bithiah Blessy

Ms. J. Annz Mary Leema

Ms. J. Maria Prabina Sackania

Ms. J. Josephina Shiny

Dr. P. M. Sirumalar Rajam

Mr. E. Melgias

- NTS

Ms. S. Josephine Panimaya Rushia

- NTS



On 1<sup>st</sup> March 2021, Dr. Sr. Leema Rose convened a meeting for the members of discipline committee. Following points were discussed in the meeting.

1. ii<sup>nd</sup> day during the HOB hour, an orientation will be given to the 1<sup>st</sup> years.
2. iii<sup>rd</sup> day during the HOB hour, campus tour will be arranged to the 1<sup>st</sup> years.
3. Students are asked to remain in the class till 3.15
4. Students are not ~~permitted~~ allowed to bring mobile phones. If they want to bring it for any academic purpose, they can bring with the permission of their parents.
5. During prayer, students need not stand outside the gate but to stand near the bank.
6. Don't allow the students to the canteen during the class hours.
7. Don't ~~eat~~ eat anything inside the thinnai library.

Area allotment during prayer

Near the bank - Mr. Paul Raj

In front of the convent - Dr. Bhavani

Main Block

Ground Floor - Dr. Leema Rose

Canteen - Sr. Francis

I<sup>st</sup> Floor - Ms. Jenepha

II Floor - Dr. Jola, Dr. Punitha

Mermier Block - Ms. Anna Mary Leema

Playground - Ms. Christy Celin

Golden Block - Dr. Divya, Ms. Vinoja

Backgate - Ms. ~~Kabita~~ Kohela

Claudens Block - Dr. Helen Stella

I Floor - Dr. Baby

II Floor - Ms. Shyay

St. Joseph's Block - Dr. Shaji

I<sup>st</sup> Floor - Dr. Sircumalar Rajam

II Floor - Ms. Prabhina

Little Free library - Ms. Blossy

Near St. Joseph's statue - Ms. Jeeva

Near the waiting shed - Mr. Melgias

Behind the office - Ms. Rusia,

Ms. Bobby

S. S. S. S. S.  
19/04/2021



2019-2020

Discipline Committee - 2019-2020

Dr. Sr. Laema, Rose - Vice Principal

Dr. Mary Delphin - Co-ordinator

Members of the Committee

Dr. Jespin Ida (Botany)

Dr. M. Mary Helen Stella (Commerce)

Dr. Christy Calin Mary (Phy. Edu)

Ms. Suji (History)

Dr. Sr. Francy (Chemistry)

Sr. Antin Mary (Maths)

Dr. Bhavani (Eng)

Ms. Blessy (Com. Sci)

Dr. Divya Merry Malar (Com. SF2)

Ms. Anne Mary Leema (Maths SF)

Ms. Pralina (Eng SF)

Ms. Josephin Shyng (Economics)

Ms. Sachana (Eng)

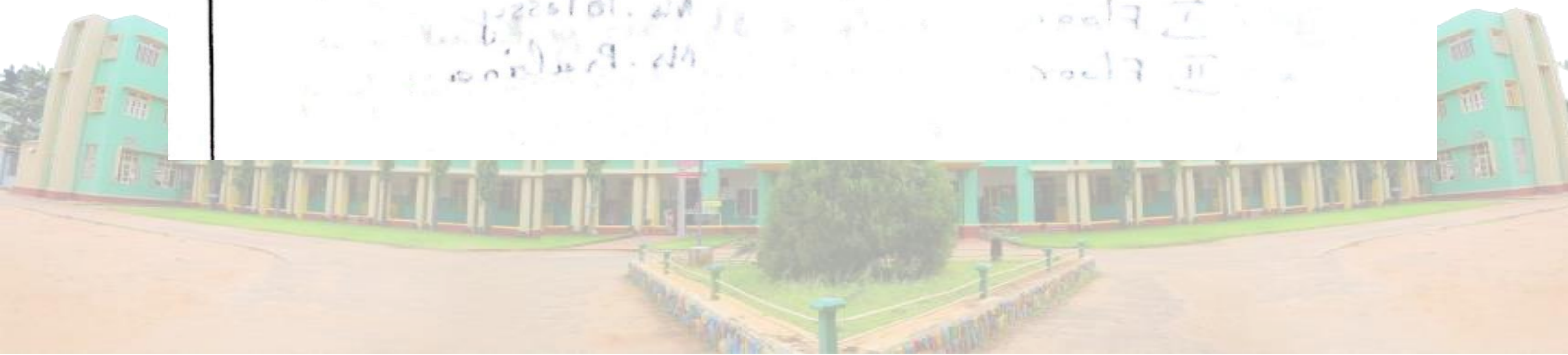
Mr. Melgias (Office)

