

**LOYOLA COLLEGE OF SOCIAL SCIENCES
THIRUVANANTHAPURAM**



CRITERIA 7: Institutional Values and Best Practices

7.1.10 - CODE OF CONDUCT

**7.1.10-1: Code of Conduct Committee
(Academic Council)**

Code of Conduct is monitored by the Academic Council which comprises of the Principal, HoDs and the IQAC Coordinator.

Hero

ACADEMIC COUNCIL



Account Book

Register
for
Feedback and Code of Conduct
related matters.

Date:- 17/6/2016

Venue:- Principal's chamber

Time:- 2.30 PM

Agenda:- Annual Review and Planning meeting of the Academic Council

Participants

1. Dr Jose Boban, Principal
2. Dr Sabu P. Thomas, Vice Principal
3. Dr Antony Palackal, IGAC Coordinator
4. Dr Sonny Jose, HOD MSW
5. Dr Prakash Pillai, HOD MAHRM
6. Dr Saji P. Jacob, HOD MA Sociology
7. Dr Pramod S.K, course coordinator, Counselling Psychology

Proceedings

The meeting started with a silent prayer. Principal Dr. Jose Boban welcomed everyone to the meeting and briefed the participants regarding the context of the meeting. The IGAC coordinator Dr Antony Palackal encouraged the HODs to share the student feedback report with the faculty members of their depts & take corrective measures wherever required.

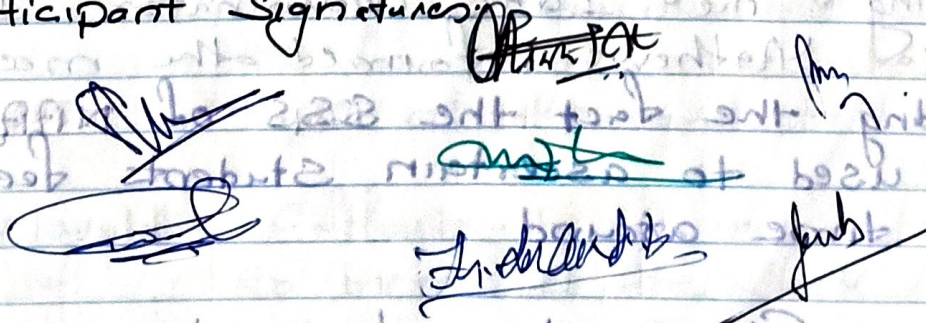
The matters discussed in the meeting and the administered corrective steps are summarized in the following table

Discussion Topic	Action Taken	In charge
1. Absenteeism in LILA sessions	<p>→ A nominal fee will be charged in the beginning of the course</p> <p>→ This fees will be reimbursed to the students who have 75% + attendance for the LILA sessions</p>	Dr Jose Baban
2. overlapping of value edu. & MATHRM field work	It was decided to shift the value education class from Friday to Tuesday in view of the field work programme of MATHRM Dept.	Fr. Sabu
3. SPSS course	<p>The certificate course on SPSS must be organized before the start of dissertation process</p> <p>→ All the students must be encouraged to attend the courses even if their research is qualitative in nature.</p>	Dr Prakash

4	<p>Code of conduct</p> <p>The code of conduct document was revisited & ensured it is up to date & no revision is required</p> <p>→ A session explaining the code of conduct will be there in the induction programme for the new Batch</p> <p>→ The principal & the vice principal will be in charge of inducting the newly appointed staff members.</p>	Fr. Sabu
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The meeting was adjourned with the decision to entrust the IQAC coordinators Dr Antony Palackal with the duty of following up and ensuring the decisions taken in the meeting are materialized into actions. The meeting came to an end by 3.30 PM

Participant Signatures:



Handwritten signatures of participants, including a large signature on the left and several smaller ones on the right.

Date: - 7/7/2017
 Venue: - Principal's chamber
 Time: - 2.30 PM

Agenda: - (i) Discussion of feedback report
 of ~~2015-17~~ ²⁰¹⁵⁻¹⁷ Batch
 (ii) Code of conduct

Participants

1. Dr Saji P. Jacob
2. Dr Sabu P Thomas
3. Dr Angela Mathew
4. Dr Sonny Jose
5. Dr Prakash Pillai
6. Dr Nisha
7. Dr Pramod

[Handwritten signatures and initials corresponding to the participants listed above.]

Proceedings

The meeting started with a silent prayer. Principal in charge Dr Saji P Jacob welcomed everyone to the meeting and briefed them regarding the context of this meeting. The IQAC Coordinator Dr Angela Mathews informed the meeting regarding the fact the FET of college was used to ascertain students feedback this time around.

