

**Committee to  
monitor adherence to  
the Code of Conduct  
(Disciplinary Committee)**



**VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE**

Near Ramoji Film City, Deshmukhi (V), Yadadri Bhuvanagiri Dist., Telangana - 508 284.

Approved by AICTE, New Delhi, Affiliated to JNTUH, Hyderabad

EAMCET CODE : VGNT


PGE CET CODE : VGNT1



## INDEX

S.No.	Description	Page No
1.	Civil Engineering	2
2.	Electronics & Instrumentation Engineering	11
3.	Information Technology	15
4.	Computer Science & Engineering	19
5.	Electronics & Communication Engineering	27
6.	Mechanical Engineering	40
7.	Basics Science & Humanities	42
8.	Electrical & Electronics Engineering	51



  
PRINCIPAL  
Vignan Institute of Technology and Science  
Deshmukhi, Bhongir Yadadri Dist-508 284



## DEPARTMENT OF CIVIL ENGINEERING

### CONSTITUTION OF THE DISCIPLINARY COMMITTEE

Academic Year 2020-2021

Date: 09/07/2020

#### Vision

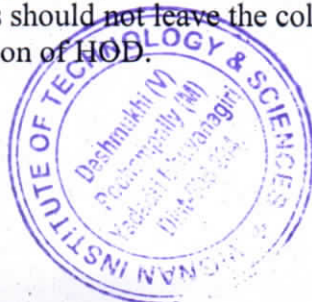
To create a safe and motivating environment in our institution and to bring professionalism among students by the inculcation of best practices.

#### Mission

To have an optimistic approach in imparting discipline among students.  
To frame rules and regulations to maintain discipline in the college premises.  
To encourage Good and Healthy Practices

#### The responsibilities of Committee are as follows:

- To maintain and enforce strict discipline within the college campus.
- All the students should wear their ID Cards while they are in the campus and their respective class rooms.
- In case of any violation of dress code or disturbance in the class, the ID card will be confiscated from the student which will be handed over to the student on the same day with a warning and advice from the Disciplinary Committee Members.
- In case of any misbehaviour or violation of the college rules, the ID cards of the students will be kept with the Disciplinary Committee Members till the enquiry is over.
- To enforce total prohibition of cell phone usage by the students in the class room.
- To monitor the movement of the students in the college and prevent students loitering around in the corridors during the college working hours.
- To ensure that students maintain complete silence in the library.
- To maintain proper discipline in the college canteen and student waiting room during the college working hours.
- If any damage is caused to the college property by any student / group of students, the cost of the same will be recovered with a fine from the said student / group of followed by disciplinary action.
- If any indiscipline is found by any of the students, warn them on the first instance. Take disciplinary action based on the rules and regulations of the committee if the pattern of misconduct continues.
- Late coming students need to sit in the library for first 2 periods and have to complete the task given by the concerned teacher.
- Students should not leave the college premises during working hours without prior permission of HOD.



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**DEPARTMENT OF CIVIL ENGINEERING**

**Academic Year 2020-2021**

**Disciplinary Committee Members**

S. No	Name of the Person	Designation	Position held	Signature
1	Dr.D. SoundarRajan	Professor	Chairman	
2	Dr. Narayan Sangam	Professor	Convenor	
3	Mr. Karthik Chary	Assistant Professor	Member	
4	Mrs.B. Lavanya	Assistant Professor	Member	
5	Mr. Mahesh	Assistant Professor	Member	

Chairman

**DISCIPLINARY COMMITTEE**

Head of the Department  
CIVIL ENGINEERING  
Vignan Institute of Technology & Science  
Deshmukhi-508284, Yadadri Bhongir District.







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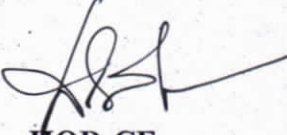
**DEPARTMENT OF CIVIL ENGINEERING**

VITS/CE/DC/Circular/2020-21/01


Date: 18-07-2020

**CIRCULAR**

Disciplinary Committee Meeting for the A.Y. 2020-2021 is scheduled on 20/07/2020, 2 PM at Room Number 416 . All Committee members are requested to attend without fail.

  
HOD-CE

Head of the Department  
CIVIL ENGINEERING  
Vignan Institute of Technology & Science  
Deshmukhi-508284, Yadadri Bhongir District.

  
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Vignan Institute of Technology and Science  
Deshmukhi, Bhongir Yadadri Dist-508 284





**DEPARTMENT OF CIVIL ENGINEERING**

Date: 20-07-2020

**AGENDA**

To Implement Disciplinary Committee responsibilities effectively.

**MINUTES OF THE MEETING**

- Discussed about the implementation procedure of Committee responsibilities formulated during constitution of the Committee for ensuring strict discipline in the college campus.

**Disciplinary Committee Members**

SNo	Name of the Person	Designation	Position held	Signature
1	Dr.D. SoundarRajan	Professor	Chairman	
2	Dr. Narayan Sangam	Professor	Convenor	
3	Mr. Karthik Chary	Assistant Professor	Member	
4	Mrs.B. Lavanya	Assistant Professor	Member	

Head - CE



Head of the Department  
**CIVIL ENGINEERING**  
Vignan Institute of Technology & Science  
Deshmukhi-508284, Yadadri Bhongir District.