Ms. G. Terlin Deletta (Botany)

Ms. Vinoja (Janiel SF)

Hs. Sirumalar Rajam (Commerce SF1)

Ms. Josephin Panimaya Rushia (Office)



Odd Semester

Meeting on 28<sup>th</sup> June 2019

This meeting was conducted for the staff incharge of discipline committee and in that meeting places the members should stand to maintain discipline during prayer. Accordingly the following places were fixed to each committee member.

Place/Area	Staff incharge
Near Thinnai Library	Dr. M. Mary Helen Stella
Infront of office	Dr. sr. Leema Rose
I <sup>st</sup> Floor (Main Block)	Dr. Dalphen
Near the canteen	Dr. sr. Francy
Vehicle shed	Ms. Rusheia
Waiting shed	Mr. Melgias
Main Gate	Non Teaching staff
Way to Hostel	Non Teaching staff
<u>Claudine Block</u>	
Ground Floor	Dr. Bhavani
I Floor	Sr. Antin
II Floor	Ms. Shyngy
<u>St. Joseph's Block</u>	
Ground Floor	Dr. shaji
I Floor	Ms. Blessy
II Floor	Ms. Prabina



Tubilee Hall Near Zoology Dept Morrier Block	Dr. Divya Dr. Anitha Ms. Anne Mary Leema
--	--

### Meeting on 5<sup>th</sup> July 2019

A meeting was held on 5<sup>th</sup> July 2019 to discuss the duties to be allotted for the smooth conduct of inaugural function. It was decided to allot work to 5 departments for each meeting. These departments should take initiative and responsibility. For the inaugural function 5 departments were given special responsibility. These departments are

Chemistry, Commerce (Aided) English (Aided)  
Zoology and Maths (Aided)

### 8<sup>th</sup> July 2019

During the inaugural function, discipline committee members (both staff and students) maintained discipline throughout the meeting.

### 31<sup>st</sup> July 2019.

On this day, ~~when~~ the staff and students of various disciplines <sup>were</sup> involved themselves to practicing the welcoming procession <sup>for the oncoming</sup> during NAAE visit. At that time, few English (S.F.) students were waiting near the waiting shed for getting food that was ordered from outside during the

class hours. Some of the staff members of discipline committee came to know this and they talked with the students about the procedure <sup>and rules</sup> to be followed during the class hours and they were instructed not to do this kind of activities in future.

Meeting on 9<sup>th</sup> August 2019

A meeting was convened for the discipline committee staff members for the proper conduct and to maintain discipline during Mother Foundress Day celebration that will be held on 10<sup>th</sup> August 2019.

Meeting on 13<sup>th</sup> August 2019

To make the library Day celebration meaningful (and to make all the students participate in the celebration), a meeting was held on 13<sup>th</sup> August 2019. It was decided to involve the discipline committee students also and they were instructed to stand in different places and were asked to let them the students out only after getting the 3d card.

Meeting on 19<sup>th</sup> Aug 2019

Meeting on 26<sup>th</sup> August 2019

A meeting was conducted for the staff and students on 26<sup>th</sup> August 2019 and



The following points were discussed at that time.

- During common gathering, all should cooperate in maintaining discipline.
- Students have to <sup>wear</sup> use badges while standing for discipline, and the departments that are not having sufficient badges are asked to get them from the department that are having surplus badges.
- Student and staff are asked to stand in different places in and outside the hall.
- Few students and staff can stand for discipline during mass and Holy Cross feast.
- Common cleaning days were fixed.

Some of the students from various disciplines had a ~~created some~~ <sup>had a</sup> problem in the ~~campus~~ <sup>campus</sup>. Some outsiders informed this matter to the management. In order to know the fact and to find solution for the problem, a meeting was called for <sup>on 31<sup>st</sup> August 2019</sup> and the students who have created problems were asked to come to the principal's office. In the presence of principal and vice principal and some senior faculty members students were asked to explain the matter. After knowing the fact, they were instructed to behave properly decently and not to spoil the goodwill and reputation of the institution.

Some counselling was <sup>also</sup> given to the students. After that they promised that they will not create any problem hereafter and so the problem came to an end.

Meeting.

