



SRI BHARATHI

ENGINEERING COLLEGE FOR WOMEN

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Kaikkurichi, Pudukkottai -622 303

www.sbec.edu.in

NAAC - AQAR DOCUMENTS



Quality Indicator Frame Work

Criterion – 7

Institutional Values and Best Practices

Submitted by

IQAC

Internal Quality Assurance Cell

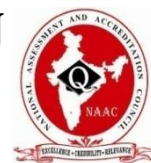
Sri Bharathi Engineering College for Women



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Kaikkurichi, Pudukkottai, Tamil Nadu – 622 303, India



7.1.10- The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

S.NO	DESCRIPTION	PAGE NO
ACADEMIC YEAR(2023-2024)		
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CODE OF CONDUCT

Rules and regulations for students:

- Students are responsible for their conduct to the College/ Authorities/ Principal/HOD. They are prohibited from doing any kind of indisciplinary activity, which may breach or harm the repute, discipline of the college or violate its normal working, either inside or outside the College premises.
- Students should take proper care of college properties and must not spoil or cause any kind of damage to the college properties. For any damage, occurred, the decided amount will be collected from the guilty. In case the guilty is not traceable, the amount may be charged collectively from the class/college students.
- The areas near classrooms are "Silence Zone". Students are advised not to loiter /make noise in this zone. Furthermore, they should utilize their free time for creative activities or visiting library or computer center.
- Student notice boards carry various kind of information from time to time. Hence, all are advised to observe notice boards regularly. Ignorance of any notice/s will not be accepted as a plea or an excuse for any kind of delay in any matter.
- Students are not permitted to receive or entertain visitors in the College during the college time. In case, such visits are essential, the prior permission of the principal is necessary.
- Students should not use their mobile phones inside college premises. During college hours no students is allowed to enter the hostel or move outside the college campus (except during lunch time) without taking permission from the Principal through their class coordinator or HOD/ First year In charge.
- Roaming during college hours will be considered as in-disciplinary activity.
- Dress code is strictly followed in the college failing which the students will be marked absent in regular classes and will not be allowed to attend any kind of practical or Mid-Term examination.


Dr. S. THILAGAVATHI M.E., Ph.D.
PRINCIPAL
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- Mass bunk in any condition is not allowed. In case of such eventuality, all students in the class will be marked absent and the topics to be covered shall not be repeated.
- Residents of girls hostel the timing will be 6:00 pm (during winter) and 7:00 pm (during summer).
- Using any kind of foul language on social networking websites or any public platform which may harm the repute or discipline of the institutions will be treated as misconduct.
- The student/s shall be liable to disciplinary action for any kind of contravention to the above mentioned rules. The disciplinary action may involve warning, and/or fine and/or suspension from the class, from examination, from the College as such and/or any such action as per the rules of discipline. During the enquiry conducted by the students discipline committee against a student's conduct, the authorities have the right to suspend her from the College.

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ATTENDANCE POLICY

- As per the rules and regulations of the Anna university no student will be allowed to attend sessional / University Examination unless she has secured 75% of the attendance in lectures/labs, tutorials and other academic activities.
- Students securing 100% attendance will be duly honored. For any kind of leave student/s must take permission of the concerned HoD in-charge through their class coordinator.
- All applications for leave on medical ground must be supported by an authentic Medical Certificate and should reach the Principal Office within a week of student's return. Failing which she will not be considered eligible for such leave. The benefit for the leave/s on medical ground is restricted to 10% of total attendance. For such leaves the class coordinator or HOD/First Year Incharge of the student should be informed earlier.
- While issuing the character certificates from the college yearly attendance of the student will also be considered.

