



ST. ALOYSIUS' COLLEGE

AUTONOMOUS
JABALPUR- 482001
MADHYA PRADESH, INDIA

CRITERION-7

INSTITUTIONAL VALUES AND BEST PRACTICES

Key Indicator – 7.1

Institutional Values and Social Responsibilities

Metric No.: 7.1.10

Human Values and Professional Ethics

Document Name

Constitutional and Proceedings of the
Monitoring Committee





ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR(M.P.)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST Supported & Star College Scheme by DBT.

Function and Responsibility

Code of Conduct

Monitoring Committee

St. Aloysius College believes that the foundation of a successful educational environment is built on the principles of integrity, respect, and accountability. Our Code of Conduct is a guide that outlines the expected behaviors and standards for all members of our college community, including students, faculty, staff, and administration. The purpose of this Code is twofold: to provide a clear understanding of what is expected in terms of conduct and to ensure that our college remains a safe, inclusive, and productive place for learning and personal growth. It encompasses a range of areas, including academic integrity, personal behavior, respect for others, and adherence to college policies and procedures.

This Code is not merely a set of rules but a reflection of our values as an educational institution. It serves as a reminder that each member of our community is responsible for upholding these values and contributing positively to the college's legacy.

The monitoring committee is responsible for monitoring the strict adherence to the Code of Conduct Principles. The structure of the monitoring committee is comprised of a Chairperson, one Secretary and three senior members.

The Code of Conduct committee meets once in every semester to discuss the matters related to Code of Conduct principles and activities.



ST. ALOYSIUS' COLLEGE

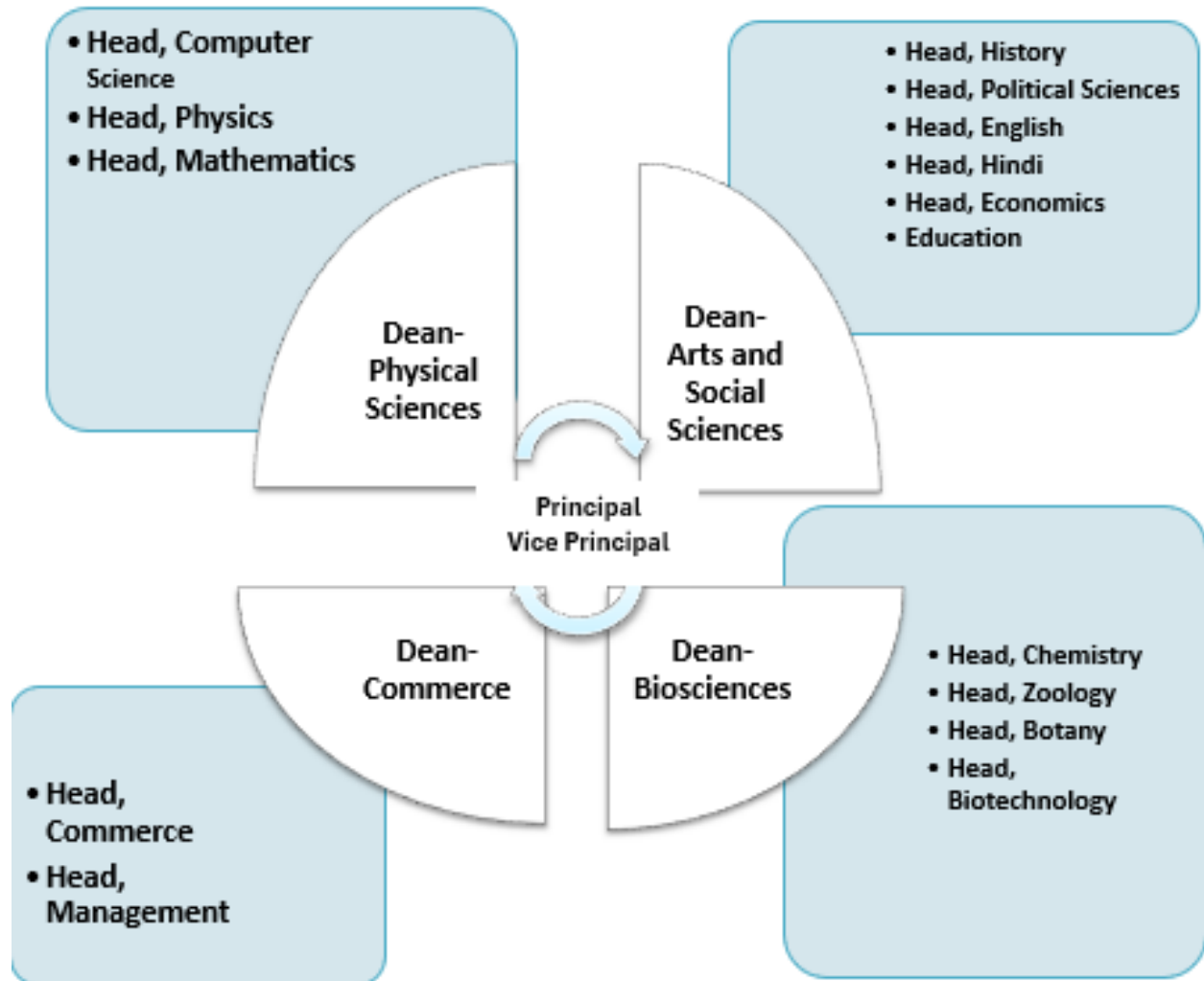
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Monitoring committee





