



# **St. Joseph College of Teacher Education for Women Ernakulam**



## **CRITERION VII**

**7.1.9 Institution has a Prescribed Code of Conduct for Students, Teachers,  
Administrators and Other Staff**

**Reports / Minutes of the Periodic Programmes**

Submitted to

**National Assessment and Accreditation Council (NAAC)  
3rd Cycle of Assessment**



**ST. JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN ERNAKULAM  
KOCHI-682035, KERALA**

**7.1.9**

**Notice & Minutes of Discipline Committee**

## NOTICE

13/07/2022

The meeting of the Discipline Committee is scheduled for 22/07/2022 at 3:00PM in the mini Conference Hall of the Institution. Kindly make it convenient to be present for the same.


### Agenda :

1. Discussion on the revised draft form of Code of Conduct of students.
2. Programmes to be chalked for Code of Conduct and Ethics for Faculty and Administrative staff.
3. Means and ways to be adopted for disseminating the rules and regulations of the college.

### Members :

1. Dr. Geby George : Faculty Member (Secretary)
2. Dr. Siji John : Faculty Member 
3. Anu Cleatus : Faculty Member 
4. Rency V D : Non Teaching Faculty 
5. Giji K A : Menial staff 
6. Jomal Babu : Student Representative 



  
Dr. Alice Joseph  
Principal in Charge  
St. Joseph College of Teacher  
Education for Women,

## MINUTES

The meeting of the Discipline Committee began at 3.00PM in the mini-conference hall of the institution on 22/07/2022 with a prayer. The Principal welcomed the members and secretary presented the Minutes and Action Taken Report of the previous meeting. The members were briefed on the agenda.

### Agenda :

1. Discussion on the revised draft form of Code of Conduct of students.
2. Programmes to be chalked for Code of Conduct and Ethics for students, Faculty and Administrative staff.
3. Means and ways to be adopted for disseminating the rules and regulations of the college.

### Members :

1. Dr. Alice Joseph
2. Dr. Ceby George
3. Dr. Siji John
4. Anu Sreethus
5. Rincy VD
6. Giji KA
7. Jomal Babu

Alice Joseph

Ceby George

Siji John

Anu Sreethus

Rincy VD

Giji KA

Jomal Babu

### Agenda 1: Discussion on the revised draft form of Code of Conduct of students

The members discussed on the need of revising the Code of Conduct. Asking the students not to use mobile in the Campus was insignificant as all had turned to mobile learning, hence the code 'may use electrical and electronic devices in the college only after seeking permission from the Principal' needs to be reworded as

'Apart from academic purpose the students must seek the permission of the Principal for using Electrical and Electronic devices in the Campus'.

Agenda 2: Programmes to be chalked for Code of Conduct and Ethics for Faculty, Students and Administrative staff.

It was decided to have the orientation to the Code of Conduct for the fresh batch of B.Ed Batch (2022-2024) on 14/09/2022 by Dr. Saja Mathew. The orientation to the Code of Conduct for the fresh batch of MEd to be given in the month of November by Ms. Anuathy D.V.

Dr. Josephine Joseph agreed to orient the administrative staff on the code of conduct. It was opined that the student teachers going for internship should be oriented with the Code of Conduct to be followed as a teacher trainee in school and it would be good to ask teachers from the different schools who would be coming here for the intercession to brief them with the expected behaviour apart from the usual orientation by the Principal and the orientation by Optional teacher.

It was also opined to conduct value and ethic based programmes, the legal awareness week to be organized in the month of August, Value added courses on Gender sensitivity and research ethics for student teachers and teacher Educands would be appreciable, the programmes of anti-narcotic clubs against drug abuse to be organized for students and Public. Classes on Cyber Hygiene would also be helpful.

Agenda 3 : Means and Ways to be adopted for disseminating the ~~results~~ rules and regulations of the College.

In the discussion that ensued it was decided to have sign boards in strategic points to remind the students of the expected behaviour, the teachers also to communicate it to the student teachers during lessons about etiquettes and behaviour.

The meeting came to an end with the secretary proposing the vote of thanks.





Dr. Alice Joseph  
Principal in Charge  
St. Joseph College of Teacher  
Education for Women,  
Ernakulam




## ACTION TAKEN REPORT

The following actions were taken based on the minutes of the meeting of the Discipline Committee held on 22/07/2022

1. Dr. Soya Mathew conscientised the BEd student teachers (2022-2024) on Code of Conduct on 14/09/2022.
2. The class on Code of Conduct for the administrative staff was taken by Dr. Josephine Joseph on 22/10/2022.
3. MS Aswathy DV took the code of Conduct for the M.Ed teacher educands (2022-2024)
4. The legal awareness week for the student teachers were conducted from 16/08/2022 to 19/08/2022.
5. A Value added Course on Gender Sensitivity was designed by Dr Smitha Jose and was given to the student teachers of Social Science Optional Class (2022-2024) from the month of February 2023 to May 2023.
6. A Value Added Course on Research Ethics under the title Academic writing and Ethics in Research Publication was delivered for the teacher educands (2022-2024 MEd batch), from 10/01/2023 to 28/02/2023.
7. A Class on Cyber Hygiene was organized for the student teachers (2022-2024 BEd) on 22/10/2022.



  
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