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**DEPARTMENT OF CIVIL ENGINEERING**

VITS/CE/DC/Circular/2020-21/02

Date: 04-02-2021

**CIRCULAR**

Disciplinary Committee Meeting is scheduled on 06/02/2021, 3 PM at Room Number 416. All Committee members are requested to attend without fail.



  
HOD-CE

Head of the Department  
CIVIL ENGINEERING  
Vignan Institute of Technology & Science  
Deshmukhi-508284, Yadadri Bhongir District.



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Deshmukhi, Bhongir Yadadri Dist-508 284





**DEPARTMENT OF CIVIL ENGINEERING**

**Date: 08/02/2021**

**AGENDA**

1. To discuss the complaint
2. To discuss about the issue of students who needs to leave the college during college hours.
3. Any other points referred by the members of the committee.

**MINUTES OF THE MEETING**

1. Discussed about the complaint on Pavan.As this is the first complaint on the student, the Committee decided to give the student a strict warning and to collect assurance letter for not repeating any such type of behaviour.
2. Students are informed not to go out of the college for lunch.
3. Students who need to go home during college hours needs to confirm the reason by making his/her parent speak to the counsellor and get permission from Head of the Department.

**Disciplinary Committee Members**

Sno	Name of the Person	Designation	Position held	Signature
1	Dr.D. SoundarRajan	Professor	Chairman	
2	Dr. Narayan Sangam	Professor	Convenor	
3	Mr. Karthik Chary	Assistant Professor	Member	
4	Mrs.B. Lavanya	Assistant Professor	Member	



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HOD - CE

Head of the Department  
**CIVIL ENGINEERING**  
Vignan Institute of Technology & Science  
Deshmukhi-508284, Yadadri-Bhongir District.



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**DEPARTMENT OF CIVIL ENGINEERING**

VITS/CE/DC/Circular/2020-21/03

Date: 15-04-2021

**CIRCULAR**

Disciplinary Committee Meeting is scheduled on 16/04/2021, 2.30 PM at Room Number 416. All Committee members are requested to attend without fail.

  
HOD-CE



Head of the Department  
CIVIL ENGINEERING  
Vignan Institute of Technology & Science  
Deshmukhi-508284, Yadadri Bhongir District.



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**DEPARTMENT OF CIVIL ENGINEERING**

**Date: 16/04/2021**

**AGENDA**

1. To discuss the complaint
2. To discuss how to avoid later commers.
3. Any other points referred by the members of the committee.

**MINUTES OF THE MEETING**

1. Discussed about the complaint. The Committee decided to give the student a strict warning and to collect assurance letter for not repeating any such type of behaviour.
2. Students who come late to the college should sit the library till the first break and have to complete the assignment given by the faculty in-charge.

**Disciplinary Committee Members**

S.No	Name of the Person	Designation	Position held	Signature
1	Dr.D. SoundarRajan	Professor	Chairman	
2	Dr. Narayan Sangam	Professor	Convenor	
3	Mr. Karthik Chary	Assistant Professor	Member	
4	Mrs.B. Lavanya	Assistant Professor	Member	



HOD - CE

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Head of the Department  
**CIVIL ENGINEERING**  
Vignan Institute of Technology & Science  
Deshmukhi-508284, Yadadri Bhongir District.



AY.2020-20. 1<sup>st</sup> Semester

Sub: Student Indiscipline – Action Taken.

With reference to the Student Indiscipline, the following problems are identified and actions are taken.

S.No.	Year and Section	Student Name	Activity	Action Taken	Remarks
1	II	Ms.Rasaswini	Disturbance in Class	Marked absent for 1 day	

AY.2020-21. 2<sup>nd</sup> Semester

Sub: Student Indiscipline – Action Taken.

With reference to the Student Indiscipline, the following problems are identified and actions are taken.

S.No.	Year and Section	Student Name	Activity	Action Taken	Remarks
1	II	Mr.G.Vinay	Misconduct with classmate	Warning issued	



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## DEPARTMENT OF ELECTRONICS AND INSTRUMENTATION ENGINEERING

### CONSTITUTION OF THE DEPARTMENT DISCIPLINARY COMMITTEE

#### Academic Year 2021-2022

#### Purpose and Scope

The purpose of this procedure is to enable College/department staff to deal with student disciplinary issues in a consistent, timely and fair manner. It provides for the orderly investigation and resolution of cases of alleged unsatisfactory conduct and will be initiated:

- When a student is alleged to have broken College rules, regulations and procedures;
- When gross misconduct is alleged

#### Responsibilities of Discipline Committee

- To ensure all the students wear ID Cards and in-shirt while they are in the campus
- To enforce total prohibition of cell phone usage by the students while the class work is going on
- To assist the college anti-ragging committee in preventing ragging in the College.
- To ensure calm and peaceful academic atmosphere in the campus.
- To avoid physical confrontation among students.
- To monitor the movement of the students in the college and prevent students loitering around in the corridors during the college working hours.
- To prevent the students leaving the college early without prior permission from the concerned authorities.
- To maintain proper discipline in the college canteen and student waiting room during the college working hours.
- To prohibited Smoking strictly in the college campus.



  
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## DEPARTMENT OF ELECTRONICS AND INSTRUMENTATION ENGINEERING

Following are the details of Discipline committee members for the AY 2021-2022

The department constituted a Discipline Committee which ensures the students to obey rules and maintains discipline, dignity and decorum in the college community.