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Phone: 0761-2620738, 2624631, Fax: 0761-2629655

Email: principal@staloyuscollege.ac.in, staloyuscollege1951@gmail.com, Website: www.staloyuscollege.ac.in



Notice

For the session 2019-2020 the Code of Conduct Monitoring committee is constituted. Following members are monitoring the adherence to code of conduct.

1. Dr. Fr. Vazhan Arasu, Principal, Chairman
2. Dr. Kallol Das, Vice-Principal
3. Dr. Anjali D'Souza, Dean, Bio-Sciences
4. Dr. Mita Darbari, Dean, Physical Sciences
5. Dr. E. Philip, Dean, Social Science
6. Dr. Sonal Rai, Dean, Commerce and Management

The meeting for 2019-2020 session is scheduled on 20th June 2019. All the members are requested to be present.

Venue: Principal's Office

Time: 11:30 am


PRINCIPAL
St. Aloysius College (Autonomous)
JABALPUR-482001 (M.P.)
INDIA
Principal



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Meeting : 01

Date : 20th June 2019

Agenda

- (i) Summary of the college
- (ii) Attendance of the students
- (iii) Usage of Library
- (iv) Orientation program schedule (students & teachers)

The meeting of the code of conduct for students was conducted on. Minutes of the meeting as follows:-

1. Meeting started with an opening prayer by Sr. Anjali D'Souza.
2. Dr. K. Das read the minutes of last meeting. Sr. Darshan & Dr. Philip paper and record the meeting.
3. Chairman emphasized on the timeliness of the college. All the students & teachers should come on time.
4. Class teacher send the attendance for compilation to the IT-cell.
5. Chairman gave instructions that to improve the writing skills of the students, case based and research based assignments should be one of the mode of CCE.
6. Sr. Anjali D'Souza propose the orientation program schedule for both students & newly



