



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Ref: MLEW/DC/2021-2022

Date: 05-01-2022

Office Order

To provide guidance and proper orientation to student's development with an aim to maintain disciplined atmosphere in the campus Discipline Committee is formed in this college.

Functions & Responsibilities

- To maintain and enforce discipline within the college campus.
- To enforce total prohibition of cell phone usage by the students in the class rooms.
- To monitor the movement of the students in the college and prevent students wondering around the corridors during the working hours.

The members of Discipline Committee are shown in the Table

S. No.	Name of the Member	Designation	Position
1.	Dr. J.Apparao	Principal	Chairman
2.	Mrs. M. Triveni	Assistant Professor, S&H	Convener
3.	Dr. K. Gouthami	Professor, ECE	Member
4.	Dr. G.Ramaswamy	Professor, HOD,CSE	Member
5.	Dr. A.S.K.Chaitanya	Professor, HOD,S&H	Member
6.	Dr. P.V.L.Suvarchala	Associate Professor, HOD,ECE	Member
7.	Mr. V. Jhansi Lakshmi	Assistant Professor, HOD, IT	Member

8.	Mrs. M. Khammar	Assistant Professor, CSE	Member
9.	Mr. V.Sudhakar	Assistant Professor, CSE	Member
10.	Mrs. G.Nirmala Kumari	Assistant Professor, ECE	Member
11.	Ms. P.Kalyani	Assistant Professor, S&H	Member
12.	Mrs. A. Aswini	Assistant Professor, IT	Member




Principal

PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

Copy to:

1. Office Copy
2. All HODs
3. All the members of the Committee



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Ref no.: MLEW/A.Y.21-22/I Sem /DC/Cir/01

Date: 18-01-2022

Circular

As per the advice of the Chairman, meeting of Disciplinary Committee is organized on 20 January, 2022 at 2.00 pm in Principal Chamber to discuss on various issues pertaining to student discipline

All the members are requested to be present for the meeting.

Agenda for the Meeting

1. Awareness for students of first year on discipline to be maintained in the college campus.
2. Discussion on disciplinary action to be taken on students on the misconduct.




Principal

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WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

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Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 20-01-2022

Discipline Committee Meeting Attendance

The following members of Discipline Committee attended the meeting held on 20-01-2022 at 2.00 PM in the Principal chamber:

S. No.	Name of the Member	Designation	Position	Signature
1.	Dr. J.Apparao	Principal	Chairman	
2.	Mrs. M. Triveni	Assistant Professor, S&H	Convener	
3.	Dr. K. Gouthami	Professor, ECE	Member	
4.	Dr. G.Ramaswamy	Professor, HOD,CSE	Member	
5.	Dr. A.S.K.Chaitanya	Professor, HOD,S&H	Member	
6.	Dr. P.V.L.Suvarchala	Associate Professor, HOD,ECE	Member	
7.	Mr. V. Jhansi Lakshmi	Assistant Professor, HOD, IT	Member	
8.	Mrs. M. Khammar	Assistant Professor, CSE	Member	AB
9.	Mr. V.Sudhakar	Assistant Professor, CSE	Member	
10.	Mrs. G.Nirmala Kumari	Assistant Professor, ECE	Member	
11.	Ms. P.Kalyani	Assistant Professor, S&H	Member	
12.	Mrs. A. Aswini	Assistant Professor, IT	Member	



Malineni Lakshmaiah Women's Engineering College :: Guntur
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Ref no.: MLEW/A.Y.21-22/I Sem. /DC/01/MoM

Date: 20-01-2022

Minutes of Discipline Committee meeting

The meeting of the Discipline Committee was held on 25th Jan, 2021 at 3.00 PM in the Principal chamber:

- 1. Awareness for students of first year on discipline to be maintained in the college campus.**

It is decided in the meeting to conduct an awareness session for students and inform them about the disciplinary rules to be followed in the college campus on 20-01-2022.

- 2. Discussion on disciplinary action to be taken on students**

It is observed that two of the hosteller students from I IT (D. Pujitha and G. Pavithra) went out during class hours to meet with their parents who visited college. After enquiry it was known that neither the parent, nor the student has taken permission from the authorities.

