

**VIGNAN'S****INSTITUTE OF INFORMATION TECHNOLOGY****(AUTONOMOUS)**

(Approved by AICTE - New Delhi & Affiliated to JNTUK, Kakinada)

Beside VSEZ, Duwada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

Ref:No. VIIT/CCMC/2021/12-01

7th December 2021**PROCEEDINGS OF THE OFFICE ORDERS**

To
All HoD's,
VIIT (A)

Sub: Appointment of Code of Conduct Monitoring Committee

Dear Sir/Madam,

It is here by informed that the following staff members are appointed as Code of Conduct Monitoring Committee w.e.f 7/12/2021

S. No	Name of the staff	Designation	Department
1	Dr. B. Arundhati, Principal	Chairperson,	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.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
15	Mr.Ganta Teja 18L31A0387	Student Nominee	ME
16	Mr. Mohammad Shanawaz 17L31A0367	Student Nominee	ME
17	Mr.Ch.Rambabu	Department Coordinator	PD
18	Dr.P.S.V.Ramana	Department Coordinator	PD
19	Mr.J.Prasanth	Department Coordinator	PD
20	Mrs K. Sravanthi, Asst Professor	Member Secretary-Head Discipline Cell	EEE

All the staff members are hereby requested to cooperate with the coordinators for smooth functioning of the CCMC activities.

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Beside: VSEZ, Duwada, Visakhapatnam-49



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Ref: No. VIIT/CCMC/2021/12-01

18 December, 2021

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 18th December 2021.

Venue: Board Room-

Time: 3.00PM - 4.00PM

Agenda:

1. Awareness among students regarding the 'Implementation of College Gate Opening and Closing Time' for students.
2. Discussion on the students' 'Dress Code and Code of Conduct.'
3. Awareness on 'Anti Ragging Activities, Rules and Punishments.'
4. Causal gathering of students at the canteen during instruction hour..


Member Secretary

(Head Discipline Cell)




Principal
VIGNAN'S INSTITUTE OF
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No. VIIT/CCMC/2021/12-02

18th December 2021**Code of Conduct Monitoring Committee****Minutes of Meeting****Venue : Board Room, AKCNB Hall, VIIT (A)****Chairperson : Dr. B. Arundathi, Principal****Attendees of the meeting**

S.no	Name of the staff	Designation	Signature
1	Dr. B. Arundhati, Principal	Chairperson, Principal VIIT	
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 Vasanth Kumar	Security	
15	Mr.GantaTeja 18L31A0387	Student Nominee	
16	Mr. Mohammad Shanawaz 17L31A0367	Student Nominee	
17	Mr.Ch.Rambabu	Department Coordinator	
18	Dr.P.S.V.Ramana	Department Coordinator	
19	Mr.J.Prasanth	Department Coordinator	
20	Mrs K. Sravanthi, Asst Professor	Member Secretary-Head Discipline Cell,EEE	

Record notes of discussion in the Code of Conduct Monitoring Committee held on 18th December 2021 under the supervision of the Chairperson, Dr. B. Arundathi. The following constituent members were present in the meeting and discussed the agenda.

Agenda

1. Awareness among students regarding the 'Implementation of College Gate Opening and Closing Time' for students.
2. Discussion on the students' 'Dress Code and Code of Conduct.'
3. Awareness on 'Anti Ragging Activities, Rules and Punishments.'
4. Causal gathering of students at the canteen during instruction hour.

Resolutions

1. Awareness on 'Implementation of College Gate Opening and Closing Time'

Mr. R.Sundara Ramam, Assoc., Professor and Head of the Discipline Cell, advocated for the stringent enforcement of college timings. He put forth the following proposals:

a. College Timings:

Regular college timings	9.00 A.M. -04.45P.M.
Afternoon session: Main Gate opens for entry	Till 9.00 A.M.
Main Gate will be opened at Lunch Break	12.40 P.M.-1.30 P.M.
Afternoon session: Gate will be Open for exit	4.45 P.M.

a. Late Comers: No student will be allowed in to campus after 9-00 AM

Considering the above, the committee deliberated on the proposal. Mr. P.H.J. Venkatesh, Coordinator of the Mechanical department, raised concerns about train delays affecting student punctuality. He requested a 10-15 minute leeway for students arriving late due to train delays, a concern shared by other members. The committee concluded that strict adherence to college gate timings was essential, aiming to reduce student tardiness. Given the uncertainty of train schedules, it was decided that college timing (9:00 AM to 4:45 PM) would remain unchanged, yet students arriving by train would be granted a 10-minute relaxation. The main gate will close at 9:10 AM, after which no entry will be permitted.

2. Dress Code and Code of conduct to all the Students

Mrs. K. Sravanthi, Asst Professor, EEE Proposed the importance of college uniforms and dress codes. The resolution mandates following the institution's dress code. Students received the code of conduct to maintain campus discipline. The disciplinary cell members were tasked with addressing matters concerning inappropriate dress codes and Western wear, providing guidance to students who wore such clothing on Saturdays.

3. Awareness on Anti-Ragging Activities

Mr. S. Ravi Kumar from the BS&H department highlighted the need for an anti-ragging awareness program due to potential issues faced by first-year students during bus travel. The meeting concluded to organize the program based on this suggestion.

