



VIGNAN'S

INSTITUTE OF INFORMATION TECHNOLOGY
(AUTONOMOUS)

(Approved by AICTE-New Delhi & Affiliated to JNTUGV, Vizianagaram)
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

Ref>No.VIIT/CCMC/2023/05-01

22nd May, 2023

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. 22/05/2023.

S no	Name of the Member	Designation	Department
1	Dr. J. Sudhakar	Chairman, Principal	Professor, ECE
2	Mr.R.Rohit Babu	Department Coordinator	Asst.Prof., CE
3	Mr.B.Divakar	Department Coordinator	Asst.Prof., EEE
4	Mr.B.Hemanth	Department Coordinator	Asst.Prof., ME
5	Mr.N.Ganesh	Department Coordinator	Asst.Prof., ME
6	Mrs.P.Suneetha	Department Coordinator	Asst.Prof., ECE
7	Mr.K.Chaitanya	Department Coordinator	Asst.Prof., ECE
8	Mrs.CH.Swapnnapriya	Department Coordinator	Asst.Prof., CSE
9	Mr.D.Chandramouli	Department Coordinator	Asst.Prof., AI & DS
10	Mrs.A.LakshmiDeepika	Department Coordinator	Asst.Prof., ECM
11	Mrs.G.Jyothi	Department Coordinator	Asst.Prof., IT & MCA
12	Mr.K.Ramappadu	Department Coordinator	Asst.Prof., BS&H
13	Mr.S.Dharma Rao	Department Coordinator	Asst.Prof., BS&H
14	Mrs.M.Himabindu	Department Coordinator	Asst.Prof., BS&H
15	Mr.V.Sivaji	Department Coordinator	Asst.Prof., MBA
16	Mr.Ch.RamaBabu	Department Coordinator	PD
17	Dr.P.S.V.Ramana	Department Coordinator	PD
18	Mr.J.Prasanth	Department Coordinator	PD
19	Ms.A.Bharathi	Department Coordinator	PD
20	Ms.G .Tejaswini 19L31A0348	Student Nominee	ECE
21	Mr.GantaTeja 19L31A03T9	Student Nominee	ME
22	Mr. P.H.J.Venkatesh	Member Secretary, Head Discipline Cell	Asst. Prof., ME

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

Copy to:
CEO Office
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Information Technology (A)
Beside: VSEZ, Duvvada, Visakhapatnam-49



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Ref: No. VIIT/ CCMC/2023/06-01

19th June, 2023

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 22 June, 2023.

Venue: Board Room

Time: 3.00PM - 4.00PM

Agenda:

1. Misbehaviour and Harassment of 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

(Head Discipline Cell)





Principal

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Information Technology (A)
Beside: VSEZ, Duvvada, Visakhapatnam-49

Copy to:

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



Ref: No. VIIT/CCMC/2023/06-01

22nd June, 2023

Code of Conduct Monitoring Committee

Minutes of Meeting

Venue : VIIT-AKCNB Hall
Chairman : Dr. J. Sudhakar, Principal

Members attended

S no	Name of the Member	Designation	Signature
1	Dr. J. Sudhakar	Chairman, Principal VIIT,ECE	<i>[Signature]</i>
2	Mr.R.Rohit Babu	Department Coordinator ,CE	<i>[Signature]</i>
3	Mr.B.Divakar	Department Coordinator ,EEE	<i>[Signature]</i>
4	Mr.B.Hemanth	Department Coordinator, ME	<i>[Signature]</i>
5	Mr.N.Ganesh	Department Coordinator ,ME	<i>[Signature]</i>
6	Mrs.P.Suneetha	Department Coordinator ,ECE	<i>[Signature]</i>
7	Mr.K.Chaitanya	Department Coordinator ,ECE	<i>[Signature]</i>
8	Mrs.CH.Swapnnapriya	Department Coordinator ,CSE	<i>[Signature]</i>
9	Mr.D.Chandramouli	Department Coordinator ,AI&DS	<i>[Signature]</i>
10	Mrs.A.LakshmiDeepika	Department Coordinator ,ECM	<i>[Signature]</i>
11	Mrs.G.Jyothi	Department Coordinator, IT & MCA	<i>[Signature]</i>
12	Mr.K.Ramappadu	Department Coordinator, BS&H	<i>[Signature]</i>
13	Mr.S.Dharma Rao	Department Coordinator ,BS&H	<i>[Signature]</i>
14	Mrs.M.Himabindu	Department Coordinator, BS&H	<i>[Signature]</i>
15	Mr.V.Sivaji	Department Coordinator MBA	<i>[Signature]</i>
16	Mr.Ch.RamaBabu	Department Coordinator ,PD	<i>[Signature]</i>
17	Dr.P.S.V.Ramana	Department Coordinator ,PD	<i>[Signature]</i>
18	Mr.J.Prasanth	Department Coordinator ,PD	<i>[Signature]</i>
19	Ms.A.Bharathi	Department Coordinator ,PD	<i>[Signature]</i>
20	Ms.G.Tejaswini 19L31A0348 (IV ECE)	Student Nominee	<i>[Signature]</i>
21	Mr.Ganta Teja 19L31A03T9 (IV MECH)	Student Nominee	<i>[Signature]</i>
22	Mr. P.H.J.Venkatesh	Member Secretary Head Discipline Cell, ME	<i>[Signature]</i>

