



VIGNAN'S

INSTITUTE OF INFORMATION TECHNOLOGY
(AUTONOMOUS)

(Approved by AICTE - New Delhi & Affiliated to JNTUK, Kakinada)
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

Lr. No.VIIT (A)/MoM /CDEM/2020-21

Date: 15 March 2021

Minutes of the College Discipline Enforcement Committee Meeting

Time: 2:00 PM to 4:30PM.

Venue: SEMINAR HALL -1

Member Secretary: Mrs.K.Sravanthi

College disciplinary committee has meet and discussed on the following issues

Agenda:

1. Propagation of precautions to be taken to avoid Covid-19
2. Code of Conduct for B.Tech First Year Students
3. Action to be taken for Misbehaviour of Students

Minutes of the Meeting

15th March 2021

Agenda 1:

Precautions to be taken to avoid covid 19. it is decided to give wide publicity on covid norms and recommended to maintain the hygienic class rooms laboratories and other spaces by sanitizer and also maintain sanitizers at important places.

Agenda 2:

It is felt that since first year students are coming back after a long gap they have to be educated properly about code and conduct of the college.

Agenda 3:











3. It is decided to follow the below given steps when ever any misconduct by the students
 - a) Identification of the students
 - b) Collection of letters from students
 - c) Commite along with respective HOD's to discuss the action to be taken misbehaviour of students



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d) Parents to be informed and invited to the college and the next day of the incident

Attendance of the Members:

S.No.	Name of the person	Designation	Status of the person	Signature
1.	Dr. B Arundhati	Principal	Chairperson	
2.	Dr. K Madhusudhana Rao	Vice Principal, Dean Student Affairs	Member	
3.	Dr.K.G.B.Santhosh	Associate	Member	
4.	Mr.V.Sivaji	Associate	Member	
5.	Dr. Ch. Hari Gopindarao	Dean IQAC	Member	
6.	Dr. Syed Kamaluddin	Dean Academics	Member	
7.	Head of the dept.	All Concern HoD	Member	
1.	R Siva Shankar	SAC	Student Member	
2.	Gajji Akhila	SAC(17L31A0205)	Student Member	
8.	Mrs K. Sravanthi	Assistant Professor	Member Secretary	


Member Secretary





Principal

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Copy to

- All Deans & HoDs for Circulation and Communication
- Principal office
- Rector office
- All members of the committee
- Master file




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No. VIIT/DC/2020/09-01

14th September 2020**Minutes of Meeting – Discipline Committee**

Venue : VIIT-Seminar Hall-2
 Chairperson : Dr. B. Arundathi, Principal, VIIT

Record notes of discussion in the Discipline Committee Meeting held on 14th September 2020 under the supervision of Dr. B. Arundathi, Principal, and VIIT. All the following constituent members were present in the meeting and discussed about the following agenda points:

S.no	Name of the staff	Designation	Signature
1	Dr. B. Arundhati, Principal	Principal, VIIT	
2	Mr R.sundara ramam, Assoc. Prof ,Mech	Department Coordinator MECH	
3	Mrs A.satya veni, Asst Professor	Department Coordinator ,CIVIL	
4	Mr P.H.J.Venkatesh, Asst Professor	Department Coordinator, MECH	
5	Mr E.stephen Asst Professor,	Department Coordinator ,CSE	
6	Mrs Ch.swapna priya, Asst Professor	Department Coordinator ,CSE	
7	Mrs G.jyothi, Asst Professor	Department Coordinator, IT	
8	Mr V.Appala Raju, Asst Professor	Department Coordinator ,ECM	
9	Mr V.Sivaji, Asst Professor	Department Coordinator, MBA	
10	Mrs Dr.Santhosh kumari, Assoc.Prof	Department Coordinator ,BSH	
11	Mr S.Ravi kumar, Asst Professor	Department Coordinator, BSH	
12	Mr Vasanth Kumar	Security	
15	Ganta Teja 18-3T9 (B.tec h III rd year)	Student nominee	
16	Mohammad Shanawaz 17-367 (B.tec h IV th year)	Student nominee	
17.	Mrs K. Sravanthi, Asst Professor	Member Secretary-Head Discipline Cell	

Key agenda points

1. Class Room Discipline of students
2. Triple Riding by the students inside and outside the campus
3. Bike Parking for the Students inside the campus



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Record notes of discussion in the Discipline Committee Meeting held on 14th September 2020

1. Mr. V.Appala Raju, Asst Professor, proposed about the behavior of students in the classroom when class is going on Students should sit quite and calmly and no mobiles to be operated during the classwork sessions and they should not spoil the classroom furniture and walls, the classroom to be clean and neat we should implement strict discipline inside the classrooms as well as in the college campus. They should keep the classrooms/college campus neat. The discipline team planned to organize class to class to educate about these things

2. Mrs. Ch.swapna Priya, Asst Professor, CSE proposed the prohibition of Triple riding on two-wheelers by students while coming to college they are driving rashly without any helmet while coming to the college for this the discipline team should plan an awareness campaign by city traffic police to avoid accidents and loss of life and Triple riding is strictly prohibited in the college campus and wearing a helmet while coming to the college is mandatory for all the students and staff also. The chairperson proposed to conduct traffic awareness programs for students with the support of city Traffic police.

3. Mr. S.Ravi Kumar, Asst Professor, BSH proposed a separate Students bike parking be allocated so that they can keep their bikes safe and secure allotted for that purpose only they should not park other than an allotted place to avoid inconvenience on the campus and at the same time those who don't obey the helmet and triple riding rules they will be stopped at the main gate and not allowed inside the campus for parking. The chairperson proposed to allocate bike parking for students near the temple's open premises to avoid inconvenience for students parking

Concluded remarks: After review of all the points, the member secretary proposed her vote of thanks.

Member Secretary -Discipline Committee

Copy to:

- Office of the Rector : For kind information
- Office of the CEO : For kind information
- Office of the Rector : For kind information
- HoDs and Deans : For kind information
- Members of DC : For necessary follow-up action




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