### Even Semester

On 10<sup>th</sup> Dec 2019, a meeting was organised for the staff and students of discipline committee to conduct the annual convocation function smoothly. It was convened by our vice principal Dr. Sr. Leema Rose. In that meeting following decisions were taken.

1. Graduates should not <sup>take and</sup> use mobile phones inside the hall.

2. Discipline committee members should see to the discipline.

3. Children below 5, should not be permitted to go inside the hall.

4. Dept. of chemistry, Discipline committee staff members from Dept. of chemistry, Dept. of Commerce, Dept. of History and Dept. of computer science should check whether the graduates are present in the hall on time.

5. Discipline committee members should stand at the back and other staff members should sit along with their students.



6. At 12.45 the front doors should be locked.
7. Once they enter into the hall, they should not be permitted to go out till the meeting ends.
8. Ms. Sachana and Ms. Anurha Dani were asked to make announcements in English and Tamil.
9. Discipline Committee members from Dept. of Com. Science and Dept. of Commerce (Aided) were asked to keep make necessary arrangements to make the students aware of some of the important points. These are
  - a. Graduates should stand up when the chief guest enters in.
  - b. Do not use mobile phones.
  - c. Do not entertain children inside the hall.
  - d. Maintain strict silence and discipline.
  - e. Remain in the hall till the dignitaries leave the hall.

Meeting on 19<sup>th</sup> Dec 2019

On 19<sup>th</sup> Dec 2019, a meeting was convened by our vice principal Dr. Sr. Leema Rose - All the staff in charge and student volunteers of discipline committee members were present for that meeting. The purpose of this meeting was to maintain discipline in the multi-purpose ~~hall~~ <sup>hall</sup> where the Fine Arts (On stage Events)

Competitions conducted. After some discussion our vice principal divided the staff members into various teams and each team was given responsibility to maintain discipline in the allotted time. This list is given as under.

Team 1 - 9.15 - 10.15 - Dr. M. Helen Stella (Com A)  
Ms. Sadhana (Eng)  
Ms. Sujitha (Hist)

Team 2 - 10.15 - 11.15 - Dr. Delfina (Phy)  
Ms. Blessy (Com Sci)  
Ms. Josephine Shyng (Eco)

Team 3 - 11.15 - 12.30 - Dr. Sr. Francy (Che)  
Dr. Divya - (Com SF 2)  
Dr. Anitha (Zoo)

Team 4 - 1.30 - 2.30 - Sr. Antin (Maths)  
Dr. Bhavani (Eng)  
Ms. Prabina (Eng S.F)

Team 5 - 2.30 - 3.30 - Dr. Jda (Bot)  
Ms. Sherly (Maths S.F)  
Dr. Sirumalai (Com SF 1)

On 20<sup>th</sup> Dec 2019, when the fine arts competitions took place in the Multipurpose Hall, the staff and students of discipline committee maintained strict discipline as per the schedule and so the competitions could be conducted very smoothly without much disturbance.



## Meeting on January 23<sup>rd</sup>

On 23<sup>rd</sup> January 2020 a meeting was convened by the vice principal Dr. Sr. Leema Rose, for the proper conduct of a meeting organised by the child line. In the same meeting, some disciplinary measures to be taken for some student related issues were also discussed.

### Points discussed

1. Both the staff and students should cooperate with the management in maintaining discipline.
2. During meetings, front seats should not be left unfilled-unfilled.
3. Students should remain in the hall till the <sup>end of the</sup> meeting ~~comes to an end~~.
4. Discipline committee student volunteers may ~~get~~ collect the feedback on findarbs and the consolidated feedback will be handed over to the respective staff of fine arts.
5. Disciplinary actions to be taken for the students coming late, students who are taking leave on Saturdays and other days without prior permission, students not putting ID, and 3 students coming in the same bike <sup>and students bringing mobile</sup> were also discussed. ~~phones~~ were also discussed.

Meeting on 25<sup>th</sup> January 2020.

An urgent meeting was convened by Dr. Sr. Leema Rose, our vice principal to <sup>prepare the</sup> ~~fix~~ ~~list of~~ ~~staff~~ members who should stand near the convent to check the students who are coming late. Following is the list prepared by our vice principal with the assistance of some of the senior faculty members.

I Day - Dr. Divya (Com SF2)

Dr. Sheeba (Maths)

II Day - Ms. Shyng (Eco)

Ms. Sujji (Hist)

III Day - Dr. Bharani (Eng)

Dr. Anita (Zoo)

IV Day - Dr. Sr. Franey (Chem)

Dr. Sirumalar (Com SF1)

V Day - Sr. Antin (Maths)

Ms. Prabhina (Eng SF)

VI Day - Ms. Delita (Botany)

Dr. Sr. Leema Rose (V.P)

Above listed staff members were asked to get the Id of the students who are coming late and the same should be handed over to the vice principal.

