



## MEGHNA INSTITUTE OF DENTAL SCIENCES

(Managed by : VELS EDUCATION SOCIETY)

Permitted by Govt. of India, Ministry of Health & F.W. (DE Section & DCI, New Delhi)

Affiliated to K.N.R. University of Health Sciences, Warangal (T.S)

Mallaram Vill., Varni Road, Nizamabad-503 003. (T.S) Ph : 9505445456

E-mail : info@meghnadentalcollege.ac.in Website : www.meghnadentalcollege.ac.in

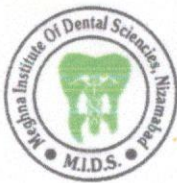
### MEMBERS OF DISCIPLINE COMMITTEE

#### DISCIPLINARY ACTION COMMITTEE

S. No	Names	Designation	Position Held	Signature
1	Dr. A. Kalyan Chakravarthy	Vice Principal	Convener	
2	Dr. E. Seena Naik	Professor & HOD	Member Secretary	
3	Dr. P. Samba Shiva Rao	Professor	Staff Member	
4	Dr. C. Hemachandra Babu	Professor & HOD	Staff Member	
5	Dr. Sushma Naag	Professor & HOD	Staff Member	
6	Mrs. N. J. Mary	Reader	Staff Member	
7	Ms. Roshini	I BDS	Student Member	
8	Ms. Samhitha	I BDS	Student Member	
9	Ms. Sahithi	II BDS	Student Member	
10	Mr. Praveen	II BDS	Student Member	
11	Ms. Vaibhavi	III BDS	Student Member	
12	Mr. Vamshi	III BDS	Student Member	
13	Mr. Achyuth	IV BDS	Student Member	
14	Ms. Harshitha	IV BDS	Student Member	
15	Ms. Brahmaja	Intern	Student Member	
16	Mr. Aakash	Intern	Student Member	

**PRINCIPAL**

Meghna Institute of Dental Sciences  
MALLARAM (V), NIZAMABAD



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### DISCIPLINE COMMITTEE

#### COMMITTEE COMPOSITION AND RESPONSIBILITIES

The committee comprises of members of faculty and students. Each of them has a specific role to lay and follow a set of guidelines for efficient functioning of the committee that enables overall wellbeing of the students and faculty of the institution.

S.NO	DESIGNATION	ROLES AND RESPONSIBILITIES
1.	<b>CONVENER</b>	<ul style="list-style-type: none"><li>• <b>The Committee Convener</b> selects appropriate members to adjudicate individual cases.</li><li>• Primary responsibility of the convener is to serve as the organizer and administrator, oversee whether all the members are carrying out their responsibilities properly and their by ensure the smooth functioning of the committee.</li></ul>
2	<b>MEMBER SECRETARY</b>	<ul style="list-style-type: none"><li>• Organize regular meeting (once in three months). Prepare an agenda for each meeting and convey it to members.</li><li>• Prepare a set of goals for your committee for calendar year in order to accomplish the work that need to be done.</li><li>• If there are regular duties to perform, prepare a timeline</li><li>• So that everyone will know what should done and when.</li><li>• Take notes of the minutes of each meeting and compile.</li><li>• Prepare an annual report of the committee's work for the year and send a copy to the <b>Internal Quality Assurance Cell</b> of the Institution.</li><li>• Create and keep an up to date archive containing copies of the circulars, agendas and minutes of each meeting, plus other materials, such as important announcements, details of events, annual reports such for future reference.</li></ul>



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3	<b>STAFF MEMBER</b>	<ul style="list-style-type: none"><li>• Monitoring in campus conduct of faculty and promoting maintenance of professionalism in &amp; around institutional.</li><li>• Reporting incident of misconduct (by faculty or students), if any and help in proceeding of the committee on a regular basis.</li></ul>
4	<b>STUDENT MEMBER</b>	<ul style="list-style-type: none"><li>• Monitoring in campus conduct of students and promoting maintenance of professionalism in &amp; around institutional premises.</li><li>• Reporting incident of misconduct (by students) to the concerned staff members.</li><li>• To act as a bridging gap between Staff and students.</li></ul>

*Pratapa*

**PRINCIPAL**  
Meghna Institute of Dental Sciences  
MALLARAM (V), NIZAMABAD