S. No.	Position	Designation	Name of the Staff	Signature
1	Chairman	HOD	Dr.M.Vasubabu	
2	Convener	Assoc Prof	Mr.CH.V.B. Aditya Kumar	
3	Member	Asst. Prof	Dr.S.Prasanna	
4	Member	Asst. Prof	Mr.K.Premasagar	
5	Member	Asst. Prof	Mr.P.Srinivas	

Dr.M.Vasubabu,

Chairman,

Department Disciplinary Committee



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3	Member	Asst. Prof	Dr.S.Prasanna	
4	Member	Asst. Prof	Mr.K.Premsagar	
5	Member	Asst. Prof	Mr. P.Srinivas	

Dr.M.Vasubabu,

Chairman,

Department Disciplinary Committee



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## DEPARTMENT OF INFORMATION TECHNOLOGY

### CONSTITUTION OF THE DISCIPLINARY COMMITTEE

Academic Year 2020-2021

Date:13/07/2020

#### Vision

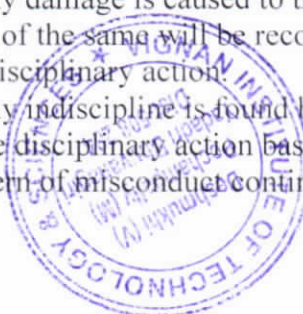
To create a safe and motivating environment in our institution and to bring professionalism among students by the inculcation of best practices.

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To frame rules and regulations to maintain discipline in the college premises.  
To encourage Good and Healthy Practices

#### The responsibilities of Committee are as follows:

- To maintain and enforce strict discipline within the college campus.
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- In case of any violation of dress code or disturbance in the class, the ID card will be confiscated from the student which will be handed over to the student on the same day with a warning and advice from the Disciplinary Committee Members.
- In case of any misbehaviour or violation of the college rules, the ID cards of the students will be kept with the Disciplinary Committee Members till the enquiry is over.
- To enforce total prohibition of cell phone usage by the students in the class room.
- To monitor the movement of the students in the college and prevent students loitering around in the corridors during the college working hours.
- To ensure that students maintain complete silence in the library.
- To maintain proper discipline in the college canteen and student waiting room during the college working hours.
- If any damage is caused to the college property by any student / group of students, the cost of the same will be recovered with a fine from the said student / group followed by disciplinary action.
- If any indiscipline is found by any of the students, warn them on the first instance. Take disciplinary action based on the rules and regulations of the committee if the pattern of misconduct continues.



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### Disciplinary Committee Members

S.No	Name of the Person	Designation	Position held
1	Mr. B.V. Chowdary	Professor	Chairman
2	Mrs. M. Swathi	Assistant Professor	Co-ordinator
3	Mr. M. Prabhakar	Assistant Professor	Member
4	Mr. M.S.B. Kasyappa	Assistant Professor	Member

*Handwritten notes:*  
Chairman  
Co-ordinator  
Member  
Member

*Handwritten signature:* B.V. Chowdary

**Prof. B.V. Chowdary**

**Chairman**

**DISCIPLINARY COMMITTEE**



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## DEPARTMENT OF INFORMATION TECHNOLOGY

VITS/IT/DC/Circular/2020-21/01

Date: 18-07-2020

### CIRCULAR

Disciplinary Committee Meeting for the A.Y. 2020-2021 is scheduled on 20/07/2020, 2 PM at Room Number 206-A . All Committee members are requested to attend without fail.

*P. V. Ch*  
HOD-IT



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Vignan Institute of Technology and Science  
Deshmukhi, Bhongir Yadadri Dist-508 284



DEPARTMENT OF INFORMATION TECHNOLOGY

Date: 20-07-2020

AGENDA

To Implement Disciplinary Committee responsibilities effectively.

MINUTES OF THE MEETING

- Discussed about the implementation procedure of Committee responsibilities formulated during constitution of the Committee for ensuring strict discipline in the college campus.

Disciplinary Committee Members

Sno	Name of the Person	Designation	Position held	Signature
1	Mr. B.V. Chowdary	Professor	Chairman	
2	Mrs. M. Swathi	Assistant Professor	Co-ordinator	
3	Mr. M. Prabhakar	Assistant Professor	Member	
4	Mr. M.S.B. Kasyappa	Assistant Professor	Member	



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## Department of Computer Science & Engineering

18<sup>th</sup> Mar, 2021.

### CIRCULAR

All the discipline committee members are hereby informed to attend the Meeting on 19<sup>th</sup> Mar, 2021 at 10:00 AM in Room No. 206 under the Chairmanship of Head of the Department. The agenda for the Meeting is

**Agenda:**

- To discuss about general instructions to be given to the students
- To discuss about the rules and regulations which need to be addressed to the students
- Any other issue with the permission of chair.

Copy to:

1. All Discipline Committee members
2. Principal sir for kind information



  
HOD-CSE

  
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Vignan Institute of Technology and Science  
Deshmukhi, Bhongir Yadadri Dist-508 284



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## Department of Computer Science & Engineering

### MINUTES OF THE MEETING OF DISCIPLINE COMMITTEE

MEETING HELD ON 19/3/2021

Date: 20-03-2021

#### Agenda:

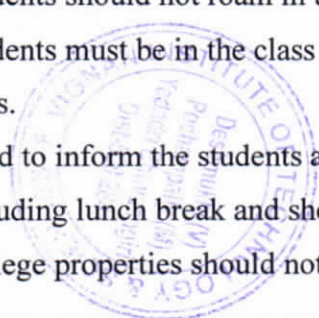
- To discuss about general instructions to be given to the students
- To discuss about the rules and regulations which need to be addressed to the students
- Any other issue with the permission of chair.