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DISCIPLINE RULES

- In case of suspension of a student by the Principal. She will not be allowed to enter the college campus and participate in any kind of college activity. However, she may be allowed for the examinations with prior permission of the principal. If such student/s is found in the college campus without permission she will be liable for further disciplinary action.
- Rights and Duties of Newcomers and their Guardians: A fresher should consider the College community as her family and should maintain cordial relationship with other members of the community particularly with senior students. She, like any other student, enjoys all rights and privileges that are available to any free citizen of this country. It is the duty of the students. therefore, not to obey any order/request, which she feels undignified in complying with, from seniors in the hostel or within the campus. It is the responsibility of the fresher or any other person(s) who is/are aware about such request or order to bring it to the immediate notice of the any member of the Anti-ragging committee (ARC). It should be noted that failing to do so is an offence as per College rules and thus liable to be punished. The confidentiality of such student(s)/guardian(s) will be strictly maintained. The guardian should cooperate with the College authority to seek redressal of the grievances of the fresher's, if any.
- Rights and Duties of the Old (senior) Students: It is the duty of the seniors to guide the fresher's properly so that they feel at home. The seniors should remember the days when they had come in similar situation in first year after leaving their parents or the homely environment and set foot in this hitherto unknown campus. It is the modesty, helpfulness, love and cooperation of the seniors that will contribute towards making the newcomers good and responsible members of the college community. Interaction is very crucial between the new and old students to help them know each other and make friends. However, they should note that this can be done only in the presence of the members of the ARC or their representatives.

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- In dealing with any kind of breach of discipline, infringement of above mentioned rules and regulations, the Principal may decide to order appropriate penalty including (and/or) apology (verbal and written), fine, temporary suspension from college, rustication from the hostel, or rustication from the college.

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ANTI RAGGING POLICY

Ragging in any form is strictly prohibited both inside and outside the College premises. Any student found indulged in any kind of ragging would be considered as guilty of gross indiscipline and as per the latest decision of the Hon. Supreme Court an FIR will be filed against her and she will be immediately suspended from the college. Anyone found indulged in eve teasing shall also be dealt with the same.

PLACEMENT POLICY

To provide better opportunities and an outstanding launch pad to the students a placement policy has been framed. According to which only those will be considered eligible for Training & Placement who:

1. Have secured minimum 75% of attendance.
2. Have not been involved in any in-disciplinary activity.

Note: It is expected that the students of final year will ensure the above.

FEE POLICY

- Parents/Guardians of the students are advised to deposit their son/ward's

Fee in two installments as scheduled below:

- i. For odd semesters: 1st to 15th July
 - ii. For even semesters: 1st to 15th January
- In case of voluntary withdrawal after the due date of admission, no Fee will be refunded.
 - In case of loss or any kind of damage to the original identity card, a Duplicate identity card can be issued on payment of Rs. 50/- after reporting to the College authorities.


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GENERAL RULES

- An Identity Card is issued to each student at the time of admission. Students are advised to carry their identity card in person while entering the college premises.
- In hostels, students must keep their rooms neat, clean and well organized.
- Use of liquor or any allied substances is strictly prohibited in college/hostel premises.
- Chewing in any form is prohibited in college campus.
- Writing/spitting on walls/desks and various other places in the college is strictly prohibited.
- Students are not allowed to keep/carry weapons in the college premises.
- College authorities will not be responsible for loss/damage of any property such as mobile, jewelry etc. of the students.
- Day scholars/hostellers are not allowed to bring their vehicles inside the college premises.
- Suggestion Boxes have been provided on the ground floor near the library and in the administrative block. Students are advised to make use of them for empowerment of the institution.
- In case the students go for hiking/tours/picnics organized by Private groups or unofficially on their own, the college will not bear responsibility for any mishap and the students will go at their own risk.
- This is being made clear that the college will assist the students in the process of applying for bank loan. However, such assistance shall not be considered as a guarantee.
- For getting any document or certificate from the college minimum processing time will be forty eight hours. (Subject to the availability).
- To prevent the habit of late coming in classes, it has decided that the attendance will be taken during first five minutes of commencement of lecturers and the latecomers will not be marked present for that lecture.

