

ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK, Kakinada
Recognized by UGC under Section 2(f) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G. Dist., Ph: 99631 76662.

Ref: ACOE/DC/2018-19/Constitution of DC

Date: 24-05-2018

DISCIPLINE COMMITTEE(DC)

Proceedings of the Principal, Aditya College of Engineering

Sub: Constitution of Discipline Committee for the A.Y 2018-19 Reg.

The Undersigned is pleased to constitute the Discipline Committee with the following list of members for the academic year 2018-19.

| S. no | Name of the Member | Designation | Role |
|-------|---|--------------------------------|----------|
| 1 | Dr. T.K. Rama Krishna Rao | Principal | Chairman |
| 2 | Prof. A Ramesh | Vice Principal | Convener |
| 3 | Dr. Pullela SVSR Kumar | HOD-CSE Dept | Member |
| 2 | Mr. K Manoz Kumar Reddy | HOD-EEE Dept | Member |
| 3 | Mr. G. Rama Krishna | HOD- ECE Dept | Member |
| 4 | Mr. Y. K. S. Subba Rao | HOD- ME Dept | Member |
| 5 | Dr. Anil Kumar | HOD- PT Dept | Member |
| 6 | Dr. R. GiriPrasad | HOD- CE Dept | Member |
| 7 | Dr. A. Neeraja | Professor, BSE Dept | Member |
| 8 | Mr. N. Punnapu Chandrudu | Asst. prof , MBA | Member |
| 9 | Mr. N. Sankar Rao | PD | Member |
| 10 | Mr. P.L. Prasad Rao | Hostel (Boys)Warden | Member |
| 11 | Mrs. .K. Saritha | Hostel (Girls)Warden | Member |
| 12 | Sri M.Harinadh P/O M S Rajeswari (15MH5A0513) | Parent representative | Member |
| 13 | Mr.M. Srinivas Raghu Ram (17MH1A0435) | Student representative- Male | Member |
| 14 | Miss K.Manisha (16MH5A0589) | Student representative- Female | Member |
| 15 | Mr. S. Koteswara Rao(17MH5A0315) | Student representative- Male | Member |

Functions & Responsibilities:

1. To maintain & enforce strict discipline in the college campus as all major/minor acts of indiscipline may have serious repercussion.
2. To enforce strict dress code among students and to ensure that all the students attend classes without bunking and prevent the students from leaving the college early. Please note that no student can leave the college without prior permission of the higher authorities (gate pass should be produced).
3. To examine complaints received from staff / students regarding indiscipline and recommend action/suitable punishment after proper investigation.
4. To assist the college Anti Ragging Committee in preventing ragging in the college and to spread anti ragging campaign throughout the students community.

3




Principal
PRINCIPAL
Aditya College of Engineering
SURAMPALEM-533 437

Copy To:

The members comply with



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Ref: ACOE/DC/2018-19/1/circular

Date: 01-06-2018

CIRCULAR

All the members of the Discipline committee are informed to attend the meeting in the Conference room, Ramanujan Bhavan on 04th June 2018 at 2:30 PM to discuss the following agenda.

Agenda:

1. Preventive measures to curb indiscipline activities.
2. Coordination with Anti Ragging team.
3. Rules and Regulations
4. Discussion on any relevant issues with permission of the chair

Principal

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Aditya College of Engineering
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Cc to:

- 1) All Department Heads
- 2) Members of the committee
- 3) Administrative Officer



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Ref: ACOE/DC/2018-19/1/Minutes

04-06-2018

MINUTES OF DISCIPLINE COMMITTEE AY 2018-19

| | | | |
|-----------------|---|----------|--------------------|
| Date of meeting | 04 th June 2018 | Duration | 2:30 PM to 4:10 PM |
| Venue | Conference room, First floor, Ramanujan Bhavan | | |
| Reference | ACOE/DC/2018-19/1/Circular dated 04 th June 2018 | | |

The meeting of Disciplinary Committee commenced with a welcome by Dr. T K Rama Krishna Rao, the Chairman of the Disciplinary Committee. The Vice-Principal Prof. A Ramesh has extended his cordial welcome to all the members.

Agenda:

1. Preventive measures to curb indiscipline activities.
2. Coordination with Anti Ragging team.
3. Rules and Regulations
4. Discussion on any relevant issues with permission of the chair

The following issues have discussed

- 1) Members are directed to monitor the students in the campus in coordination with anti- ragging committee to prevent ragging. The members are asked to bring it to the notice of the convener and the principal immediately on the occurrence of any such activities.
- 2) Dress code in the college is mandatory and should instruct all the students to follow the dress code as per the circular issued by the principal's office.
- 3) Parents should partner the college in uniform, attendance, bus facility and proctor interaction.

