

**VIGNAN's****INSTITUTE OF INFORMATION TECHNOLOGY**
(AUTONOMOUS)(Approved by AICTE - New Delhi & Affiliated to JNTUK, Kakinada)
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

Ref: No. VIIT/CCMC/2019/06-01

28th June, 2019**PROCEEDINGS OF THE OFFICE ORDERS**To
All HoDs,
VIIT (A)**Sub: Appointment of Code of Conduct Monitoring Committee**

Dear Sir/Madam,

It is here by informed that the following staff have been designated as members of the Code of Conduct Monitoring Committee w.e.f 28/06/2019

S. No	Name of the staff	Designation	Department
1	Dr. B. Arundhati, Principal	Chairperson	EEE
2	Mrs K. Sravanthi, Asst Professor	Department Coordinator	EEE
3	Mrs A. Satya Veni, Asst Professor	Department Coordinator	CE
4	Mr P.H.J. Venkatesh, Asst Professor	Department Coordinator	ME
5	Mr E. Stephen Asst Professor,	Department Coordinator	CSE
6	Mrs Ch. Swapna Priya, Asst Professor	Department Coordinator	CSE
7	Mrs G. Jyothi, Asst Professor	Department Coordinator	IT
8	Mr V. Appala Raju, Asst Professor	Department Coordinator	ECM
9	Mr V. Sivaji, Asst Professor	Department Coordinator	MBA
10	Mrs. KGB. Santhosh Kumari, Assoc. Prof	Department Coordinator	BS&H
11	Mr S. Ravikumar, Asst Professor	Department Coordinator	BS&H
12	Mr Vasanth Kumar	Security Officer	Security
13	Mr. G. Tarun 18L31A02H6	Student Nominee	EEE
14	Mr. T. Anju Rushali 18L31A0337	Student Nominee	ME
15	Mr. Yedla Hemanth 19L31A05A7	Student Nominee	CSE
16	R. Sundara Ramam, Assoc. Prof.	Member Secretary-Head Discipline Cell	ME

All committee members are directed to team up with the chairperson to ensure the seamless function of CCMC activities.

Copy to:

- CEO Office
- Rector Office
- Dean Admin Office
- Members of CCMC
- Office order file


PRINCIPAL
VIGNAN'S INSTITUTE OF
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Beside: VSEZ, Duvvada, Visakhapatnam-530 049



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Ref: No. VIIT/ CCMC/2019/07-01

11th July, 2019

CIRCULAR

To

The Members of CCMC,
VIIT (A)

All the members of the Code of Conduct Monitoring Committee are hereby informed to attend the CCMC meeting scheduled on 12th July, 2019.

Venue: Board Room


Time: 2.30PM - 4.30PM

Agenda:

1. Strategy to address misbehaviour and harassment by boy students towards girl students
2. Mitigation of college infrastructure damage and associated punishments
3. Promoting punctuality in student attendance during examinations
4. Any other points with the permission of the chair.


Member Secretary




Principal
VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside: VSEZ, Duvvada, Visakhapatnam-49

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Ref.No. VIIT/CCMC/2010/07-02

12th July, 2019

Code of Conduct Monitoring Committee

Minutes of Meeting

Venue : AKCNB Hall
Member Secretary : Dr. B. Arundathi, Principal VIIT
Date : 12th July, 2019

Members attended the meeting

S.no	Name of the staff	Designation	Signature
1	Dr. B. Arundhati, Principal	Chairperson, VIIT	
2	Mrs K. Sravanthi, Asst Professor	Department Coordinator	
3	Mrs A. Satya Veni, Asst Professor	Department Coordinator	
4	Mr P.H.J. Venkatesh, Asst Professor	Department Coordinator	
5	Mr E. Stephen Asst Professor,	Department Coordinator	
6	Mrs Ch.Swapna Priya, Asst Professor	Department Coordinator	
7	Mrs G. Jyothi, Asst Professor	Department Coordinator	
8	Mr V. Appala Raju, Asst Professor	Department Coordinator	
9	Mr V. Sivaji, Asst Professor	Department Coordinator	
10	Mrs.KGB.Santhosh Kumari, Assoc.Prof	Department Coordinator	
11	Mr S.Ravikumar, Asst Professor	Department Coordinator	
12	Mr Vasanth Kumar	Security Officer	
13	Mr.G.Tarun 18L31A02H6	Student Nominee	
14	Mr.T.AnjuRushali 18L31A0337	Student Nominee	
15	Mr. Yedla Hemanth 19L31A05A7	Student Nominee	
16	R.Sundara Ramam, Assoc. Prof.	Member Secretary, Head Discipline Cell	

Record notes of discussion in the Code of Conduct Monitoring Committee Meeting held on 12th July 2019 under the supervision of Dr. B. Arundathi, Chairperson. The constituent members were present to the meeting and discussed the agenda.

