



A.K.T MEMORIAL VIDYA SAAKET SCHOOL

A.K.T Nagar, Neelamangalam, Kallakurichi Dt., Tamilnadu - 606 213

Phone: 88835 96437, Email: principal.aktcbse@gmail.com, Website: www.aktinstitutions.com

Ref: AKTCBSE/DWC/Cir/2025-2026/05

Date: 05-11-2025

CIRCULAR

This is to inform you that, the Discipline and Welfare Committee is going to conduct the Ninth meeting for the academic year 2025-2026, and the meeting be held on 06-11-2025 at 4:30 pm in the LCD Theatre. All the members of the Discipline and Welfare Committee are requested to attend the meeting without fail.

The agenda for the meeting is enclosed here for the kind information to all.

Agenda:

- Review of previous meeting.
- Faculty members discipline duty.
- Hostel lunch time deviations.
- Attendance count monitoring at 1th & 5th hour.
- Student's haircut.
- Hostel Study Monitoring.
- Any other common related issues.

Convener

Principal

Circulated and Copy to:

1. Managing Director – For the kind information
2. Principal office
3. All the Coordinators
4. All the members of discipline and welfare committee
5. Administrative Office
6. Files



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DISCIPLINE AND WELFARE COMMITTEE MEETING – 5 – ATTENDANCE

Academic Year: 2025-2026

Date: 06-11-2025

Time: 04.30 PM

Venue: LCD Theatre

Sl. No	Name of the member	Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		



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MINUTES OF MEETING – DISCIPLINE AND WELFARE COMMITTEE

Academic Year: 2025-2026

Date: 06-11-2025

Time: 04.30 PM

Venue: LCD Theatre

The following points were discussed:

Sl.No.	Points discussed	Responsibility / Remark
1.	In hostel study hours –Students count to be monitored.	Hostel Warden
2.	Mobile phone usage – sudden inspection on 07/11/25	All Hostel Staffs
3.	Discipline duty is made compulsory for all staff members if deviations is found it will be viewed seriously	All Staff Members
4.	Staff punch time should be before 8.45 AM	All Staff Members
5.	Attendance count should be monitored at 1 st & 5 th hour.	All Class Teacher
6.	Students must have a proper haircut before this month end	All Class Teacher

EVLOVING THINKING MINDS



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DISCIPLINE AND WELFARE COMMITTEE - ACTION TAKEN REPORT

The following actions were taken to implement the decisions made during the Discipline and Welfare Committee meeting held on 22-11-2024.

Academic Year: 2025-2026

Date: 22-11-2025

Time: 04.30 PM

Venue: LCD Theatre

Sl.No	Action Plan	Action Taken
1.	Long Absent report	Long Absent from department by 22/11/2025 and provided to the Principal
2.	Mobile is restricted for staff members	During Class hours & test hours mobile is restricted for staff members.

EVLOVING THINKING MINDS



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DISCIPLINE AND WELFARE COMMITTEE- Photos

Convener

Principal

