



राजधानी इंजीनियरी कलेज RAAJDHANI ENGINEERING COLLEGE

(Managed by Samriddhi Educational Trust, Bhubaneswar, Odisha)
Approved by AICTE, New Delhi and Affiliated to BPUT and SCTE & VT Govt.
of Odisha, Accredited by "NBA" Recognized by DST, Govt. of India as SIRO
Accredited by NAAC - "A" Grade

Ref. No. : REC/PO/2025/2035

Date : 14/8/2025

Office Order (Disciplinary Committee)

The Disciplinary Committee is formed to maintain discipline, ensure adherence to rules and regulations, and address behavioural issues within an institution. It helps create a safe and respectful environment for all members. To uphold rules, regulations, codes of conduct, investigate complaints or incidents of misconduct, to recommend appropriate actions or penalties, to promote awareness about ethical behaviour and responsibility competitions a committee in the name of Disciplinary Committee is formed in Raajdhani Engineering College, Bhubaneswar, with following members with immediate effect.

Sl. No	Name and Designation	Position in the committee	Signature
1	Dr. Uttam Kumar Jena	Convener	
2	Dr. Sanjay Kumar Behera	Co -Convener	
3	Dr. Kshitish Kumar Dash	Member	
4	Dr. Arabinda Pradhan	Member	
5	Prof. Prasanta Kumar Pani	Member	
6	Prof. Tarini Prasad Satapathy	Member	
7	Prof. Pradyumna Mallick	Member	
8	Prof. Laxmi Priya Dash	Member	
9	Prof. Saruk Mallick	Member	
10	Prof. S. Nayak	Member	

Convener Roles and Responsibilities:

- Lead and coordinate all committee meetings and hearings.
- Ensure that disciplinary procedures are followed fairly and consistently.
- Guide the committee in making impartial and evidence-based decisions.
- Communicate the final decision and recommendations to relevant authorities.
- Maintain order and professionalism during proceedings.
- Record minutes of all meetings and disciplinary hearings.
- Manage documentation, correspondence, and communication between parties.

Principal
Raajdhani Engineering College
Bhubaneswar, Odisha

- Ensure that notices, reports, and summons are sent out in a timely manner.
- Maintain confidential records of all disciplinary cases.

Committee Members Roles and Responsibilities:

- Review evidence and testimonies objectively.
- Participate actively in discussions and decision-making.
- Ensure fairness, impartiality, and adherence to institutional policies.
- Recommend appropriate disciplinary actions or sanctions based on findings.
- Uphold confidentiality of proceedings and outcomes.


Investigating Member Roles and Responsibilities:

- Gather and present factual evidence regarding the alleged misconduct.
- Interview witnesses and collect relevant documents.
- Prepare an investigation report for the committee's review.
- Ensure impartiality and transparency in the investigation process.

Copy to:

1. Person concerned
2. Registrar, Biju Patnaik University of Technology, Rourkela
3. Director, DTET, Cuttack
4. Vice- Chairman, SCTE&VT
5. AICTE, ERO, Kolkata
6. UGC, New Delhi

For information and necessary action


Principal
Principal
Raajdhani Engineering College
Bhubaneswar



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Ref. No. : REC/PO/2025/2057

Date : 23/8/2025

CIRCULAR (Disciplinary Committee)

Dear All,

It is informed to all the members of Disciplinary Committee that a meeting is organized on 27.08.2025 3pm in HOD CSE chamber to discuss the following agenda.

1. Formation of Disciplinary Committee
2. Selection of student representative
3. Presentation of the committee's terms of reference and responsibilities.
4. Review of college rules and disciplinary procedures.
5. Discussion on recent or pending cases (if any).
6. Formulation of reporting and documentation procedures.
7. Scheduling of regular committee meetings.
8. Others

Regards,

Convener

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Ref. No. : REC/PO/2025/2077

Date : 27/8/2025

MINUTES OF MEETING

Venue-A-207

Date-27.08.2025

Time -3pm

Points Discussed

- The Disciplinary Committee will issue a formal notification to inform all students about disciplinary committee, contact points and committee members.
- The Disciplinary Committee plays a vital role in promote and maintain discipline among students, investigate and deliberate on reported cases of misconduct, recommend appropriate actions or corrective measures and ensure fairness and due process in all disciplinary matters. To ensure that students' voices are represented, student representatives are selected to be part of the committee. so in this concern 6 students representative will be chosen from various semester to accelerate various disciplinary activities.
- The convener of the committee tell to provide a platform for hearing both the complainant and the respondent before making recommendations. Recommend appropriate disciplinary actions or corrective measures to the Principal. Maintain confidentiality and professionalism in all proceedings. Submit periodic reports on disciplinary issues and outcomes to the Principal.
- Dr. Uttam Kumar Jena, Dean S/W, REC, suggested fixing a meeting with anti-ragging committee members to take proper vigilance on students' activities.
- Every day from time-to-time faculty will move around the college premises and to be vigilant on students' activity.
- Prof. P.K. Pani suggested preparing a hostel visit chart from the month of September to take proper care of 1st year students.
- The Dean S/W suggested that an anti-ragging committee has been formed by honorable Principal in the college premises to look after the students' activities in various places like cool parlour, canteen, bus stand, different blocks and etc. If any mishap will occur anti-ragging committee will inform to the disciplinary committee to take action against the accused student
- Disciplinary committee will be responsible for smooth conduction of various programs and activities in the college premises like Sports, Cultural, Welcome program, farewell program and etc.
- DC committee has decided to find the fault of system rather to find the fault of students.

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Members attending DC Meeting on 27/8/25 at 3.30pm in HOD Chamber of CSE Dept.



Convener of DC Dr. Uttam Kumar Jena delivering his plan.

Members Present

Sl. No.	Name	Designation	Department	Signature
1	Dr. Uttam Kumar Jena	Convener	CSE	
2	Dr. Sanjay Kumar Behera	Co-Convener	CE	
3	Dr. Kshitish Kumar Dash	Member	ME	
4	Dr. Arabinda Pradhan	Member	MCA	
5	Prof. Prasanta Kumar Pani	Member	ECE	
6	Prof. Tarini Prasad Satapathy	Member	BSH	
7	Prof. Pradyumna Mallick	Member	EE	
8	Prof. Laxmi Priya Dash	Member	MBA	
9	Prof. Saruk Mallick	Member	CE	
10	Prof. S. Nayak	Member	BSH	

Meeting concluded

A follow up meeting is to be scheduled post 10th of October 2025 for review.

Convener

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