The matters discussed in the meeting and the decisions taken are summarized in the following table.

Discussion Topic	Action/Decision Taken	In charge
1. Assignments	(i) It was decided to instruct the teachers to ensure they discuss the performance of students in assignment with them. This practice must be made mandatory.	HoDs
2. Syllabus Revision	It was decided to administer the steps to conduct syllabus revision workshops in this academic year itself.	Dr. Saji
3. Dissertation	A general introduction to research methodology to all the students must happen in the first semester itself.	Dr. Nisha
	After that the students must be encouraged to find their research topic at the earliest.	
4. Low availability of quality psychology books online	Efforts to be made to increase the book collection in the library for the discipline of Counselling Psychology	Dr. Premod

5 Code of Conduct

The code of conduct session in the induction programme will continue

The practice of late arrival is increasing among students. So it was decided to revamp the 'late slip' system. The same will be presented in the staff council meeting.

The meeting came to an end by 3.30 PM.



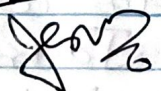




Date :- 7/12/2018

Venue :- J.M. Hall

Time :- 2.30 PM

Agenda :- ~~Discus~~ Annual Review and planning meeting of the Academic Council

Participants

1. Dr Saji P. Jacob Principal 
2. Dr Sabu P. Thomas 
3. Dr Jasmine Sarah Alexander 
4. Dr Sonny Jose 
5. Dr Prakash Pillai 
6. Dr Nisha Jolly Nelson 
7. Dr Pramod S.K. 

Proceedings

The meeting started with a silent prayer. Principal Dr Saji P. Jacob welcomed everyone to the meeting & briefed them regarding the context. He welcomed the Assistant IAAC Coordinator Dr Jasmine Sarah Alexander to take over the proceedings.

She started by introducing the Student Satisfaction Survey (SSS) format of NAAC and explained that this format questionnaire will be administered by NAAC during the

Re accreditation process. So in order to get a clear picture regarding where we stand in NAAC's yardsticks, this format was used to collect the feedback from the ~~just~~ recently graduated batch. She also informed from now on, this format will be used every year to collect the same. Dr. Sabu P. Thomas suggested it will be better to incorporate the traditional EET of Loyola college too in the process. Dr. Jasmine replied IQAC will look into the matter and will try to incorporate the same from the next year. Dr. Saji P. Jacob reminded her while doing so we shouldn't compromise the essence of NAAC Questionnaire and also to avoid any duplication of queries that might occur.

The feedback report was shared among the HODs and were asked to carry out meetings at the departmental levels addressing the same. It was also decided that HODs should make sure that their teachers study the NAAC SSS questionnaire properly & understand the faceb of the teaching learning process that will be evaluated by NAAC.

The particular facet should be kept in mind while the teaching learning process. The infrastructure related feedback is handed over to the management to administer required steps.

Code of Conduct

The council observed that the code of conduct existing in the college is satisfactory. The code of conduct session ~~is~~ in the current induction programme was decided to be continued.

Dr Sonny Jose suggested to introduce more student participation or monitoring in the whole process. IGAC was entrusted to formulate plans to incorporate this suggestion.

Date:- 11-12-2019

Venue:- Principal chamber

Time:- 2.30 PM

Agenda:- Annual Review Meeting

PARTICIPANTS

1. Dr. Nisha Jolly Nelson
2. Sonny Jose
3. Jasmine Sarah Alexander
4. Dr. Pramod, S.K
5. Dr. Saji P Jaws
6. Dr. Poakash Pillai R
7. Mr. daban D.

(Signatures)

(Signature)

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(Signature)

PROCEEDINGS:- The meeting started with a silent prayer. Principal Dr Saji welcomed everyone to the meeting. IATC coordinator Dr Jasmine took the reins of the meeting from there on. She informed the meeting that this time also the student feedback was collected through NAAC's SSS questionnaire. She also urged the HOD's to share the report in their respective depts. She then presented certain issues IATC identified & required addressing in a common Platform

Issue	Action taken / suggested	In charge
1. There were demands to introduce compulsory internships for sociology students	Dr Saji replied because of the university norms & syllabus we cannot introduce 'compulsory internships'. So it was decided to explore other options for voluntary internships for MA students during the summer vacation	Dr Nisha

