10.06.2019

OVER ALL DISCIPLINE COMMITTEE

1. **Mr.R.Ramachandran**, HOD / T&D

2. **Mr.D.Muthukumar,** HOD / Mech

3. **Mr.R.Venkateshkumar**, HOD/Basic Engg.

BLOCKWISE DISCIPLINE COMMITTEE

Block – I	– II	Block – I & II (First year)
Morning, Evening, Break, Lunch, Break	Morning, Evening, Break, Lunch, Break	Morning, Evening, Break, Lunch, Break
1. **Mr.S.Shanmugam** - Mech	1. **Mr.N.Anand** – Comp	1. **Mr.N.Mohandass-**Physics
2. **Mr.S.Tamilarasan** – T&D	2. **Mr.K.Arunkumar** - EEE	2. **Mr.M.Prabakaran-** English
3. **Mr.S.Radheesh** – Mech	3. **Mr.M.Mohamed Jinna**– Robo	3. **Mr.C.Basavarasu** - EG
4.**Mr.C.Prakash** – T&D	4. **Mr.M.Vinothkumar**-Chem	4. **Mr.P.Prabhu** - Maths
5.**Mr.S.Senthamil** – Mech	5.**Mr.S.Selvam** – Civil	5.**Mr.P.Munusamy**- Chemistry

COMMITTEE INCHARGE FOR 5.00 PM TO 5.15 PM (15 MINUTES VIGILANCE)

1. **Mr.P.Kailasam** – PD
2. **Mr.S.Shanmugam** – Mech
3. **Mr.C.Veeramani** – ECE   } Hostel
4. **Mr.K.Arunkumar** – T&D
5. **Mr.P.Munusamy** – Chemistry
6. **Mr**. **R.Singaravel** - Physics

RULES AND REGULATION

1.   Students Dress code and Appearance – Uniform, Shoes, ID Cards, Hair Cut, Wearing Rings in Hand, Ears etc., to be controlled by HOD through discipline incharge.

2.   Students late coming Register has to be maintained by HOD.

3.   Students Attendance – Hour wise Attendance is must. Evening last hour Attendance is mandatory for all departments. Biomatric System is planned and will be implemented in this semester.

4.   Staffs are instructed to sign in the Attendance Register both in the morning (8.40am) & evening (5.00pm), otherwise it will consider as absent.

5.   Faculty dress code and usage of mobile phones during working hours to be monitored by concerned HOD.

6.   Do not use veranda for Exams and other Activites. Students should not be made to stand in veranda (or) outside of the class room for punishment.

7.   Housekeeping to be monitored by class Teachers / HOD in class rooms, labs and veranda. Keep dustbins where ever possible and needed.

[PTO]

8. Students should not Roam / Wander in working hours. HOD should give instruction to their staff members informing that no student is allowed to go out of class room in working hours.

9. Fees – To pay fees, students have to pay their department senior faculty. Timing to be allotted for that

Circuit Branches	–	EEE, ECE, MCO & CSE	-	9.30am to 10.00am
Non Circuit Branches	–	Mech, T&D & Chemical	-	10.00am to 10.30am
I year	-	All Branches	-	10.30 am to 11.00am

Each department one Sr. Staff members is incharge for fees collection and he/she will collect the fees from the students and has to pay in the office daily. HOD should monitor the staff.

10. Group SMS, use it for students long Absent, Board Exam Results, Unit Test results, Deppavali, Pongal and New year wishes, informing Fees Arrears etc.,

11. Parents meeting – twice in a semester is compulsory and it should be recorded in proper manner.

12. Students should not be punished by sticks or in violent manner.

13. Class room control / Discipline must be ensured by HOD. Give counselling to their staff members as and when required.

14. Toilets are there in all floors, avoid over crowding / gathering as groups during Lunch and Break hours.

15. Weekly once check students bags for Mobiles and for any other unwanted things and also the same should be recorded immediately.

16. Discipline committee has to be formed in each department. Discipline enquiry should be in three levels.

1st Level	-	Department Senior Staffs with Class Teacher.	
2nd Level	-	HOD with class Teacher.	Enquiry after 3.30pm
3rd Level	-	HOD, Principal & Dierector.	

17. Correction of test papers (Unit Test, Mid Term and Model Test) has to be done within 2 days of completion of respective exams.

18. Lab House keeping is very important. HOD must visit their department labs once in 2 days. Process charts, safety measure charts & List of Experiments to be fixed on the walls.

19. HOD should check the lab equipments are in working condition or any maintenance is required and also monitors the effectiveness of conducting practical classes.

20. Lab consumables requirement should be submitted on or before 20th June 2019.

21. In Computer lab unique numbers are assigned for each computer and the list of students using the particular computer has to be prepared and recorded.

22. Bus incharges to be allotted for each bus and they have to take care of the seating arrangements and discipline issues. Faculty should avoid the usage the mobile phones inside the bus.

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