

# RAMCO INSTITUTE OF TECHNOLOGY

Ref: RIT/DC/2023

08.09.2023

The **Discipline Committee** has been constituted for the academic year 2023-2024 based upon the norms stipulated by Anna University. This Committee meets as and when required or periodically to look into the matters of students' discipline. The duties of the Discipline Committee will be as per the guidelines of the College and it shall function under the supervision of the Principal as per the norms stipulated by the University.

Sl. No.	Name	Position	Category	Telephone numbers	E-mail	Address
1.	Dr.S.Kannan	Chairman	Head of the Dept.	04563-233413	kannan@ritrjpm.ac.in	Prof. & Head, Dept. of EEE
2.	Mr.K.S.Selvaraj	Member	GM(A)	04563-233403	gmadmin@ritrjpm.ac.in	Office
3.	Mrs.D.Darling Helen Lydia	Members	AP/Civil	04563-233411	helen@ritrjpm.ac.in	Dept. of Civil
4.	Mrs.B.Vijayalakshmi		AP(SG)/ CSE	04563-233412	vijayalakshmi@ritrjpm.ac.in	Dept. of CSE
5.	Mrs.R.Ramalakshmi		AP(SG)/ECE	04563-233414	ramalakshmiramasamy@ritrjpm.ac.in	Dept. of ECE
6.	Mr.J.Jerold John Britto		AP(SG)/ Mechanical	04563-233415	jerold@ritrjpm.ac.in	Dept. of Mech.
7.	Mrs. S. Jothi Lakshmi		AP/AD	04563-233417	jothilakshmi@ritrjpm.ac.in	Dept. of AD
8.	Dr.K.Jeyapappa		AP/Physics	04563-233409	kjeyapappa@ritrjpm.ac.in	Dept. of Physics
9.	Dr.A.Lakshmi		Deputy Warden (Girls Hostel)	04563-233474	lakshmi@ritrjpm.ac.in	Girls Hostel
10.	Mr.E.Thangam		Deputy Warden (Boys Hostel)	04563-233427	thangam@ritrjpm.ac.in	Boys Hostel
11.	Dr.K.Karthikeyan		Convener	Student Counsellor	04563-233400-221	karthikeyank@ritrjpm.ac.in

Chairman of committee is requested to convene the first meeting with the members to elaborate the roles and responsibilities.

  
PRINCIPAL  
8/9/23

1. Copy to all members for information, record and needful action
2. Notice Boards – College and Hostels
3. File

Encl: Duties and Responsibilities of the Discipline Committee

### **Duties of the Discipline Committee as per College guidelines**

1. The Discipline Committee should regularly monitor the Students' dress code, identity cards and activities related to discipline while they are entering the College in the morning and leaving the campus in the evening.
2. The Discipline Committee should keep a constant watch on Students' discipline when they move in the academic area, circulation area, laboratories and library during working hours.

### **Functions of the Discipline Committee as stipulated by Anna University, Chennai**

1. To examine / inquire and recommend punishments / remedial measures in the cases of:
  - indiscipline in the College campus and Hostel premises
  - complaints of ragging
  - complaints of eve-teasing and harassment of weaker sections
  - any other activity that may damage the discipline and harmony of the College
2. To visit periodically the College campus, including the Hostels to review the discipline and recommend improvements in amenities and maintenance of students' facilities if required.
3. The Committee shall meet at least once in two months to deliberate on issues referred to. However, an emergency meeting of the Committee can be convened as and when the situation warrants. All the meetings shall be convened by the Convener with the approval of the Chairman of the Committee, based upon the instructions of the Principal.
4. The Committee shall submit its recommendations to the Principal of the College. Based on the recommendations made by the Committee, the Principal will implement the decisions taken by the college Academic Council.

  
PRINCIPAL 8/9/23