

Vignan's Institute of Management & Technology for Women

(An Autonomous Institutions & Accredited by NBA & NAAC)

VMTW/DC/MoM/01

Date: 18-08-2024

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 2024 at 3.00 PM in Conference Hall A Block.

DISCUSSION:

1. **Review of Previous Meeting Resolutions:** The committee reviewed the resolutions of the previous meeting and discussed the status of the action taken and their implementation.
2. **Student Attendance, Punctuality, and Discipline:** The committee reviewed student attendance and punctuality and emphasized the importance of regular attendance and maintaining discipline during academic activities.
3. **Dress Code and ID Cards:** The committee emphasized compliance with the institutional dress code and mandatory display of valid identity cards by all students on campus.
4. **Student Behaviour:** The committee reviewed student behaviour in classrooms and common areas and advised students to maintain discipline, decorum, and responsible conduct.
5. **Prevention of Ragging and Harassment:** The committee discussed measures to prevent ragging, bullying, harassment, and other forms of indiscipline and emphasized creating a safe and respectful campus environment.
6. **Campus Safety and Security:** The committee reviewed campus safety and security measures, including visitor management and emergency preparedness, and stressed the need for continuous monitoring.
7. **Mentoring, Counselling, and Grievance Redressal:** The committee reviewed the effectiveness of mentoring, counselling, and grievance redressal mechanisms and emphasized timely support to students facing academic or disciplinary concerns.

Review of Action Taken on the Previous Meeting Resolutions:

S. No.	Discussion Point	Action Taken
1	Student Discipline Cases	Necessary corrective and preventive measures were initiated to maintain student discipline.
2	Student Conduct during Events	Students were instructed to maintain proper discipline and appropriate conduct during all college events and activities.
3	Cleanliness and Environmental Responsibility	Students and staff were sensitized to maintain cleanliness, follow proper waste disposal, and promote environmental responsibility.


CONVENER

The following members were present:

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

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

VMTW/DC/MoM/02

Date: 07-02-2025

Minutes of the Meeting

The Discipline Committee meeting was held on **05 February 2025 at 02:45 PM** in the Conference Hall, A Block.

The Chairman welcomed all members and reiterated the institution's commitment to maintaining a safe, disciplined, and academically focused environment within the Women Engineering College. Members reviewed existing procedures and discussed minor refinements to strengthen enforcement and consistency.

DISCUSSION:

1. **Review of Previous Meeting Resolutions:** The committee reviewed the resolutions of the previous meeting and discussed the status of actions taken and their implementation.
2. **Disciplinary Practices:** The committee reviewed the disciplinary practices implemented during the academic year and discussed their effectiveness in maintaining student discipline.
3. **Admissions and Orientation Programmes:** The committee emphasized monitoring student discipline during admissions, orientation programmes, and academic registration activities to ensure orderly conduct.
4. **Classroom and Laboratory Discipline:** The committee stressed the importance of maintaining proper classroom etiquette, laboratory discipline, and responsible use of college resources and facilities.
5. **Absenteeism and Late Arrivals:** The committee discussed measures to reduce absenteeism, late arrivals, and unauthorized movement of students during working hours and advised students to follow institutional timings.

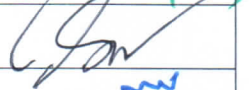
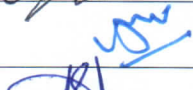
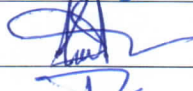
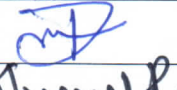
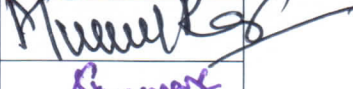
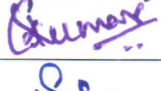
6. **Coordination and Monitoring:** The committee emphasized strengthening coordination among faculty mentors, class coordinators, and the Discipline Committee to identify and address student behavioral issues effectively.
7. **Awareness Programmes:** The committee discussed conducting awareness programmes to promote leadership qualities, civic responsibility, ethical values, and professional behavior among students.
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	Dress Code and ID Cards	Students were instructed to follow the dress code and carry/display valid ID cards on campus.
2	Student Behaviour	Students were advised to maintain discipline, decorum, and responsible conduct in all areas.
3	Prevention of Ragging and Harassment	Awareness was created among students, and strict monitoring was initiated to prevent ragging, bullying, and harassment.
4	Campus Safety and Security	Security measures and visitor movement were monitored, and students were advised to follow safety procedures.
5	Mentoring, Counselling, and Grievance Redressal	Mentors were instructed to provide timely guidance and address student concerns through appropriate channels.


CONVENER

The following members were present:

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