The meeting was held on 19-03-2021 at 10AM in Room No. 206. The members present in the meeting were:

S.No	Name	Designation	Signature
1	Dr. J R V Jeny,HOD	Chairman	
2	Mr. R.Praveen Kumar,Assoc.Prof.	Member	
3	Mrs.P.Lavanya Kumari,Assoc.Prof.	Member	
4	Mrs.B.Sharmila,Asst.Prof.	Member	
5	Mr.N.Nagarjuna,Asst.Prof.	Member	
6	Mr. Ravinder LC,Asst.Prof.	Member	

➤ **Item No.1 : To discuss about general instructions to be given to the students**

1. Students should be regular to the classes once the class work is commenced.
2. Students should not roam in the campus during class / lab hours.
3. Students must be in the class room 5minutes before the commencement of the class.
4. Need to inform the students about college working hours 8:45AM to 3:30 PM including lunch break and short break timings.
5. College properties should not be damaged.



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➤ **Item No.2: To discuss about the rules and regulations which need to be addressed to the students**

1. Students should maintain discipline in the campus.
2. Students should follow dress code (Boys should do in-shirt and girls should wear chudidhar with dupattah) and all should wear ID card.
3. Usage of cell phones during class/ lab hours is strictly prohibited.
4. Late comers should go to library and they should learn one topic and write the answer during first two periods and they will be allowed for classes after short break.
5. Students should not leave the campus in the middle without prior permission either from the respective counselor/coordinator.

➤ **Item No.3: Any other issue with the permission of chair.**


1. Ensure that every student should follow the rules and regulations of the college without fail. If anyone found to be indiscipline, necessary action should be taken.

  
HOD-CSE

Copy to:

Principal (for his kind information),  
CSE Department faculty



  
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## Department of Computer Science & Engineering

16<sup>th</sup> June, 2021.

### CIRCULAR

All the discipline committee members are hereby informed to attend the Meeting on 17<sup>th</sup> June, 2021 at 10:00 AM in Room No. 206 under the Chairmanship of Head of the Department. The agenda for the Meeting is

#### Agenda:

- To discuss about issue created by III CSE students
- Any other issue with the permission of chair.

Copy to:

1. All Discipline Committee members
2. Principal sir for kind information

  
HOD-CSE



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## Department of Computer Science & Engineering

MINUTES OF THE MEETING OF DISCIPLINE COMMITTEE

MEETING HELD ON 17/06/2021

Date: 18-06-2021

### Agenda:

- To discuss about issue created by III CSE students
- Any other issue with the permission of chair.

The meeting was held on 17-06-2021 at 10AM in Room No. 206. The members present in the meeting were:

S.No	Name	Designation	Signature
1	Dr. J R V Jeny, HOD	Chairman	
2	Mr. R. Praveen Kumar, Assoc. Prof.	Member	
3	Mrs. P. Lavanya Kumari, Assoc. Prof.	Member	
4	Mrs. B. Sharmila, Asst. Prof.	Member	
5	Mr. N. Nagarjuna, Asst. Prof.	Member	
6	Mr. Ravinder LC, Asst. Prof.	Member	

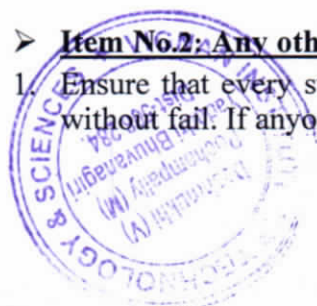
### ➤ Item No.1 : To discuss about issue created by III CSE students

1. Students of III CSE A, B & C created some disturbance & noise during online classes. Those students were identified and brought to the notice of discipline committee. Committee members warned the students and asked the students to come to the college with their parents and taken the undertaking letters from them.

2. Also given strict warning that these kind of issues repeated if any here after, then they will not be allowed to continue in the institution and TC will be issued.

### ➤ Item No.2: Any other issue with the permission of chair.

1. Ensure that every student should follow the rules and regulations of the college without fail. If anyone found to be indiscipline, necessary action should be taken.



PRINCIPAL  
Vignan Institute of Technology and Science  
Deshmukhi, Bhongir Yadadri Dist-508 284

HOD-CSE

Copy to:

Principal (for his kind information),

CSE Department & ...

Hyderabad  
19-06-2021

To

HOD of CSE Department,

Vignan Institute of Technology and Science  
Deshmukhi.

From:

3<sup>rd</sup> Year CSE - A class Representative  
Vignan Institute of Technology and Science  
Deshmukhi.

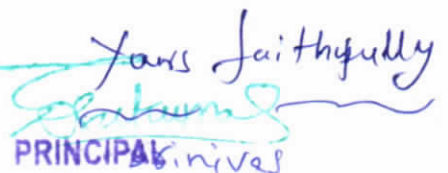
Respected mam,

I am writing this letter on behalf of our class to say our apology for our indisciplinary activities during on line class, we are very sorry for that behaviour and we will ensure that it will not be repeated in future

I request you to accept our apology and forgive us for this time.