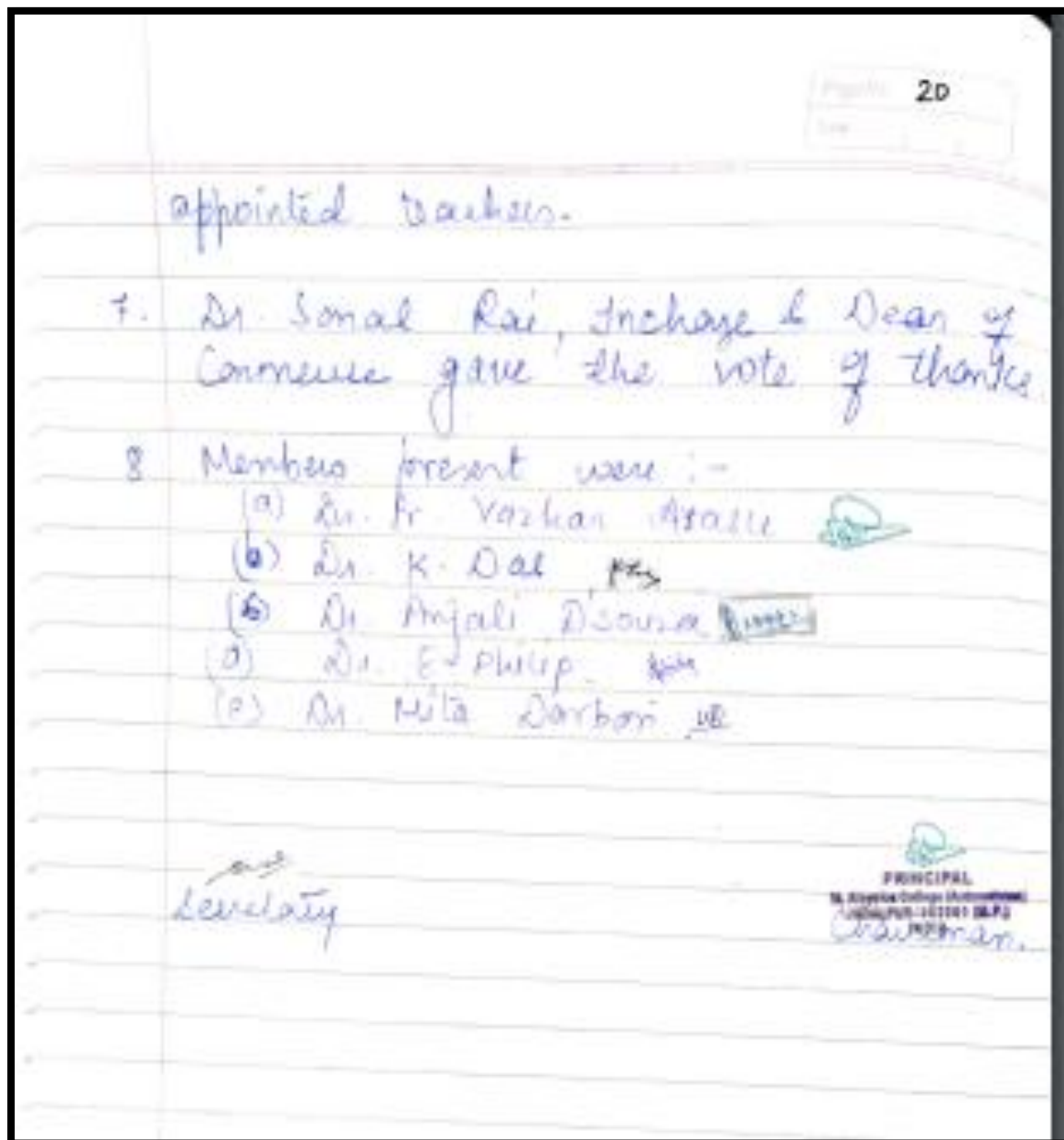
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Notice

The second meeting for 2019-2020 session is scheduled on 5th March 2020.

Following members are requested to be present.

1. Dr. Fr. Vazhan Arasu, Principal, Chairman
2. Dr. Kallol Das, Vice-Principal
3. Dr. Anjali D'Souza, Dean, Bio-Sciences
4. Dr. Mita Darbari, Dean, Physical Sciences
5. Dr. E. Philip, Dean, Social Science
6. Dr. Sonal Rai, Dean, Commerce and Management

Venue: Principal's Office

Time: 11:30 am

Date: 1st March 2020


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Meeting # 02

21
Date: 5th March
2020

Minutes of Meeting # 02.

Members Present.

- (i) Dr. Valar Arasu. (Chairman)
- (ii) Dr. Kallol Das.
- (iii) Dr. Anjali D'Souza
- (iv) Dr. Felena Philip.
- (v) Dr. Mita Dasgupta
- (vi) Dr. Sonal Rai.

A meeting of the committee for the code of conduct is held on date at in the Principal's Office.

All the members were present. Following instructions were given to all the students and faculty of the department.

- (i) All the students & teachers should wear the ID-cards.
- (ii) During free periods of students, they are advised to use the library.
- (iii) Use of mobile phones is strictly prohibited in the class room. Don't bring the class.
- (iv) Raggiings is strictly prohibited & students should not indulge in.