| S. no | Name of the Member | Designation | Role | Signature |
|-------|--|-------------------------------|----------|-----------|
| 1 | Dr. T.K. Rama Krishna Rao | Principal | Chairman | |
| 2 | Prof. A Ramesh | Vice Principal | Convener | |
| 3 | Dr. Pullela SVVSR Kumar | HOD-CSE Dept | Member | |
| 2 | Mr. K Manoz Kumar Reddy | HOD-EEE Dept | Member | |
| 3 | Mr. G. Rama Krishna | HOD- ECE Dept | Member | |
| 4 | Mr. Y. K. S. Subba Rao | HOD- ME Dept | Member | |
| 5 | Dr. Anil Kumar | HOD- PT Dept | Member | |
| 6 | Dr. R. Giri Prasad | HOD- CE Dept. | Member | |
| 7 | Mr.M.Srinivasu | HOD-BSE Dept. | Member | |
| 8 | Mr. N. Punnapu Chandrudu | Asst. Prof , MBA | Member | |
| 9 | Mr. N. Sankar Rao | PD | Member | |
| 10 | Mr. P.L. Prasad Rao | Hostel (Boys)Warden | Member | |
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| 14 | Miss K. Manisha (16MH5A0589) Student representative-Female | Student representative-Female | Member | |
| 15 | Mr. S. Koteswara Rao(17MH5A0315) Student representative-Male | Student representative-Male | Member | |

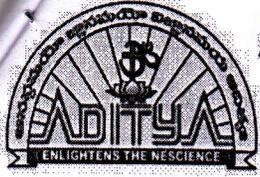


Principal

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Cc to:

- 1) All HODs



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Ref: ACOE/DC/2018-19/SOP

Date :04-06-2018

STANDARD OPERATING PROCEDURE (SOP)-- DISCIPLINE COMMITTEE

Objective: To maintain the disciplinary and regularity of all UG/PG students during forenoon and afternoon sessions on all working days.

Functions & Responsibilities:

5. To maintain & enforce strict discipline in the college campus as all major/minor acts of indiscipline may have serious repercussion.
6. To enforce strict dress code among students and to ensure that all the students attend classes without bunking and prevent the students from leaving the college early. Please note that no student can leave the college without prior permission of the higher authorities (gate pass should be produced).
7. To examine complaints received from staff / students regarding indiscipline and recommend action/suitable punishment after proper investigation.
8. To assist the college Anti Ragging Committee in preventing ragging in the college and to spread anti ragging campaign throughout the students community.
9. To ensure that the seniors do not indulge in ragging, the lunch period of the juniors is staggered in such a way that senior students would have finished their lunch and classwork starts for them by the time the junior students come out of their lunch.
10. On receipt of a specific complaint, immediate suspension of the concerned students is ordered and the matter is referred to the Disciplinary Committee. The Committee conducts an enquiry by eliciting information from the students and the members of the faculty who have knowledge of the act or the incident. Based on the findings related to the severity of the incident and the extent of involvement of a student in a particular episode, the Committee may recommend to the Principal to impose suitable punishment on the student.
11. Based on the recommendations of the Committee the Principal can talk to parents of either sides and can punish the student from suspension to rustication from the institute. The suspension is revoked only on written apology by the student, duly countersigned by the parents.

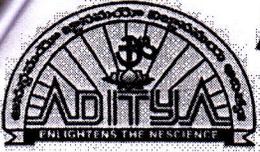
| Activity: | | Persons Responsible: |
|---|---------------------|--|
| During commencement of classes | | 1. Convener of the Discipline committee 2. Heads of the respective Departments 3. Senior staff from each department deputed by respective HoD/ Principal 4. Admin staff |
| Morning | Afternoon from | |
| 9:15 am to 9:45 am | 12:30 pm to 1:30 pm | |
| Round the clock from 9:00 am to 4:30 pm | | |

Procedure:

| s.no | Activities | Responsibilities | Target dates |
|------|---|--|--------------------------|
| 1 | Depute faculty members for each day to monitor the disciplinary and regularity of students in various venues. | All HODs | Before reopening day |
| 2 | Students shall be strictly monitored for their proper dress code, clean shave, shoes and identity card of the institution. | All Faculty members | Day of reopening onwards |
| 3 | Attendance will be noted for each class and posted in ERP for student attendance | Deputed faculty of each class | Day of reopening onwards |
| 4 | During observation if any student is found late, he/she will be warned. | Deputed faculty for the day | Day of reopening onwards |
| 5 | Faculty may also exercise their own discretion for permitting any late comer to enter the class by giving/withholding attendance. | HODs and Deputed faculty for the day | Day of reopening onwards |
| 6 | Deviation in dress code/attire | Permission by HOD only on student request. | Day of reopening onwards |




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Date: 04-06-2018

PERSPECTIVE PLAN

| S.No | Date | Committee | Plan (name of the event) | SOP(standard operating procedure) | Budget for the event | Details |
|------|------------|--------------|--------------------------|---|----------------------|---------|
| 1 | 04-06-2018 | Disciplinary | Committee meeting | Committee meeting is held on this day and the following points are discussed 1. Students must wear uniform with id cards 2. Tuck in , clean shave (male students) 3. No student is allowed to leave the college without HOD's permission | applicable | |

Cc to

1. All HOD'S
2. All the members of committee




Principal

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