Agenda:

1. Strategy to address misbehaviour and harassment by boy students towards girl students
2. Mitigation of college infrastructure damage and associated punishments
3. Promoting punctuality in student attendance during examinations

Resolutions:

1. Strategy to address misbehaviour and harassment by boy students towards girl students

Mr. R. Sundara Ramam, ME, Associate Professor in Mechanical Engineering, suggested that students should uphold silence and proper decorum in classrooms, refraining from disruptive conduct. He also emphasized that using verbal abuses against female students would be deemed a breach of discipline.

The proposal has been approved, and the members are directed to operate in accordance with the Women's Protection Cell guidelines. The chairperson instructed the Head of the Discipline Cell to raise awareness about the strict prohibition of criticizing or abusing female students using offensive language on campus. It was further advised to conduct various awareness sessions on this matter.

2. Mitigation of college infrastructure damage and associated punishments

Mr. P.H.J.Venkatesh, Asst Professor, ME, proposed that damage to college infrastructure is severely punishable with a fine amount as per the college rules and regulations is required to safeguard the infrastructure after discussion with the members.

The Chairperson has directed the Code of Conduct Monitoring Committee to levy fines on individuals who cause damage to the infrastructure, in accordance with established norms. The amount of the fine will be determined by the extent of the damage incurred.

3. Promoting punctuality in student attendance during examinations

All the students should maintain punctuality while attending the examinations and the students should reach the examination hall in time.

Concluded remarks: After review of all the points, the Member Secretary proposed vote of thanks.

Member Secretary - CCMC

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Ref.No. VIIT/CCMC/2020/03-01

03rd March, 2020**PROCEEDINGS OF THE OFFICE ORDERS**To
All HoDs,
VIIT (A)**Sub: Appointment of Code of Conduct Monitoring Committee**

Dear Sir/Madam,

It is here by informed that the following staffs have been designated as members of the Code of Conduct Monitoring Committee w.e.f,03/03/2020.

S.No	Name of the staff	Designation	Department
1	Dr. B. Arundhati, Principal	Chairperson, Principal	EEE
2	Mr .R.Sundara Ramam, Assoc. Prof	Department Coordinator	ME
3	Mrs.A.Satya Veni, Asst Professor	Department Coordinator	CE
4	Mr P.H.J.Venkatesh, Asst Professor	Department Coordinator	ME
5	Mr. E.Stephen,Asst Professor,	Department Coordinator	CSE
6	Mrs.Ch.SwapnaPriya, Asst Professor	Department Coordinator	CSE
7	Mrs.G.Jyothi, Asst Professor	Department Coordinator	IT
8	Mr .V.AppalaRaju, Asst Professor	Department Coordinator	ECM
9	Mr .V.Sivaji, Asst Professor	Department Coordinator	MBA
10	Mrs.KGB.Santhosh Kumari, Assoc.Prof	Department Coordinator	BS&H
11	Mr. S.Ravikumar, Asst Professor	Department Coordinator	BS&H
12	Mr.Ch.Rambabu	Department Coordinator	PD
13	Dr.P.S.V.Ramana	Department Coordinator	PD
14	Mr.J.Prasanth	Department Coordinator	PD
15	Mr. Vasanth Kumar	Security Officer	Security
16	Mr.G.Tarun 18L31A02H6	Student Nominee	EEE
17	Mr. Yedla Hemanth 19L31A05A7	Student Nominee	CSE
18	Mrs K. Sravanthi, Asst Professor	Member Secretary-Head Discipline Cell	EEE

All committee members are directed to team up with the chairperson to ensure the seamless function of CCMC activities.

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Ref: No. VIIT/ CCMC/2019/03-01

7th March, 2020

CIRCULAR

To

The Members of CCMC,
VIIT (A)

All the members of the Code of Conduct Monitoring Committee are hereby informed to attend the CCMC meeting scheduled on 09th March, 2020.

Venue: Board Room

Time: 10.30AM - 12.30PM

Agenda:

1. Safety and Security of Women staff and Girl students
2. Celebration of Birthday events and other functions without proper permissions.
3. Maintaining Student Discipline both On and Off Campus.
4. Any other with the permission of the chair.