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Notice

For the session 2020-2021 the Code of Conduct Monitoring Committee is re-constituted. Following members are monitoring the adherence to code of conduct.

1. Dr. Fr. Vazhan Arasu, Principal, Chairman
2. Dr. Kallol Das, Vice-Principal
3. Dr. Anjali D'Souza, Dean, Bio-Sciences
4. Dr. Mita Darbari, Dean, Physical Sciences
5. Dr. E. Philip, Dean, Social Science
6. Dr. Sonal Rai, Dean, Commerce and Management

The meeting is scheduled on 2nd July 2020 in online mode. Meet link will be share soon in official group.

Mode: Google meet link

Time: 11:30 am

Date: 30th June 2020


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Meeting No 201

Date: 2nd July 2022

The governing committee meeting was held on 2/07/22 in Online mode at 11:30 am.

Committee Members Present were:

1. Dr. A. Vazhas Arasu
2. Dr. K. Das
3. Dr. Anjali D'Souza
4. Dr. Mili Dabari
5. Dr. E. Philip
6. Dr. Sonal Rai

Agenda

- (i) Instructions for Virtual Classroom
- (ii) Rules regarding Online webinars and internal tests
- (iii) Online FDP's & webinars attended by faculty members.

1. Dr. K. Das read the minutes of the last meeting.

2. Dr. Sonal Rai second the meeting minutes.

3. Dr. Anjali D'Souza propose the rules for virtual classroom. Her views were:

- (a) Students should strictly follow the regulations of online classroom.
- (b) Students should attend the class through institutional email id only.



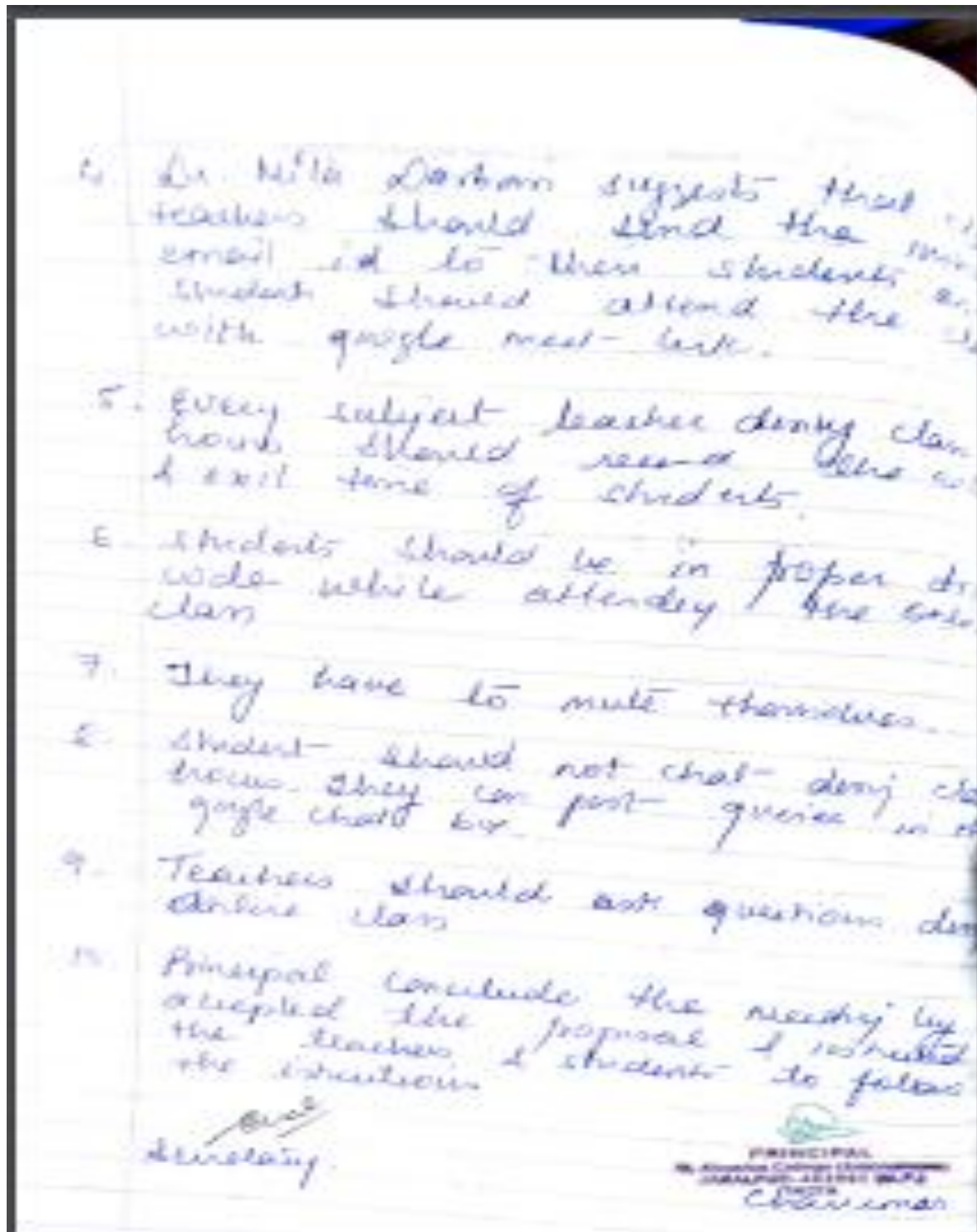
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Notice