Thanking you

Forwarded to Discipline Committee  
Deshmukhi  
Yadadri Bhavanigiri  
Dist-508 204.  
Date: 18/06/2021

Yours faithfully  
  
PRINCIPAL

Vignan Institute of Technology and Science  
Deshmukhi, Bhongir Yadadri Dist-508 284



Hyderabad,  
22-06-2021

TO,  
The Head of the department,  
Computer Science & Engineering,  
Vignan Institute of Technology & Science,  
Deshmukhi,

From,  
III year CSE-B Class Representative,  
Vignan Institute of Technology & Science,  
Deshmukhi,


Respected Madam,

I am writing this letter on behalf of our class to apologize for our misbehaviour happened during online classes, we are sorry for that issue and we will make sure that these kind of issues will not be repeated here after.

I request you to accept our apology and forgive us.

Thanking you



  
PRINCIPAL  
Vignan Institute of Technology and Science  
Deshmukhi, Bhongir Yadadri Dist-508 284  
18891A0510.  
your's faithfully  
Ch. Vinith Reddy,

Hyderabad  
21-06-2021

To

HOD of CSE Department,

Vignam Institute of Technology & Science,  
Deshmukhi,

From

3<sup>rd</sup> year CSE-C class Representative  
Vignam Institute of Technology and Science  
Deshmukhi

Respected Mam,

I am writing this letter on behalf of  
our class to say our apology for our  
indisciplinary activity in online class. we are  
sorry for that <sup>our</sup> ~~my~~ behaviour and we will  
make sure that it will not be repeated again  
in our class.

I request you to consider our  
apology and forgive us for this time

Forwarded to Discipline  
Committee

*[Signature]*



*[Signature]*  
PRINCIPAL

Vignam Institute of Technology and Science  
Deshmukhi, Bhongir Yadadri Dist-508 284



**VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE**

Near Ramoji Film City, Deshmukhi (V), Yadadri Bhuvanagiri Dist., Telangana - 508 284.

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**EAMCET CODE : VGNT**

**PGCET CODE : VGNT1**



## DEPARTMENT STUDENT DISCIPLINARY COMMITTEE

### DISCIPLINARY PROCEDURE

#### Purpose and Scope

The purpose of this procedure is to enable College/department staff to deal with student disciplinary issues in a consistent, timely and fair manner. It provides for the orderly investigation and resolution of cases of alleged unsatisfactory conduct and will be initiated:

- When a student is alleged to have broken College rules, regulations and procedures;
- When gross misconduct is alleged

#### Responsibilities of Discipline Committee

- To ensure all the students wear ID Cards and in-shirt while they are in the campus
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- To assist the college anti-ragging committee in preventing ragging in the College.
- To ensure calm and peaceful academic atmosphere in the campus.
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EAMCET CODE : VGNT

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## Following are the details of Discipline committee members

The department constitutes a Discipline Committee which ensures the students to obey rules and maintains discipline, dignity and decorum in the college community.

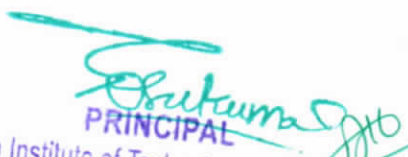
S. No.	Position	Designation	Name of the Staff
1	Chairman	HOD	
2	Coordinator	Assoc Prof	
3	Member	Assoc Prof	
4	Member	Assoc Prof	
5	Member	Sr. Asst Prof	

## STUDENT DISCIPLINARY PROCEDURE

### Initial Decision Making

The HoD will need to decide, based on the information available, whether an alleged incident warrants application of the formal disciplinary procedure and if so, at what stage. Further investigation by the HoD/committee may be needed before making this decision. The purpose of the investigation is to ascertain promptly the facts and circumstances relating to the alleged incident, to record the findings, and to make a judgement as to whether the disciplinary procedure should be invoked. If, in the judgement of the HoD, disciplinary action is not to be invoked then no record should be maintained on file. Depending upon the severity of the incident, the disciplinary procedure can be implemented at any stage. For example, a case of gross misconduct would warrant a disciplinary hearing as the initial response. In exceptional circumstances it may be necessary to suspend a student pending the outcome of the disciplinary hearing. If suspension of a student is agreed the procedure detailed below must be followed.



  
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## The Disciplinary Framework

### 1) Stage One – Verbal Warning

For a minor breach of College regulations, a verbal warning may be considered sufficient. If so, it should be delivered in private by the counselor/class teacher/subject faculty in presence of HOD. The student will be told why their behaviour does not meet an acceptable standard and made aware of what they have to do in order to meet that standard.

Issues such as:

- disruptive behaviour in the classroom,
- persistent unexplained absence,
- persistent use of mobile devices and
- repeated failure to do in shirt
- repeated failure to carry a College identity card

may need to be dealt with in this way. The record of the verbal warning should be files and a copy is to be sent to the Parent/care taker. (See Form 1).

### 2) Stage Two – First Written Warning

Students should have a maximum of 2 verbal warnings before moving to stage 2, 3 or 4 of this procedure. For a more serious breach of College regulations, or for further breaches after a verbal warning has already been issued, a written warning should be given to the student. This should be from the HoD/Dean Academics/ Dean Administration. It will include the student entering into a signed Learning/Behavioural Agreement. The letter should be issued to the student, and a copy is to be sent to the Parent/Care taker (where consent has been given).