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LIBRARY RULES

- Use of library is open for members only.
- Absolute silence should be maintained in the library.
- Students are required to use the library only for the purpose of reading reference work.
- Documents/books are to be handled with great care, as they are costly and valuable.
- Personal papers and non-library material should be kept outside the library. The library staff will not be responsible for any loss or damage.
- Four books will be issued to each student for a period of 15 days.
- Reference books Counter books/Dictionaries are not to be issued.
- The books will not be reissued at the time of return.
- If a book is not returned by the due date, an overdue charge @ Rs. 1.00 per day for the first thirty days and @ Rs. 2.00 per day for subsequent sixty days will be charged. If the book is not returned even after sixty five days of the due date, a maximum fine of Rs. 500/- will be charged along with the book.
- J. In case of book is damaged or lost, student will have to pay latest M.R.P. of the book plus Rs. 500/- as fine or she may replace the latest edition of the book & fine equivalent to library rule no. I.
- Students found tearing pages from the book/magazine/journals, will be fined Rs. 500/- and the latest M.R.P. of the book.
- Students are instructed to check the pages of the books at the time of borrowing from the library counter. No complaint shall be entertained afterward.
- Books will be issued / returned during the college working hours only as per timings already notified.
- Loss of Reader's Ticket should be reported immediately in writing. A fine of Rs. 50/- will be charged for issuing duplicate Reader's Ticket.

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- Students are advised not to hide books in the shelves. The students who take out the book from the shelf can keep/put the same on the library table or in at the specified place in the rack. Any violation to it will amount to fine of Rs.50/-.
- Student/s should not tear and deface the date slip otherwise a fine of Rs. 50/- will have to be paid.
- If required, the librarian may recall a book at any time.
- Students should endorse themselves in the entry register at the gate.
- It is essential for every member to get the issued books checked by the guard at the gate.
- Guard can check any member at anytime in case of doubt. No objection in this regard will be accepted.
- Students should not be present in the library when classes are going on.
- Nobody will be allowed to visit social networking sites in digital library otherwise he/she will be penalized.
- Books should be in a good condition at the time of return, otherwise Rs. 40/- per book will be charged for its binding.
- The books are issued for a period of 15 days to the students. In case the 15th days happens to be Sunday/Holiday, the students have to return the books prior to this day, otherwise fine will be applicable as per rule no. I.
- Violation of library rules or misconduct by any reader may result in cancellation of membership from the library.


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EXAMINATION POLICY

- The students can enter the examination hall and occupy their seats 10 minutes prior Mid-Term examination.
- Students are required to find their seats and sit according to the arrangement being made by the Examination Cell and displayed on the notice boards.
- Cellular phones/ programmable calculators/ communication devices are strictly prohibited in the examination hall by the students. Only scientific calculator is allowed.
- Students are forbidden from writing anything on question papers except their Roll Nos.
- Students will not be allowed to leave the examination hall in midterm before the scheduled time. However, he/she may be allowed to move outside for the necessities after one hour.
- During the course of the examination, students have to maintain discipline and obey the instructions of examination superintendent in all examination related matters.
- Security/ staff member/ flying squad/ invigilator can check any student. Any kind of resistance to this will be treated as a case of unfair means.
- Any written material (Chit, writing on calculator, desk, hand etc) will be considered as unfair means. The punishment may be cancellation of examination/ appropriate disciplinary action.
- Students should use only blue/black ink. Any other ink is prohibited.
- Smoking/chewing in any form is prohibited during examination.
- Unit tests and Mid-Term Examinations are compulsory for all the students.
- Note:- University Examination will be conducted as per Anna University guidelines.


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REQUEST TO THE PARENTS/GUARDIANS

- To create good academic atmosphere in the institute the parents/guardians are requested to prevent their sons/ wards from taking part in any kind of anti social activity and cooperate with the authorities of the institution for better teaching learning and to maintain the discipline.
- Parents/guardians are requested to participate in Parent Teacher Meetings to be held once or twice in a year.
- It is responsibility of parents/guardians to check monthly progress report of their son/wards and in case of same is not received contact principal.
- Parents/guardians should keep in touch with the class teacher/mentor of their son/ward to know about the attendance, performance and progress of the student.
- Parents should inform the college authorities of any change in their mobile number and house address.

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Pudukkottai - Aranthangi Road,
Kaikkurichi, Pudukkottai - 622 303.

