



Estd 2008

# BABA INSTITUTE OF TECHNOLOGY AND SCIENCES

(Approved by AICTE New Delhi and Affiliated to JNTU Kakinada)

Formerly known as VISAKA ENGINEERING COLLEGE

Bakkannapalem (V), Madhurawada (PO), Visakhapatnam-530048.

Ref: Baba/Principal/Revised Committee/July 2023-24

DATE: 17/07/2023

## DISCIPLINARY COMMITTEE

The College Discipline Committee is reconstituted for the maintenance of discipline in the college. The committee will ensure that students obey rules and remain orderly and peaceful in the pursuant of educational objectives/goals in the college community.

### Vision

To create a safe and motivating environment in our institution and to bring professionalism among students by the inculcation of best practices.

### Mission

- To have an optimistic approach in imparting discipline among students.
- To frame rules and regulations to maintain discipline in the college premises.
- To encourage Good and Healthy Practices.

### Revised Committee Members:

Sl. No.	ROLE	MEMBER NAME	DESIGNATION
1	Chair Person	Dr. M. Govinda Raju	PRINCIPAL
2	Convener	Mrs. A.S. Bhanu Prasanna & Mr. Anil Kumar	VICE-PRINCIPAL
3	Central Coordinator	Mr. Vikas Ranjan	ASSISTANT PROF.
4	Committee Members	Dr. D.N. Murthy Mr. K. Pradeep Mr. S.Durga Prasad Mr. K.Venkateswar Mr. M.Mohan, Mrs. K. Sireesha	HOD (BS&H) HOD(ECE) HOD(CSE) HOD(EEE) HOD(CIVIL) HOD (MBA)
5	Faculty Coordinator	Mrs. Sahzadi Begum Mr. V. Kamaraju Mr. R.Rajesh Mr. V. Appala Naidu Dr. D. Radhika Mrs. V. Sudharani Dr. P. Jayrangarao	ASSISTANT PROF. (CIVIL) ASSISTANT PROF. (EEE) ASSISTANT PROF. (MECH.) ASSISTANT PROF. (ECE) ASSISTANT PROF. (CSE) ASSISTANT PROF. (MBA) ASSISTANT PROF. (BSH)

☎ Tele - Fax : 0891-2568811, Off : 0891- 2569933, Cell : 8008844699

Website : [www.bitsvizag.com](http://www.bitsvizag.com), e-mail:principal@bitsvizag.com

Under the Management of **AMBEDKAR EDUCATIONAL & WELFARE SOCIETY** Regd : 174 of 2005

Website: [www.bitsvizag.com](http://www.bitsvizag.com)  
Email: [principal@bitsvizag.com](mailto:principal@bitsvizag.com)  
Admission code: **BABA**



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Phone: Off: 0891-2569933  
Fax: 0891-2568811  
University Code: **NR**

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6	Student Coordinator	Gulivindala Kavya (21NR1A0111) Pothuraju Vahini (21NR1A0128) Marisa Revathi (21NR1A0221) Vasireddi Sandeep (21NR1A0232) Yallapu Sri Lakshmi (20NR1A0347) Chintu Rajasekhar (21NR5A0310) P. Hema Sarika Lakshmi (21NR5A0419) Konchada Uday Kiran (21NR5A0412) Barla Mani Madhavi (21NR5A0502) Karri Satish (21NR5A0509) Keeta Tejesh (21NR1E0015) Sammenga Vijayalakshmi (21NR1E0031)	Student (Civil) Student (Civil) Student (EEE) Student (EEE) Student (Mech.) Student (Mech.) Student (ECE) Student (ECE) Student (CSE) Student (CSE) Student (MBA) Student (MBA)
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### Objectives

- To ensure calm and peaceful academic atmosphere in the campus.
- To avoid physical confrontation among students.
- To conduct enquiries on report of indisciplinary activities among students
- To initiate model actions against students involved in indisciplinary activities
- To initiate steps to reduce violence, confrontation in future