The second meeting for 2020-2021 session is scheduled on 18th March 2021.
Following members are requested to be present.

1. Dr. Fr. Vazhan Arasu, Principal, Chairman
2. Dr. Kallol Das, Vice-Principal
3. Dr. Anjali D'Souza, Dean, Bio-Sciences
4. Dr. Mita Darbari, Dean, Physical Sciences
5. Dr. E. Philip, Dean, Social Science
6. Dr. Sonal Rai, Dean, Commerce and Management

Mode: Zoom

Time: 11:30 am

Date: 10th March 2021.


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Meeting No: 02.

Date: 18th Nov 2021

Agenda.

- (i) Online Internal tests.
- (ii) COVID-19 rules.
- (iii) Code of Conduct awareness program.
- (iv) Code of conduct awareness program for students.

The meeting was started with a prayer by Dr. Nisha Dabbari, Examination, IAC.

Chairman welcome all the members of committee. Dr. K. Das read the minutes of the last meeting. Dr. Anjali Dabbari propose & Dr. Sanal Sai second the meeting minutes. Dr. Pr. Vohra Advise for Principal, propose to conduct Online internal test using gyaan classroom. Teachers should prepare assignments questions & students should write properly & upload in the gyaan classroom on date or before the date of submission (last date). If students fail to submit on a given date, with the prior permission help can resolve with the proper consultation with the subject-teacher.

- 2) Precautionary measures for students & teachers regarding COVID-19.
- 3) It is instructed that everyone should follow the COVID-19 pandemic rules.



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(2) Everyone maintain the social distance in the campus.

(3) Teachers & students should wear mask compulsorily.

(4) The use of sanitiser is insisted for maintaining health & hygiene.

(3). Awareness program on "Research et al" under code of Conduct - for teachers was prepared by Dr. Ajali. She prepared the online program of development program on "Research et al" in the month of August.

4. Awareness program on code of Conduct for students. Dr. Sonal Rai proposed date & time in month of September & the activity will be in Online mode.

Principal, accepted the proposal given by the members of the committee. The committee approved the proposal & awareness program. Principal appreciated the work of the committee, and meeting conclude with the thanks giving from Dr. Sonal Rai.

Sonal
Sonal Rai

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Notice

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1. Dr. Fr. Vazhan Arasu, Principal, Chairman
2. Dr. Kallol Das, Vice-Principal (Administrative)
3. Dr. Anjali D'Souza, Vice-Principal (Academics)
4. Dr. Mita Darbari, Controller of Exam, Member
5. Dr. Sonal Rai, Dean, In-charge (Secretary)

The meeting is scheduled on 4th July 2021 in online mode. Meet link will be share soon in official group.

Mode: Google meet link

Time: 11:30 am

Date: 1st July 2021


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Meeting No. 201. 4th July 2021.

