



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK & Accredited by NAAC

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/2019-20/Constitution of DC

Date: 24-05-2019

DISCIPLINE COMMITTEE

Proceedings of the Principal, Aditya College of Engineering

Sub: Constitution of Discipline Committee for the A.Y 2019-20Reg

The Undersigned is pleased to constitute the Discipline Committee with the following list of members for the academic year 2019-20.

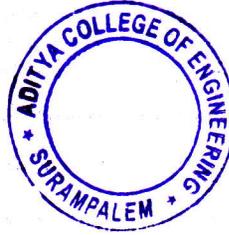
S. no	Name of the Member	Designation	Role
1	Dr. A Ramesh	Principal	Chairman
2	Dr. Pallela SVVSR Kumar	HOD-CSE Dept	Convener
3	Mr. K Manoz Kumar Reddy	HOD-EEE Dept	Member
4	Dr. M Anji Babu	Assoc. Prof, ME Dept	Member
5	Dr. G.Veera Pandu	Assoc. Prof, EC Dept	Member
6	Mr. U Praveen Kumar	Asst. Prof, CE 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 J. Raghu P/O J. Sathyavathi(17MH1A0443)	Parent representative	Member
13	M. Srinivas Raghu ram (17MH1A0435)	Student representative- Male	Member
14	Ch. Jahnabi Bindu (18MH5A0202)	Student representative- Female	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.

Copy To:

The members comply with



A handwritten signature in black ink, appearing to be "A. S. S.", written over the printed name of the Principal.

Principal

PRINCIPAL

**Aditya College of Engineering
SURAMPALEM-533 437**



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by NAAC
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/2019-20/1/circular

Date: 30-05-2019

CIRCULAR

All the members of the Discipline committee are informed to attend the meeting in the Conference room, Ramanujan Bhavan on 04th June 2019 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

Cc to:

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



Principal

PRINCIPAL
Aditya College of Engineering
SURAMPALEM-533 437



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK & Accredited by NAAC

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/2019-20/1/Minutes

Date: 04-06-2019

MINUTES OF DISCIPLINE COMMITTEE AY 2019-20

Date of meeting	04 th June 2019	Duration	01:30 PM to 3:00 PM
Venue	Conference room, First floor, Ramanujan Bhavan		
Reference	ACOE/DC/2019-20/1/Circular dated 04 th June 2019		

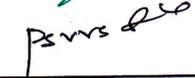
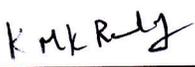
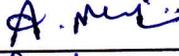
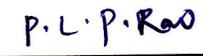
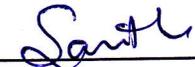
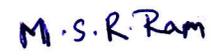
The meeting of Disciplinary Committee commenced with a welcome by Dr. A, Ramesh, Chairman of the Disciplinary Committee. The HOD-CSE Dr. Pullela SVSR kumar in the capacity of convener has extended his cordial welcome to all the members.

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.
4. Create peaceful and ragging free atmosphere in the college campus/surroundings.
5. Security under the surveillance of C.C.T.V. cameras

S. no	Name of the Member	Designation	Role	Signature
1	Dr.A.Ramesh	Principal	Chairman	
2	Dr. Pullela SVSR Kumar	HOD-CSE Dept	Convener	
3	Mr. Manoz Kumar Reddy	HOD-EEE Dept	Member	
4	Dr. M AnjiBabu	Assoc. Prof, ME Dept	Member	
5	Dr. G. Veera Pandu	Assoc. Prof, ECE Dept.	Member	
6	Mr. U Praveen Kumar	Asst. Prof, CE Dept.	Member	
7	Dr. A. Neeraja	Professor, BSE Dept	Member	
8	Mr. N. PunnapuChandrudu	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 J. Raghu P/O J. Sathyavathi(17MH1A0443)	Parent representative	Member	
13	M. Srinivas Raghu ram (17MH1A0435)	Student representative- Male	Member	
14	Ch. JahnaviBindu (18MH5A0202)	Student representative- Female	Member	

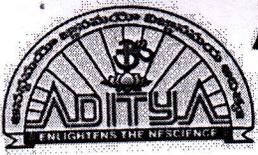



Principal

PRINCIPAL
Aditya College of Engineering
SURAMPALAM-533 437

Cc to:

1. All HODs



Ref: ACOE/DC/2019-20/SOP

Date: 04-06-2019

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:

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.
5. 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 class work starts for them by the time the junior students come out of their lunch.
6. 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.
7. 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.

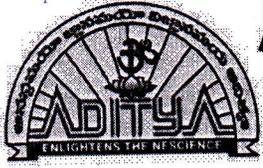
Activity		Persons Responsible
During commencement of classes		1. Convener of the Discipline committee 2. Heads of the respective Departments 3. Senior staff from each department deputed by respective HoD/ Principal 4. Admin staff
Morning	Afternoon from	
9:15 am to 9:45 am	12:30 pm to 1:30 pm	
Round the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

Procedure:

S. N	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




 PRINCIPAL
 Aditya College of Engineering
 SURAMPALAM-533 437



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.

Date: 04-06-2019

PERSPECTIVE PLAN

S.N	Date	Committee	Plan (name of the event)	SOP(standard operating procedure)	Budget for the event	Details
1	04-06-2019	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	



Principal

PRINCIPAL

Aditya College of Engineering,
SURAMPALAM-533 437

Cc to

1. All HODs
2. All the members of committee