

**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/2020/08-01

27<sup>th</sup> August 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 staff members are appointed as the members of Code of Conduct Monitoring Committee w.e.f 27/08/2020

| S.No | Name                                | Designation                               | Department       |
|------|-------------------------------------|---|------------------|
| 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.StephenAsst 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.SanthoshKumari, Assoc.Prof | Department Coordinator                    | BS&H             |
| 11   | Mr S.RaviKumar, Asst Professor      | Department Coordinator                    | BS&H             |
| 12   | Mr Vasanth Kumar                    | Security                                  | Security Officer |
| 13   | Mr.GantaTeja 18L31A03T9             | Student Nominee                           | ME               |
| 14   | Mr. S.Kamal Mohan, 19L31A05G4       | Student Nominee                           | CSE              |
| 15   | Mr.Ch.Rambabu                       | Department Coordinator,PD                 | PD               |
| 16   | Dr.P.S.V.Ramana                     | Department Coordinator,PD                 | PD               |
| 17   | Mr.J.Prasanth                       | Department Coordinator,PD                 | PD               |
| 18   | Mrs K. Sravanthi, Asst Professor    | Member Secretary,<br>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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Information Technology  
Beside VSEZ, Duvvada, Visakhapatnam



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

Ref: No. VIIT/ CCMC/2020/09-01

13<sup>th</sup> September, 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 14<sup>th</sup> September, 2020.

Venue: Board Room


Time: 11.00AM - 1.00PM

### **Agenda:**

1. Maintaining Classroom Discipline among Students
2. Triple Riding by the students inside and outside the campus
3. Parking area for the students inside the campus
- 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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Beside VSEZ, Duwada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

Ref: No. VIIT/CCMC/2020/09-02

14<sup>th</sup> September, 2020

## Code of Conduct Monitoring Committee

### Minutes of Meeting

Venue : Board Room AKCNB Hall, VIIT (A)  
Chairperson : Dr. B. Arundhati, Principal  
Date : 14<sup>th</sup> September, 2020

### Attendees of the meeting

| S.no | Name                                | Designation                                   | Signature |
|------|-------------------------------------|---|-----------|
| 1    | Dr. B. Arundhati, Principal         | Chairperson                                   |           |
| 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.AppalaRaju, Asst Professor     | Department Coordinator ,ECM                   |           |
| 9    | Mr V.Sivaji, Asst Professor         | Department Coordinator, MBA                   |           |
| 10   | Mrs. KGB.SanthoshKumari, Assoc.Prof | Department Coordinator ,BS&H                  |           |
| 11   | Mr S.RaviKumar, Asst Professor      | Department Coordinator, BS&H                  |           |
| 12   | Mr Vasanth Kumar                    | Security                                      |           |
| 13   | Mr.GantaTeja 18L31A03T9             | Student Nominee                               |           |
| 14   | Mr. S.Kamal Mohan, 19L31A05G4       | Student Nominee                               |           |
| 15   | Mr.Ch.Rambabu                       | Department Coordinator,PD                     |           |
| 16   | Dr.P.S.V.Ramana                     | Department Coordinator,PD                     |           |
| 17   | Mr.J.Prasanth                       | Department Coordinator,PD                     |           |
| 18   | Mrs K. Sravanthi, Asst Professor    | Member Secretary,<br>Head Discipline Cell,EEE |           |

Record the deliberations from the Code of Conduct Monitoring Committee Meeting held on 14<sup>th</sup> September, 2020 under the supervision of Chairperson Dr. B. Arundhati. The meeting comprised the participation of the listed committee members, who actively discussed the agenda.

### Agenda

1. Maintaining Classroom Discipline among Students
2. Triple Riding by the students inside and outside the campus
3. Parking area for the students inside the campus



## **Resolutions**

### **1. Maintaining Classroom Discipline among Students:**

Mr. V. Appala Raju, Asst Professor, proposed about the behaviour of students in the classroom when class is going on Students should sit quite and calmly and no mobiles to be operated during the class work.

