



RAJASTHAN COLLEGE OF ENGINEERING FOR WOMEN

(Affiliated to Rajasthan Technical University, Kota & Approved by AICTE, Govt. of India)

Bhankrota, Ajmer Road, Jaipur - 302026 • Tel. : 0141-2251276, 2251249 • 0141-2251249

Ref : RCEW/Acad./2022

Date: 30.09.2022

OFFICE ORDER

This is to inform all the faculty and students that an institute level disciplinary committee has been constituted consisting of following members to look after the complaints / grievance related to the students:

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|-------------------------|---|----------|
| 1. Dr. Roshan Choudhary | : | Chairman |
| 2. Dr. Subhash Chandra | : | Member |
| 3. Dr. Divya Saxena | : | Member |
| 4. Ms. Manawati Panwar | : | Member |
| 5. Mr. Roshan Jain | : | Member |
| 6. Mr. Vinod Todwal | : | Member |
| 7. Mr. Devender Dhakar | : | Member |
| 8. Ms. Preeti Bohra | : | Member |


Director

Copy to:-

1. Chairman - For kind information
2. Dean Academics
3. Chief Proctor
4. All HODs
5. Concerned Committee Members
6. Hostel Warden



FUNCTIONS AND RESPONSIBILITIES OF THE COMMITTEE

1. Student must abide by the rules and regulations framed by the college from time to time.
2. The student is expected to read the notices put up on the notice board of the college regularly. The college is not responsible for any loss or damage caused to the student due to his failure to read the notices from time to time.
3. To maintain and enforce strict discipline and to ensure calm and peaceful academic atmosphere within the college campus.
4. To ensure all the students should wear their ID Cards while they are in the campus and their respective class rooms and Labs.
5. To monitor the movement of the students in the college and prevent students movement around in the corridors during the college working hours.
6. To ensure that students maintain complete discipline in the labs and classrooms.
7. If any damage is caused to the college property by any student / group of students, the cost of the same will be recovered with a fine from the said student / group of this will be followed by disciplinary action.
8. To avoid physical conflict among students.
9. To conduct enquiries on report of in-disciplinary activities among students
10. To initiate model actions against students involved in in-disciplinary activities
11. In case of any misbehavior or violation of the college rules, the action will be taken after a thorough enquiry by Disciplinary Committee Members.
12. In case of any violation of dress code or disturbance in the class, the ID card will be confiscated from the student which will be handed over to the student on the same day with a warning and advice from the Disciplinary Committee Members.