### Responsibilities of Discipline committee

- To maintain and enforce strict discipline within the college campus.
- All the students should wear their ID Cards while they are in the campus and their respective class rooms.
- In case of any violation of dress code or disturbance in the class, the ID card will be confiscated from the student which will be handed over to the student on the same day with a warning and advice from the Disciplinary Committee Members.
- In case of any misbehaviour or violation of the college rules, the ID cards of the students will be kept with the Disciplinary Committee Members till the enquiry is over.
- To enforce total prohibition of cell phone usage by the students within the college campus. Please note that cell phone is prohibited in the college campus and if a student is found carrying a cell phone, it will be taken away and handed over to the Principal.
- To monitor the movement of the students in the college and prevent students loitering around in the corridors during the college working hours.
- To ensure that all the students attend classes without bunking and prevent them from leaving the college early. Please note that no student can leave the college early without prior permission from the concerned authorities.
- Smoking is strictly prohibited in the college campus and ensures that this is being strictly followed.
- To ensure that students maintain complete silence in the library.
- To maintain proper discipline in the college canteen and student waiting room during the college working hours.



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- If any damage is caused to the college property by any student / group of students, the cost of the same will be recovered with a fine from the said student / group of this will be followed by disciplinary action.
- If any indiscipline is found by any of the students, warn them on the first instance. Take disciplinary action based on the rules and regulations of the committee, if the pattern of misconduct continues.
- To assist the college anti-ragging committee in preventing ragging in the College and to spread anti-ragging campaign throughout the students community.

### **Specific Behavioural Guidelines**

1. It is impermissible to let the students enter the classroom without uniform.
2. It is impermissible to let the students enter the classroom during the breaks.
3. It is impermissible to bring cellular phones to the college premises. For urgent calls, students can contact their parents through the class coordinator.
4. It is not allowed for any student to leave the classroom without taking permission from the teacher.
5. After breaks, students must go directly to their classrooms.
6. If the subject teacher does not reach in the class on time or is absent, students must wait inside the classroom.
7. Resting, napping or sleeping is not allowed inside the classroom.
8. Homework assignments must be done as assigned on time.
9. Students are not allowed to touch or keep dangerous or harmful objects.
10. Students are not allowed to throw objects around the college.
11. Students respect other's feelings – no teasing, name calling, swearing, etc.
12. Students- respect other's person – no rough play, fighting, bullying, threats, harassing, etc.
13. Students– respect other's property – no theft, vandalism, etc.
14. Keep your college clean just as you would keep your house clean.
15. Throw rubbish in the bin, keep the place clean always.

### **Classroom Rules**

1. Arrive to class on time with the necessary equipment.
2. Listen to teachers or other students without interruption.
3. Complete all assignments on time.
4. Treat the teacher and other students with respect.
5. Keep hands and feet to yourself.
6. Respect the property of the college.
7. Respect the rights and property of others.
8. Act in a safe and responsible manner.

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### **Dress Code**

- Girls should put up the hairs neatly.
- The wearing of chains is not permitted.
- Short trousers are not permitted.
- Students may not wear any jewellery especially hanging type ear rings
- Boys must keep their pants pulled up and use a belt if necessary. Pants are not to be dragging on the ground. Undershirts are to be tucked in at all times.

### **Mobile Policy**

1. Mobiles are prohibited within the college premises.
2. Parents should discourage their children from bringing mobile phones to college.
3. If a student is found using a mobile phone, for any purpose, the phone will be confiscated from the pupil.
4. As a general rule, students are not allowed to use the college telephones except for emergencies. To use the telephone, students should request permission from the class coordinator.

  
CONVENER

  
PRINCIPAL  
PRINCIPAL  
BABA INSTITUTE OF TECHNOLOGY AND SCIENCES  
BAKKANNAPALEM (V), P.M.T. PALEM  
MADHURAWADA  
VISAKHAPATNAM - 530 048