



**POTTI SRIRAMULU CHALAVADI MALLIKHARJUNA RAO  
COLLEGE OF ENGINEERING & TECHNOLOGY**

Approved by AICTE, NEW DELHI and Affiliated to JNTU, Kakinada  
Sponsored by : SKPVV Hindu High Schools Committee, Estd : 1906  
D.No. 7-3-8/1, Raghava Reddy Street, Kothapet, Vijayawada - 520 001.

Voice : 0866-2423442, 91777 77855, Fax : 0866-2423443, E-mail: principal@pscmr.ac.in, www.pscmr.ac.in

**CONVENER**

S NO	Name of the member	Designation	Department	Phone number
1	Mr. E. Srikanth Reddy	Assistant Professor	CSC	9441673613

**CO-CONVENER**

S NO	Name of the member	Designation	Department	Phone number
1	Mr. M. Victor Johnson	Assistant Professor	PD	9985222284

**FACULTY MEMBERS**

S NO	Name of the member	Designation	Department	Phone number
1	Mr. P. Vinay	Assistant Professor	CIVIL	8121221089
2	Mr. N. Saida Naik.	Assistant Professor	EEE	8099313344
3	Mr. T. Vijay SriHarsha	Assistant Professor	MECH	8099955180
4	Ms. A. Kiranmai	Associate Professor	ECE	9989160999
5	Ms. V. NavyaSree	Associate Professor	CSE	9395568686
6	Ms. M. Nikitha	Assistant Professor	CSE	9642275999
7	Mr. M. KumaraSwamy	Assistant Professor	MBA	9966617505
8	Mr. Sk. Shajahan	Assistant Professor	DIPLOMA	8688391695
9	Dr. D. Ratna Babu	Associate Professor	FED	9000976638
10	Mr. P. Prasad		Library	9652981981

  
**CONVENER**

  
**PRINCIPAL**



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**DISCIPLINE COMMITTEE**

**Date: 27-06-2022.**

**CIRCULAR**

As per the advice of the Chairman, Meeting of Disciplinary Committee is organized on 01 July 2022 at 11.00 AM in Principal Chamber to discuss various issues pertaining to student Discipline. All members are requested to be present for the meeting.

**AGENDA FOR THE MEETING**

1. Discipline to be maintained by the students in the college campus.
2. Awareness for students on discipline to be maintained in the college campus.
3. Discussion on disciplinary action to be taken on students on the misconduct.
4. Any other points for discussions with the permission of Chairman.

  
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**DISCIPLINE COMMITTEE**

**Date: 01-07-2022.**

**MINUTES OF THE MEETING**

Minutes of the Meeting of Disciplinary Committee held on 01 July 2022 at 11.00.AM in Principal Chamber. The following members were present for the meeting.

1. Mr. B. Srikanth Reddy
2. Mr. M. Victor Johnson
3. Mr. P. Vinay
4. Mr. N. Saida Naik.
5. Mr. T. Vijay SriHarsha
6. Ms. A. Kiranmai
7. Ms. V. Navya Sree
8. Ms. M. Nikitha
9. Mr. M. KumaraSwamy
10. Mr. Sk. Shajahan
11. Dr. D. Ratna Babu
12. Mr. P. Prasad

**AGENDA FOR THE MEETING**

1. Discipline to be maintained by the students in the college campus.
2. Awareness for students on discipline to be maintained in the college campus.
3. Discussion on disciplinary action to be taken on students on the misconduct.
4. Any other points for discussions with the permission of Chairman.

**AGENDA 1: Discipline to be maintained by the students in the college campus.**

The college gives utmost priority for discipline which everyone has to follow in the college campus. Members of the committee had discussed to set some general rules and regulations for students. Also, committee had decided to conduct awareness program for students.

**AGENDA 2:** Awareness for students on discipline to be maintained in the college campus.

The discipline to be maintained by the students was discussed by the committee and it was decided to have awareness program during the induction program for first year students as well as for all the year students by placing rules and regulations circular to each department, SOP's Flex's in the college premises. All the members have agreed for the same.

**AGENDA 3:** Awareness for students on discipline to be maintained in the college campus.

The committee discussed in-depth on the type of disciplinary action to be taken on the students in case of misconduct. During discussion it was opined that initially if a student commit any in-disciplinary action he should be warned and counselled. If the same mistake is committed by the student again then disciplinary action to be taken on the student depending on the misconduct. The disciplinary action should be such that it does not affect the career of the student.

Vote of thanks

As there were no other points for discussion, chairman thanked all the members for attending the meeting and suggesting their valuable inputs.

With this the meeting was formally concluded.