Member Secretary




Principal
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No. VIIT/CCMC/2020/03-02

09th March, 2020**Code of Conduct Monitoring Committee****Minutes of Meeting**

Venue : Board Room AKCNB Hall, VIIT (A)
Chairperson : Dr. B. Arundathi, Principal, VIIT
Date : 09th March, 2020

Members attended the meeting

S.no	Name of the staff	Designation	Signature
1	Dr. B. Arundhati, Principal	Chairperson, Principal	
2	Mr .R.Sundara Ramam, Assoc. Prof	Department Coordinator ,ME	
3	Mrs.A.SatyaVen, Asst Professor	Department Coordinator ,CE	
4	Mr P.H.J.Venkatesh, Asst Professor	Department Coordinator, ME	
5	Mr. E.Stephen,Asst Professor,	Department Coordinator ,CSE	
6	Mrs.Ch.SwapnaPriya, Asst Professor	Department Coordinator, CSE	
7	Mrs.G.Jyothi, Asst Professor	Department Coordinator, IT	
8	Mr .V.AppalaRaju, Asst Professor	Department Coordinator ,ECM	
9	Mr .V.Sivaji, Asst Professor	Department Coordinator, MBA	
10	Mrs.KGB.Santhosh Kumari, Assoc.Prof	Department Coordinator, BS&H	
11	Mr. S.Ravikumar, Asst Professor	Department Coordinator, BS&H	
12	Mr.Ch.Rambabu	Department Coordinator,PD	
13	Dr.P.S.V.Ramana	Department Coordinator,PD	
14	Mr.J.Prasanth	Department Coordinator,PD	
15	Mr. Vasanth Kumar	Security Officer	
16	Mr.G.Tarun 18L31A02H6	Student Nominee	
17	Mr. Yedla Hemanth 19L31A05A7	Student Nominee	
18	Mrs K. Sravanthi, Asst Professor	Member Secretary-Head Discipline Cell,EEE	

Record notes of discussion in the Code of Conduct Monitoring Committee meeting held on 9th March 2020 under the supervision of Dr. B. Arundhati, Chairperson. The constituent members were present to the meeting and discussed the agenda

Agenda :

1. Safety and Security of Women staff and Girl students
2. Celebration of Birthday events and other functions without proper permissions.
3. Maintaining Student Discipline both On and Off Campus

Resolutions

1. Safety and Security of Women and Girls:

Mrs K. Sravanthi, Asst Professor, EEE and Mrs G.Jyothi, Asst Professor IT, Proposed about Women's protection cell need to establish in the college to ensure safe and healthy working environment for the female students and staff. The following is also sexual harassment and is covered by the committee:

1. Eve-teasing, Unsavory remarks,
2. Jokes causing or likely to cause awkwardness or embarrassment,
3. Innuendos and taunts, Gender based insults or sexist remarks,
4. Unwelcome sexual overtone in any manner such as over the telephone (obnoxious telephone calls) and the like,
5. Touching or brushing against any part of the body and the like, displaying pornographic or other offensive or derogatory

The proposal has been approved, and the members are directed to operate in accordance with the Women's Protection Cell guidelines. The principal also instructed the Head of the Discipline Cell to raise awareness about the strict prohibition of criticizing or abusing female students using offensive language on campus. It was further advised to conduct various awareness sessions on this matter.

2. Celebration of Birthday events and other functions

Mr. V. Sivaji, Assistant Professor in MBA, suggested avoiding birthday celebrations within the college premises. He proposed that departmental functions should be organized under the supervision of the respective faculty coordinator with proper permission and guidance of the H o D of the department. This measure is intended to prevent damage to college infrastructure and maintain student discipline.

The chairman directed the Head of the Discipline Cell to ensure that organizing birthdays or any personal functions are strictly prohibited within the campus. Additionally, these activities should be closely monitored through CCTV by the Discipline members on a daily basis within the campus.

3. Discipline inside and outside the campus of student:

Mr. E. Stephen, Asst Professor, CSE put forward the notion that students should modify their behaviour towards faculty, the general public, and within the classroom. He emphasized the importance of adhering to basic ethical standards. Any instances of misbehaviour observed by the college authorities will be subject to strict consequences.

The chairman directed the Head of the Discipline Cell to provide awareness on 'basic student discipline' requirements. Additionally, an annual awareness program on the code of conduct and rules of discipline should be organized for each semester.

Concluded remarks: After review of all the points, the member secretary proposed the vote of thanks.

Member Secretary - CCMC

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