The discipline committee feels happy to see that these staff members are doing their duties sincerely and the numbers of late comers have come down now due to these steps.



On the same day one more meeting was organised by our vice principal to fix allot the areas <sup>to each dept</sup> for cleaning. The areas allotted are as under.

- Dept. of Botany - Botanical Garden
- Dept. of Zoology - Mulberry Garden
- Dept. of Physics - MPH - surrounding
- Dept. of Chemistry - Behind the office
- Commerce (Aided) - Infront of the department
- Commerce (SF1) - Thinnai library surrounding
- Commerce (SF2) - Behind the library
- English (Aided) - Infront of the department
- English (S.F) - Infront of the library
- Maths (Aided) - Big notice board and vehicle shed surrounding
- Maths (S.F) - Infront of Mermier Block
- Economics - Cecile Hall surrounding
- History - Canteen surrounding
- Tamil - Backgate, Behind the Golden Jubilee Hall
- Com - Science - Joseph Block surrounding.

### Meeting on 27<sup>th</sup> February 2020.

On 27<sup>th</sup> February 2020, a meeting was organised by our vice principal in the Thinnai library. The purpose of this meeting was to maintain strict discipline in and outside the campus. Following are the important steps taken.

1. Late comers should sign in the late register which is kept in the department. After that such late comer should pay a fine of Rs 10/- to the discipline committee staff of that department. If the same student comes late for more than 3 days, she should pay a fine of Rs 50/- and if the same person comes late for more than 5 days, she should pay a fine of Rs 100/-.

These fines will be kept by the discipline committee staff, and at the end of each month the collected fine money will be handed over to the vice principal.

2. Students who are absent on Saturdays, should pay a fine of Rs 50/- (whatever may be the reason)

3. As there was disorder noticed in the waiting shed, and the students who are going by outbus used to are getting up in the moving bus, the discipline committee members discussed the problem and it was decided that the dept. in charge of prayer in the particular week will see to the bus queue, so that this problem can be solved.

S. Sathy  
19/04/2021



2023-2024

**Discipline Committee**

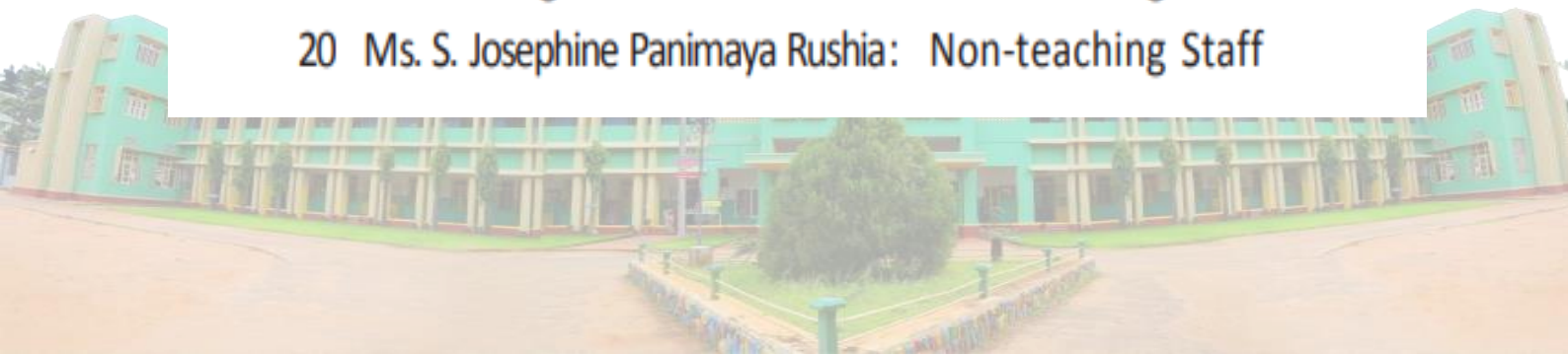
Dr. Sr. P. Leema Rose	: VicePrincipal-1
Dr. P. Sathya	: Vice Principal-2
Dr. A. Lesly Fathima	: Dean of Student Affairs
Dr. M. Mabel Edel Queen	: Dean of Student Affairs
Dr. F. Brisca Renuga	: Nodal Officer
Dr. V. Pradeepa	: NSS
Dr. M. Abila Jeba Queen	: NSS
Dr. S. Merlin Vista	: NSS
Dr. M. Jasmine Vinoja	: NSS
Dr. J. Christy Celine Mary	: Physical Education
Dr. V. Sujin Flower	: Mathematics
Dr. C. Anita	: Zoology
Dr. J. Bhavani	: English
Dr. Sr. K. Francy	: Chemistry
Dr. X. Maria Muthu Shanthini	: Commerce (S.F-II)
Ms. P. C. Priyanka Nair	: Mathematics (S.F)
Ms. J. Jenifer	: Commerce
Dr. Jebamalar	: English (S.F)
Ms. Josephine Shiny	: Economics
Ms. Sherisha	: Computer Science (S.F)
Ms. Celin Papa Rani	: Botany
Dr. M. Antilin Princela	: Chemistry (S.F)
Dr. E. Sathia Raj	: Social Work (S.F)
Mr. F. Melgias	: Non-teaching Staff
Mr. Jeevakarunyam	: Non-teaching Staff



