



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/2018/11-01

12th November, 2018

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 have been designated as members of the Code of Conduct Monitoring Committee, w.e.f. 12/11/2018.

S. No	Name of the staff	Designation	Department
1	Dr. B. Arundhati, Principal	Chairperson	EEE <i>BSH</i>
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	Ms. Chintala Anisha 18L31A0545	Student Nominee	CSE
16	Mr. 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.

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12th November, 2018

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 13th November, 2018.

Venue: Board Room

Time: 3.00PM - 4.00PM

Agenda:

1. Guidelines regarding student behaviour in relation to crowd gatherings, movement in corridors, and maintaining cleanliness across the campus.
2. Submission of Student Undertaking Forms
3. Student protests, including the use of slogans, affixing posters, rallies and distributing Pamphlets concerning societal or institutional matters.
4. Any other points with the permission of the chair.


Member Secretary




Principal
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Ref: No. VIIT/CCMC/2018/11-01

November 13th, 2018**Code of Conduct Monitoring Committee****Minutes of Meeting**

Venue : Board Room
Chairperson : Dr. B. Arundhati, Principal, VIIT
Date : November 13th, 2018

Members attended the meeting

S.no	Name of the staff	Designation	Signature
1	Dr. B. Arundhati, Principal	Chairperson ,Principal VIIT	
2	Mrs K. Sravanthi, Asst Professor	Department Coordinator ,EEE	
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.Santhosh Kumari, Assoc.Prof	Department Coordinator ,BS&H	
11	Mr S.RaviKumar, Asst Professor	Department Coordinator, B&SH	
12	Mr Vasanth Kumar	Security Officer	
13	Mr.G.Tarun 18L31A02H6	Student Nominee	
14	Mr.T.AnjuRushali 18L31A0337	Student Nominee	
15	Ms.ChintalaAnisha 18L31A0545	Student Nominee	
16	Mr.R.Sundara Ramam, Assoc. Prof ,ME	Member Secretary-Head Discipline Cell	

Record notes of discussion in the Code of Conduct Monitoring Committee meeting held on November 13th, 2018 under the supervision of Dr. B.Arundhati, Chairperson. The constituent members were present to the meeting and discussed the agenda.

Agenda:

1. Guidelines regarding student behaviour in relation to crowd gatherings, movement in corridors, and maintaining cleanliness across the campus.
2. Submission of Student Undertaking Forms
3. Student protests, including the use of slogans, affixing posters, rallies and distributing pamphlets concerning societal or institutional matters.

Resolutions

- 1. Student Conduct in relation to crowd gatherings, movement in corridors:** Students are under strict instruction not to congregate in corridors or near the cycle stand for casual conversations or gossip. Sitting on parapet walls, railings, steps, or staircases is prohibited. Moreover, students are explicitly advised to utilize dustbins to uphold cleanliness within the campus premises.
- 2. Student Undertaking Forms:** Students who are enrolled in this college must provide a commitment (Student Undertaking Forms) stating that they will abstain from participating in any form of ragging or engaging in any other acts of misconduct. If they found to be involved in such activities, appropriate punitive measures will be taken as per the institution and university norms.
- 3. Student protests:** Participating in student protests, which involves using slogans, attaching posters, and disseminating pamphlets on number plates/vehicles, is strictly prohibited in the campus.

Member Secretary - CCMC

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

28th January, 2019**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 staffs have been designated as members of the Code of Conduct Monitoring Committee, w.e.f, 28/01/2019.

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. Prof.	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. Ravi Kumar, Asst Professor	Department Coordinator	BS&H
12	Mr. Vasanth Kumar	Security Officer	Security
13	Mr. G.Balamanikanta 18131A03K8	Student Nominee	ME
14	Mr. G.Tarun 18131A02H6	Student Nominee	EEE
15	Ms.G Anju Rushali 18131A0337	Student Nominee	ME
16	Mr. 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.

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

30th January, 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 05th February, 2019.

Venue: Board Room

Time: 3.00PM - 4.00PM

Agenda:

1. Guidelines regarding student Identity Cards in the campus.
2. Access to unauthorized persons or strangers in to the campus premises
3. Awareness to the students on Anti ragging activities.
4. Any other points with the permission of the chair.


Member Secretary




Principal
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Ref: No. VIIT/CCMC/2019/02-02

February 5th, 2019**Code of Conduct Monitoring Committee****Minutes of Meeting**

Venue : AKCNB Hall
Chairperson : Dr. B. Arundhati, Principal
Date : 5th February 2019

Members attended for Meeting

S.no	Name of the staff	Designation	Signature
1	Dr. B. Arundhati, Principal	Chairperson, Principal	
2	Mrs K. Sravanthi, Asst Professor	Department Coordinator ,EEE	
3	Mrs A.SatyaVeni, 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	
13	Mr. G.Balamanikanta 18L31A03K8	Student Nominee	
14	Mr.G.Tarun 18L31A02H6	Student Nominee	
15	Mr.T.AnjuRushali 18L31A0337	Student Nominee	
16	Mr.R.Sundara Ramam, Assoc. Prof ,ME	Member Secretary-Head Discipline Cell	

Record notes of discussion in the Code of Conduct Monitoring Committee Meeting held on 5th February 2019 under the supervision of Dr. B. Arundhati, Chairperson. The following constituent members were present in the meeting and discussed the agenda.

Agenda

1. Guidelines regarding student Identity Cards in the campus.
2. Access to unauthorized persons or strangers in to the campus premises
3. Awareness to the students on Anti ragging activities.

Resolutions

1. **Student Identity Cards:** Mr. E. Stephen, Assistant Professor, CSE, put forth the significance of wearing/carrying identity cards by students in the campus premises. The member emphasized that, if necessary, students should be ready to display their identity cards upon entering the campus. This measure ensures that staff can promptly identify students and address any issues that may arise.

The principal directed the Head of the Discipline Cell and its members to provide education regarding the use of identity cards for students within the campus and when entering it. Additionally, the principal emphasized the need for regular monitoring to ensure compliance.

2. **Visitor's Pass and Unauthorized individuals access in to the campus premises:** Mrs. G. Jyothi, Assistant Professor, IT, suggested that students must not bring any unauthorized individuals onto the campus unless they have obtained proper permission. External individuals should possess a visitor's pass in order to gain access to the campus premises.

The principal directed the Head of the Discipline Cell and its members to educate all students about the prohibition of bringing unauthorized individuals onto the campus without proper permission from the college.

3. **Awareness sessions on Anti-Ragging Activities:** A decision has been reached to organize awareness sessions on anti-ragging activities for students, aiming to enhance their comprehension and uphold discipline within the campus.

Member Secretary - CCMC

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