- | | | | |
|----|--|--|------------|
| 2. | Some stud. feel that power point are used more then required | <p>→ It was decided to pass the message to the teachers to do a self evaluation</p> <p>→ It was also decided to give more emphasis to interactive sessions</p> | HODs |
| 3 | Addressing slow learners | → Existing buddy system to be reviewed and necessary modifications to be suggested | Dr Prakash |
| 4 | Lack of onsite campus recruitments | Because of the low number of students most agencies find it economically unfeasible to conduct campus recruitments in our college. Placement cell head Dr. Sonny entrusted with the task to get in touch with potential employers and attract them to the campus. | Dr Sonny |
| 5 | Code of conduct | The council expressed satisfaction over the code of conduct prevailing in the campus among students & staff. However we must administer steps to ensure it stays that way. COC sessions in induction prog will continue. The same will be printed in the students handbook and will be published in the college Website. | Flr. Sabu |

Date:- 14/07/2020

Venue:- JM Hall

Time:- 2.30 PM

~~Ag~~

Agenda:- Discussion of Feedback Report

Participants

1. Dr Soji P. Jacob
2. Dr Sabu
3. Dr Jasmine
4. Dr Sonny
5. Dr Prakash Pillai
6. Dr Aluha
7. Dr Pramod

~~Dr Soji P. Jacob~~
~~Dr Sabu~~
~~Dr Jasmine~~
~~Dr Sonny~~
~~Dr Prakash Pillai~~
~~Dr Aluha~~
~~Dr Pramod~~

Proceedings

The meeting started with a silent prayer. Principal Dr Soji welcomed everyone to the meeting & briefed them regarding the context. Dr Jasmine Savach Alexander, the SGAC coordinators took charge of the meeting from there on. She informed the meeting that the time also the student feedback was collected using the SSS provided by NMAC. Also this time around Journal feedback was collected from the teaching & Non teaching staff. The issues that demand addressing at the college level will be taken up in this meeting and

She urged the HODs to address the remaining concerns at the dept level. The detailed analysis reports were sent to the Principal, Vice Principal & the respective dept heads on 8/6/2020.

Issues discussed

1. Dr Nisha explained that the lack of permanent faculty members in the dept of sociology is a hindrance in maintaining consistency.

Response:- Dr Sai explained the issue is beyond our limits to resolve as it is the University that allots permanent ^{posts} ~~seats~~. We have completed all the procedures for the recruitment to the vacant permanent posts. He also assured one permanent faculty will join soon as we have received the order from the University to start the recruiting process. Mr Jay will be in charge of just tracking the process.

2. Dr. Jasmine mentioned there was a complaint mentioning of partiality by one of the students who has accused favouritism in the CE Markings.

Response:- Dr Sai responded that even though just one student raised the concern, we should take it seriously. He instructed Dr Jasmine to ensure more visibility to the exam related grievance committee.

3. Digital Divide (since the classes have gone online)

The HODs & teachers are asked to talk to the students of their respective depts & find out their concerns & difficulties.

Fr. Sabu mentioned if there are students from economically struggling background, the mgt. is willing to provide financial assistance to buy smart phones / or get a better internet plan.

4. Syllabus covered in class

Among the respondents only 58.1% believe that 70% + syllabus is covered in the class. HODs entrusted with the task of talking to the teachers & ensure the portions are complete.

5. Dissertation submission

There is uncertainty over the mode of dissertation submission. Dr. Nisha will be in charge of following the developments regarding the same & informing the students immediately when a decision is made regarding the same by the University of Kerala.

6. Code of Conduct

The council observed that the code of conduct prevailing in the campus among the students, teaching & NTS is

satisfactory. The code of conduct session in the Induction programme & the professional ethics course administered to the students have been highly effective in ensuring the same.

7. Matters arising out of Teaching & NTS Feedback

(i) Areas teachers required training / FDP
Advanced training in qualitative & quantitative research strategies & methodologies. Dr Prakash entrusted to facilitate the same.

(ii) Most challenging aspects: Time management
HODs entrusted to assess teacher workloads. Management will appoint non clerical & technical staff to ease the burden.

(iii) Job specific suggestions:
→ workshops / trainings in legal education, social entrepreneurship, ecological social work paradigms.
→ students should be motivated to engage in more projects & research projects.

(iv) General Suggestions
Artificial intelligence in social science should be explored.

(v) Malayalam Typing, Data Mgt. software.
Ensure better job description & role clarity.
The meeting came to an (NTS) end by 4.15 PM

Date:- 19/10/2021

Venue:- JM Hall

Time:- 3.00 PM

Agenda:-

Participants

1. Dr. NISHA JOLLY NELSON

2. Savny Jose

3. Jaber P. Thomas

3. Jasmine Sarah Alexander

4. Jyoti Kushnan

5. Dr. Pramod, S.K

6. Dr. Donleah Pillai

7. Saji P Jacob

Proceedings

Dr. Saji P Jacob welcomed everyone to the meeting. The reigns of the meeting were taken over by the IQAC coordinator Dr Jasmine. She started by stating the difference that was introduced by IQAC this time in the feedback process. Along with the NAAC SSS questionnaire, the Exit Evaluation tool (EET 2009) which used to be collected on a later stage i.e., the (during the final viva) was also administered to ensure there is no duplication of data & to get more comprehensive reports.

