



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/2021-22/DC/01

Date: 18/9/2021

Discipline Committee is constituted with the following members for the academic year 2021-2022 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. N. Anohu, Asst. Professor, CSE	Member	9908518257	
4	Mr. A. Srinivasa Rao, Asst. Professor, CSE	Member	9553770095	
5	Dr. M. Ganapathi, Professor, S&H	Member	9849004913	
6	Mrs. M. Sai Kumar, Asst. Professor, CE	Member	984-8034-553	M. Sai Kumar

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

**RISE KRISHNA SAI GANDHI
GROUP OF INSTITUTIONS
VALLURU:: ONGOLE.**



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Disciplinary Committee

Date: 20/9/2021

CIRCULAR

RGAN/2021-22/DC/02

This is to inform all the Discipline Committee members that there is a meeting on 24/9/2021 at 4:00 pm. Hence, we kindly request the presence of all members at the meeting without exception.

Venue: Board Room

Agenda:

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

N. Madhu Babu
Coordinator

[Signature]
Principal

PRINCIPAL
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Disciplinary Committee

Date: 24/9/2021

MINUTES OF THE MEETING

With Reference to the circular dated 20/9/2021 the Discipline committee has been assembled in Board Room for the academic year 2021-2022.

Agenda:

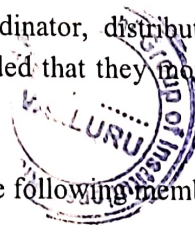
1. Commencement of the meeting by the Co-Ordinator.
2. Delegating roles and tasks to the committee members.
3. Creating signage that outlines the college's rules and regulations.

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	Coordinator	
3	Mr. N. Anohu, Asst. Professor, CSE	Member	
4	Mr. A. Srinivasa Rao, Asst. Professor, ECE	Member	
5	Dr. M. Ganapathi, Professor, S&H	Member	
6	Mrs. M. Sai Kumar, Asst. Professor, CE	Member	

Points Discussed

1. N. Madhu Babu, Asst. Professor, S&H, Coordinator delivered an opening address to the committee members, emphasizing the importance of maintaining discipline among college students. He instructed all members to actively oversee discipline activities within the campus.
2. N. Madhu Babu, Asst. Professor, S&H, Coordinator, distributed various responsibilities among the committee members and recommended that they monitor discipline within their respective departments.
3. The coordinator assigned the responsibility to the following members



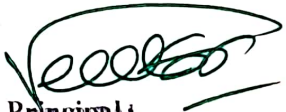


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S. No	Person Responsible .	Assigned Work
1	Mr. N. Anohu, Asst. Professor, CSE	Preparation of the code of conduct
2	Mr. A. Srinivasa Rao, Asst. Professor, ECE	Preparation signboards of rules
3	Dr. M. Ganapathi, Professor, S&H	Preparation of code for the violation of rules and punishments.
4	Mrs. M. Sai Kumar, Asst. Professor, CE	To verify and finalize the code of conduct.

N. Madh Babu
Coordinator


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Disciplinary Committee

Date: 11/11/2021

CIRCULAR

RGAN/2021-22/DC/03


This is to inform all members of the Discipline Committee about an upcoming meeting scheduled for 13/11/2021 at 4:00 pm. Your attendance at the meeting is highly requested without exception.

Venue: Board Room

Agenda:

1. Instructions by the Committee coordinator.
2. The Prohibition of Mobile Devices and Ongoing Mobile Inspections.
3. Maintaining Discipline During Examinations.

N. Madhu Babu
Coordinator


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Disciplinary Committee

Date: 13/11/2021

MINUTES OF THE MEETING

With Reference to the circular dated 11/11/2021 Discipline committee has been assembled in Board Room for the academic year 2021-2022.

Agenda:

1. Instructions by the Committee coordinator.
2. The Prohibition of Mobile Devices and Ongoing 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	Coordinator	N. Madhu Babu
3	Mr. N. Anohu, Asst. Professor, CSE	Member	
4	Mr. A. Srinivasa Rao, Asst. Professor, ECE	Member	A. Srinivasa Rao
5	Dr. M. Ganapathi, Professor, S&H	Member	
6	Mrs. M. Sai Kumar, Asst. Professor, CE	Member	M. Sai Kumar

Points Discussed

1. N. Madhu Babu, Asst. Professor, S&H Committee Coordinator, engaged with committee members to discuss the responsibilities assigned during the previous meeting.
2. Members gave the report on assigned responsibilities.
3. The Committee Coordinator conveyed the strict prohibition of mobile devices on campus. He urged all Heads of Departments to regularly caution students about the severe consequences of bringing mobile phones. Additionally, the Coordinator advised members to conduct frequent mobile inspections.
4. With exams approaching, members were instructed to monitor students' adherence to the exam timetable and the following rules:
 - ❖ Students must arrive at college punctually.
 - ❖ Students should be in uniform and carry their ID card.
 - ❖ Students are expected to maintain a noise-free environment in the corridors.

N. Madhu Babu
Coordinator

Principal
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Disciplinary Committee

Date: 3/3/2022

CIRCULAR

RGAN/2021-22/DC/04

This is to inform all the Discipline Committee members that there is a meeting on 5/3/2022 at 3:00 pm. Hence, you are requested to attend the meeting without fail.

Venue: Board Room

Agenda:

1. Supervising students' conduct.
2. Familiarity with repercussions for misbehavior.
3. Guidelines for maintaining discipline among first-year B. Tech students.

N. Madhu Babu
Coordinator


Principal

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Disciplinary Committee

Date: 5/3/2022

MINUTES OF THE MEETING

With Reference to the circular dated 3/3/2022 Discipline committee has been assembled in Board Room for the academic year 2021-2022.

Agenda:

1. Supervising students' conduct.
2. Familiarity with repercussions for misbehavior.
3. Guidelines for maintaining discipline among first-year B. Tech students.

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. N. Anohu, Asst. Professor, CSE	Member	
4	Mr. A. Srinivasa Rao, Asst. Professor, ECE	Member	
5	Dr. M. Ganapathi, Professor, S&H	Member	
6	Mrs. M. Sai Kumar, Asst. Professor, CE	Member	

Points Discussed

1. N. Madhu Babu, Asst. Professor, S&H, Coordinator of the committee took on the role of committee coordinator and assessed the meeting minutes, providing necessary guidance. He also spoke to the committee about students' well-behaved conduct during breaks.
2. Committee members expressed their concerns regarding the operating hours of the stores, Xerox shop, and canteen. The committee reached a decision to revise the schedules of these facilities, ensuring they are only open during designated break times, with no students allowed in these areas outside of breaks.
3. The committee coordinator urged all members to inform students about the consequences of misconduct.
4. All committee members were tasked with educating first-year B. Tech students about the code of conduct, rules, and associated punishments.

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.

N. Madhu Babu
Coordinator

Principal
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