



RISE KRISHNA SAI GANDHI GROUP OF INSTITUTIONS

(Approved by AICTE, New Delhi & Affiliated to JNTUK, Kakinada)

NH-16, Valluru, Ongole, Prakasam (District)-523272

Disciplinary Committee

CIRCULAR

RGAN/2018-19/DC/01

Date: 8/6/2018

Discipline Committee is constituted with the following members for the academic year 2018-2019 to improve discipline in this campus.

S.No	Name	Designation	Role	Mobile	Signature
1	Dr. K. V. Subramanyam	Principal	Chairman	9502835678	
2	Mr. N. Madhu Babu,	Asst. professor, S&H	Coordinator	9966762437	N Madhu
3	Mr. A. Srinivasa Rao,	Asst. professor, CSE	Member	9553770095	A. Srinivasa Rao
4	Mr. A. Anjaneyulu	Asst. professor, ECE	Member	8712330914	A. Anjaneyulu
5	Mrs. B. Aparna	Asst. professor, S&H	Member	9177123461	B. Aparna
6	Mr. P. Srinivasulu	Asst. professor, CE	Member	8309428192	P. Srinivasulu

The Discipline Committee is envisioned for the preservation of discipline in the college and to inculcate professionalism on the campus. It monitors the students to observe the guidelines and to stay systematic and diplomatic in pursuing the educational objectives.

Meeting: Once in three months

Copy to

1. PA to Principal for filing.
2. All HOD's for information and circulation among the concerned staff members.

Principal

PRINCIPAL

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Disciplinary Committee

Date: 19/6/2018

CIRCULAR

RGAN/2018-19/DC/02

This is to inform all the Discipline Committee members that there is a meeting on 22/6/2018 at 3:30 pm. Hence, all are requested to attend the meeting without fail.

Venue: Board Room

Agenda:

1. Opening remarks by the Co-ordinator.
2. Assigning the responsibilities to the committee members.
3. Preparation of signboards of rules and regulations of the college.

N. Madhukar
Coordinator


Principal

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Disciplinary Committee

Date: 22/6/2018

MINUTES OF THE MEETING

With Reference to the circular dated 19/6/2018 the Discipline committee has been assembled in Board Room for the academic year 2018-2019.

Agenda:

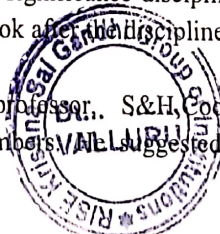
1. Opening remarks by the Co-ordinator.
2. Assigning the responsibilities to the committee members.
3. Preparation of signboards of rules and regulations of the college.

During the meeting the following members were present.

S.No	Name	Designation	Role	Signature
1	Dr. K.V.Subramanyam	Principal	Chairman	
2	Mr. N.Madhu Babu,	Asst.professor, S&H	Coordinator	
3	Mr.A.Srinivasa Rao,	Asst.professor, CSE	Member	
4	Mr.A.Anjaneyulu	Asst.professor, ECE	Member	
5	Mrs.B.Aparna	Asst.professor, S&H	Member	
6	Mr.P.Srinivasulu	Asst.professor, CE	Member	

Points Discussed

1. Mr. N.Madhu Babu, Asst.professor, S&H Coordinator of the committee gave an opening address to the members on the significance discipline of the students in the college. He instructed all the members to look after the discipline activities in the campus.
2. Mr. N.Madhu Babu, Asst.professor, S&H, Coordinator, assigned the various responsibilities to all the members. He suggested monitoring the discipline of their respective departments.
3. The coordinator assigned the responsibility to the following members.





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Disciplinary Committee

S.NO	Person responsible	Assigned work
1	Mrs. B. Aparna, Asst. professor, S&H	Preparation of the code of conduct
2	Mr. A. Srinivasa Rao, Asst. professor, CSE	Preparation signboards of rules
3	Mr. A. Anjaneyulu, Asst. professor, ECE	Preparation of code for the violation of rules and punishments.
4	Mr. P. Srinivasulu, Asst. professor, CE	To verify and finalize the code of conduct.

