



RCSS

RAJAGIRI COLLEGE OF
SOCIAL SCIENCES
(AUTONOMOUS)

Rajagiri College of Social Sciences (Autonomous)

"College With Potential For Excellence"

(Affiliated to Mahatma Gandhi University)

NAAC Accreditation

Year 2000 at Five Star Level

Year 2007 at A⁺ Level

Year 2013 - at A Grade with CGPA of 3.70 on 4 point scale

Year 2021-at A++ Grade with CGPA of 3.83 on 4 point scale

Minutes of the Code of Conduct Committee Meeting

DATE: February 11, 2022

TIME: 3.00 PM

Venue: Zoom online platform

Agenda

1. Welcome : Principal (Chair)
2. Minutes of the previous Code of conduct Meeting and action taken report- Dr. Ayana Johny, Convenor
3. Revamping of Code of Conduct for -Students
4. Revamping Code of Conduct & Professional Ethics for :
 - Faculty
 - Non- Teaching Staff
5. Professional ethics programmes to be organized during the academic year 2021-2022 -Open discussion
 - Students,
 - Teachers,
 - Administrators
 - Other staff
6. Vote of Thanks : Dr. Ayana Johny, convenor

Members Present:-

1. Dr.Fr .Saju M D CMI, Assoc. Director & Vice Principal, Coordinator IQAC
2. Fr. Shinto Joseph CMI Asst. Director, Hill Campus & Co Chair- Code of Conduct Committee
3. Fr. Dr.Fr. M.K. Joseph, Dean, Dept. of Social work
4. Dr. Bindiya M Varghese , Dean, Dept. of Computer Science & additional coordinator IQAC
5. Dr. Manoj Menon HOD,MHRM & Member



6. Dr. Joseph K.X. HOD, Commerce & Member
7. Dr. A.T FRANCIS, Dean, Dept. of Library & Information Sciences
8. Dr. Kiran Thambi, Asst. Prof. department of Social work
9. Dr. MANOJ MATHEW, Controller of Examinations
10. Dr. Jaya Vijayan Dean, Student affairs & Member
11. Dr. Ann Baby Asst. Prof. Comp. Science & Member
12. Mr. Noble Chacko Asst. Prof Psychology
13. Dr. Bennet Jos Asst. Pof. Statistics
14. Dr. Ayana Johny, Asst. Prof. Commerce & Convenor- Code of Conduct Committee

Minutes of the Meeting

Agenda No: 1: Welcome - Dr.Fr. Saju M D CMI, Assoc. Director& Vice Principal, Coordinator IQAC

Fr. Saju welcomed the gathering and stated that this is an important meeting as the focus of the meeting is mainly to revise the code of conduct for the students and the faculty. Father also highlighted that it is not only important that the codes need to be revised but is equally important they should be disseminated and implemented in a proper way. He asked the committee to have a fruitful discussion for the same.

Agenda No: 2: Minutes of the previous Code of conduct Meeting held on 14th October 2020 Dr. Ayana Johny

Dr. Ayana Johny read out the minutes of the previous Code of conduct meeting which was held on 14th October, 2020.

There was the discussion about the Human Value course to be offered to the students of all the batches. Fr Shinto and Dr. Ann mentioned that a 30 hour Human value course and the syllabus have been developed, but yet to be implemented. Fr. Joseph suggested that, as an immediate action a webinar on values can be offered to the students. Father also suggested that an online course on human values can be developed and students to take the course before they sit for their final exams. Heads of the department's highlighted different value based courses running id different Universities which could be adopted. Fr. Saju suggested that a committee can be



formed and deliberate on the possibility of developing a MOOC course on Human values.

Agenda No: 3: Revamping of Code of Conduct for -Students

There was an open discussion on the need to revamp the code of conduct for the students. It was pointed out that there was a lack of clear and specific instructions to the students about the dress code, grooming and the usage of mobile. It was also mentioned that the disciplinary action of the defaulters were not followed in the same pace. Dr. Manoj Menon mentioned that, the grooming standers and the dress code are clearly mentioned in the handbook given to the MBA graduates. Dr. Bindhya also mentioned that for MCA students each course plan carried the guidelines for the students for that particular course. The committee decided to look into the existing student's handbook and make necessary changes. There was also a suggestion that the handbook to be circulated among the faculty also so that everyone is aware of the code of conduct for the students and the disciplinary action.

Agenda No: 4: Revamping Code of Conduct & Professional Ethics for: Faculty and Non- Teaching Staff

Fr. Saju suggested that at present the code of conduct for the faculty and non-teaching staff are inside the handbook, it should be printed as a separate document and handed over to the staff as an undertaking. Dr. Manoj Menon also suggested that we can think of developing a joining kit for the staff in future.

Agenda No: 5: Professional ethics programmes to be organized during the academic year 2021-2022

There was a discussion on the need for value based programme for the staff. Dr. Manoj Menon suggest that during Bodhi we should conduct valued based programme for the staff, it was also suggested that a cross learning platform has to be set where each department can learn from each other the different value systems followed by them.

The meeting ended by 4 pm with the Vote of Thanks by Dr Ayana Johny

Action Plan

1. Constituting a committee for developing value based MOOC course
2. Implementation of Value based questions in student's feedback form.

3. Revamping the student's code of conduct by taking into account the different code of conduct followed by the departments.
4. Separating the code of conduct for teaching and non-teaching staff and developing it as an undertaking.
5. Conduct value based FDP, programme during Bodhi 2022.



Rajagiri College of Social Sciences, Kalamassery (Autonomous)

Internal Quality Assurance Cell (IQAC)

Code of Conduct Committee Members

DATE : 11/02/2022

Time : 03.00 pm

ZOOM LINK :

<https://us02web.zoom.us/j/84478863003?pwd=YW1GS1V6OFhPdDc2Sml5M3FNdFR1dz09>

SI No	Name	Designation	Signature
1.	Dr. Binoy Joseph (Chair)	Principal ,RCSS	A
2.	Dr.Fr .Saju M D CMI	Assoc. Director & Vice Principal	Online
3.	Fr. Shinto Joseph CMI	Asst. Director, Hill Campus	Shinto
4.	Fr. Francis Sebastian CMI	Asst. Director, Valley Campus	Online
5.	Dr. Bindiya M Varghese	Dean, Dept. of Computer Science & additional coordinator IQAC	Bindiya
6.	Dr. Ayana Johny (Convenor)	Asst.Prof.Commerce, Convenor	Ayana
7.	Dr.Veeva Mathew	HoD, Dept. of Business Administration	A
8.	Dr.Manoj Menon	HoD, Dept. of Personnel Management	Online
9.	Dr.Fr.Varghese K Varghese	Dean, Dept. of Psychology	A
10.	Dr. A.T Francis	Dean, Dept. of Library & Information Sciences	Francis
11.	Dr Joseph K.X.	Dean, Dept. of Commerce & Professional Studies	Joseph



12.	Dr.Fr.M.K.Joseph	HoD, Dept. of Social work	<i>[Signature]</i>
13.	Dr. Bennet Jos	HoD, Dept. of Statistics	<i>[Signature]</i>
14.	Dr.Manoj Mathew	Controller of Examinations	A <i>[Signature]</i>
15.	Dr. Jaya Vijayan	Dean, Student Affairs	<i>[Signature]</i>
16.	Dr.Kiran Thampi	Asst. Prof., Dept. of Social Work	Online <i>[Signature]</i>
17.	Dr. Ann Baby	Asst. Prof., Dept. of Computer Science	<i>[Signature]</i>

