



**Proceedings of the Monitoring Committee Meeting for Code of  
Ethics & Conduct for the session: 2017-2018**

**Meeting Details:**

**Date: 15<sup>th</sup> July, 2017**

**Time: 3:00 PM**

**Location: Conference Hall**

**Members Present in the Meeting:**

- Dr. R. C. Dixit : Convener
- Dr. Vipul Kirti Sharma: Member
- Dr. Rekha Sharma: Member
- Dr. Sandeep Gauhar: Member
- Dr. Renu Jain: member

**Agenda:**

- Call to Order
- Review of Code of Conduct Directives
- Discussion on Implementation Strategies
- Next Steps and Action Items
- Any Other Business
- Next Meeting Date and Adjournment

**Proceedings:**



1. The meeting was convened at 3:00 PM in the Conference Hall by Dr. R. C. Dixit, the Convener of the Committee. Dr. Dixit welcomed all the members of the monitoring committee.

2. Review of Code of Conduct Directives: The provided directives for the 'Code of Conduct' were reviewed and discussed.

3. Discussion on Implementation Strategies: The committee engaged in a detailed discussion on effective strategies to ensure the implementation of the Code of Conduct among students and faculty. With the commencement of the new session, the members unanimously agreed on the strong monitoring protocol of the code of conduct on the campus. The following highlights were discussed and agreed upon:

- All the teachers and students will require adherence to the highest principles of ethical conduct.
- Students should report to the class on time.
- All the students must wear ID cards compulsorily
- During free hours, students are advised to use the library.
- The use of mobile phones is strictly prohibited on the college campus.
- Students should handle the furniture, Electrical instruments, and other properties with care.
- Students should maintain honesty, integrity, and fairness in all activities.
- Students should not indulge in ragging activities. If any student is found indulging in the ragging, the student will be strictly punished or even rusticated from the college.

4. Next Steps and Action Items: The committee outlined the following steps to enforce the Code of Conduct directives:

- Communication plan to disseminate the directives among stakeholders
- Monitoring mechanisms to ensure adherence to the principles of ethical conduct.

5. Any Other Business: No additional matters were raised.

6. Next Meeting Date and Adjournment: The next meeting date will be scheduled and communicated to all the members beforehand. With no further matters to discuss, the meeting was adjourned at 4.15 pm.





The proceedings of the meeting of monitoring committee for code of conduct and ethics was recorded by Dr. Vipul Kirti Sharma.

Approved By:

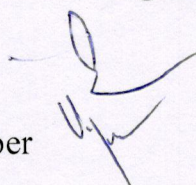
Dr. R. C. Dixit (Convener)

15<sup>th</sup> July, 2017

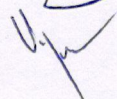
**\*\*Note:** These minutes are subject to approval at the next committee meeting.

**Signature**

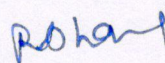
• Dr. R. C. Dixit : Convener



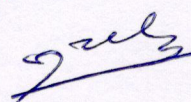
• Dr. Vipul Kirti Sharma: Member



• Dr. Rekha Sharma: Member



• Dr. Sandeep Gohar: Member



• Dr. Renu Jain: member







Office of the Principal  
Government Holkar (Model Autonomous) Science College, Indore (M.P.)  
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## **Proceedings of the Monitoring Committee Meeting for Code of Ethics & Conduct for the session: 2018-2019**

### **Meeting Details:**

Date: 25<sup>th</sup> July, 2018

Time: 1:00 PM

Location: Conference Hall

Members present in the meeting: Dr. R. C. Dixit (Convener), Dr. Vipul Kirti Sharma, Dr. Rekha Sharma, Dr. Renu Jain, Dr. Sandeep Gohar

### **Agenda:**

- Call to Order
- Review of Directives for Code of Ethics & Conduct
- Discussion on Implementation Strategies
- Next Steps and Action Items
- Any Other Business
- Next Meeting Date and Adjournment

### **Proceedings:**

1. Call to Order: The meeting was called to order at 1:00 PM by Dr. R. C. Dixit, the Convener of the Committee. He welcomed all the attendees on the onset of the new session.