Date : 22.05.23


FORMATION OF DISCIPLINE COMMITTEE


The Discipline Committee is formed in Sri Bharathi Engineering College for Women, Kaikkurichi, Pudukkottai-622 303(TN) for the academic year 2023-24 as found below.

The organization of the members is as under.

S. No.	Name	Category	Profession	E-mail
1.	Dr.S.Thilagavathi	Chairman	Principal	stvraaj@gmail.com
2.	Mrs.R.Saratha	Member	Associate Professor	sarukrish14@gmail.com
3.	Mrs.T.Annalakshmi	Member	Associate Professor	annam1486@gmail.com
4.	Mrs.M.Sathya	Member	Associate Professor	malardaksat@gmail.com
5.	Mrs.P.Alagumathi	Member	Assistant Professor	srialagumathi@gmail.com
6.	Mrs.R.Padma Rani	Member	Assistant Professor	padmaraniramesh@gmail.com
7.	Mrs.P.Bownila	Member	Assistant Professor	bour.nila@gmail.com
8.	Mrs.S.Keerthana	Member	Assistant Professor	hana204.kp@gmail.com
9.	Ms.V.Janani	Member	Warden	vinayakajanani@gmail.com

The duties and responsibilities of the Discipline Committee will be as per Anna University notified. The members are therefore requested to keep utmost vigil to maintain a disciplined atmosphere.


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PUDUKKOTTAI DISTRICT

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CIRCULAR

DATE: 05.07.2023

Professional Development Programme on “Ethics and Integrity in Workplace” is going to be organized by Department of Science and Humanities on 08.07.2023 at 9.45 am. All Teaching staffs and Non teaching staffs are requested to attend the program in our college Seminar Hall without fail.

Cc:

All HoD's
All Teaching Staffs
All Non Teaching Staffs
IQAC Coordinator
Program Coordinator
Notice Board
Office File


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Cordially Invites you for the

Professional Development Programme

on

“ETHICS AND INTEGRITY IN WORKPLACE”

Organized by

Department of Science and Humanities

on

08th July 2024

at

Seminar Hall



RESOURCE PERSONS

Dr.S.VIJIKUMAR,

Scientific Officer,

Tamil Nadu Scientific Research Organization,

Arimalam, Tamil Nadu

In the Presence of

MR.G.DHANASEKARAN

Chairman, Sri Bharathi Educational Institutions

DR.S.THILAGAVATHI

Principal, Sri Bharathi Engineering College for Women

MR. A. KRISHNAMOORTHY

Executive Trustee, Sri Bharathi Educational Institutions

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KAIKKURICHI, PUDUKKOTTAI, 622303
PROFESSIONAL DEVELOPMENT PROGRAMME

ON

“ETHICS AND INTEGRITY IN WORKPLACE”
PROGRAM SCHEDULE

EVENT DATE : 08-07-2023
VENUE : Seminar Hall
ORGANIZED BY : Department of Science and Humanities
RESOURCE PERSON : Dr.S.VIJIKUMAR,
 Scientific Officer,
 Tamil Nadu Scientific Research Organization, Arimalam, Tamil Nadu

DAY/TIME	10.00 am -10.30 am	10.30 am - 11.30 am		11.45 am -1.05 pm		1.45 pm -3.00 pm		3.30 pm-4.00 pm
DAY 1 08-07-2023	Inaugural Session	Work Ethics for Development Professional (Dr.S.VIJIKUMAR)	T E A B R E A K	Professional integrity in Workplace (Dr.S.VIJIKUMAR)	L U N C H B R E A K	Principles of Ethics in Research (Dr.S.VIJIKUMAR)	T E A B R E A K	Feedback and Vote of thanks (Valedictory Function)


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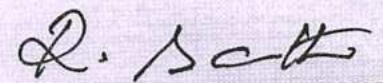
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CERTIFICATE OF PARTICIPATION

This is to certify that ~~Dr/Mr/Mrs~~ R.PADMA RANI,AP/CIVIL has participated in a One Day Professional Development Programme On "Ethics and Integrity in Workplace" organized by the Department of Science and Humanities held on **08-07-2023**.