The committee members decided that the visitors or parents will not be allowed to contact/meet the students during the class hours as the whole class will be disturbed. However, under unavoidable circumstances they will be permitted to meet the students with prior permissions from the authorities.



Principal

PRINCIPAL
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WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17.

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Date:- 03-01-2022

TO
The Head of the department
Department of IT
MLEWC
GUNTUR

Respected Madam,

I am student of I-IT went out during class hours to meet parents without taking permission. I apologize for the mistake done. Kindly excuse me and I promise that I will not repeat it again.

Thanking you madam

Forwarded to Principal, V. Jhansi Lalshmi
3/1/22

your's sincerely
D. poojitha
21KE1A218

T. Anand

Date : 03-01-2022.

To.

To the Head of the Department
Department of IT
MLEWC
Guntur.

Respected madam,

I am the student of Ist IT went out during class hours to meet parents without taking permission. I apologize for the mistake done. kindly excuse me and I promise that ~~I~~ we will not repeat it again.


Thanking you madam,

Forwarded to Principal V-Jhansi Lakshmi
3/1/22

yours sincerely

G. Pavithra

21KE1A122.





Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Ref: MLEW/DC/2020-2021

Date: 18-01-2021

Office Order

To provide guidance and proper orientation to student's development with an aim to maintain disciplined atmosphere in the campus Discipline Committee is formed in this college.

Functions & Responsibilities

- To maintain and enforce discipline within the college campus.
- To enforce total prohibition of cell phone usage by the students in the class rooms.
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9.	Mr. V.Sudhakar	Assistant Professor, CSE	Member
10.	Mrs. G.Nirmala Kumar	Assistant Professor, ECE	Member

11.	Ms. P.Kalyani	Assistant Professor, S&H	Member
12.	Mrs. A. Aswini	Assistant Professor, IT	Member


Principal



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Ref no.: MLEW/A.Y.20-21/I Sem /DC/Cir/01

Date: 21-01-2021

Circular

As per the advice of the Chairman, meeting of Disciplinary Committee is organized on 25 January, 2021 at 3.00 pm in Principal Chamber to discuss on various issues pertaining to student discipline

All the members are requested to be present for the meeting.

Agenda for the Meeting

1. Disciplinary rules to be followed by all 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.



Principal

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Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 25-01-2021

Discipline Committee Meeting Attendance

The following members of Discipline Committee attended the meeting held on 25-01-2021 at 3.00 PM in the Principal chamber:

S. No.	Name of the Member	Designation	Position	Signature
1.	Dr. J.Apparao	Principal	Chairman	
2.	Mrs. M. Triveni	Assistant Professor, S&H	Convener	
3.	Dr. K. Gouthami	Professor, ECE	Member	
4.	Dr. G.Ramaswamy	Professor, HOD,CSE	Member	
5.	Dr. A.S.K.Chaitanya	Professor, HOD,S&H	Member	
6.	Dr. P.V.L.Suvarchala	Associate Professor, HOD,ECE	Member	
7.	Mr. V. Jhansi Lakshmi	Assistant Professor, HOD, IT	Member	
8.	Mrs. M. Khammar	Assistant Professor, CSE	Member	
9.	Mr. V.Sudhakar	Assistant Professor, CSE	Member	
10.	Mrs. G.Nirmala Kumari	Assistant Professor, ECE	Member	
11.	Ms. P.Kalyani	Assistant Professor, S&H	Member	
12.	Mrs. A. Aswini	Assistant Professor, IT	Member	



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Ref no.: MLEW/A.Y.20-21/I Sem. /DC/01/MoM

Date: 25-01-2021

Minutes of Discipline Committee meeting

The meeting of the Discipline Committee was held on 25th Jan, 2021 at 3.00 PM in the Principal chamber:

1. Disciplinary rules to be followed by all the students in the college campus.

- College working hours 9:00 to 3.50 PM; Lunch Break: 11.30 to 12.20PM.
- Students should always wear their identity card inside the college campus which is issued by the college for identification and security reasons.
- Students should converse only in English inside the college premises.
- Students should greet and give proper respect to all the elders and faculties.
- Possession and use of cell phones, camera, ipads, MP3 player or any other electronic gadgets in the college premises is strictly prohibited.
- Students should maintain discipline in the campus. A disciplinary committee appointed by the principal will enquire any disciplinary incidents pertaining to students discipline and recommend suitable action to be taken.
- Students should be regular, punctual and attentive to the classes. They are expected to be seated in the lecture hall 5 minutes before the commencement of class.
- Late coming students are not permitted to enter the class after the teacher entered the class without getting written permission from the HOD/ competent authority.
- Students should maintain perfect order and strict silence inside the lecture halls, laboratories, function halls, Examination halls and workshops.
- Students should not leave the college premises during working hours without prior permission of HOD/ competent authority.
- Chewing bubble gums, chocolates and students roaming outside the classroom during the lecture hour is strictly prohibited.

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

It is decided in the meeting to conduct an awareness session for students and inform them about the disciplinary rules to be followed in the college campus on 25-01-2021.

3. Discussion on disciplinary action to be taken on students on Usage of electronic gadgets in the college premises.

Though college has issued instructions about the prohibition of cell phones and electronic gadgets in college, it was being observed that two students of II ECE (A. Sireesha and CH. Sushma) are bringing phones to the classes. Our faculty has found out many students using them in the corridors and in the class rooms in lunch break.

The Committee identified the students who are using the cell phones during the lunch hours and they are strictly warned by the committee members not to repeat the issue. If the issue is repeated then serious disciplinary action should be taken by the committee members.

Hence the students behaviour is observed for one year by the committee members



A handwritten signature in green ink, appearing to be "J. Anil".

Principal
PRINCIPAL

MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

Copy to:

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28-12-2020

To
The Head of the Department
Department of ECE
MIEWC
Guntur

Respected Madam,

I am the student of IInd year
ECE brought phone to the class. I apologize for the
mistake done. kindly excuse me and I promise that I
will not repeat it again.

Thanking you Madam,
Forwarded to Principal Sir
28/12/20

C. A. S.

Yours sincerely
ch. Sushma
19KE1A0415

28-12-2020

TO
The Head of the Department
Department of ECE
MLEWC
Gunter

Respected Madam,

I am the student of 2nd year ECE
brought phone to the class. I Apologize for the mistake done. kindly
Excuse me and I promise that I will not Repeat it again.

Thanking you Madam.

Forwarded to Principal Sir
28/12/20

yours sincerely
A. Srisisha
19KE1A0404

T. Anil



**Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)**

Ref no.: MLEW/A.Y.20-21/II Sem /DC/02

Date: 02-09-2021

Circular

As per the advice of the Chairman, meeting of Disciplinary Committee is organized on 6th September, 2021 at 10.30 AM in Principal Chamber to discuss on various issues pertaining to student discipline

All the 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 with respect to Covid-19 Pandemic.
2. Awareness for students of first year on discipline to be maintained in the college campus.
3. Discussion on disciplinary action to be taken on students on the misconduct.




Principal

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Malineni Lakshmaiah Women's Engineering College :: Guntur
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Date: 06-09-2021

Discipline Committee Meeting Attendance

The following members of Discipline Committee attended the meeting held on 06-09-2021 at 10.30AM in the Principal chamber:

S. No.	Name of the Member	Designation	Position	Signature
1.	Dr. J.Apparao	Principal	Chairman	
2.	Mrs. M. Triveni	Assistant Professor, S&H	Convener	
3.	Dr. K. Gouthami	Professor, ECE	Member	
4.	Dr. G.Ramaswamy	Professor, HOD,CSE	Member	
5.	Dr. A.S.K.Chaitanya	Professor, HOD,S&H	Member	
6.	Dr. P.V.L.Suvarchala	Associate Professor, HOD,ECE	Member	
7.	Mr. V. Jhansi Lakshmi	Assistant Professor, HOD, IT	Member	
8.	Mrs. M. Khammar	Assistant Professor, CSE	Member	AB
9.	Mr. V.Sudhakar	Assistant Professor, CSE	Member	
10.	Mrs. G.Nirmala Kumari	Assistant Professor, ECE	Member	
11.	Ms. P.Kalyani	Assistant Professor, S&H	Member	
12.	Mrs. A. Aswini	Assistant Professor, IT	Member	