4. Students gathering at the canteen area during class hours.

Discipline cell members, accompanied by the Program Director (PD), should conduct daily rounds to the canteen between 9:00 AM and 9:30 AM to oversee the matter.

5. The Chairperson directed the Member Secretary and Head of the Discipline Cell to inform students about the timing changes as part of the code of conduct.
6. The Chairperson instructed the Member Secretary and Head of the Discipline Cell to educate students about the dress code and the significance of wearing identity cards within the campus.

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

Member Secretary -CCMC

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No. VIIT/CCMC/2022/03-01

16th March 2022**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 members are appointed as Code of Conduct Monitoring Committee w.e.f 16/03/2022

S. No	Name of the staff	Designation	Department
1	Dr. B. Arundhati, Principal	Chairperson	EEE
2	Mrs A.Satyaveni, Asst Professor	Department Coordinator	CE
3	Mr P.H.J.Venkatesh, Asst Professor	Department Coordinator	ME
4	Mr E.StephenAsst Professor,	Department Coordinator	CSE
5	Mrs Ch.SwapnaPriya, AsstProfessor	Department Coordinator	CSE
6	Mrs G.jyothi, Asst Professor	Department Coordinator	IT
7	Mr V.AppalaRaju, Asst Professor	Department Coordinator	ECM
8	Mr V.Sivaji, Asst Professor	Department Coordinator	MBA
9	Mrs KGB.Santhosh kumari, Assoc.Prof	Department Coordinator	BS&H
10	Mr S.Ravikumar, Asst Professor	Department Coordinator	BS&H
11	Mr Vasanth Kumar	Security Officer	Security Officer
12	Mr.G.Balamanikanta 19L31A03K8	Student Nominee	ME
13	Mr. G Tarun 18L31A02H6	Student Nominee	EEE
14	Ms. T Anju Rushali 19L31A0337	Student Nominee	ME
15	Mr R.Sundaramam, Assoc. Prof.	Member Secretary Head Discipline Cell	ME

All the staff members are hereby requested to cooperate with the coordinators for smooth functioning of the committee activities.

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Ref: No. VIIT/ CCMC/2022/03-01

30th March, 2022

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 5th April 2022.

Venue: Board Room-

Time: 3.00PM - 4.00PM

Agenda:

1. Communication Medium for Students within the College Premises
2. Prohibition on student engagement in strikes and demonstration
- 3 Exemplary Student Code of Conduct


Member Secretary

(Head Discipline Cell)




Principal

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No. VIIT/CCMC/2022/04-01

5th April 2022

Code of Conduct Monitoring Committee

Minutes of Meeting

Venue : AKCNB Hall
Member Secretary : Dr. B. Arundathi, Principal VIIT

Attendees of the meeting

S.no	Name of the staff	Designation	Signature
1	Dr. B. Arundhati, Principal	Chairperson	
2	Mrs A.Satya Veni, Asst Professor	Department Coordinator ,CE	
3	Mr P.H.J.Venkatesh, Asst Professor	Department Coordinator, ME	
4	Mr E.Stephen,Asst Professor,	Department Coordinator ,CSE	
5	Mrs Ch.SwapnaPriya, AsstProfessor	Department Coordinator ,CSE	
6	Mrs G.jyothi, Asst Professor	Department Coordinator, IT	
7	Mr V.AppalaRaju, Asst Professor	Department Coordinator ,ECM	
8	Mr V.Sivaji, Asst Professor	Department Coordinator, MBA	
9	Dr.KGB.SanthoshKumari, Assoc.Prof	Department Coordinator ,BS&H	
10	Mr S.Ravikumar, Asst Professor	Department Coordinator, BS&H	
11	Mr Vasanth Kumar	Security Officer	
12	Mr.G.Balamanikanta 19L31A03K8	Student Nominee	
13	Mrs.G Tarun 18L31A02H6	Student Nominee	
14	Ms.G Anju Rushali 19L31A0337	Student Nominee	
15	Mr.R.sundararamam, Assoc.Prof	Member Secretary Head Discipline Cell, ME	

Record notes of discussion in the Code of Conduct Monitoring Committee Meeting held on 5th April 2022 under the supervision of Dr. B. Arundhati, Principal VIIT. The following constituent members were present in the meeting and discussed the agenda.

Agenda

1. Communication Medium for Students within the College Premises
2. Prohibition on student engagement in strikes and demonstration
3. Exemplary Student Code of Conduct

Resolutions

1. Mode of Student Communication within the College Premises

Students are instructed to communicate in English both in classrooms and on the college premises. Punctuality and maintaining the decorum of the college are expected. Avoiding informal language or shouting loudly in the campus is also a rule to be observed.

2. Prohibition on student engagement in strikes and demonstration

Students are prohibited from resorting to strikes and demonstrations, as it shall automatically result in suspension from the college.

2. Exemplary Student Code of Conduct

Students' behaviour should serve as a model not only within the college premises but also outside, contributing to upholding the college's image and reputation.

Concluded remarks: Following the comprehensive review of all the aspects, the member secretary extended his gratitude through a vote of thanks.

Member Secretary -CCMC

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