COORDINATOR


PRINCIPAL


Dr. S.THILAGAVATHI M.E., Ph.D.,
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CERTIFICATE OF PARTICIPATION

This is to certify that **Dr/Mr/Mrs P.KRISHNEI, LIBRARIAN** has participated in a One Day Professional Development Programme On “Ethics and Integrity in Workplace” organized by the Department of Science and Humanities held on **08-07-2023**.

P. Sath
COORDINATOR

[Signature]
PRINCIPAL

[Signature]
Dr. S. THILASAVATHI M.E., Ph.D.
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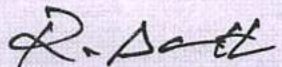
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CERTIFICATE OF PARTICIPATION

This is to certify that **Dr/Mr/Mrs S.ABISHEKA, LABASSIST./ECE** has participated in a One Day Professional Development Programme On “Ethics and Integrity in Workplace” organized by the Department of Science and Humanities held on **08-07-2023**.


COORDINATOR


Dr. S. THILAGAVATHI M.E., Ph.D.,
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CERTIFICATE OF PARTICIPATION

This is to certify that **Dr/Mr/Mrs V.NITHYA POORANI,AP/ECE** has participated in a One Day Professional Development Programme On “Ethics and Integrity in Workplace” organized by the Department of Science and Humanities held on **08-07-2023**.


COORDINATOR


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FACULTY DEVELOPMENT PROGRAMME

On

“ETHICS AND INTEGRITY IN WORKPLACE”

EVENT CONDUCTED DATE: 08-07-2023

VENUE : SEMINAR HALL

NO. OF PARTICIPANTS : 62

ORGANIZED BY : Department of Science and Humanities

The Department of Science and Humanities organized a Professional Development Program (PDP) on “Ethics and Integrity in Workplace” at Seminar Hall on 08.07.2023. The PDP commenced with an inauguration ceremony that was graced by the presence of our esteemed Resource Person Dr.S.Vijikumar, Scientific Officer, Tamil Nadu Scientific Research Organization, Arimalam. Welcome address was delivered by Mrs.P.Alagumathi, AP/English and honored the resource person by adoring a shall.

The resource person shared that, In the workplace, ethics and integrity are crucial for maintaining a positive culture and fostering trust among employees, customers, and stakeholders. It is the responsibility of both employers and employees to uphold these values and ensure that they are reflected in all aspects.

The session was very informative and fruitful. He also shared the valuable thoughts about the importance of Work Ethics for Development Professional, Professional integrity in Workplace, Principles of Ethics in Research. The PDP was concluded with a valedictory session and a vote of thanks was deliver by Mrs.R.Saratha, HoD/S&H to all the dignitaries, speakers, participants, and the organizing team for their contributions in making the event successful.

Dr. S. THILAGAVATHI M.E., Ph.D.,

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Vijayaragunathapuram, Tamil Nadu, India
 8VV2+99C, Vijayaragunathapuram, Tamil Nadu 622303, India
 Lat 10.341615°
 Long 78.849528°
 08/07/23 10:42 AM GMT +05:30

Google

R. Sath
 PROGRAMME COORDINATOR

[Signature]
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KAIKKURICHI, PUDUKKOTTAI, 622303

ACADEMIC YEAR (2023-2024)

Attendance List

PDP on Ethics and Integrity in Workplace

Organized By

Department of Science and Humanities

DATE: 08.07.2023

TEACHING STAFFS			
S.NO	NAME	DEPARTMENT	SIGNATURE
1.	Dr.A.Vimala Ebenezer	Civil	
2.	Mrs.R.Priya	Civil	
3.	Mrs.R.Padma Rani	Civil	
4.	Mrs.P.Dennis Flora	Civil	
5.	Mr.Veeraselvam	Civil	
6.	Ms.Mahizhini Raci	Civil	
7.	Ms .R.Yogeshwari	ECE	
8.	Dr.K.Ambujam	ECE	
9.	Mrs.M.Sathya	ECE	
10.	Mrs.V.Nithya Poorani	ECE	
11.	Mrs.G.Gopperumdevi	ECE	
12.	Mrs.S.Saranya	ECE	
13.	Mr.B.Reuban	ECE	
14.	Mr.R.Rakesh	ECE	
15.	Dr.B.Priya	EEE	