The first meeting of academic year 2021-22 was held on 4th July 2021 through online mode. Members present were

Dr. Pr. Valan Arasu, Chairman
Dr. Kallal Das
Dr. Ajali D'souza
Dr. Mila Dabari
Dr. Benal Rai

Agenda

- (i) Vaccination Certificate of students
- (ii) Inculcating moral ethics & social responsibility among students
- (iii) Orientation program for 5th year students.

Meeting started with a opening prayer.

- (i) Dr. Das instructed the team members that as per Covid-19 precautions each student should produce vaccination certificate.
- (ii) Students should maintain discipline & read the quotations regarding on the walls and boards for Covid-19 precautions.
- (iii) Proper Value Education classes inculcate moral values & ethics among students.
- (iv) Orientation program for new comers will started from 10th July, 2021. The meeting program should be in online mode.



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Notice

The second meeting for 2021-2022 session is scheduled on 28th March 2021.
Following members are requested to be present.

1. Dr. Fr. Vazhan Arasu, Principal, Chairman
2. Dr. Kallol Das, Vice-Principal (Administrative)
3. Dr. Anjali D'Souza, Vice-Principal (Academics)
4. Dr. Mita Darbari, Controller of Exam, Member
5. Dr. Sonal Rai, Dean, In-charge (Secretary)

Venue: Conference Hall

Time: 12:30 am

Date: 13th March 2021.


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Meeting No. 02

25th March 2021.

The second meeting of 2021-2022 term was concluded on 25th March 2021.

Members Present-

Dr. Fr. Valan Arasu
Mr. Kallol Das
Mr. Anjali D Souza
Dr. Nela Dabasi
Dr. Sonal Rai

Agenda

- 1) Dress code of students
- 2) Awareness program on IPR
- 3) Behaviour of students inside the campus
- 4) Rules for students parking.

Agenda 1 :- Dress code of students.
Students inside the campus the students should be in proper dress. Girls should wear salwar kameez with dupatta & boys should wear button-down shirts. No jeans & T-shirts are allowed during college timings.

Agenda 2 :- Awareness program on IPR
R2D cell of SAC, is organizing an awareness program on IPR for all the faculty members.



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Agenda-3

(iii) Behaviour of the students inside college campus

It is resolved that - students we advised to maintain discipline & behaviour within & outside campus. They are not permitted to speak abusive language.

Agenda-4

(iv) Rules of student parking.

Students should park their vehicles in the parking ground only which given by the college. No vehicles park on the road or in front college gate.

Meeting conclude by the thanks given from Dr. Sonal Rai.

Sonal
Secretary

[Signature]
Chairperson



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1. Dr. Fr. Vazhan Arasu, Principal, Chairman
2. Dr. Kallol Das, Vice-Principal (Administrative)
3. Dr. Anjali D'Souza, Vice-Principal (Academics)
4. Dr. Mita Darbari, Controller of Exam, Member
5. Dr. Sonal Rai, Dean, In-charge (Secretary)

The meeting is scheduled on 7th July 2022 in online mode. Meet link will be share soon in official group.

Venue: Conference Hall

Time: 11:30 am

Date: 2nd July 2022


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Meeting No. 01

7th July 2022

The meeting for the session 2022-2023 of Cooks of Convent was conducted on 7th July 2022 at 11:30 am in Conference Hall.

Members Present were

Dr. Pr. Vashan Arora

Mr. Kallal Das

Mr. Anjali Sharma

Dr. Shree Rai

Agenda

- (1) Cleanliness of the college premises
- (2) Switch off lights & fans
- (3) Schedule for Project work

(1) Students must ensure the cleanliness of the college premises and use of dustbin for the disposal of waste.

(2) Students must ensure to switch off lights & fans when not in use.

(3) For evidentiary course & project work on field, the students should submit the undertaking from their guardian to participate in the outdoor work.

[Signature]
Secretary

[Stamp]
PRINCIPAL
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Notice

The second meeting for 2022-2023 session is scheduled on 28th April 2023.

Following members are requested to be present.

1. Dr. Fr. Ben Anton Rose, Principal, Chairman
2. Dr. Kallol Das, Vice-Principal (Administrative)
3. Dr. Anjali D'Souza, Vice-Principal (Academics)
4. Dr. Mita Darbari, Controller of Exam, Member
5. Dr. Sonal Rai, Dean, In-charge (Secretary)

Venue: Conference Hall

Time: 12:30 pm

Date: 18th April 2023.