#### **2. Review of Directives for Code of Ethics & Conduct:**

The provided directives for maintaining ethical conduct were reviewed and discussed by all the members for final approval. Dr. Rekha Sharma emphasized that all teachers and students are expected to adhere to the principles of ethical conduct. The faculties should see to the fact that the students should report to classes on time. They must wear their ID cards at all times. Faculties should also advise students to utilize the library during free periods.

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### 3. Discussion on Implementation Strategies:

The use of mobile phones within the college premises is strictly prohibited. In case of necessity, mobile usage is only permitted in designated areas.

Dr. Vipul Kirti Sharma suggested that the use of mobile phones within the college premises should be strictly restricted. In case of necessity, mobile usage is only permitted in designated areas.

Dr. Renu Jain suggested the sitting areas in the campus gardens, and common rooms can be made special zones, where mobile phones could be used by children.

The committee discussed strategies to effectively implement the directives among students and teachers.

### 4. Next Steps and Action Items: The committee members also outlined the steps to communicate and ensure adherence to the Code of Ethics among stakeholders.

-Dr. Sandeep Gohar discussed monitoring of students should handle furniture, electrical appliances, and other property with care, especially in the new block.

-Dr. Vipul Keerti Sharma discussed how students can be motivated to maintain honesty, integrity, and impartiality in all activities.

-Dr. R.C. Dixit expressed his satisfaction in maintaining a Zero-ragging-free Campus because of efforts made by the staff and senior students. He reaffirmed the institution's commitment to a zero-tolerance policy against ragging. The committee suggested strict action, including expulsion from the college, will be taken against any student found involved in ragging.

-Dr. Renu Jain insisted on keeping student volunteers as '**Urja-Mitra**' who will check whether the light/fan or smartboards in the classrooms are properly turned off when not in use.

### 5. Any Other Business: None

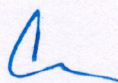
### 6. Next Meeting Date and Adjournment:

The next meeting date will be scheduled and intimated beforehand the meeting. The meeting was adjourned by Dr. Dixit. He thanked all the committee members for their proactive participation in monitoring process.

Respectfully Submitted By:

The proceedings were recorded by Dr. Vipul Kirti Sharma.

Approved By:

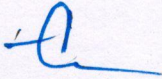

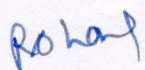
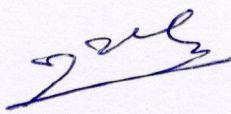




Dr. R. C. Dixit (Convener)

25<sup>th</sup> July, 2018

**\*\*Note: These minutes are subject to approval at the next committee meeting.**

- Dr. R. C. Dixit (Convener) 
- Dr. Vipul Kirti Sharma 
- Dr. Rekha Sharma 
- Dr. Renu Jain
- Dr. Sandeep Gohar 







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(Session 2019-2020)

## Proceedings of the Monitoring Committee Meeting for Code of Ethics & Conduct

Date: July 8<sup>th</sup>, 2019 & Time- 1.30 pm

Location: Zoology Department

Attendees Present in the meeting:

Convenor: Dr. R. C. Dixit

Member: Dr. Rekha Sharma

Member: Dr. Vipul Kirti Sharma

Member: Dr. Renu Jain

Member: Dr. Sandeep Gohar

Agenda:

- Call to Order
- Review and Approval of Previous Meeting Minutes
- Discussion on Enforcing Code of Ethics & Conduct
- Strategies for Promoting Discipline and Collaboration
- Actions for Maintaining a Healthy Academic Environment
- Any Other Business
- Next Meeting Date and Adjournment

Proceedings:

1. Call to Order: Dr. R. C. Dixit, Convener of the Committee, called the meeting to order at 1.30 pm in the Department of Zoology. He congratulated the members for monitoring the code of ethics among the stakeholders and maintaining good ethical standards in the institution.

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2. Review and Approval of Previous Meeting Minutes: The minutes of the previous meeting were reviewed and approved without any amendments.

3. Discussion on Enforcing the Code of Ethics & Conduct: Dr. Rekha Sharma initiated the discussion on the adoption of new measures for monitoring the Code of Ethics & Conduct. The committee engaged in a thorough discussion regarding the necessity of new measures for implementing a Code of Ethics and Conduct to instill discipline and effective strategies within the educational institution.