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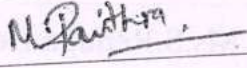
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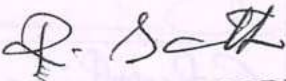
16.	Dr.B.Prakash Ayyapan	EEE	<i>[Signature]</i>
17.	Ms. K.A.Muthulakshmi	EEE	<i>[Signature]</i>
18.	Mrs.P.Bowrnila	EEE	<i>P. Bai</i>
19.	Ms.M.Baarkavi	EEE	<i>[Signature]</i>
20.	Ms.M.Barkavi	EEE	<i>M. Balraj</i>
21.	Mr.T.Parthiban	EEE	<i>[Signature]</i>
22.	Mrs.A.Kavitha	EEE	<i>A.Kavitha</i>
23.	Mrs. G.Sugapriya	CSE	<i>[Signature]</i>
24.	Ms. S.Jayapratha	CSE	<i>[Signature]</i>
25.	Ms. K.Priyanka	IT	<i>[Signature]</i>
26.	Mrs.E.L.Thanga Uma	IT	<i>[Signature]</i>
27.	Mrs.M.Parveen Banu	CSE	<i>[Signature]</i>
28.	Mrs.S.Lavanya Prabha	IT	<i>[Signature]</i>
29.	Mrs.R.Meena	CSE	<i>[Signature]</i>
30.	Mrs.S.Yogalakshmi	CSE	<i>[Signature]</i>
31.	Mr.Venkatachalam	CSE	<i>[Signature]</i>
32.	Ms.R.Divya	MATHS	<i>[Signature]</i>
33.	Ms.R.Rajeshwari	MATHS	<i>R. Rajeshwari</i>
34.	Mrs.R.Usha	MATHS	<i>R. Usha</i>
35.	Ms.T.RenugaDevi	PHYSICS	<i>T. Pei</i>
36.	Ms.R.Saratha	PHYSICS	<i>R. Sarath</i>
37.	Mrs.V.Vinojini	PHYSICS	<i>V. Vinoy</i>
38.	Dr.G.Shanmuganathan	PHYSICS	<i>[Signature]</i>
39.	Ms.T.Annalakshmi	CHEMISTRY	<i>[Signature]</i>



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40.	Ms.S.Renuga Devi	CHEMISTRY	<i>S. Renuga</i>
41.	Mr.S.Rameshraj	ENGLISH	<i>shri</i>
42.	Ms.P.Alagumathi	ENGLISH	<i>P. Alagumathi</i>
NON TEACHING STAFFS			
43.	Mrs.P.Krishni	Librarian	<i>P. Krishni</i>
44.	Ms.C.Revathi	Assistant Librarian	<i>C. Revathi</i>
45.	Mr.C.T.Prabhakar	Physical Education Director	<i>C.T. Prabhakar</i>
46.	Mr.P.Srinivasan	Office Assistant	<i>P. Srinivasan</i>
47.	Mr.N.Appas	Cashier	<i>N. Appas</i>
48.	Mr.S.Thangaraju	System Admin	<i>S. Thangaraju</i>
49.	Mrs.S.Latha	Clerk	<i>S. Latha</i>
50.	Ms.S.Abisheka	Lab Assistant/ECE	<i>S. Abisheka</i>
51.	Ms.P.Keerthana	Lab Assistant/CIVIL	<i>P. Keerthana</i>
52.	Ms.D.Dhesikaparthi	Lab Assistant/CIVIL	<i>D. Dhesikaparthi</i>
53.	Mr.M.Kannan	Office Manager	<i>M. Kannan</i>
54.	Mr.R.Pandikumar	Lab Instructor/CSE	<i>R. Pandikumar</i>
55.	Ms.K.Abinaya	Lab Assistant/CSE	<i>K. Abinaya</i>
56.	Mrs.P.Sathya	Lab Assistant/Chemistry	<i>P. Sathya</i>
57.	Mrs.R.Uma Rani	Exam Cell Assistant	<i>R. Uma Rani</i>
58.	Ms.S.Sushmeena	Technical Assistant/CSE	<i>S. Sushmeena</i>
59.	Ms.C.Roshini	Technical Assistant/ECE	<i>C. Roshini</i>
60.	Mr.R.Subramaniyan	Lab Assistant/ EEE	<i>R. Subramaniyan</i>
61.	Mrs.M.Lavanya	Technical Assistant/EEE	<i>M. Lavanya</i>
62.	Ms.C.Jayachitra	Technical Assistant/EEE	<i>C. Jayachitra</i>


