



MILAD-E-SHERIEF MEMORIAL COLLEGE

Accredited by NAAC with 'B' Grade

KAYAMKULAM-690502

KERALA STATE-SOUTH INDIA

(A Minority Community Educational Institution)

Affiliated to the University of Kerala

Website: www.msmcollege.in, Email: msmcollege@rediffmail.com

Fax: 0479-2445594, Tel. No: 0479-2442111



Criterion 7.1.10 AQAR 2020-2021

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SUPPORTING DOCUMENT FOR 7.1.10

DETAILS OF THE MONITORING COMMITTEE

COMPOSITION, MINUTES OF THE MEETING, REPORTS, etc

DURING THE YEAR 2020-2021:

7.1.10

Code of conduct

The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. The Institution also organizes several professional ethics programmes for students, teachers, administrators and other staff. Annual awareness programmes on Code of Conduct are organized for all the students on the opening day of the academic year. The code of conduct for students is available in the college handbook.

General instructions are further given during the induction meeting of the first-year students.

1. Students should wear identity cards regularly.
2. Use of mobile phones in the campus is strictly banned as per the Govt. and University orders
3. Smoking or indulging in other reprehensible habits within the college premises is forbidden
4. Proper respect should be paid to the staff both inside and outside classrooms
5. Students should always behave in an orderly and dignified manner in the campus.
6. Any student who is guilty of fraud or malpractice in examination, or bad influence on fellow students in Principal's opinion, who uses abusive language to staff or fellow-student, who creates any violence or gets involved in illegal activities, assaults or manhandles other students, causes damage or loss to the property of the college shall be punished.
7. Prior permission of the Principal has to be sought for organizing meetings, using loudspeakers, inviting persons for functions, circulation of notices, collecting subscriptions from staff and students
8. The decision of the Principal in the matters of discipline shall be final.

Objectives of the Discipline Committee

- To control misbehavior of students in the campus
- To observe students' wear identity cards in campus
- To maintain cleanliness in campus
- To sustain educational and social atmosphere in campus

Tasks that have been successfully executed in academic year 19-20

1. There were no incidents of violence or illegal activities in the campus.
2. The examinations were conducted effectively.
3. The academic and extracurricular activities had positive impact.
4. The overall functioning of the campus was reasonable.

Task to be executed in next academic year 20-21

1. To maintain Covid 19 precautionary measures in the campus
2. To observe any misconduct, illegal or violent activities in campus
3. To spot whether waste disposal measures are effectively conducted
4. To uphold moral, social and academic values in the campus.

Members of the Discipline Committee 2020-21

Dr. K. Geethakumari	Principal
Dr. A Muhammed Thaha	Vice Principal
Dr. Rubeena S	Associate Professor of English
Dr. Farook S	Assistant Professor of Arabic
Renjith Kumar	Assistant Professor of Mathematics
Ashidha M	Assistant Professor of Commerce

Composition of Monitoring Mell and Discipline Committee for the year 2020-21

Composition of Monitoring Cell

Dr. K. Geethakumari	Principal
Dr. A Muhammed Thaha	Vice Principal
Dr. Rubeena S	General Monitor
Dr. Farook S	Assigned with monitoring A Block
Renjith Kumar	Assigned with monitoring B Block
Ashidha M	Assigned with monitoring C Block

Minutes of the meeting held on 20 -07- 2020

The following decisions were made

1. It was observed that everybody must maintain social distancing and hence the discipline committee started assigning teachers on rotation basis in each block. Students shall be permitted to go outside the campus for genuine cases with letters from the department.
2. ID cards of Students and teachers are mandatory and will be checked regularly.
3. The college grievance cell will actively involve in the student's problems.

The following members were present for the meeting:

Members Present	
Dr. K. Geethakumari	Principal
Dr. A Muhammed Thaha	Vice Principal
Dr. Rubeena S	General Monitor
Dr. Farook S	Assigned with monitoring A Block
Renjith Kumar	Assigned with monitoring B Block
Ashidha M	Assigned with monitoring C Block

Minutes of the meeting held on 11-08- 2020

The following decisions were made

1. The committee is entrusted with responsibility to spot whether everybody is following Covid protocols or not.
2. A daily follow up of the activities has to be intimated.
3. Adherence to Covid 19 protocols such as wearing mask, using sanitizer and social distancing is compulsory inside the campus

The following members were present for the meeting:

Members Present	
Dr. K. Geethakumari	Principal
Dr. A Muhammed Thaha	Vice Principal
Dr. Rubeena S	General Monitor
Dr. Farook S	Assigned with monitoring A Block
Renjith Kumar	Assigned with monitoring B Block
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Report of the Discipline Committee 2020-21

Members of the Committee

Dr. K. Geethakumari	Principal
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Dr. A Muhammed Thaha	Vice Principal
Dr. Rubeena S	General Monitor
Dr. Farook S	Assigned with monitoring A Block
Renjith Kumar	Assigned with monitoring B Block
Ashidha M	Assigned with monitoring C Block

- Teachers in the committee were enthusiastic and punctual in monitoring.
- Discipline in the college was monitored constantly and ID cards were thoroughly checked
- On occasions of examinations, teachers in the committee were highly energetic.

Annual Awareness programme

Every year the Principal addresses the first year students on their opening day of the college. Following this an awareness programme by the Convenor of the committee is also conducted.

Report of the programme

Students enrolled in the campus in various disciplines were given guidance and awareness regarding the general ethics and code of conduct on 23-09- 2020. The Principal Dr. K Geethakumari and the Vice Principal Dr. A. Muhammad Thaha had addressed the gathering. The Convenor Dr. Rubeena S gave a detailed overview of the code of conduct to be followed in the campus. The programme was helpful for the students in creating alertness regarding the college and its bye-laws.