(Form 2 & 3)



  
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### **3) Stage Three – Final Written Warning**

A final written warning should be given to the student for a breach of College regulations considered serious enough to issue a severe written warning as the first response, but not sufficiently serious to warrant a disciplinary hearing, or for further breaches of regulations by a student who has already received a written warning. The letter should be from the Dean Academics/Dean Administration/Principal. The letter should be given to the student, and a copy is to be sent to the Parent/Care taker(where consent has been given) (Form 4)

### **4 Stage Four – Disciplinary Hearing**

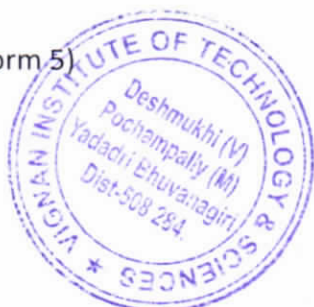
A disciplinary hearing will be held in the following circumstances:-


- (a) A student's conduct continues to be unsatisfactory despite warnings;
- (b) A student commits an act of gross misconduct.

Examples misconduct may include but is not restricted to:-

- Physical or verbal assault whilst on College premises or College related activities;
- Harassment or bullying
- Possession of or dealing with illegal substances;
- Alcohol abuse;
- Vandalism;
- Theft;
- Abuse or misuse of computer equipment;
- Behaviour which brings the College into disrepute.

This is not a definitive list. (Form 5)



  
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# VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE

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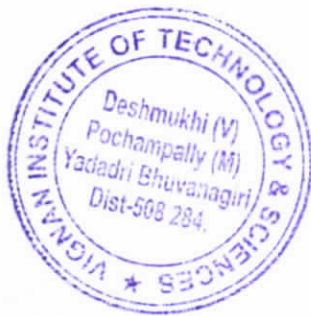
EAMCET CODE : VGNT

PGCET CODE : VGNT1



## Confidentiality

All disciplinary hearings will be treated as confidential to the parties concerned. After the hearing (and appeal if applicable) all related papers will be filed confidentially and if possible an electronic copy will be held centrally and kept for the duration of the student's course plus 6 years, whether the hearing finds against the student or not. Where an allegation is substantiated a record will also be kept on the student's file.



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Reference

"Student Disciplinary Procedure", City College Norwich, Norwich.



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## CONSTITUTION OF THE DEPARTMENT DISCIPLINARY COMMITTEE

**Academic Year 2021-2022**

### **Purpose and Scope**

The purpose of this procedure is to enable College/department staff to deal with student disciplinary issues in a consistent, timely and fair manner. It provides for the orderly investigation and resolution of cases of alleged unsatisfactory conduct and will be initiated:

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### **Responsibilities of Discipline Committee**

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Following are the details of Discipline committee members for the AY 2021-2022

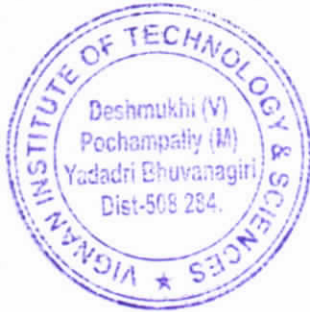
The department constituted a Discipline Committee which ensures the students to obey rules and maintains discipline, dignity and decorum in the college community.

S. No.	Position	Designation	Name of the Staff	Signature
1	Chairman	HOD	Dr N Dinesh Kumar	
2	Convener	Professor	Dr P A Harshavardhini	
3	Member	Assoc Professor	Dr Shiddanagouda F B	
4	Member	Assoc Prof	Dr P Sandeep	
5	Member	Asst Prof	Mr Vikas Kumar Tiwari	

Dr N Dinesh Kumar,

Chairman,

Department Disciplinary Committee



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## CONSTITUTION OF THE DEPARTMENT DISCIPLINARY COMMITTEE

**Academic Year 2020-2021**

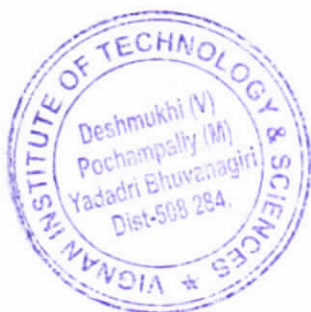
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3	Member	Assoc Professor	Dr Shiddanagouda F B	
4	Member	Assoc Prof	Mrs N Koteswaramma	
5	Member	Assoc Prof	Mr P Sandeep	

Dr N Dinesh Kumar,

Chairman,

Department Disciplinary Committee



PRINCIPAL

Vignan Institute of Technology and Science  
Deshmukhi, Bhongir, Yadadri Dist-508 284



## **CONSTITUTION OF THE DEPARTMENT DISCIPLINARY COMMITTEE**

**Academic Year 2019-2020**

### **Purpose and Scope**


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Vignan Institute of Technology and Science  
Deshmukhi, Bhongir Yadadri Dist-508 284





# VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE

Near Ramoji Film City, Deshmukhi (V), Yadadri Bhuvanagiri Dist, Telangana - 508 284.

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EAMCET CODE : VGNT



## Following are the details of Discipline committee members for the AY 2019-2020

The department constituted a Discipline Committee which ensures the students to obey rules and maintains discipline, dignity and decorum in the college community.

