

# B.R. INSTITUTE OF TECHNOLOGY AND MANAGEMENT SCIENCES

(U / m of FAITH EDUCATION SOCIETY - Regd. No. 444/2012)

EDULAPALEM Village,  
Prathipadu Mandal,  
Guntur Dist. - 522 019.  
Andhra Pradesh

BRITMS/A.Y. 2025-26/I Sem/DC/Cir/01  
Ref No.

12-Sep-2025  
Date : .....

## CIRCULAR

As per the advice of the Chairman, meeting of Disciplinary Committee is going organize on 17 September 2025 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 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.

*D. Ravi Kiran*  
PRINCIPAL

Copy to:

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



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17-Sep-2025  
Date : .....

## Minutes Of Disciplinary Committee Meeting

The meeting of the Discipline Committee was held on 17th Sep 2025 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 AM to 4.00 PM; Lunch Break: 12.45 to 01.30PM.
- 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.

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**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 students and inform them about the disciplinary rules to be followed in the college campus on 10-Oct-2025.

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

- a) Though college has issued instructions about the prohibition of cell phones and electronic gadgets in college, it was being observed that some students of 2<sup>nd</sup> Year MCA 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.
  - i. 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.
  - ii. Hence the students behaviour is observed for one year by the committee members
- b) It is observed that few of the students from 1<sup>st</sup> Year MCA 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.
  - i. 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.

*D. Pranis Korem*  
PRINCIPAL

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17-Sep-2025

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**Disciplinary Committee Meeting Attendance**

The following members of Discipline Committee attended the meeting held on 17-Sep-2025 at 3.00 PM in the Principal chamber:

S.No	Name of the Member	Designation	Position	Signature
1	Dr. Ravi Kiran Daruvuri	Principal	Chairman	<i>D. Ravi Kiran</i>
2	Manohar Babu Uppala	Associate Professor (HoD)	Convener	<i>U. Manohar Babu</i>
3	Lavanya Nicodemus	Assistant Professor	Member	<i>N. Lavanya</i>
4	J Arunkumar Peddakotla	Assistant Professor	Member	<i>J. Arunkumar</i>
5	Gottipati Madhav	Associate Professor	Member	<i>G. Madhav</i>
6	V Dinakar	Assistant Professor	Member	<i>V. Dinakar</i>

*D. Ravi Kiran*  
PRINCIPAL

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