Malineni Lakshmaiah Women's Engineering College :: Guntur
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Ref no.: MLEW/A.Y.20-21/II Sem. /DC/MoM/02

Date: 06-09-2021

Minutes of Discipline Committee meeting

The meeting of the Discipline Committee was held on 06th Sep, 2021 at 10.30 AM in the Principal chamber:

1. Discipline to be maintained by the students in the college campus with respect to Covid-19 Pandemic.

Member Secretary informed that due to Covid-19 Pandemic prevailing in the country as per the guidelines of the Government student discipline with respective Covid-19 has to be inculcated in the students by conducting some awareness programs regarding things to be followed to fight against Covid-19 and break the chain. The matter was discussed in-depth and committee has taken a decision to conduct awareness programs for students and staff and display boards all over the campus regarding Do's and Don'ts.

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

The discipline to be maintained by the students of first year was discussed by the committee and it was decided to have awareness program during the induction program for first year students. All the members have agreed for the same.

3. Discussion on disciplinary action to be taken on students on the misconduct.

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. 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.

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Principal

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PULLADIGUNTA, GUNTUR-17



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Ref: MLEW/DC/2019 -2020

Date: 03-09-2019

Office Order

To provide guidance and proper orientation to student's development with an aim to maintain disciplined atmosphere in the campus Discipline Committee is formed in this college.

Functions & Responsibilities

- To maintain and enforce discipline within the college campus.
- To enforce total prohibition of cell phone usage by the students in the class rooms.
- To monitor the movement of the students in the college and prevent students wondering around the corridors during the working hours.

The members of Discipline Committee are shown in the Table

S. No.	Name of the Member	Designation	Position
1.	Dr. J.Apparao	Principal	Chairman
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5.	Dr. A.S.K.Chaitanya	Professor, HOD,S&H	Member
6.	Mr. V. Jhansi Lakshmi	Assistant Professor, HOD, IT	Member




Principal

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Ref no.: MLEW/A.Y.19-20/I Sem /DC/Cir/01

Date: 09-09-2019

Circular

As per the advice of the Chairman, meeting of Disciplinary Committee is organized on 11 September, 2019 at 11.00 AM in Principal Chamber to discuss on various issues pertaining to student discipline

All the members are requested to be present for the meeting.

Agenda for the Meeting

1. Disciplinary rules to be followed by all 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 point for discussion with the permission of the Chair.



Principal

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WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

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Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 11-09-2019

Discipline Committee Meeting Attendance

The following members of Discipline Committee attended the meeting held on 11-09-2019 at 11.00 AM in the Principal chamber:

S. No.	Name of the Member	Designation	Position	Signature
1.	Dr. J.Apparao	Principal	Chairman	
2.	Mrs. M. Triveni	Assistant Professor, S&H	Convener	
3.	Dr. K. Gouthami	Professor, ECE	Member	
4.	Dr. G.Ramaswamy	Professor, HOD,CSE	Member	
5.	Dr. A.S.K.Chaitanya	Professor, HOD,S&H	Member	
6.	Mr. V. Jhansi Lakshmi	Assistant Professor, HOD, IT	Member	



**Malineni Lakshmaiah Women's Engineering College :: Guntur
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Ref no.: MLEW/A.Y.19-20/I Sem. /DC/MoM/01

Date: 11-09-2019

Minutes of Discipline Committee meeting

The meeting of the Discipline Committee was held on 11th Sep, 2019 at 11.00 AM in the Principal chamber:

1. Disciplinary rules to be followed by all the students in the college campus.

- College working hours 9:00 to 3.50 PM; Lunch Break: 11.30 to 12.20PM.
- Students should always wear their identity card inside the college campus which is issued by the college for identification and security reasons.
- Possession and use of cell phones, camera, ipads, MP3 player or any other electronic gadgets in the college premises is strictly prohibited.
- Students should maintain discipline in the campus. A disciplinary committee appointed by the principal will enquire any disciplinary incidents pertaining to students discipline and recommend suitable action to be taken.
- Students should be regular, punctual and attentive to the classes. They are expected to be seated in the lecture hall 5 minutes before the commencement of class.
- Late coming students are not permitted to enter the class after the teacher entered the class without getting written permission from the HOD/ competent authority.
- Students should maintain perfect order and strict silence inside the lecture halls, laboratories, function halls, Examination halls and workshops.
- Students shall bring all materials necessary for the classes and examinations as being instructed.
- Assignments given to the students should be submitted before the due date for consideration of internal assessment marks.

- Each student will be attached to a class counsellor and the counsellor will counsel the students on academic and other activities.
- Students are allowed to organize or attend any meeting inside or outside the institution only with prior permission of the HOD / Principal.
- Students should use the facilities in the campus with out causing any damage. If any damage is caused necessary action will be taken to rectify and recover the cost, in addition to any disciplinary proceedings, if applicable.
- Students are encouraged to take part in co-curricular and extra-curricular activities.
- Students should not throw waste papers, covers etc inside the class rooms, veranda, laboratories etc. Writing on walls pillars, bathrooms, furniture or black boards is strictly prohibited. They should keep the campus neat and clean.
- Visitors will not be allowed to contact the students during the class hours. However, under unavoidable circumstances, they will be permitted to meet the student with prior permission from the HOD/ Principal.

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

It is decided in the meeting to conduct an awareness session for students and inform them about the disciplinary rules to be followed in the college campus on 12-09-2019.

3. Discussion on disciplinary action to be taken on students on the misconduct.

Lacking punctuality in students attending first period.

In spite of regular warnings from the faculty the Students were failing to attend the first period (at 9.00AM) on time. On asking for reason, they (the day Scholars) were complaining on the bus drivers because of whom they were getting late. It was also observed that even the hostellers were coming late.


1. The committee members strictly instructed the bus drivers to be in the campus at 8.50 am and if any student asked/ called them to stop the bus, the bus drivers are not supposed to stop as because of few students, many are getting late but after the college hours the bus drivers should wait for all the students and drop them to their homes.

2. While coming to the hostellers, late coming students should not be permitted to enter the class after a faculty enters, without proper reason and should need written permission from the HOD to enter.

4. Any other point for discussion with the permission of the Chair.

The chairman informed all the members of the committee to see that strict discipline is being maintained in our college campus.




Principal
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MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
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(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Ref: MLEW/DC/2018-2019

Date: 09-07-2018

Office Order

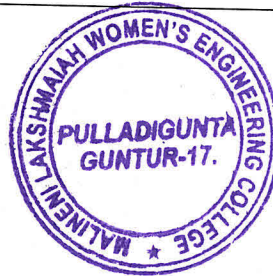
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Principal

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Ref no.: MLEW/A.Y.18-19/II Sem /DC/Cir/01

Date: 10-12-2018

Circular

As per the advice of the Chairman, meeting of Disciplinary Committee is organized on 12 December, 2018 at 2.30 pm in Principal Chamber to discuss on various issues pertaining to student discipline

All the members are requested to be present for the meeting.

Agenda for the Meeting

1. Disciplinary rules to be followed by all the students in the college campus.
2. Awareness for students of first year 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 point for discussion with the permission of the Chair.




Principal

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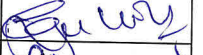

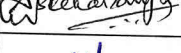



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 12-12-2018

Discipline Committee Meeting Attendance

The following members of Discipline Committee attended the meeting held on 12-12-2018 at 2.30 PM in the Principal chamber:

S. No.	Name of the Member	Designation	Position	Signature
1.	Dr. J.Apparao	Principal	Chairman	
2.	Mrs. M. Triveni	Assistant Professor, S&H	Convener	
3.	Dr. K. Gouthami	Professor, HOD, ECE	Member	
4.	Dr. G.Ramaswamy	Professor, HOD,CSE	Member	
5.	Dr. A.S.K.Chaitanya	Professor, HOD,S&H	Member	
6.	Mr. V. Jhansi Lakshmi	Assistant Professor, HOD, IT	Member	



**Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)**

Ref no.: MLEW/A.Y.18-19/II Sem. /DC/MoM/01

Date: 13-12-2018

Minutes of Discipline Committee meeting

The meeting of the Anti-Ragging Committee was held on 15th Dec, 2018 at 2.30 PM in the Principal chamber:

1. Disciplinary rules to be followed by all the students in the college campus.

- College working hours 9:00 to 3.50 PM; Lunch Break: 11.30 to 12.20PM.
- Students should always wear their identity card inside the college campus which is issued by the college for identification and security reasons.
- Students should converse only in English inside the college premises.
- Students should greet and give proper respect to all the elders and faculties.
- Possession and use of cell phones, camera, ipads, MP3 player or any other electronic gadgets in the college premises is strictly prohibited.
- Students should maintain discipline in the campus. A disciplinary committee appointed by the principle will enquire any disciplinary incidents pertaining to students discipline and recommend suitable action to be taken.
- Students should be regular, punctual and attentive to the classes. They are expected to be seated in the lecture hall 5 minutes before the commencement of class.
- Late coming students are not permitted to enter the class after the teacher entered the class without getting written permission from the HOD/ competent authority.
- Students should maintain perfect order and strict silence inside the lecture halls, laboratories, function halls, Examination halls and workshops.
- Students should not leave the college premises during working hours without prior permission of HOD/ competent authority.
- Chewing bubble gums, chocolates and students roaming outside the classroom during the lecture hour is strictly prohibited.

Observation and record note books should be brought to the classroom during the lecture hour is laboratory. Record of experiments done in a particular lab class should be complete before the next laboratory/ workshop class

2. Awareness for students of first year on discipline to be maintained in the college campus.

It is decided in the meeting to conduct an awareness session for I B.Tech students and inform them about the disciplinary rules to be followed in the college campus on 18-12-2018.

3. Discussion on disciplinary action to be taken on students on the misconduct.

No disciplinary problems identified.

4. Any other point for discussion with the permission of the Chair.

The chairman informed all the members of the committee to see that strict discipline is being maintained in our college campus.




Principal

PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

Copy to:

1. Office Copy
2. All HODs
3. All the members of the Committee



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Ref: MLEW/DC/2017-2018

Date: 02-08-2017

Office Order

To provide guidance and proper orientation to student's development with an aim to maintain disciplined atmosphere in the campus Discipline Committee is formed in this college.

Functions & Responsibilities

- To maintain and enforce discipline within the college campus.
- To enforce total prohibition of cell phone usage by the students in the class rooms.
- To monitor the movement of the students in the college and prevent students wondering around the corridors during the working hours.

The members of Discipline Committee are shown in the Table

S. No.	Name of the Member	Designation	Position
1.	Dr. J.Apparao	Principal	Chairman
2.	Mrs. M. Triveni	Assistant Professor, S&H	Convener
3.	Dr. K. Gouthami	Professor, HOD, ECE	Member
4.	Dr. G.Ramaswamy	Professor, HOD,CSE	Member
5.	Dr. A.S.K.Chaitanya	Professor, HOD,S&H	Member




Principal

PRINCIPAL
MALINENI LAKSHMAIAH
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Ref no.: MLEW/A.Y.17-18/I Sem /DC/Cir/01

Date: 04-08-2017

Circular

As per the advice of the Chairman, meeting of Disciplinary Committee is organized on 08 August, 2017 at 3.00 pm in Principal Chamber to discuss on various issues pertaining to student discipline

All the members are requested to be present for the meeting.