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63.	Ms.M.Pavithra	Technical Assistant/EEE	
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PROGRAM COORDINATOR


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REF: SBECW/DWC/2023-2024/01


Date: 18/07/2023

CIRCULAR

It has been scheduled to conduct the Discipline and Welfare committee meeting at 1.10 pm in IQAC cell on 19/07/2023. Members of Discipline and Welfare committee are requested to attend the meeting.

Cc:

- All members of DWC
- IQAC Coordinator
- DWC file
- Office file


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DISCIPLINE AND WELFARE COMMITTEE

MEETING MINUTES

REF: SBECW/DWC/2023-2024/01

Date:20/07/2023

The Discipline and Welfare committee meeting was conducted on 19/07/2023 at 01.10 pm in IQAC Cell.

Following members were present in the meeting:

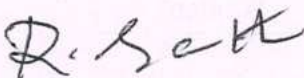
S. No.	Name	Category	Profession
1.	Dr.S.Thilagavathi	Chairman	Principal
2.	Mrs.R.Saratha	Coordinator	Associate Professor
3.	Mrs.T.Annalakshmi	Member	Associate Professor
4.	Mrs.M.Sathya	Member	Associate Professor
5.	Mrs.P.Alagumathi	Member	Assistant Professor
6.	Mrs.R.Padma Rani	Member	Assistant Professor
7.	Mrs.P.Bowrnila	Member	Assistant Professor
8.	Mrs.S.Keerthana	Member	Assistant Professor
9.	Ms.V.Janani	Member	Warden


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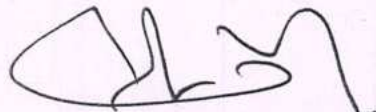
Meeting Facilitator: Mrs.R.Saratha (Coordinator)

Minutes discussed in the meeting were

- The facilitator welcomed the committee members.
- The chairperson informed the committee members, that the students should wear ID cards on campus is mandatory and they should follow the dress code and standard operating procedures during the working hours.
- If any cases of violation are observed in this regard, the concerned students' ID cards have to be taken immediately and should be handed over to the student on the same day after counselling and initial warning from the Disciplinary Committee members.
- The students are being repeatedly made aware of campus code of conduct including dress code and mobile phone usage in academic areas.
- If any case of usage of mobile phones by students on campus in academic areas or during class hours is found, the cell phone(s) have to be take away and submitted to the Principal.
- The facilitator thanked the committee members for their active participation and valuable contributions to the meeting.


COORDINATOR


D. S. THILAGAVATHI M.E., Ph.D.,
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DISCIPLINE AND WELFARE COMMITTEE ATTENDANCE SHEET

REF: SBECW/DWC/2023-2024/01

Date: 19/07/2023

S. No.	Name	Category	Profession	Signature
1.	Dr.S.Thilagavathi	Chairman	Principal	
2.	Mrs.R.Saratha	Member	Associate Professor	
3.	Mrs.T.Annalakshmi	Member	Associate Professor	
4.	Mrs.M.Sathya	Member	Associate Professor	
5.	Mrs.P.Alagumathi	Member	Assistant Professor	
6.	Mrs.R.Padma Rani	Member	Assistant Professor	
7.	Mrs.P.Bowrnila	Member	Assistant Professor	
8.	Mrs.S.Keerthana	Member	Assistant Professor	
9.	Ms.V.Janani	Member	Warden	

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