2022-2023

**Code of Ethics Monitoring Committee (Disciple Committee)**

- 1 Dr. Sr. P. Leema Rose : Vice Principal 1
- 2 Dr. P. Sathya : Vice Principal 2
  
- 3 Dr. M. Mary Helen Stella : Coordinator
- 4 Dr. S. Regi
- 5 Dr. J. Christy Celine Mary
- 6 Sr. K. Francy
- 7 Sr. S. Antin Mary
- 8 Ms. S. Virgin Jeba
- 9 Dr. C. Josephine Priyatharshini
- 10 Dr. J. Bhavani
- 11 Dr. J. Divya Merry Malar
- 12 Ms. J. Anne Mary Leema
- 13 Dr. M. Jasmine Vinoja
- 14 Ms. K. Mihi Nancy
- 15 Ms. J. Josephine Shiny
- 16 Ms. M. Nithila
- 17 Ms. S. Merlin Vista
- 18 Deans of student affairs
- 19 Mr. E. Melgias : Non-teaching Staff
- 20 Ms. S. Josephine Panimaya Rushia: Non-teaching Staff





2021-2022

### 31. Discipline Committee

1. Dr. Sr. Leema Rose : Vice Principal
2. Dr. M. Mary Helen Stella : Co-ordinator
3. Dr. C. Jespin Ida
4. Dr. J. Christy Celine Mary
5. Sr. K. Francy
6. Sr. S. Antin Mary
7. Dr. A. Punitha
8. Dr. J. Bhavani
9. Dr. J. Divya Merry Malar
10. Ms. J. Anto Hepzie Bai
11. Ms. J. Anne Mary Leema
12. Ms. J. Maria Prabina Sackaria
13. Ms. J. Josephine Shiny
14. Deans of students
15. Mr. E. Melgias : Non-teaching Staff
16. Ms. S. Josephine  
Panimaya Rushia : Non-teaching Staff



2020-2021

## 28. Discipline Committee

1. Dr. Sr. Leema Rose : Vice Principal
2. Dr. G. Leema Rose : Co-ordinators

Dr. M. Mary Helen Stella

Dr. C. Jespin Ida

Dr. J. Christy Celine Mary

Dr. I. Jalaja Kumari

Sr. K. Francy

Sr. S. Antony Mary

Dr. A. Punitha

Dr. J. Bhavani

Dr. J. Divya Merry Malar

Ms. J. Anto Hepzie Bai

Ms. J. Anne Mary Leema





2019-2020

## 28. Discipline Committee

1. Dr. Sr. Leema Rose : Vice Principal
2. Dr. S. Mary Delphine : Co-ordinator
3. Dr. C. Jespin Ida
4. Dr. M. Mary Helen Stella
5. Dr. J. Christy Celine Mary
6. Dr. I. Jalaja Kumari
7. Sr. K. Francy
8. Sr. S. Antony Mary
9. Dr. X. Venci Candida
10. Dr. J. Bhavani
11. Dr. J. Divya Merry Malar
12. Ms. J. Anto Hepzie Bai
13. Ms. J. Anne Mary Leema
14. Ms. J. Maria Prabina Sackaria
15. Ms. J. Josephine Shiny
16. Ms. R. Sadhana Rengaswamy
17. Mr. E. Melgias : Non-teaching Staff
18. Ms. S. Josephine Panimaya Rushia : Non-teaching Staff