Agenda for the Meeting

1. Disciplinary rules to be followed by all 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.



Principal

PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

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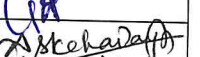



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 08-08-2017

Discipline Committee Meeting Attendance

The following members of Discipline Committee attended the meeting held on 08-08-2017 at 3.00 PM in the Principal chamber:

S. No.	Name of the Member	Designation	Position	Signature
1.	Dr. J.Apparao	Principal	Chairman	
2.	Mrs. M. Triveni	Assistant Professor, S&H	Convener	
3.	Dr. K. Gouthami	Professor, HOD, ECE	Member	
4.	Dr. G.Ramaswamy	Professor, HOD, CSE	Member	
5.	Dr. A.S.K.Chaitanya	Professor, HOD, S&H	Member	



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Ref no.: MLEW/A.Y.17-18/I Sem. /DC/MoM/01

Date: 08-08-2017

Minutes of Discipline Committee meeting

The meeting of the Discipline Committee was held on 8th Aug, 2017 at 3.00 PM in the Principal chamber:

1. Disciplinary rules to be followed by all the students in the college campus.

- College working hours 9:00 to 3.50 PM; Lunch Break: 11.30 to 12.20PM.
- Students should always wear their identity card inside the college campus which is issued by the college for identification and security reasons.
- Students should converse only in English inside the college premises.
- Students should greet and give proper respect to all the elders and faculties.
- Possession and use of cell phones, camera, ipads, MP3 player or any other electronic gadgets in the college premises is strictly prohibited.
- Students should maintain discipline in the campus. A disciplinary committee appointed by the principal will enquire any disciplinary incidents pertaining to students discipline and recommend suitable action to be taken.
- Students should be regular, punctual and attentive to the classes. They are expected to be seated in the lecture hall 5 minutes before the commencement of class.
- Late coming students are not permitted to enter the class after the teacher entered the class without getting written permission from the HOD/ competent authority.
- Students should maintain perfect order and strict silence inside the lecture halls, laboratories, function halls, Examination halls and workshops.
- Students should not leave the college premises during working hours without prior permission of HOD/ competent authority.
- Chewing bubble gums, chocolates and students roaming outside the classroom during the lecture hour is strictly prohibited.

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

It is decided in the meeting to conduct an awareness session for students and inform them about the disciplinary rules to be followed in the college campus on 08-08-2017.

3. Discussion on disciplinary action to be taken on students on the misconduct.

No disciplinary problems identified.




Principal

PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

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Ref no.: MLEW/A.Y.17-18/II Sem /DC/Cir/02

Date: 06-03-2018

Circular

As per the advice of the Chairman, meeting of Disciplinary Committee is organized on 09, March 2018 at 11.00 am in Principal Chamber to discuss on various issues pertaining to student discipline

All the members are requested to be present for the meeting.

Agenda for the Meeting

1. Discussion on roaming the students in corridor during the class hours.




Principal

MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

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Malineni Lakshmaiah Women's Engineering College :: Guntur
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Date: 09-03-2018

Discipline Committee Meeting Attendance

The following members of Discipline Committee attended the meeting held on 09-03-2017 at 11.00 AM in the Principal chamber:

S. No.	Name of the Member	Designation	Position	Signature
1.	Dr. J.Apparao	Principal	Chairman	
2.	Mrs. M. Triveni	Assistant Professor, S&H	Convener	
3.	Dr. K. Gouthami	Professor, HOD, ECE	Member	
4.	Dr. G.Ramaswamy	Professor, HOD,CSE	Member	
5.	Dr. A.S.K.Chaitanya	Professor, HOD,S&H	Member	



**Malineni Lakshmaiah Women's Engineering College :: Guntur
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Ref no.: MLEW/A.Y.17-18/II Sem. /DC/MoM/02

Date: 09-03-2018

Minutes of Discipline Committee meeting

The meeting of the Discipline Committee was held on 9th March, 2018 at 11.00 AM in the Principal chamber:

1. Discussion on disciplinary action to be taken on students on the misconduct.

Some students are roaming in the corridors during class hours.

It was noticed that some students of III CSE were roaming in the corridors and were seen in the tuck-shop during the class hours. After questioning them, they said they have taken permission from the faculty to print Xerox copies or the faculty him self/her self has sent them to bring books/material/ records from the staff room.

Action taken by the committee

The committee has strictly instructed the staff, not to send any student outside the class room during class hours especially for getting Xerox copies. The faculty should have to plan for the things that he/she should take to the class before entering it.

Copy to:

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2. All HODs
3. All the members of the Committee

Principal

**MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17**