The analysis reports were sent to the principal, vice principal and the HoDs on 5/5/2021. The reports exhibited a very positive and satisfactory response from the

Students, but still there were certain areas that needs to be addressed. Dr Jasmine expressed her hope that the HODs must have completed a detailed study of the feedback reports and will raise the concerns that needs to be addressed at the college level. The practice of collecting formal feedback ~~set~~ from teaching & NTS was also continued.

The issues discussed in the meeting & the suggested/administered corrective steps are summarized below

- (1) Issue:- Low number of books in the library for the Misc Counselling Psychology students

Response:- Management conveyed their decision to allot fund for book purchase. Dr Pramod & Dr Jyothi is assigned to prepare a list of books from their respective discipline and submit to the library council at the earliest.

- (2) Issue:- Students are concerned reg. their job opportunities in the new pandemic affected world.

Response:- (a) The mentors will be instructed to take up this issue in their sessions.

(b) The students will be advised to reach out to their teachers / mentors if they are facing stress over this issue.

(c) The working style of the Placement cell will be revamped keeping the post pandemic trends in mind.

3. Limited access to the library books due to the lock down.

Response: (a) Dr. Sunil will take a zoom session for the students regarding the available online e resources for the students & also about our own digital library.

(b) Dr. Sunil is also instructed to explore more available options to address this concern.

4. Issue: - Lack of on field experience [Since there was no industrial visits, study tours due to the pandemic]

Response: (a) Dr. Sonny & Dr. Prakash are assigned to get in touch with different industry heads / MGRD in charges & organize online interactive sessions for the students.

(b) The recent alumni batch student will also be invited to share their IV / study tour learning.

5. Mentoring system needs Revision?
Dr Pramod & Mr Andrew is instructed to evaluate the existing mentoring form & submit their suggestion to the IQAC.

6. Code of conduct

The existing code of conduct norms for the students, teaching & non teaching staff is being followed effectively. The Council recommended the members to stay alert to ensure there is no slip. It was also noted that we should ensure proper COVID protocol in this pandemic phase. Strict instructions must be given to the students to adhere to the same. It was also decided to conduct the code of conduct sessions as usual for upcoming batch. Also the code of conduct will be printed in the new handbook for student as usual & will be displayed in the college website.

7. NTS Feedback

(a) Areas require training
MS excel, Malayalam
Computing, SPARK, various govt
online portals

(b) Most challenging aspect
Multi tasking
Coordinating the colleagues, managing
time.

(c) Job specific suggestions
Dedicated PC should be
provided to the interns.

(d) General suggestion
More staff gatherings
needs to be organized
Better teamwork to be
ensured

8. Teaching staff feedback

(a) Interpersonal communication
channels are to be strengthened

(b) Strengthen the systems and
structures to ensure an ongoing
progress, development & growth of
our students

(c) Infrastructure concerns have started to emerge with the addition of new courses. But since the construction of the new building is nearing completion, the issues will be resolved pretty quickly.

(d) Should strive to attain Autonomy.

The council entrusted the Principal & vice Principal to look into these suggestions & administer the necessary steps.

The meeting came to an end by 4.30

Date: 6-12-2021

Time: 3pm - 4pm

Venue: J. M. Hall

AGENDA: CODE OF CONDUCT AWARENESS - INDUCTION/ PLANNING

1. Dr. Saji P. Javob *Saji*
2. Dr. Jothi Krishnan *Jothi*
3. Ms. JESLINE MARIA *Jesline*
4. Dr. Joice K. Joseph *Joice*
5. Dr. Nisha Jolly Nelson *Nisha*
6. Dr. Sabu P. Thomas *Sabu*
- Ponkash Pillai R *Ponkash*
- FRANCINA P. X *Francina*
- Jasmine Sarah Alexander *Jasmine*

This year's induction was planned to be conducted from 6th December, 2021 to 10th December 2021. 90 students may participate. The planning for Induction was conducted. The students would be introduced to all activities, facilities and code of conduct expected of them. New teachers were also mandated to participate so that they may understand the college activities, rules and regulations.

The induction schedule was finalized and logistics were decided. The responsibilities among teachers were divided. Dr. Sabu was the coordinator assisted by Dr. Francina and Dr. Joice. Once again all the teachers were reminded to adhere to Covid protocols.