4. Strategies for Promoting Discipline and Collaboration:

- The following strategies were proposed by Dr. Vipul Kirti Sharma & Dr. Renu Jain:
- Ensure fairness and impartiality of officers towards stakeholders.
- Foster a spirit of welfare and mutual support among all classes.
- Promote academic and research activities among teachers and scholars.
- Encourage active student participation in extension activities.
- Uphold the ethos of the college.
- Maintain a disciplined and healthy academic environment.

5. Actions for Maintaining a Healthy Academic Environment:

To maintain a healthy academic environment, Dr. Renu Jain and Dr. Sandeep Gohar suggested following measures:

- Ensuring discipline for a conducive academic environment.
- Safeguarding collective interests of institution sections.
- Ensuring social justice for all stakeholders regardless of background.
- Exercising financial powers responsibly and maintaining financial records.
- Ensuring equality of opportunity and responsibility among staff members.

6. Any Other Business: Nil

7. Next Meeting Date and Adjournment:

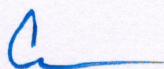
The date for the next meeting will be intimated before the meeting. With no further matters, the meeting was adjourned at [Time].

The proceedings of the meeting on monitoring of code of ethics and conduct were put on record by Dr. Rekha Sharma.

Approved By:

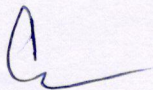
Dr. R. C. Dixit (Convener)

Date: July 8<sup>th</sup>, 2019

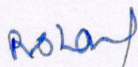




Note: These minutes are subject to approval at the next committee meeting.



Convenor: Dr. R. C. Dixit  
Sharma



Member: Dr. Rekha Sharma

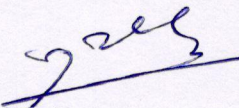


Member: Dr. Vipul Kirti

Member: Dr. Renu Jain



Member: Dr. Sandeep Gohar







## Proceedings of the Monitoring Committee Meeting for Code of Ethics & Conduct (Session 2020-2021)

Date: October 07<sup>th</sup>, 2020

Time: 1.30 PM

Location: Online Mode

### Members Present in the Meeting:

Dr. R. C. Dixit (Convener), Dr. Vipul Kirti Sharma (Member), Dr. Rekha Sharma (Member), Dr. Sandeep Gohar (Member), Dr. Renu Jain (member),

### Agenda:

- Call to Order
- Review and Approval of Previous Meeting Minutes
- Instructions for Code of Ethics Establishment
- Discussion on Implementation Strategies
- Any Other Business
- Next Meeting Date and Adjournment

### Proceedings:

1. Call to Order: The meeting was called to order at 1.30 PM by Dr. R. C. Dixit, Convener of the Committee. Dr. Dixit welcomed all the attendees to the meeting and inquired about wellness of everybody during the COVID period.

2. Review and Approval of Previous Meeting Minutes: Dr. Rekha Sharma read out the minutes of the previous meeting. The minutes of the previous meeting were reviewed and approved without further amendments by all the members.



3. Dr. R. C. Dixit, the convenor, provided the instructions to organize a regular lecture on the Code of Ethics for both students and staff. Also, he mentioned disseminating the code of conduct and ethics during the induction/orientation programmes of the students.

After elaborate discussions, the following points were highlighted during the meeting.

- Disseminate information about adhering to the Covid-19 protocol.
- Mandate that all college employees comply with rules set by higher education authorities and the institution.
- Impose strict disciplinary action for any student engaging in acts of indiscipline or misconduct.
- Prohibit students from engaging in anti-national, anti-social, communal, immoral, or political activities within the campus.
- Hold students accountable and impose penalties for any damage caused to institutional property, whether negligently or intentionally, along with monetary compensation.
- Prohibit vehicle parking by students on campus.
- Require every student to wear and display their I-card within the college premises.
- Immediate reporting to the Administrative Office in case of a lost I-card.
- Enforce appropriate attire for students.
- Ensure consistent online attendance by students.
- Students must adhere to submission schedules set by their respective teachers.
- Expect students to uphold honesty and sincerity in all academic interactions.
- Require students to obtain guardian undertakings for participation in academic or industrial tours and to maintain discipline during the same.
- Enforce the turning off of mobile phones in class, laboratory, library, etc.
- Ensure students maintain college premise cleanliness and use dustbins for waste disposal.
- Remind students to turn off lights and fans when not in use.