  
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## FUNCTIONS

- Handling all disciplinary matters within the framework of Education Policy and Discipline Policy designed by the College.
- Calling the defaulters and advising for improvement.
- Making contact with the parents of the defaulters.
- Keeping the Principal informed about the decision taken against any defaulters.
- Keep records of all disciplinary matters.
- To work for smooth Functioning of College.
- To develop the Etiquettes and self Discipline among the students.
- To maintain and monitor overall Discipline in College.
- Formation of Anti-Ragging Squads with consultation of the Principal.
- To conduct the Regular meetings of the said Committee.
- Incharge is solely responsible for the implementation of the activity/ programme in a befitting manner. Documentation is retained by the Incharge.



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## OBJECTIVES

- Developing an organizational framework to resolve grievances of the students and other stakeholders
- Enlightening the students on their duties and responsibilities to access benefits.
- Ensuring effective solution to the student's grievances
- Obtaining where possible a speedy resolution to the problem.
- Creating social awareness to female staff members and students in the institute about the relevant issues related to women.
- Encouraging them to participate in the activities which are meant for their development as women.
- Organizing guest lectures to enhance awareness of rights, safety, and health care.
- Arranging seminars, workshops for creating general awareness and orientation to students, teachers, non-teaching staff for self-employment schemes for the encouragement of self-reliance among women, and their active and sustained participation.
- Training programs for learning alertness and classes for training on interests among them.
- Provide a forum for discussion and interaction with eminent ladies.

  
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## VISION

Develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute

## MISSION

- a) Upholding the dignity of the College by ensuring strife free atmosphere in the college through promoting cordial Student- Student relationship and Student-teacher relationship etc.
- b) Encouraging the students to express their grievances problems freely and frankly without any fear of being victimized,
- c) Suggestion/complaint Box is installed in front of the administrative Block in which the students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the academics/Administration in the college.
- d) Advising Students of the college to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of gift arises.
- e) Advising all staffs to be affection to the students and not behave in a vindictive manner to wars any of them for any reason.
- f) Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the principal.

  
PRINCIPAL



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### **GENERAL RULES AND REGULATIONS FOR COLLEGE**

1. The college gives utmost priority for discipline and every one, student or staff, is bound to follow the rules and regulations of the college and maintain strict discipline
2. The disciplinary committee consisting of discipline in charge and senior faculty in different departments maintains & enforces strict discipline in the college campus.
3. Under disciplinary action, the principal after consulting with disciplinary in charge is empowered to fine, suspend or even expel a student from the college in the interests of the institution.
4. Students are not permitted to possess or use Mobile Phones inside the college campus
5. Wearing of torn or faded Jeans by students is not permitted except on Saturdays & any one found wearing jeans will not be allowed to enter the College.
6. Loitering around in the corridors during the College working hours is prohibited.
7. No student can leave the College early without prior permission of the higher authorities (Gate pass issued needs to be produced)
8. Students should not ABUSE Language while in campus.



9. BROWSING IS NOT ALLOWED DURING LAB HOURS. Staff and students are not allowed to misuse the internet facilities.
10. Triple riding is strictly avoided in the campus and will be taken strict disciplinary action against the students who violates.
11. Smoking is strictly prohibited in the College Campus and ensures that this is being strictly followed.
12. No one will be allowed to listen to Music from any device inside the college campus.
13. Every Student shall conduct himself/herself in such a way to cause no disturbance to the working of the classes or to fellow students.
14. RAGGING ,CONSUMING ALCOHOL AND SMOKING ARE STRICTLY PROHIBITED IN THE HOSTEL AND COLLEGE CAMPUS
15. No function shall be arranged by the students in the hostel or college campus without prior permission from the principal
16. Students are not allowed to exchange greeting cards, photographs, gift articles or letters, with Students of opposite sex
17. Students should adhere to the dress code prescribed by the college.

Boys Trousers and Shirt (in shirt)

Girls Churidar Pujabi Dress

18. Writing on walls, pillars, bath rooms, and furniture or black boards is strictly prohibited.
19. Eating stacks/taking lunch inside the laboratories or along corridors are not permitted

20. The cost of any damage, if caused to college property will be charged to the accounts of the students responsible for the damage in addition to disciplinary action.
21. Students are advised to switch off fans and lights when they leave the class rooms.
22. Furniture in the class rooms should not be moved or displaced
23. Students are not allowed to attend classes or any workshops seminars or any other co-curricular events wearing shorts, dhotis, jeans or T-Shirts.
24. No one will be allowed to whistle, hoot, shout or sing aloud while travelling in the bus. They are also not allowed to throw papers or other articles while travelling
25. No students shall remain in the hostel during class-hours unless be/ she is sick and is permitted to be on leave.

  
Convenor

  
Chairman