Minutes of the discourse during the meeting of the Code of Conduct Monitoring Committee held on June 22, 2023, under the guidance of the Chairman Dr. J. Sudhakar, Principal of VIIT (A). The subsequent committee members were in attendance at the session and deliberated on the outlined agenda.

Agenda

1. Misbehaviour and Harassment of 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.

Resolutions

1. **Establishment of a Women's Protection Cell:** Mrs. P. Suneetha, Assistant Professor in ECE, and Mrs. G. Jyothi, Assistant Professor in IT, suggested the establishment of a Women's Protection Cell within the college. This initiative aims to ensure a secure and conducive working environment for female students and staff members.

The members had the discussion on various issues i.e.

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.

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.

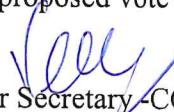
3. Maintaining Student Discipline both On and Off Campus

Mr. B. Hemanth, Assistant Professor in 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.

Action Taken

1. 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. 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. 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 vote of thanks.



Member Secretary -CCMC

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



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Ref: No. VIIT/CCMC/2022/04-01

25th April, 2022

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 are appointed as the members of Code of Conduct Monitoring Committee w.e.f 25/04/2022

S no	Name of the Member	Designation	Department
1	Dr. B. Arundhati	Chairperson, Principal	Professor, EEE
2	Mrs.A.SatyaVeni,	Department Coordinator	Asst.Prof., CE
3	Mr.B.Divakar	Department Coordinator	Asst.Prof., EEE
4	Mr.B.Hemanth	Department Coordinator	Asst.Prof., ME
5	Mr. N. Ganesh	Department Coordinator	Asst.Prof., ME
6	Mrs. P. Suneetha	Department Coordinator	Asst.Prof., ECE
7	Mr. K. Chaitanya	Department Coordinator	Asst.Prof., ECE
8	Mrs. Ch. Swapna Priya	Department Coordinator	Asst.Prof., CSE
9	Mr. E. Stephen	Department Coordinator	Asst.Prof., CSE
10	Mr. D. Chandramouli	Department Coordinator	Asst.Prof., AI&DS
11	Mrs.A.LakshmiDeepika	Department Coordinator	Asst.Prof., ECM
12	Mrs.G.Jyothi	Department Coordinator	Asst.Prof., IT & MCA
13	Dr. Santhosh Kumari	Department Coordinator	Assoc.Prof., BS&H
14	Mr. S. Ravi Kumar	Department Coordinator	Asst.Prof., BS&H
15	Mr.V.Sivaji	Department Coordinator	Asst. Prof., MBA
16	Mr.Ch.Rambabu	Department Coordinator	PD
17	Dr.P.S.V.Ramana	Department Coordinator	PD
18	Mr.J.Prasanth	Department Coordinator	PD
19	Ms.A.Bharathi	Department Coordinator	PD
20	M .Tejaswini, 19L31A0348	Student nominee	ECE
21	GantaTeja, 19L31A03T9	Student nominee	ME
22	Mr.P.H.J.Venkatesh	Member Secretary,Head Discipline Cell	Asst.Prof., ME

All the committee members are hereby instructed to coordinate for smooth functioning of the Code of Conduct Monitoring Committee activities.

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Ref: No. VIIT/CCMC/2022/04-01

27th April, 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 12th May, 2022.