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Notice

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1. Dr. Fr. Vazhan Arasu, Principal, Chairman
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3. Dr. Anjali D'Souza, Vice-Principal (Academics)
4. Dr. Mita Darbari, Controller of Exam, Member
5. Dr. Sonal Rai, Dean, In-charge (Secretary)

The meeting is scheduled on 4th July 2023 in the college.

Venue: Conference Hall

Time: 10:30 am

Date: 2nd July 2023


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Meeting No 01.

4th July 2023

The Code of Conduct meeting for the session 2023-2024, is conducted on 4th July 2023 at 10:30 am in the Conference hall.

Agenda.

- (i) Code of conduct for Non-teaching staff
- (ii) Code of Conduct for Academic Integrity
- (iii) Code of Conduct & ~~policy~~ ^{policies} on the website.

Code of Conduct for Non-teaching office staff were discussed. Chairman pointed the code of conduct of Account Keeping & compilation. The main work is to maintain accurate & timely records in all the books of accounts. It is essential that these duties are performed with utmost professionalism, accuracy & ethical standards.

Code of conduct for Academic Integrity was discussed. It was found that three categories of improper academic behaviour that will be considered are:
Plagiarism, Cheating, Conflict of Interest.
Members discussed some guidelines for Academic conduct & while the role & responsibility of students, faculty and institution put forward.
Committee approved & accepted the



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proposal of the members for
autonomic trustfully

Secretary Dr. Sonal Rai share
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website where the code of
displayed. The web address
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Meeting conclude with the thanks
from Dr. Sonal Rai.

Secretary

Chairman

Members present were

Dr. Fr. Vahan Arasu

Mr. K. Das

Mr. A. D'Souza

Mr. Sonal Rai

Secretary

PRINCIPAL
St. Aloysius College (Autonomous)
Jabalpur, 482001 (M.P.)
INDIA

Chairman



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Notice

The second meeting for 2023-2024 session is scheduled on 27th April 2024.

Following members are requested to be present.

1. Dr. Fr. Ben Anton Rose, Principal, Chairman
2. Dr. Kallol Das, Vice-Principal (Administrative)
3. Dr. Anjali D'Souza, Vice-Principal (Academics)
4. Dr. Mita Darbari, Controller of Exam, Member
5. Dr. Sonal Rai, Dean, In-charge (Secretary)

Venue: Conference Hall

Time: 12:30 pm

Date: 18th April 2024.


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Principal



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Meeting No. 02

27th April 2024.

The second meeting of Code of Conduct for the session 2023-24 was conducted on 27th April 2024. at 12:30 pm in the Conference Hall.

Members Present.

- 1) Dr. Fr. Ben Anton Rose, Principal
- 2) Dr. Kallol Das, Vice-Principal
- 3) Dr. Anjali D'souza, Vice-Principal
- 4) Dr. Nita Darbari, Librarian, Member
- 5) Dr. Sonal Rai, Dean, Incharge

Agenda.

- (i) Awareness program on code of conduct for teachers
- (ii) Plagiarism software for teachers
- (iii) Students roles for in research

The meeting started with the prayer. Dr. Anjali D'souza proposed the schedule of awareness program on code of conduct of teachers in which she explain the importance and need of research ethics.

The students roles for plagiarism in research based assignments ~~is clarified~~ was discussed. It was proposed that before submitting the report to the department, the student is responsible for checking the thesis for plagiarism using software that is available ~~at~~



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on the web. In addition to the content should ensure that the aware of the academic guidelines the Institute.

Dr. Anjali Dsouza proposed and about Plagiarism Software. The software used by the teachers while their research paper to research chapter. Faculty members are encouraged to use this for checking reports, thesis & manuscripts.

Meeting ended with the concluding remarks given by the chairperson. Principal thanked everyone & Dr. Sonal Rai give vote of thanks to everyone.

Sonal Rai
Secretary

Anjali Dsouza
PRINCIPAL
St. Aloysius College (Autonomous)
Jabalpur-482001
INDIA
Chairperson.