Gandhi Institute of Advanced Computer & Research

RAYAGADA, Odisha

(Approved by AICTE–New Delhi, Affiliated to BPUT-Rourkela and SCTE&VT-Odisha)

(Managed by Rabindranath Educational Trust)

Disciplinary Committee

Minutes of Meeting

Venue: Conference Room   **Date: 26/08/2025**

Time: 03:30PM

MEMBERS PRESENT:

Sl. No.	Name and designation	Signature
1	Dr. Pratap Chandra Mishra, Principal	
2	Mr. Nrusinghananda Panda, HOD, Humanities	
3	Mr. Milan Kumar Saha, Asst. Prof	
4	Mr. Manas Kumar Rout, HOD, EE	
5	Ms. Jyoti Reddy, HOD, CV	
6	Mr. Ananda Gouda, AO	
7	Mr. Niranjan Naik, Asst. Prof	
8	Mr. D. D. Mishra, Security Head	

At the outset, the convener welcomed all the members of the committee. Later, members discussed in detail and took the following decisions:

1. To maintain and enforce strict discipline in the college campus.

2. All students should ID cards while they are in campus.

3. To ensure that students maintain silence in the Library.

4. To maintain proper discipline in the canteen.

5. If any damage is caused to the college property by any students, the money will be recovered from the student with fine.

6. To ensure that all the students should attend the classes without bunking. A student can leave the college only with the prior permission of the concerned authorities.

Convener

PRINCIPAL

PRINCIPAL
Gandhi Institute of Advanced
Computer & Research, Rayagada

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Ref No: GIACR/DC/2025-26/31   Date: 25/08/2025

MEETING NOTICE

The disciplinary committee is scheduled on 26/08/2025 in the Conference Hall at 03.30PM. All the members are hereby requested to make it convenient to attend the meeting.

Principal

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Copy to

All the members of the committee

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Disciplinary Committee

Minutes of Meeting

Venue: Conference Room   **Date: 23/08/2024**

Time: 04:00PM

MEMBERS PRESENT:

Sl. No.	Name and designation	Signature
1	Dr. Pratap Chandra Mishra, Principal	
2	Mr. Nrusinghananda Panda, HOD, Humanities	
3	Mr. Milan Kumar Saha, Asst. Prof	
4	Mr. Manas Kumar Rout, HOD, EE	
5	Ms. Jyoti Reddy, HOD, CV	
6	Mr. Ananda Gouda, AO	
7	Mr. Niranjan Naik, Asst. Prof	
8	Mr. D. D. Mishra, Security Head	

1. To maintain and enforce discipline in the college campus all the students should have to mandatorily wear their ID cards while they are in campus and in their respective class rooms. All the security guards are instructed to check the ID cards while students' entering the campus. In case of any misbehavior or violation of the college rules, the ID will be kept with the Disciplinary Committee till the enquiry is done.

2. It was noticed that the students are wearing jeans, chappals, short dresses, etc. Hence, it is strictly instructed to follow the dress code in the campus.

3. It is instructed to organize Anti drugg awareness program for the students.

Convener

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Ref No: GIACR/DC/2024-25/27   Date: 20/08/2024

MEETING NOTICE

The disciplinary committee is scheduled on 23/08/2024 in the Conference Hall at 04.00PM. All the members are hereby requested to make it convenient to attend the meeting.

Agenda:

1. Mandatory wearing of ID cards inside the campus

2. To maintain the college Dress code

3. Anti-Drug awareness programs

Copy to

All the members of the committee

Principal

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Computer & Research, Rayagada

Disciplinary Committee

Minutes of Meeting

Venue: Conference Room   Date: 10th July 2023

Time: 3:00PM

MEMBERS PRESENT:

Sl. No.	Name and designation	Signature
1	Dr. Pratap Chandra Mishra, Principal	
2	Mr. Nrusinghananda Panda, HOD, Humanities	
3	Mr. Milan Kumar Saha, Asst. Prof	
4	Mr. Manas Kumar Rout, HOD, EE	
5	Ms. Jyoti Reddy, HOD, CV	
6	Mr. Ananda Gouda, AO	
7	Mr. Niranjan Naik, Asst. Prof	
8	Mr. D. D. Mishra, Security Head	

1. It was decided by the committee that any student who is required to leave the campus during college work hours should be in possession of a letter of authorization duly signed by the HOD. This letter is to be vetted by the Security Office prior to permitting the students to leave the campus.

2. Sufficient awareness is to be created amongst all the students staying in the hostels regarding their dress and behavior in campus even after college working hours.

3. Latecomer students are to be permitted to enter the classroom only after sufficient justification for being late. Perpetual offenders are to be counseled and given a warning letter for the lapse.

There being no further points, this meeting was formally concluded.

Convener

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Office Order

Ref. No.: GIACR/DC/03/23-24   Date: 05/07/2023

In order to maintain discipline and to deal with the cases of indiscipline committed by students and other members of the institute a disciplinary committee is constituted in Gandhi Institute of Advanced Computer & Research, Rayagada with following members with roles and responsibilities as mentioned herein with immediate effect.

Sl. No.	Name and designation	Position in the Committee
1	Dr. Pratap Chandra Mishra, Principal	Chairman
2	Mr. Nrusinghananda Panda, HOD, Humanities	Convener
3	Mr. Milan Kumar Saha, Asst. Prof	Member
4	Mr. Manas Kumar Rout, HOD, EE	Member
5	Ms. Jyoti Reddy, HOD, CV	Member
6	Mr. Ananda Gouda, AO	Member
7	Mr. Niranjan Naik, Asst. Prof	Member
8	Mr. D. D. Mishra, Security Head	Member

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Roles and Responsibilities:

1. The disciplinary action committee should look after all the complains, appeals and grievances apart from students/staff/faculty from time to time in order to solve their problems and provide them the legal justice.

2. The committee should be impartial, neat, clean and fair while exercising its power and takes decision in order to provide impartial judgements to the related victims.

3. The committee shall be convened at least a meeting once in a month for monitoring the related activities if any.

4. The committee shall submit its report to the higher authority for seeking its execution as early as possible and applicable.

5. In cases where it is required the committee can impose some fines/or any other monetary penalties with intimation to the higher authority for approval.

6. The disciplinary action can be taken up by the committee against the victim as deemed fit and proper.

7. To maintain smooth discipline in order to create a good and soothing atmosphere for enhancement of discipline and learning.

Convener

Principal
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Computer & Research, Rayagada
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Ref No: GIACR/DC/2023-24/65   Date: 05/07/2023

MEETING NOTICE

The disciplinary committee is scheduled on 10th July 2023 in the Conference Hall at 03.00PM. All the members are hereby requested to make it convenient to attend the meeting.

Agenda:

1. Not to permit the students to leave the college premises during college working hours without permission.

2. Hostel students to maintain the decorum of the college even after college working hours.

3. To disallow students from entering the class on being late without a valid reason.

Principal

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Copy to

All the members of the committee