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. Discussion on 'students gathering at the canteen area during class hours.


Member Secretary

(Head Discipline Cell)

Copy to:

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- Rector Office
- Dean Admin Office
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Principal
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Ref: No. VIIT/CCMC/2022/05-01

12th May, 2022

Code of Conduct Monitoring Committee

Minutes of Meeting

Venue : VIIT-AKCNB Hall
Chairperson : Dr. B. Arundathi, Principal
Date : 12th May 2022

Attendees of the meeting

S no	Name	Designation	Department
1	Dr. B. Arundhati	Chairperson, Principal	Professor, EEE <i>Arundhati</i>
2	Mrs.A.Satya Veni,	Department Coordinator	Asst.Prof., CE <i>Satya</i>
3	Mr.B.Divakar	Department Coordinator	Asst.Prof., EEE <i>Divakar</i>
4	Mr.B.Hemanth	Department Coordinator	Asst.Prof., ME <i>Hemanth</i>
5	Mr. N. Ganesh	Department Coordinator	Asst.Prof., ME <i>Ganesh</i>
6	Mrs. P. Suneetha	Department Coordinator	Asst.Prof., ECE <i>Suneetha</i>
7	Mr. K. Chaitanya	Department Coordinator	Asst.Prof., ECE <i>Chaitanya</i>
8	Mrs. Ch. Swapna Priya	Department Coordinator	Asst.Prof., CSE <i>Swapna</i>
9	Mr. E. Stephen	Department Coordinator	Asst.Prof., CSE <i>Stephen</i>
10	Mr. D. Chandramouli	Department Coordinator	Asst.Prof., AI&DS <i>Chandramouli</i>
11	Mrs.A.LakshmiDeepika	Department Coordinator	Asst.Prof., ECM <i>LakshmiDeepika</i>
12	Mrs.G.Jyothi	Department Coordinator	Asst.Prof., IT & MCA <i>Jyothi</i>
13	Dr. Santhosh Kumari	Department Coordinator	Assoc.Prof., BS&H <i>Santhosh</i>
14	Mr. S. Ravi Kumar	Department Coordinator	Asst.Prof., BS&H <i>Ravi</i>
15	Mr.V.Sivaji	Department Coordinator	Asst. Prof., MBA <i>Sivaji</i>
16	Mr.Ch.Rambabu	Department Coordinator	PD <i>Rambabu</i>
17	Dr.P.S.V.Ramana	Department Coordinator	PD <i>P.S.V.Ramana</i>
18	Mr.J.Prasanth	Department Coordinator	PD <i>J.Prasanth</i>
19	Ms.A.Bharathi	Department Coordinator	PD <i>Bharathi A</i>
20	Ms .Tejaswini, 19L31A0348	Student nominee	ECE <i>Tejaswini</i>
21	Mr.Ganta Teja, 19L31A03T9	Student nominee	ME <i>Ganta Teja</i>
22	Mr.P.H.J.Venkatesh	Member Secretary, Head Discipline Cell	Asst.Prof., ME <i>Venkatesh</i>

Record the deliberations from the Code of Conduct Monitoring Committee Meeting held on May 12, 2022, under the supervision of Chairperson Dr. B. Arundhati. The meeting comprised the participation of the listed committee members, who actively discussed the agenda items.

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. Discussion on 'students gathering at the canteen area during class hours.

Resolutions

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

Mr. P.H.J. Venkatesh, Assistant 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. -04.30P.M.
Afternoon session: Main Gate opens for entry	Till 9.10 A.M.
Main Gate will be closed by (restricted entry)	9.10 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	4.20P.M.

b. Late Comers: No student will be allowed in to campus after 9-10AM

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. Ch. Swapna Priya, Assistant Professor in CSE, emphasized college uniforms and dress codes. The resolution dictates adherence to the institution's dress code. Students were given the code of conduct to uphold campus discipline. Disciplinary cell members instructed to address issues related to improper dress codes and Western wear, counseling students who wore such attire 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.

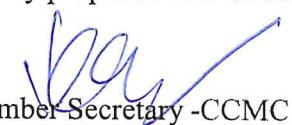
4. Students gathering at the canteen area during class hours.

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.

Action Taken:

1. 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.
2. 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 proposed vote of thanks.



Member Secretary -CCMC

Copy to:

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