



Rajarajeswari College of Engineering



(Approved by AICTE, New Delhi, Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi)
Sponsored by: MOOGAMBIGAI CHARITABLE AND EDUCATIONAL TRUST

CRITERIA – 7.1

AY 2023-24

Ref: RRCE/CoC Committee/2023-24/Circular-1

Date: 07-08-2023

CIRCULAR

Code of Conduct/Disciplinary Committee

The Code of Conduct/Disciplinary Committee of our institution is reformed with the following members for academic year 2023-24. This committee will function with immediate effect from 07.08.2023.

Sl. No.	Name	Designation	Role
1	Dr. Balakrishna. R	Principal	Chairperson
2	Dr. Ramesh C	HoD, Dept. of Mech Engg.	Member Secretary
3	Dr. Usha S	Dean & HoD, Dept. of CSE Engg.	Member
4	Dr. J Amuthraj	Vice Principal, HoD, Dept. of ISE Engg.	Member
5	Dr. Rangaiah. L	HoD, Dept. of ECE Engg.	Member
6	Dr. P. Ebby Darney	HoD, Dept. of EEE Engg.	Member
7	Dr. Rajesh K.S	HoD, Dept. of AI & ML	Member
8	Dr. M. Karthikeyan	HoD, Dept. of R & A	Member
9	Dr. K. Aravinthan	HoD, Dept. of Civil Engg.	Member
10	Dr. A. S. Hariprasad	HoD, Dept. of S & H	Member
11	Dr. Subburaj T	HoD, Dept. of MCA	Member
12	Dr. Lakshmi B.L	HoD, Dept. of MBA	Member
13	Mr. Manjunath	Physical Education Director	Member

Functions and Responsibilities:

1. To frame prescribed code of conduct for students, teachers, administrators and other staff.
2. To organize periodic programmes in this regard to communicate the Code of Conduct to students, teachers, administrators and other staff to enhance its understanding.
3. To report breaches of the Code of Conduct or non-compliance of ethical practices amongst students, faculty and staff to the Principal.
4. To formulate policies for corrective actions.
5. To coordinate the periodic revision of the Code of Conduct and related implementation mechanisms.

Frequency of Meeting: Thrice in a year or as and when required by members.

Copy to:

All members of Code of Conduct Committee.


Principal

RAJARAJESWARI
COLLEGE OF ENGINEERING
Ramohalli Cross, Bengaluru-7

Campus: #14, Ramohalli Cross, Kumbalgodu, Mysore Road, Bengaluru – 560074

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Email Id: principal@rrce.org

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AY 2023-24

Ref: RRCE/ CoC Committee/2023-24/Perspective Plan

Date: 20/08/2023

CODE OF CONDUCT/DISCIPLINARY COMMITTEE PERSPECTIVE PLAN

Sl.No	Month	Plan	Description	Strategy	Budget
1	SEP 2023	Convening of CoC Committee meeting	The faculty members and students from each department attend the meeting along with Principal as chairman	Issuing circular for conducting CoC committee meeting	Nil
2	DEC 2023	Convening of CoC Committee meeting	Collect and review Code of Conduct breaches in the college premises and update Code of Conduct.	Coordinating events and activities	Nil
3	FEB 2024	One day workshop on CoC Practices	Organize one day Free Online workshop on Code of Conduct for creating awareness among students.	Coordinating events and activities.	Nil


Principal
Principal

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Ramohalli Cross, Bengaluru-77

Copy to :

1. All members of Code of Conduct Committee.

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AY 2023-24

Ref: RRCE/ CoC Committee/2023-24/Circular-2

Date: 09-09-2023

CIRCULAR

All the members of the Code of Conduct committee are hereby informed that the meeting of the Code of Conduct committee will be held on 18-09-2023 at 2:30 PM in the Board room. So, all the members are requested to attend the meeting without fail.

AGENDA:

1. To review Code of Conduct breaches and the counteraction for the previous academic year.
2. To discuss modifications in Code of Conduct (CoC) and Handbook on Code of Conduct (HCoC) and Conduct along with Standard Procedures.
3. To review and approve the modifications in CoC and HCoC.
4. To plan distribution methods for CoC and HCoC.
5. To collect all information about the Code of Conduct breaches and counteraction against it.

Principal
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AY 2023-24

Ref: Ref: RRCE/ CoC Committee/2023-24/MoM

Date: 20-09-2023

CODE OF CONDUCT COMMITTEE

MINUTES OF THE MEETING

Date of Meeting	Venue	Duration	Reference
18-09-2023	Board room	1hr	RRCE/CoC Committee/2023-24 Circular Dated: 09-09-2023

Minutes of the meeting of the Code of Conduct committee held at RajaRajeswari College of Engineering, Bengaluru on 18/09/2023.

