



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/2020-21/DC/01

Date: 4/1/2021

Discipline Committee is constituted with the following members for the academic year 2020-2021 to improve discipline in this campus.

S. No	Name of the Faculty with 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 Babu
3	Mr. M. Ram Prasad, Asst. Professor, CSE	Member	9989952537	M. Ram Prasad
4	Mr. D. V. Mani Kanta, Asst. Professor, ECE	Member	9133822145	D. Mani Kanta
5	Mrs. R. Padma Jyothi, Asst. Professor, S&H	Member	9247237263	R. Padma Jyothi
6	Mrs. K. Mounika, Asst. Professor, CE	Member	8328332055	K. Mounika

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

RISE KRISHNA SAI GANDHI
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VALLURU: ONGOLE.

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: 4/2/2021

CIRCULAR

RGAN/2020-21/DC/02

This is to inform all there will be a Discipline Committee meeting scheduled for 7/2/2021 at 3:30 pm. We kindly request all members to ensure their attendance without exception.

Venue: Board Room

Agenda:

1. Commencement of the meeting by the Co-Ordinator.
2. Delegating responsibilities to the committee members.
3. Creating signage for the college's rules and regulations.

N. Madh Babu
Coordinator

[Signature]
Principal

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Discipline committee

Date: 7/2/2021

MINUTES OF THE MEETING

With Reference to the circular dated 4/2/2021 the Discipline committee has been assembled in Board Room for the academic year 2020-2021.

Agenda:

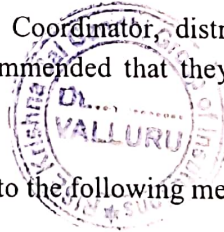
1. Commencement of the meeting by the Co-Ordinator.
2. Delegating responsibilities to the committee members.
3. Creating signage for the college's rules and regulations.

During the meeting the following members were present.

S. No	Name of the Faculty with Designation	Role	Signature
1	Dr. K. V. Subramanyam, Principal	Chairman	
2	Mr. N. Madhu Babu, Asst. Professor, S&H	Co-ordinator	N. Madhu Babu
3	Mr. M. Ram Prasad, Asst. Professor, CSE	Member	M. Ram Prasad
4	Mr. D. V. Mani Kanta, Asst. Professor, ECE	Member	D. V. Mani Kanta
5	Mrs. R. Padma Jyothi, Asst. professor, S&H	Member	R. Padma Jyothi
6	Mrs. K. Mounika, Asst. Professor, CE	Member	K. Mounika

Points Discussed

1. N. Madhu Babu, Asst. Professor, S&H, Coordinator of the committee delivered an inaugural speech highlighting the importance of maintaining student discipline within the college. He directed all committee members to take charge of discipline-related activities on campus.
2. N. Madhu Babu, Asst. Professor, S&H, Coordinator, distributed various responsibilities among the committee members. He recommended that they oversee the discipline within their respective department.
3. The coordinator delegated responsibilities to the following member.





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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. D. V. Mani Kanta, Asst. Professor, ECE	Preparation signboards of rules
3	Mr. M. Ram Prasad, Asst. Professor, CSE	Preparation of code for the violation of rules and punishments.
4	Mrs. K. Mounika, Asst. Professor, CE	To verify and finalize the code of conduct.

N. Madhu Babu
Coordinator


Principal

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Discipline committee

Date: 3/4/2021

CIRCULAR

RGAN/2020-21/DC/03

This is to inform all the Discipline Committee members that there will be a Discipline Committee meeting on 3/4/2021 at 3:30 pm. We kindly request your mandatory attendance at this meeting.

Venue: Board Room

Agenda:

1. Directives from the Committee Coordinator.
2. Mobile Usage Restrictions and Regular Mobile Inspections.
3. Maintaining Discipline During Examinations.

N. Madh Babu
Coordinator

[Signature]
Principal

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Discipline committee

Date: 7/4/2021

MINUTES OF THE MEETING

With Reference to the circular dated 3/4/2021 Discipline committee has been assembled in Board Room for the academic year 2020-2021.

Agenda:

1. Directives from the Committee Coordinator.
2. Mobile Usage 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, Principal	Chairman	
2	Mr. N. Madhu Babu, Asst. Professor, S&H	Co-ordinator	
3	Mr. M. Ram Prasad, Asst. Professor, CSE	Member	
4	Mr. D. V. Mani Kanta, Asst. Professor, ECE	Member	
5	Mrs. R. Padma Jyothi, Asst. Professor, S&H	Member	
6	Mrs. K. Mounika, Asst. Professor, CE	Member	

Points Discussed

1. 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 presented their reports on the delegated tasks.
3. The Committee Coordinator emphasized the strict prohibition of mobile devices on campus, instructing all Heads of Departments to regularly caution students about the severe consequences of bringing mobiles. The coordinator also advised the members to conduct frequent mobile checks.
4. As the exams were approaching the member were instructed to observe students to follow the exam time table. The following rules must me observed
 - Students are expected to arrive at the college on time.
 - Students should come with uniform and ID card.
 - Students should not make noise in the corridors.

Coordinator

Principal

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Discipline committee

Date: 3/8/2021

CIRCULAR

RGAN/2020-21/DC/04

This is to inform all the Discipline Committee members that there is a meeting on 6/8/2021 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.
3. Instructions for first year B. Tech Students on Discipline.

N. Madhukar Reddy
Coordinator

[Signature]
Principal

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Discipline committee

Date: 6/8/2021

MINUTES OF THE MEETING

With Reference to the circular dated 3/8/2021 Discipline committee has been assembled in Board Room for the academic year 2020-2021.

Agenda:

1. Monitoring the behavior of students.
2. Awareness on the punishments for misconduct.
3. Instructions for first year B. Tech Students on Discipline.

During the meeting the following members were present.

S. No	Name of the Faculty with Designation	Role	Signature
1	Dr. K. V. Subramanyam, Principal	Chairman	
2	Mr. N. Madhu Babu, Asst. Professor, S&H	Coordinator	
3	Mr. M. Ram Prasad, Asst. Professor, CSE	Member	
4	Mr. D. V. Mani Kanta, Asst. Professor, ECE	Member	
5	Mrs. R. Padma Jyothi, Asst. Professor, S&H	Member	
6	Mrs. K. Mounika, Asst. Professor, CE	Member	

Points Discussed

1. N. Madhu Babu, Asst. Professor, S&H, Coordinator of the committee the coordinator of the committee, reviewed the meeting minutes and provided necessary guidance. He addressed the committee regarding students' disciplined behavior during breaks.
2. Committee members expressed the need to adjust the operating hours of the stores, Xerox shop, and canteen. The committee collectively decided to revise the schedules for these facilities, ensuring they are only open during designated break times. It was agreed that students should be seen in these areas exclusively during breaks.
3. The committee's coordinator urged all members to educate students about the consequences of misconduct.
4. All committee members were encouraged to inform first-year B. Tech students about the code of conduct, rules, and potential penalties

PUNISHMENT AND PENALTIES

When a student is found to have violated the student code of conduct, potential actions that may be taken include issuing warnings, implementing suspensions, imposing monetary fines, initiating dismissals, and upholding or revoking degrees.

Coordinator

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