Students are directed to maintain cleanliness in classrooms and throughout the college campus. Additionally, the chairperson suggested that the discipline team arrange class-to-class sessions to educate students about classroom discipline.

### **2. Triple Riding by the students inside and outside the campus:**

Mrs. Ch. Swapna Priya, Assistant Professor in CSE, suggested banning triple riding on two-wheelers by students, citing their reckless driving without helmets while commuting to college.

To address this, the discipline team plans to collaborate with city traffic police for an awareness campaign to prevent accidents and potential loss of life. Triple riding is strictly forbidden on campus, and wearing helmets during the commute is mandatory for all students and staff.

The chairperson recommended arranging traffic awareness programs for students in collaboration with the city's Traffic Police.

### **3. Parking area for the students inside the campus:**

Mr. S. Ravi Kumar, Assistant Professor in BS&H, recommended designating a dedicated bike parking area for students to ensure the safety and security of their bikes.

The chairperson suggested assigning bike parking near the open area by the temple to prevent student parking inconveniences.

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

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Ref:No. VIIT/CCMC/2021/02-01

17<sup>th</sup> February 2021**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 the members of Code of Conduct Monitoring Committee w.e.f 17/02/2021

| S.No | Name of the staff                   | Designation                               | Department       |
|------|-------------------------------------|---|------------------|
| 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.Swapna Priya, 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                                  | Security Officer |
| 15   | Mr.GantaTeja 18L31A03T9             | Student Nominee                           | ME               |
| 16   | Mr. S.Kamal Mohan, 19L31A05G4       | Student Nominee                           | CSE              |
| 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,<br>Head Discipline Cell | EEE              |

All staff members are instructed to collaborate with the coordinators to ensure the seamless operation of CCMC activities.

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Ref: No. VIIT/ CCMC/2021/03-01

13<sup>th</sup> March, 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 15<sup>th</sup> March, 2021.

Venue: Board Room

Time: 11.00AM - 1.00PM

### **Agenda:**

1. Propagation of precautions to be taken to avoid Covid-19
2. Code of Conduct for B.Tech First Year Students
3. Measures to Handle Student Misbehaviour in campus
- 4 Any other points with the permission of the chair.

  
Member Secretary



  
Principal  
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Ref: No. VIIT/CCMC/2021/03-02

15<sup>th</sup> March, 2021

## Code of Conduct Monitoring Committee

### Minutes of Meeting

Venue : Board Room AKCNB Hall, VIIT (A)  
Chairperson : Dr. B. Arundathi, Principal  
Date : 15<sup>th</sup> March, 2021

### 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                    |           |
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| 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,<br>Head Discipline Cell,EEE |           |

Record the deliberations from the Code of Conduct Monitoring Committee Meeting on 15<sup>th</sup> March 2021, 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. Propagation of precautions to be taken to avoid Covid-19
2. Code of Conduct for B. Tech First Year Students
3. Measures to Handle Student Misbehaviour in campus
- 4 Any other points with the permission of the chair.

## **Resolutions**

### **1. Propagation of precautions to be taken to avoid Covid-19**

Members proposed extending medical and social assistance to students in light of the COVID situation.

The decision was made to extensively promote COVID guidelines and emphasize maintaining cleanliness in classrooms, laboratories, and other areas through the use of sanitizers, which will also be placed at key locations.

### **3. Code of Conduct for B.Tech First Year Students**

Considering the extended absence of first-year students, it's crucial to offer them thorough education about the college's code of conduct upon their return.

### **4. Measures to Handle Student Misbehaviour in campus**

A decision has been made to adhere to a set of guidelines whenever there is any misconduct by students.

- a) Recognition of Students Engaging in Misbehaviour.
- b) Collection of explanation letters from students
- c) The committee, in conjunction with the respective HODs, will deliberate on appropriate actions to address student misbehaviour.
- d) Parents should be notified about the incident involving the student and instructed to meet with the concern staff or committee member.

**Concluded remarks:** Upon reviewing all aspects, the member secretary extending a vote of thanks.

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