



# ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by NAAC  
Recognized by UGC under Sections 2(f) and 12(B) of UGC Act, 1956

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

Ref: ACOE/DC/2022-23/Constitution of DC

Date: 04-07-2022

## DISCIPLINE COMMITTEE

### Proceedings of the Principal, Aditya College of Engineering

Sub: Constitution of Discipline Committee for the A.Y 2022-23 Reg

The Undersigned is pleased to constitute the Discipline Committee with the following list of members for the academic year 2022-23.

S. no	Name of the Member	Designation	Role
1	Dr. A Ramesh	Principal	Chairman
2	Dr. Pullela SVVSR Kumar	Dean Academics & Administration	Convener
3	Mr. K Manoz Kumar Reddy	HOD-EEE Dept.	Member
4	Dr. M Anji Babu	Assoc. Prof, MEDept.	Member
5	Mr. K. Chandra sekhar	Asst Prof, ECE Dept.	Member
6	Mr. U Praveen Kumar	Asst. Prof, CE Dept.	Member
7	Mr. Y. Ravi Raju	Assoc. Prof, CSE Dept.	Member
8	Mr. M. S.S. Mohan Kumar	Asst. Prof, BSE Dept.	Member
9	Mr. N. Punnapu Chandrudu	Asst. Prof , MBA	Member
10	Mr. N. Sankar Rao	Physical Director	Member
11	Mr. P.L. Prasad Rao	Hostel (Boys)Warden	Member
12	Mrs .K. Saritha	Hostel (Girls)Warden	Member
13	Sri Naga Lingeswara Rao P/O Tumpala Neelima (18MH1A0204)	Parent representative	Member
14	Kurakula Ganga Sunny (19MH1A0205)	Student representative	Member
15	Guttula Madhavi Durga (21MH5A0114)	Student representative	Member

### Functions & Responsibilities:

1. To maintain & enforce strict discipline in the college campus with respect to Covid -19 pandemic as per the guidelines from the Government
2. To enforce strict dress code among students and to ensure that all the students attend classes regularly 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 green ink, appearing to be "V. S. S.", written over the printed name of the Principal.

Principal  
PRINCIPAL  
Aditya College of Engineering  
SURAMPALAM - 533 437





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Ref: ACOE/DC/2022-23/1/circular

Date:04-07-2022

## CIRCULAR

All the members of the Discipline committee are informed to attend the meeting in the Conference room, Ramanujan Bhavan on 08<sup>th</sup> July 2022 at 1:30 PM to discuss the following agenda.

### Agenda:

1. Discipline to be maintained by the students in the college campus with respect to COVID-19 pandemic.
2. Coordination with Anti Ragging Team
3. Awareness to First year students on rules and regulations
4. Discussion on any relevant issues with the 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





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Ref: ACOE/DC/2022-23/1/Minutes

Date: 08-07-2022

## MINUTES OF DISCIPLINE COMMITTEE AY 2022-23

Date of meeting	08 <sup>th</sup> July 2022	Duration	01:30 PM to 3:00 PM
Venue	Conference room, First floor, Ramanujan Bhavan		
Reference	ACOE/DC/2022-23/1/Circular dated 04 <sup>th</sup> July 2022		

The meeting of Disciplinary Committee commenced with a welcome by Dr. A. Ramesh, Chairman of the Disciplinary Committee. The Dean (Academics & Administration) Dr. Pullela SVVSR Kumar in the capacity of convener has extended his cordial welcome to all the members.

### Agenda:

1. Discipline to be maintained by the students in the college campus with respect to Covid-19 Pandemic
2. Coordination with Anti Ragging team.
3. Awareness to First year students on rules and regulations
4. Discussion on any relevant issues with permission of the chair

The following issues are discussed

### Agenda 1:

Discipline to be maintained by the students in the college campus with respect to Covid-19 Pandemic

The convener of the committee informed that as per guidelines of the Government with respect to Covid-19, the students should attend the college with mask/face shield covering nose and mouth, personal sanitizer and maintain social distance of 2m at least to fight against the pandemic and break the chain.

The chairman of the committee has taken decision to conduct awareness programs for staff and students display all over the campus regarding Do's and Don'ts with respect to Covid-19 pandemic.

### Agenda 2:

Coordination with Anti Ragging team.


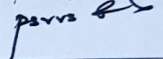
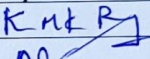
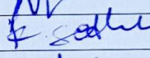
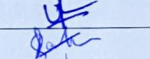

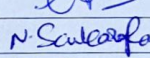
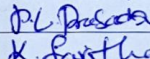
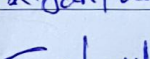
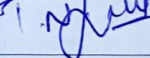
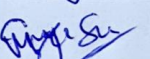
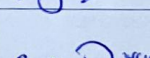
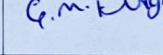
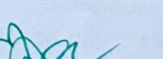
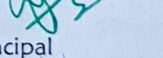
Members are directed to monitor the students in the campus in coordination with anti-ragging committee to prevent ragging. The members are asked to bring it to the notice of the convener and the principal immediately on the occurrence of any such activities in order to restore the peaceful and ragging free atmosphere in the college campus/surroundings



### Agenda 3:

#### Awareness to First year students on rules and regulations

1. 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.
2. Parents should partner the college in uniform, attendance, bus facility and proctor interaction.
3. 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 SVVSR Kumar	Dean Academics & Administration	Convener	
3	Mr. K Manoz Kumar Reddy	HOD-EEE Dept	Member	
4	Dr. M Anji Babu	Assoc. Prof, ME Dept	Member	
5	Mr. K. Chandra sekhar	Assoc. Prof, ECEDept.	Member	
6	Mr. U Praveen Kumar	Asst. Prof, CEDept.	Member	
7	Mr. Y. Ravi Raju	Assoc.Prof, CSE Dept.	Member	
8	Mr. M.S.S.Mohan Kumar	Assist. Prof, BSEDept.	Member	
9	Mr. N. Punnapu Chandrudu	Asst. Prof , MBA	Member	
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11	Mr. P.L. Prasad Rao	Hostel (Boys)Warden	Member	
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13	Sri Tumpala Naga Lingeswara Rao P/O Tumpala Neelima (18MH1A0204)	Parent representative	Member	
14	Kurakula Ganga Sunny (19MH1A0205)	Student representative- Male	Member	
15	Guttula Madhavi Durga (21MH5A0114)	Student representative- Fe-Male	Member	

Cc to:

1.All HODs

2.Administrative Officer



  
Principal  
Aditya College of Engineering  
SURAMPALAM - 533 437





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Ref: ACOE/DC/2022-23/SOP

Date: 08-07-2022

## 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		<ol style="list-style-type: none"><li>1. Convener of the Discipline committee</li><li>2. Heads of the respective Departments</li><li>3. Senior staff from each department deputed by respective HoD/ Principal</li><li>4. Admin staff</li></ol>
Morning	Afternoon from	
9:15 am	12:30 pm	
to	to	
9:45 am	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: 08-07-2022

## PERSPECTIVE PLAN

SNO	Date	Committee	Plan (name of the event)	SOP(standard operating procedure)	Budget for the event	Details
1	08-07-2022	Disciplinary	Committee meeting	<p>Committee meeting is held on this day and the following points are discussed</p> <ol style="list-style-type: none"><li>1. Students must wear uniform with id cards</li><li>2. Tuck in , clean shave (male students)</li><li>3. No student is allowed to leave the college without HOD's permission</li></ol>	--	



Principal  
**PRINCIPAL**

Aditya College of Engineering  
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Cc to

1. All HODs
2. All the members of committee