



RISE KRISHNA SAI GANDHI GROUP OF INSTITUTIONS

(Approved by AICTE, New Delhi and affiliated to JNTUK, Kakinada)
NH-16, Valluru, Ongole, Prakasam (District)-523272

CIRCULAR

RGAN/2019-20/DC/01

Date: 6/8/2019

Discipline Committee is constituted with the following members for the academic year 2019-2020 to improve discipline in this campus.

S. No	Name of the Faculty with Designation	Role	Mobile	Signature
1	Dr. K.V. Subramanyam	Chairman	9502835678	
2	Mr. N. Madhu Babu, Asst. Professor, S&H	Coordinator	9966762437	
3	Mr. A. Srinivasa Rao, Asst. Professor, CSE	Member	9553770095	
4	Mr. A. Anjaneyulu, Asst. Professor, ECE	Member	8712330914	
5	Mrs. R. Padma Jyothi, Asst. Professor, S&H	Member	9247237263	
6	Mr. P. Srinivasulu, Asst. Professor, CE	Member	8309428192	

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

Principal

PRINCIPAL

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Copy to

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



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Discipline committee

Date: 12/8/2019

CIRCULAR

RGAN/2019-20/DC/02

This is to inform all a Discipline Committee meeting is scheduled for 16/8/2019 at 3:30 pm. We kindly request all members to ensure their attendance at the meeting.

Venue: Board Room

Agenda:

1. Commencement comments by the Co-ordinator.
2. Delegating duties to the committee members.
3. Crafting signboards outlining the college's rules and regulations.

N. Madh. Reddy
Coordinator

[Signature]
Principal
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Discipline committee

Date: 16/8/2019

MINUTES OF THE MEETING

With Reference to the circular dated 12/8/2019 the Discipline committee has been assembled in Board Room for the academic year 2019-2020.

Agenda:

1. Commencement comments by the Co-ordinator.
2. Delegating duties to the committee members.
3. Crafting signboards outlining the college's rules and regulations.

During the meeting the following members were present.

S.No	Name of the Faculty with Designation	Role	Signature
1	Dr. K.V.Subramanyam	Chairman	
2	Mr.N.Madhu Babu,Asst.Professor, S&H	Coordinator	N. Madh Babu
3	Mr.A.Srinivasa Rao,Asst.Professor, CSE	Member	A. Srinivasa Rao
4	Mr.A.Anjaneyulu,Asst.Professor,ECE	Member	A. Anjaneyulu
5	Mrs.R.Padma Jyothi,Asst.Professor,S&H	Member	R. Padma Jyothi
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 delivered an introductory speech to the committee, emphasizing the importance of maintaining discipline among the college students. He instructed all members to oversee discipline-related activities within the campus.
2. Mr. N. Madhu Babu, Asst. Professor, S&H, Coordinator, allocated diverse responsibilities to each committee member. He recommended that they monitor discipline within their respective departments.
3. The coordinator distributed responsibilities to the following committee members.



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Discipline committee

S.NO	Person responsible	Assigned work
1	Mrs. R. Padma Jyothi, 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. Madh B. L.
Coordinator


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Discipline committee

Date: 7/11/2019

CIRCULAR

RGAN/2019-20/DC/03

This is to inform all the Discipline Committee members that there is a Discipline Committee meeting scheduled for 9/11/2019 at 3:30 pm. Your attendance at the meeting is strongly requested.

Venue: Board Room

Agenda:

1. Directives from the Committee Coordinator.
2. Mobile device restrictions and regular mobile inspections.
3. Maintaining discipline during examinations.

N. Madhu Reddy
Coordinator

[Signature]
Principal

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Discipline committee

Date: 9/11/2019

MINUTES OF THE MEETING

With Reference to the circular dated 7/11/2019 Discipline committee has been assembled in Board Room for the academic year 2019-2020.

Agenda:

1. Directives from the Committee Coordinator.
2. Mobile device restrictions and regular mobile inspections.
3. Maintaining discipline during examinations.

During the meeting the following members were present.

S.No	Name of the Faculty with Designation	Role	Signature
1	Dr. K.V.Subramanyam	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.R.Padma Jyothi,Asst.Professor,S&H	Member	
6	Mr.P.Srinivasulu,Asst.Professor,CE	Member	

Points Discussed

1. Mr. N. Madhu Babu, Asst. Professor, S&H, engaged in a discussion with committee members regarding the responsibilities assigned during the previous meeting.
2. Members provided updates on the tasks they were assigned.
3. The Committee Coordinator conveyed strict instructions to all members regarding the campus-wide ban on mobile devices. Additionally, all Heads of Departments (HODs) were urged to regularly caution students about severe penalties for bringing mobile devices. The coordinator also emphasized the importance of conducting frequent mobile device inspections.
4. With exams approaching, members were directed to ensure that students adhere to the examination timetable while following specific rules
 - Students must arrive at the college on time.
 - Students should wear the prescribed uniform and carry their ID cards.
 - Students are expected to maintain silence in the corridors.

Coordinator

Principal

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Discipline committee

Date: 3/2/2020

CIRCULAR

RGAN/2019-20/DC/04

This is to inform all the Discipline Committee members that there is a Discipline Committee meeting scheduled 6th February, 2020 at 4:00 pm. Hence, you are requested to attend the meeting without fail.

Venue: Board Room

Agenda:

1. Observing the conduct of students.
2. Familiarity with the consequences of misbehavior.

N. Madhulal
Coordinator

[Signature]
Principal

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Discipline committee

Date: 6/2/2020

MINUTES OF THE MEETING

With Reference to the circular dated 3/2/2020 Discipline committee has been assembled in Board Room for the academic year 2019-2020.

Agenda:

1. Observing the conduct of students.
2. Familiarity with the consequences of misbehavior.

During the meeting the following members were present.

S.No	Name of the Faculty with Designation	Role	Signature
1	Dr. K.V.Subramanyam	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.R.Padma Jyothi,Asst.Professor,S&H	Member	
6	Mr.P.Srinivasulu,Asst.Professor,CE	Member	

Points Discussed

1. Mr. N. Madhu Babu, Asst. Professor, S&H, who serves as the coordinator of the committee, reviewed the meeting minutes and provided essential guidance. He addressed the committee regarding the students' behavior during breaks.
2. Committee members raised concerns about the operating hours of the stores, Xerox shop, and canteen. The committee resolved to adjust the operating hours of these facilities, ensuring they are open only during designated break times. Students should refrain from visiting these areas outside of break times.
3. The committee's Coordinator urged all members to educate students about the consequences of misbehavior.

PUNISHMENT AND PENALTIES

The range of potential actions following a violation of the student code of conduct includes warnings, suspension, monetary fines, dismissal, and the retention of the degree.

Coordinator

Principal

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