

# TAMILNADU COLLEGE OF ENGINEERING

Department of Technical Education, Government of Tamil Nadu

Approved by AICTE and Affiliated to Anna University

DALHAYESWAR DAYYAR ROAD, SRIRAMPATTINAMURTI, CHENNAI - 600 096



## DISCIPLINE AND WELFARE COMMITTEE

POLICY DOCUMENT FOR DWC CELL

### Purpose of the Committee

The purpose of the committee is to monitor the discipline of the students in campus and to provide solutions to the problems occurring among the students and untoward incidents if any. The committee will submit its recommendations to the Principal and Management for further action.

### Objective of the Committee

The Main Objective of the Committee is to maintain the Discipline among the students and to make them understand the social etiquette and Decorum of the Institution. The committee follows certain procedures to attain its Objective as mentioned below.

- Whenever an untoward incident occurs or if the students makes mistakes knowingly, the Committee meets together to enquire about the incident.
- Parents of the students involved in the incident will be called and described about the incident
- An assurance letter will be obtained from the parents stating that their ward will not involve in any kind of disciplinary behaviour in future and if so they will abide by the decision taken by the Institution.
- In order to make the student understand the social etiquette and to maintain the decorum of the Institution the students will be sent to old age homes or orphanages and will be made to serve there for two or three days.
- After completing their service in the old age homes or Orphanages the students should get a certificate from those organizations as a proof for their conduct.
- Once the students return to the Institution they were found to be good and were not noticed in any kind of misbehaving activities further, till they complete their period of study.
- A report is maintained on all such cases detailing the nature of the problem, students involved, Committee members participated, Recommendations of the committee and will be finally submitted to the Principal.
- It was also noticed that periodically the occurrence of mistakes committed by the students started reducing drastically and is found to be too minimum
- This kind of achievement was possible by the cooperation of the Committee members, Principal and the Management in making the Institution a temple of learning.

## TamilNadu College of Engineering

### Scope

The committee will receive the Complaints in writing from any of the Faculty members, students and Non-Teaching Faculty who were present on the spot during the happening of the untoward or disciplinary Incident in any of such cases given below

- Quarrelling between students inside or outside the Classrooms
- Occurrence of theft in common Places such as Laboratory, Computer Hall ,class rooms etc.,
- Ragging of junior students by seniors if any
- Improper usage of common funds collected by the students for academic activities
- Complaints received from girl students associated with cyber crimes created by Male students etc.,

### Functions

- Whenever an untoward incident occurs or if any complaints are received from the students, Faculty and Non-teaching staff , the Committee meets together to enquire about the incident.
- Individual reasoning letters will be obtained from the members or students involved in that particular incident and the date and time of Enquiry will be intimated to the students and their parents .
- On the day of enquiry, committee members will assemble in the committee room and will study the complaint in detail by enquiring the members involved
- An assurance letter will be obtained from the parents stating that their ward will not involve in any kind of disciplinary behaviour in future and if so they will abide by the decision taken by the Institution.
- Recommendations will be submitted to the Principal and management for further actions.

### Procedure for lodging Complaints

- Students, faculty members and Non-Teaching staffs can give a written complaint on the disciplinary issues or any untoward incident noticed
- The complaint can be submitted through HOD to the Principal
- Based on the nature of the complaint the principal will nominate the committee members and the date of action.

### Frequency of the Committee meeting

- Meeting of the Committee members will be based on the Occurrence of the disciplinary issues or untoward incidents.
- Based on the circular received from the Principal's office the Committee will meet together to discuss on the issue and to provide recommendations to the Principal and the Management.

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PALANISAME RAVI NAGAR, KARUMATHAMPATTI, COIMBATORE - 643059.



## CIRCULAR

### CONSTITUTION OF DISCIPLINE AND WELFARE COMMITTEE [2023-24]

This is to inform that DWC Committee has been constituted for the Academic Year 2023-24 with the following members:

Sl. No.	Name	Position	Category	Present Designation/ Department	Telephone Numbers	E-mail	Address
1	Dr.M.Karthikeyan	Chairman	Principal of the college	Principal	0421-2332588	Principal@tnce.in	No.50, Shakthi Nagar, III Street, Kavundampalayam, Coimbatore: 641030
2	Dr.K.Siva Agora Sakthivel Murugan	Member	Professor - Dept of EEE	Professor & Head in EEE	0421-2332588	ksiva agora sakthivel murugan_eee@tnce.in	Srinayagar nivas, 17/56,kannadasan street, Edyarpalayam, Coimbatore-25.
3	Dr.C.Kalamani		Professor - Dept of ECE	Professor - Dept of ECE	0421-3204244	ckalamani-ece@tnce.in	A216,Anna Street, A-Colony, Jothinagar,Pollachi-642001
4	Mr. Prabhakaran.T		Deputy Warden of Boys' Hostel	Asst.Prof.- in Department of CSE	0421-3204244	Prabhakaran-tce@tnce.in	TCE,Palanisame Ravi Nagar, Karumathampatti. CBE
5	Mrs.C.P.Karthika Devi		Deputy Warden of Girls' Hostel	Deputy Warden of Girls' Hostel	0421-3204244	...	TCE,Palanisame Ravi Nagar, Karumathampatti. CBE
6	Dr.A.S.Shanthi		Professor - Dept of CSE	Professor & Head in CSE	0421-3204244	shanthias-cse@tnce.in	6/66 VIP Street Nambiyampalayam Avinashi 641670
7	Dr..V.Kavimani	Convener	Student Counselor (Staff)	Professor & Department of Civil	0421-3204244	kavimanitce@gmail.com	No.16, Ramasamy Nagar Mylampatti Post Coimbatore : 641062

  
PRINCIPAL

To DWC COMMITTEE File and All the Committee members

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PALANISAME RAVI NAGAR, KARUMATHAMPATTI, COIMBATORE - 641659.



## CIRCULAR DWC COMMITTEE MEETING

This is to inform that there will be a meeting of SC/ST cell on 18<sup>th</sup> October 2023 at 11.00am. All the members are requested to attend the meeting.  
[Venue: Seminar Hall]

### AGENDA:

- Introduction of Committee members
- Briefing roles and responsibilities
- Procedure for reporting of complaints
- Any complaints to be reported and recorded
- Initiatives to ensure safety by taking necessary measures and counseling.
- Any other points to be discussed

V. V. V.  
CONVENOR

  
CHAIRMAN

To

1. HoD
2. All the DWC Committee members

11/8/23, 11:12 AM

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 **GPS Map Camera**

**Karumathampatti, Tamil Nadu, India**  
**45HX+9W6, TCE Main Rd, Karumathampatti, Tamil Nadu 641659, India**  
**Lat 11.128641°**  
**Long 77.19939°**  
**18/10/23 11:28 AM GMT +05:30**



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## Minutes of the DWC COMMITTEE MEETING

Venue: Seminar Hall

Time: 11.00 pm

Members present:

Sl. No.	Name	Position	Category	Signature
1	Dr.M.Karthikeyan	Chairman	Principal of the college	
2	Dr.K.Siva Agora Sakhivel Murugan	Member	Professor - Dept of EEE	
3	Dr.C.Kalamani		Professor - Dept of ECE	
4	Mr. Prabhakaran.T		Deputy Warden of Boys' Hostel	
5	Mrs.C.P.Karthika Devi		Deputy Warden of Girls' Hostel	
6	Dr.A.S.Shanthi		Professor - Dept of CSE	
7	Dr..V.Kavimani	Convener	Student Counselor (Staff)	

Convener

PRINCIPAL

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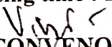
## Minutes of 13<sup>th</sup> DWC COMMITTEE MEETING

This is to inform that there will be a meeting of DWC cell on 18<sup>th</sup> October 2023 at 11.00am. All the members are requested to attend the meeting.  
[Venue: Seminar Hall]

### **Principal welcomed all the DWC Members for the meeting**

1. Chairperson Dr.M.Karthikeyan, Head of the Institution Nominated other members of the Discipline and Welfare Committee
2. It is constituted to address the disciplinary activities and untoward incidents that occurred among the students in campus and to observe the nature of the problem and to provide the recommendations to the Principal and the management so as to make the student understand the social etiquette and to maintain the Decorum of the Institution.
3. Whenever an untoward incident occurs or if the students makes mistakes knowingly, the Committee meets together to enquire about the incident.
4. Parents of the students involved in the incident will be called and described about the incident.
5. An assurance letter will be obtained from the parents stating that their ward will not involve in any kind of disciplinary behaviour in future and if so they will abide by the decision taken by the Institution.
6. In order to make the student understand the social etiquette and to maintain the decorum of the Institution the students will be sent to old age homes or orphanages and will be made to serve there for two or three days.
7. After completing their service in the old age homes or orphanages, the students should get a certificate from those organizations as a proof for their conduct.
8. A report is maintained on all such cases detailing the nature of the problem, students involved, Committee members participated, Recommendations of the committee and will be finally submitted to the Principal.
9. Meeting was concluded and the Principal thanked all the DWC members.

Closing time : 12:30PM

  
CONVENOR

  
CHAIRMAN

To HoDs and All the DWC Committee members