S. No.	Position	Designation	Name of the Staff	Signature
1	Chairman	HOD	Dr N Dinesh Kumar	
2	Convener	Professor	Dr J V Rao	
3	Member	Professor	Dr P A Harshavardhini	
4	Member	Assoc Prof	Mrs N Koteswaramma	
5	Member	Assoc Prof	Mr P Sandeep	

Dr N Dinesh Kumar,

Chairman,

Department Disciplinary Committee



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Vignan Institute of Technology and Science  
Deshmukhi, Bhongir Yadadri Dist-508 284



**DEPARTMENT DISCIPLINARY COMMITTEE**

17/09/2019

**Minutes of Meeting**

An emergency meeting of disciplinary committee members was held on 17/9/2019 at 12.30 pm in ECE HOD room. Following members were present during the meeting.

S. No.	Name of the Staff	Designation	Position	Signature
1	Dr N Dinesh Kumar	HOD	Chairman	
2	Dr J V Rao	Professor	Convener	
3	Dr P A Harshavardhini	Professor	Member	
4	Mrs N Koteswaramma	Assoc Prof	Member	
5	Mr P Sandeep	Assoc Prof	Member	

The following points were discussed in the committee meeting:

**Agenda:**

- Arrogant behavior of Mr E Sai Krishna (17891A0470) in the staff room with Mr P Nageshwara Rao, Assoc Prof

**Enquiry**

The committee members enquired about the arrogant behavior of Mr Sai Krishna with the faculty Mr P Nageshwara Eao in the staff room.

The student came to the faculty regarding marks in EMI paper and demanded for more on his script. When the faculty said it is not possible and whatever marks are allotted, it is given based on what is written in the script and in accordance with the scheme of evaluation. Then he started arguing with the faculty and concluded that the scheme itself is not prepared correctly. The faculty brought the case to HOD along with the scheme of evaluation for verification. The marks allotted for the paper is more than required and towards the favor of the student only.

Hence the committee meeting is called for today to warn such students.

**Action Taken**

After the through enquiry, the student is severely warned and instructed to change his behavior. He is counseled the way he should communicate with the people. This type of behavior is not permitted and counselor is informed to report the same to the parents.



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Vignan Institute of Technology and Science  
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To our surprise the parents are also complaining about his rude behavior and speaking harshly with them also. They are requesting us to do the needful to make him a good person.

Mr Sai Krisha is given a verbal warning. Hereafter if he misbehaves with faculty or students in college premises, the issue will be taken seriously. The student was told to say sorry to the faculty for his arrogant nature before the class as a first warning/punishment. A record of verbal warning is filled and filed.

He is also counseled to be polite to his parents, as they are the one who needs to take care of his career.

  
Dr N Dinesh Kumar,

Chairman,

Department Disciplinary Committee





**PRINCIPAL**

Vignan Institute of Technology and Science  
Deshmukhi, Bhongir Yadadri Dist-508 284





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## DEPARTMENT OF MECHANICAL ENGINEERING

### CONSTITUTION OF THE DEPARTMENT DISCIPLINARY COMMITTEE

ACADEMIC YEAR 2020-2021

#### **Purpose and Scope**

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**PRINCIPAL**  
Vignan Institute of Technology and Science  
Deshmukhi, Pochampally (M),  
Yadadri Bhuvanagiri Dist-508 284

S. No.	Position	Designation	Name of the Staff	Signature
1	Chairman	HOD	N. Leela Prasad	<del>N. Leela Prasad</del>
2	Convener	Professor	Dr. K. Chandra Shekar	<i>K. Chandra Shekar</i>
3	Member	Assoc Prof	Dr. B. Singaravel	<i>B. Singaravel</i>
4	Member	Asst Prof	M. Radhika	<i>M. Radhika</i>
5	Member	Asst Prof	M. Madhavi	<i>Madhavi</i>
6	Member	Asst Prof	V. Guru Shanker	<i>Guru Shanker</i>
7	Member	Student	Mr. Ch. Saikumar	<i>Saikumar</i>
8	Member	Student	Ms. J. Sreenidhi Reddy	<i>Sreenidhi</i>

~~N. Leela Prasad~~  
Mr. N. Leela Prasad  
Chairman,  
Department Disciplinary Committee



*Saikumar*  
PRINCIPAL  
Vignan Institute of Technology and Science  
(Vi) Deshmukhi, Pochampally (Mdl),  
Yadadri Bhuvanagiri Dist.-508 284.



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## DEPARTMENT STUDENTDISCIPLINARY COMMITTEE

### DISCIPLINARY PROCEDURE

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1	Chairman	HOD	Dr. N. Phani Kumar
2	Coordinator	Asst Prof	Dr. R. Balaji
3	Member	Asst Prof	Dr. R.Sridhar
4	Member	Asst Prof	Dr. Govind Chowdary
5	Member	Asst Prof	Dr. Chandrasekhar

## STUDENT DISCIPLINARY PROCEDURE

### Initial Decision Making

The HOD decides, based on the information available, whether an alleged incident warrants application of the formal disciplinary procedure and if so, at what stage. Further investigation by the HOD/committee may be needed before making this decision. The purpose of the investigation is to ascertain promptly the facts and circumstances relating to the alleged incident, to record the findings, and to make a judgement as to whether the disciplinary procedure should be invoked. If, in the judgement of the HOD, disciplinary action is not to be invoked then no record should be maintained on file. Depending upon the severity of the incident, the disciplinary procedure can be implemented at any stage. For example, a case of gross misconduct would warrant a disciplinary hearing as the initial response. In exceptional circumstances it may be necessary to suspend a student pending the outcome of the disciplinary hearing. If suspension of a student is agreed the procedure detailed below must be followed.