Meeting Agenda

- 1. Review of Code of Conduct Breaches**
 - o Summary of breaches from the previous academic year
 - o Discussion on counteractions taken and their effectiveness
- 2. Proposed Modifications to the Code of Conduct (CoC) and Handbook on Code of Conduct (HCoC)**
 - o Discussion on areas needing improvement or updates in CoC and HCoC
 - o Consideration of additional conduct guidelines and procedural enhancements
- 3. Approval of Modifications in CoC and HCoC**
 - o Review and approval of suggested changes in CoC and HCoC by the committee
- 4. Planning for Distribution**
 - o Discussion on methods and channels for distributing updated CoC and HCoC
 - o Timeline for distribution and any associated training sessions
- 5. Information Collection**
 - o Gathering comprehensive data on breaches and counteractions
 - o Identifying patterns or areas requiring additional focus or resources

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AY 2023-24

MINUTES AND RESOLUTIONS OF THE CODE OF CONDUCT COMMITTEE

MEETING

1. Review of Code of Conduct Breaches (Academic Year 2023-24)

- The committee discussed the breaches reported during the academic year 2023-24 and reviewed the counteractions taken.

2. Resolution on Code of Conduct Modifications

- *Resolution:* No modifications to the current Code of Conduct (CoC) are required at this time. The existing CoC and Handbook on Code of Conduct (HCoC) will continue to be implemented in the new academic year.

3. Distribution of CoC and HCoC

- *Resolution:* The CoC and HCoC will be circulated to all students, faculty members, and non-teaching staff.

4. Workshop on Ethical Practices

- *Resolution:* A one-day, free online workshop on ethical practices will be organized to promote awareness and adherence to the CoC.

5. Data Collection and Analysis on Code of Conduct Breaches

- *Resolution:* The convener/coordinator will gather and analyze all information regarding CoC breaches and counteractions to identify trends and areas for improvement.

6. Display Boards for Code of Conduct and Anti-Ragging Instructions

- *Resolution:* Display boards with quotations on ethical conduct and anti-ragging instructions will be created and placed at prominent locations to reinforce the principles of the CoC.

P. K. S.

Principal
Principal

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CODE OF CONDUCT/DISCIPLINARY COMMITTEE

ACTION TAKEN REPORT

Academic Year: 2023-24

Date of Report Submission: [15-07-2024]

1. Review of Code of Conduct Breaches

- **Action Taken:** The committee reviewed all reported breaches of the Code of Conduct (CoC) for the academic year 2023-24. Each case was examined in detail, and appropriate counteractions were implemented based on the nature and severity of the breaches.
- **Outcome:** This review ensured transparency in addressing breaches and allowed for improvements in handling future incidents.

2. Resolution on Code of Conduct Modifications

- **Action Taken:** After careful consideration, the committee determined that the current CoC and Handbook on Code of Conduct (HCoC) were comprehensive and required no modifications.
- **Outcome:** The existing CoC and HCoC will be implemented unchanged for the upcoming academic year, ensuring consistency in guidelines and expectations.

3. Distribution of CoC and HCoC

- **Action Taken:** The committee resolved to distribute the CoC and HCoC documents to all students, faculty members, and non-teaching staff. Copies of these documents have been prepared for circulation through digital and printed formats to ensure accessibility.
- **Outcome:** This distribution aims to reinforce the understanding and observance of the CoC across the institution's community.

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4. Workshop on Ethical Practices

- **Action Taken:** A one-day, free online workshop on ethical practices was planned to enhance awareness and adherence to the CoC. Preparation includes coordinating with facilitators, scheduling, and disseminating workshop details to participants.
- **Outcome:** The workshop is anticipated to strengthen the institution's culture of ethical behavior and responsible conduct.

5. Data Collection and Analysis on Code of Conduct Breaches

- **Action Taken:** The convener/coordinator has been tasked with collecting and analyzing all relevant information regarding CoC breaches and counteractions. This data will be used to identify trends and areas for potential improvement in enforcement and guidance.
- **Outcome:** Analysis will provide insights into behavioral patterns, helping to refine the institution's approach to Code of Conduct enforcement.

6. Display Boards for Code of Conduct and Anti-Ragging Instructions

- **Action Taken:** The committee has initiated the design and creation of display boards featuring key ethical conduct quotations and anti-ragging instructions. These will be installed in high-traffic areas across the campus.
- **Outcome:** These visual reminders are intended to promote a respectful and compliant environment by regularly reinforcing CoC principles.

Prepared by:  Dr. Ramesh C.

Professor & HOD,
Department of Mechanical Engg.

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Reviewed and Approved by:  Dr. Balakrishna. R.

Principal
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