



# VIVEKANANDHA

## COLLEGE OF ENGINEERING FOR WOMEN (Autonomous) Tiruchengode – 637205



### Responsibilities Of Discipline Committee Members

“The Disciplinary Committee shall function not just as an enforcement body, but as a mentor in shaping responsible, ethical, and accountable students “

- Enforce modest and institution-appropriate dress code.
- Ensure ID cards are worn at all times in classrooms and campus areas.
- Enforce total prohibition of mobile phone use within the college campus.
- Confiscate devices if found and report to the HoD
- Promote digital detox culture during academic hours.
- Prevent loitering during class hours in corridors, verandas, or outside classrooms.
- Ensure students return to class immediately after breaks.
- Restrict unauthorized entry or early exit from campus.
- Ensure timely arrival before 9:30 AM.
- Approve early exit only with authorized signature.
- Counsel students on emotional intelligence and etiquette.
- Take action on vandalism or misuse of college property
- Impose fines or restitution charges when necessary.
- Encourage students to treat campus spaces with care
- Investigate complaints and violations fairly and confidentially.
- Issue appropriate penalties based on severity:
  - Warning
  - Written apology
  - Suspension
  - Expulsion (in extreme cases)

**\*\*All records must be maintained confidentially by the Committee members\*\***

**Note:All Committee members are required to adhere to the prescribed rules and ensure that students are guided to become responsible and effective citizens.**

**The Discipline Committee shall convene two meetings per semester, and additional meetings may be held whenever deemed necessary."**