  
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Deshmukhi, Bhongir Yadadri Dist-508 284



# VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE

Near Ramoji Film City, Deshmukhi (V), Yadadri Bhuvanagiri Dist., Telangana - 508 284.

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EAMCET CODE : VGNT

PGE CET CODE : VGNT1



## The Disciplinary Framework

### 1) Stage One – Verbal Warning

For a minor breach of college regulations, a verbal warning may be considered sufficient. If so, it should be delivered in private by the counselor/class teacher/subject faculty in presence of HOD. The student will be told why their behavior does not meet an acceptable standard and made aware of what they have to do in order to meet that standard.

Issues such as:

- disruptive behavior in the classroom,
- persistent unexplained absence,
- persistent use of mobile devices and
- repeated failure to do in shirt
- repeated failure to carry a College identity card


may need to be dealt with in this way. The record of the verbal warning should be files and a copy is to be sent to the Parent/care taker.(See Form 1).

### 2) Stage Two – First Written Warning

Students should have a maximum of 2 verbal warnings before moving to stage 2, 3 or 4 of this procedure. For a more serious breach of College regulations, or for further breaches after a verbal warning has already been issued, a written warning should be given to the student. This should be from the HoD/Dean Academics/ Dean Administration. It will include the student entering into a signed Learning/Behavioural Agreement. The letter should be issued to the student, and a copy is to be sent to the Parent/Care taker (where consent has been given).

(Form 2 & 3)



  
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### 3) Stage Three – Final Written Warning

A final written warning should be given to the student for a breach of College regulations considered serious enough to issue a severe written warning as the first response, but not sufficiently serious to warrant a disciplinary hearing, or for further breaches of regulations by a student who has already received a written warning. The letter should be from the Dean Academics/Dean Administration/Principal. The letter should be given to the student, and a copy is to be sent to the Parent/Caretaker (where consent has been given) (Form 4)

### 4 Stage Four – Disciplinary Hearing

A disciplinary hearing will be held in the following circumstances:-

- (a) A student's conduct continues to be unsatisfactory despite warnings;
- (b) A student commits an act of gross misconduct.

Examples misconduct may include but is not restricted to:-

- Physical or verbal assault whilst on College premises or College related activities;
- Harassment or bullying
- Possession of or dealing with illegal substances;
- Alcohol abuse;
- Vandalism;
- Theft;
- Abuse or misuse of computer equipment;
- Behaviour which brings the College into disrepute.

This is not a definitive list. (Form 5)



  
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## Confidentiality

All disciplinary hearings will be treated as confidential to the parties concerned. After the hearing (and appeal if applicable) all related papers will be filed confidentially and if possible an electronic copy will be held centrally and kept for the duration of the student's course plus 6 years, whether the hearing finds against the student or not. Where an allegation is substantiated a record will also be kept on the student's file.



  
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## Reference

"Student Disciplinary Procedure", City College Norwich, Norwich.



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## CONSTITUTION OF THE DEPARTMENT DISCIPLINARY COMMITTEE

**Academic Year 2021-2022**

### **Purpose and Scope**

The purpose of this procedure is to enable College/department staff to deal with student disciplinary issues in a consistent, timely and fair manner. It provides for the orderly investigation and resolution of cases of alleged unsatisfactory conduct and will be initiated:

- (a) When a student is alleged to have broken College rules, regulations and procedures;
- (b) When gross misconduct is alleged

### **Responsibilities of Discipline Committee**

- To ensure all the students wear ID Cards and in-shirt while they are in the campus
- To enforce total prohibition of cell phone usage by the students while the class work is going on
- To assist the college anti-ragging committee in preventing ragging in the College.
- To ensure calm and peaceful academic atmosphere in the campus.
- To avoid physical confrontation among students.
- To monitor the movement of the students in the college and prevent students loitering around in the corridors during the college working hours.
- To prevent the students leaving the college early without prior permission from the concerned authorities.
- To maintain proper discipline in the college canteen and student waiting room during the college working hours.
- To prohibited Smoking strictly in the college campus.



  
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## Following are the details of Discipline committee members for the AY 2021-2022

The department constituted a Discipline Committee which ensures the students to obey rules and maintains discipline, dignity and decorum in the college community.

S. No.	Position	Designation	Name of the Staff	Signature
1	Chairman	HOD	Dr N Phani Kumar	
2	Convener	Assoc. Professor	Dr. R. Balaji	
3	Member	Assoc Professor	Dr. Chennakeshavaiah	
4	Member	Assoc Prof	Dr. M. Chandrashekar	
5	Member	Asst Prof	Mrs. V. Prasanna lakshmi	



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Dr N Phani Kumar,  
Chairman,

Department Disciplinary Committee





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2	Convener	Assoc. prof	Dr R. Balaji	
3	Member	Assoc Professor	Dr R. Sridhar	
4	Member	Assoc Prof	Dr. Bhaskar	
5	Member	Assoc Prof	Dr. P. Govind chowdary	

Dr N Phani Kumar,

Chairman,

Department Disciplinary Committee



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2	Convener	Assoc Prof	Mr.R.Ramanjan Prasad	
3	Member	Asst Prof	Mr.L.Bhanu Ganesh	
4	Member	Asst Prof	Mr.A.Hari Prasad	

Dr T. Rama Subba Reddy,  
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