N. Madhu Bel
Coordinator

V. Srinivasulu
Principal

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Disciplinary Committee

Date: 6/9/2018

CIRCULAR

RGAN/2018-19/DC/03

This is to inform all the Discipline Committee members that there is a meeting on 10/9/2018 at 3:30 pm. Hence, you are requested to attend the meeting without fail.

Venue: Board Room

Agenda:

1. Instructions by the Committee coordinator.
2. Mobile prohibition and frequent check of mobiles.
3. Discipline activities during exams.

N. Madh Reddy
Coordinator

V. V. V. V.
Principal

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Disciplinary Committee

Date: 10/9/2018

MINUTES OF THE MEETING

With Reference to the circular dated 6/9/2018 the Discipline committee has been assembled in Board Room for the academic year 2018-2019.

Agenda:

1. Instructions by the Committee coordinator.
2. Mobile prohibition and frequent check of mobiles.
3. Discipline activities during exams.

During the meeting the following members were present.

S.No	Name	Designation	Role	Signature
1	Dr. K.V.Subramanyam	Principal	Chairman	
2	Mr. N.Madhu Babu,	Asst.professor, S&H	Coordinator	
3	Mr.A.Srinivasa Rao,	Asst.professor, CSE	Member	
4	Mr.A.Anjaneyulu	Asst.professor, ECE	Member	
5	Mrs.B.Aparna	Asst.professor, S&H	Member	
6	Mr.P.Srinivasulu	Asst.professor, CE	Member	

Points Discussed

1. Mr. N.Madhu Babu, Asst.professor, S&H, Coordinator of the committee spoke with members and discussed the assigned responsibilities of the previous meeting.
2. Members gave the report on assigned responsibilities.
3. The committee Coordinator instructed the members on the strict prohibition of mobiles on the campus. All the HODs were advised to warn the students regularly about the strict punishments if they bring the mobiles. The Coordinator informed the members to go for frequent checks of mobiles.
4. As the exams were approaching the member were instructed to observe students to follow the exam time table. The following rules must be observed
 - Students should be on time to the college.
 - Students should come with uniform and ID card.
 - Students should not make noise in the corridors.

Coordinator

Principal

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Disciplinary Committee

Date: 14/11/2018

CIRCULAR

RGAN/2018-19/DC/04

This is to inform all the Discipline Committee members that there is a meeting on 19/11/2018 at 3:30 pm. Hence, you are requested to attend the meeting without fail.

Venue: Board Room

Agenda:

1. Monitoring the behavior of students
2. Awareness on the punishments for misconduct

N. Madhukar
Coordinator

[Signature]
Principal

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Disciplinary Committee

Date: 19/11/2018

MINUTES OF THE MEETING

With Reference to the circular dated 14/11/2018 Discipline committee has been assembled in Board Room for the academic year 2018-2019.

Agenda:

1. Monitoring the behavior of students
2. Awareness on the punishments for misconduct

During the meeting the following members were present.

S.No	Name	Designation	Role	Signature
1	Dr. K.V.Subramanyam	Principal	Chairman	
2	Mr. N.Madhu Babu,	Asst.professor, S&H	Coordinator	N. Madh re
3	Mr.A.Srinivasa Rao,	Asst.professor, CSE	Member	A. Srin
4	Mr.A.Anjaneyulu	Asst.professor, ECE	Member	A. Anjenu
5	Mrs.B.Aparna	Asst.professor, S&H	Member	B. Apr
6	Mr.P.Srinivasulu	Asst.professor, CE	Member	P. Srinivasulu

Points Discussed

1. Mr. N.Madhu Babu, Asst.professor, S&H, Coordinator of the committee evaluated the minutes of the meeting and gave necessary instruction. He addressed the committee on the disciplined behavior of the students during the breaks.
2. The members expressed that the timing of stores, Xerox shop and canteen must be changed. The committee decided to modify the timing of the stores, Xerox shop and canteen. It was decided to open stores, Xerox shop and canteen only in the break times and no student must not be seen in these areas except in the breaks.
3. The Coordinator of the committee requested all the members to aware the students on the punishments for misconduct.

PUNISHMENT AND PENALTIES

- Warning, suspension, monetary fines, dismissal, upholding of degree are the programme of actions which may be taken when a student has been found to have violated the student code of conduct.

Coordinator

Principal

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