

Vignan's Institute of Management & Technology for Women (Institutions & Accredited by NBA)

VMTW/DC/MoM/2022-23/01

Date: 18-08-2022

Minutes of the Meeting

The Chairman welcomed all the members of the Discipline Committee and briefed them about the importance of maintaining discipline and adherence to guidelines within the institution.

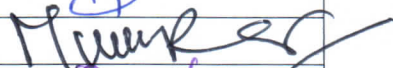
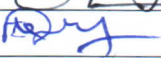
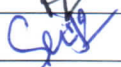
The minutes of meeting of Discipline Committee held on **16 August 2022 at 3.00 PM** in **Conference Hall A Block**.

DISCUSSION:

1. The committee emphasized the proper handling and timely return of library books to ensure their availability for all students.
2. The committee discussed the importance of maintaining cleanliness and hygiene in hostel rooms and common areas and advised students to follow proper hygiene practices.
3. The committee stressed the need for orderly seating and disciplined serving practices in the mess.
4. The committee reviewed the importance of punctuality and adherence to transport schedules and advised students to follow the prescribed timings.
5. The committee discussed measures to prevent littering and damage to college property and encouraged students to take responsibility for maintaining campus facilities.
6. The committee emphasized monitoring the misuse of mobile phones during classroom and laboratory sessions and advised students to use mobile phones only with faculty permission for academic purposes.
7. The committee discussed the importance of maintaining cleanliness and hygiene in the mess and instructed students to follow proper hygiene and waste-disposal practices.
8. The committee agreed to continue regular monitoring and take necessary corrective measures to ensure discipline, cleanliness, and proper conduct across the campus.
9. Any Other Matter: No other matters were discussed with the permission of the Chairperson.


CONVENER

The following members were present:

S.No	Name of the Faculty	Role	Signature
1	Dr.G.Apparao Naidu	Chairman	
2	Dr.B.Phijik	Member	
3	Dr.S.RangaSwamy	Member	
4	Mr.P.Hari Krishna	Member	
5	Dr.M.Vishnu Vardhana	Member	
6	Dr. C.Srinivasa Kumar	Member	
7	Dr.Vijay Kumar R Urkude	Member	
8	Dr.SK.Masthan Bhasha	Member	
9	Ms.J.Rajitha	Member	
10	Mr.K.Balreddy	Member	
11	Mrs. T. Rajitha	Member	
12	Dr. V.Srija	Convener	

Vignan's Institute of Management & Technology for Women (Institutions & Accredited by NBA)

VMTW/DC/MoM/2022-23/02

Date: 12-02-2023

Minutes of the Meeting

The Chairman extended a warm welcome to all the members of the Discipline Committee and emphasized the significance of upholding discipline and strictly complying with institutional rules and regulatory guidelines.

The meeting of the Discipline Committee was convened on **14 February 2023 at 3:30 PM** in the **Conference Hall, A Block**.

DISCUSSION:

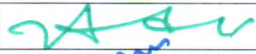
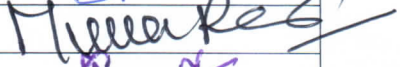
1. **Review of Previous Meeting Resolutions:** The committee reviewed the resolutions passed in the previous meeting and discussed the status of the actions taken to ensure effective implementation.
2. **Student Discipline and Code of Conduct:** The committee reviewed the overall discipline among students and emphasized the importance of following the institutional code of conduct, rules, and regulations.
3. **Punctuality and Regular Attendance:** The committee discussed the importance of student punctuality and regular attendance. Students were advised to attend classes regularly and adhere to the prescribed academic schedules.
4. **Cleanliness and Hygiene:** The committee emphasized the need to maintain cleanliness and hygiene across the campus, including classrooms, corridors, and common areas. Students were advised to dispose of waste properly and maintain a clean environment.
5. **Proper Use of College Facilities:** The committee discussed the responsible use and proper maintenance of classrooms, laboratories, furniture, equipment, and other college property. Students were advised to avoid misuse or damage to institutional facilities.
6. **Student Behaviour in Common Areas:** The committee reviewed student behavior in the library, canteen, hostel, and common areas. Students were advised to maintain discipline, follow appropriate conduct, and respect the comfort and safety of others.
7. **Responsible Use of Mobile Phones and Digital Resources:** The committee discussed the appropriate use of mobile phones and digital resources during academic activities. Students were advised to follow institutional guidelines and use digital resources responsibly for academic purposes.
8. **Any Other Matter:** No other matters were discussed with the permission of the Chairperson. The meeting concluded with a vote of thanks to the Chairperson and all the committee members

Review of Action Taken on the Previous Meeting Resolutions:

S. No.	Discussion Point	Action Taken
1	Library Books	Students were instructed to handle library books carefully and return them on time.
2	Hostel Cleanliness	Students were advised to maintain cleanliness and hygiene in hostel rooms and common areas.
3	Mess Discipline	Students were instructed to maintain orderly seating and disciplined serving practices.
4	Punctuality & Transport	Students were advised to follow college timings and transport schedules strictly.
5	Littering & Property Damage	Students were sensitized to avoid littering and protect college property.
6	Mobile Phone Usage	Faculty monitored mobile phone usage, and students were instructed to use phones only with permission for academic purposes.


CONVENER

The following members were present:

S.No	Name of the Faculty	Role	Signature
1	Dr.G.Apparao Naidu	Chairman	
2	Dr.B.Phijik	Member	
3	Dr.S.RangaSwamy	Member	
4	Mr.P.Hari Krishna	Member	
5	Dr.M.Vishnu Vardhana	Member	
6	Dr. C.Srinivasa Kumar	Member	
7	Dr.Vijay Kumar Urkude	Member	
8	SK.Masthan Bhasha	Member	
9	Ms.J.Rajitha	Member	
10	Mr.K.Balreddy	Member	
11	Mrs. T. Rajitha	Member	
12	Dr.V.Srija	Convener	