4. Discussion on Implementation Strategies: The committee also discussed strategies for effectively implementing the provided instructions, focusing on seamless adherence by all. Dr. V. K. Sharma emphasized the various protocols to be followed during classes conducted on online platforms owing to the COVID-19 situation.

5. Any Other Business: A general discussion was made on the COVID situation, about things that can be done on behalf of the college for the community at large such as online & offline awareness drive, financial-aids and other aids.

6. Next Meeting Date and Adjournment: The date for the next meeting will be intimated prior to the meeting. The meeting was adjourned by Dr. Dixit with a thank you note for all members participating in the meeting even in this difficult pandemic time.

The proceedings were recorded by Dr. Santosh Gohar.





Approved By:

Dr. R. C. Dixit (Convener)

October 07<sup>th</sup>, 2020

Note: These minutes are subject to approval at the next committee meeting.

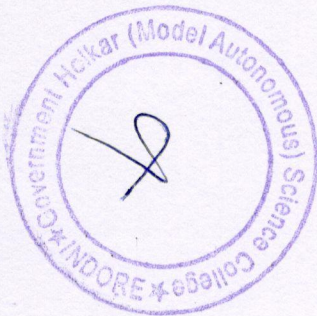
Dr. R. C. Dixit (Convener)

Dr. Vipul Kirti Sharma (Member)

Dr. Rekha Sharma (Member)

Dr. Sandeep Gohar (Member)

Dr. Renu Jain (member)







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**Proceedings of the Monitoring Committee Meeting for**  
**Code of Ethics & Conduct**  
**(Session 2021-2022)**

**Date: 07 October 2021**

**Time: 2.30 PM**

**Location: Conference Hall**

**Attendees Present:**

Dr. R. C. Dixit (Convener)

Dr. Vipul Kirti Sharma (Member)

Dr. Rekha Sharma (Member)

Dr. Sandeep Gohar (Member)

Dr. Renu Jain (member)

**Agenda:**

- Call to Order
- Review and Approval of Previous Meeting Minutes
- Instructions and Guidelines on Code of Conduct
- Discussion on Implementation Strategies
- Any Other Business
- Next Meeting Date and Adjournment

**Proceedings of Monitoring Committee:**

1. Call to Order: The meeting was called to order at 2.30 PM by Dr. R. C. Dixit, Convener of the Monitoring Committee. He welcomed all the members of the monitoring committee.

Bhawarkuan, A. B. Road, Indore, Madhya Pradesh, 452001



2. Review and Approval of Previous Meeting Minutes: Dr. Rekha Sharma read out the minutes of the proceedings of the previous meeting held on 7<sup>th</sup> Oct. 2020. The minutes were reviewed and approved without any amendments.

3. **Instructions and Guidelines on Code of Conduct:** Dr. Vipul Kirti Sharma addressed the committee members and discussed regarding effective implementation of the Code of Ethics & Conduct. The revised Code of Conduct Manual was discussed by Dr. Rekha Sharma.

The following directives were highlighted by all the members present at the meeting.

- Emphasize adherence to Covid-19 protocols.
- Organize a lecture on the code of conduct for all staff members.
- Ensure the punctuality of all government employees.
- Mandate compliance with rules set by higher education authorities and the institution.
- Enforce strict adherence to disciplinary rules by students.
- Warn of disciplinary action for any student engaging in indiscipline or misbehavior.
- Prohibit engagement in anti-national, anti-social, communal, immoral, or political activities within campus boundaries.
- Hold accountable any student causing damage to institutional property, along with monetary compensation.
- Enforce a campus-wide prohibition on vehicle parking by students.
- Mandatory display of student I-cards within the college premises.
- Immediate reporting of lost I-cards to the Administrative Office.
- Dress code adherence and regular attendance are expected from students.
- Compliance with submission schedules as defined by respective teachers.
- Encouragement of honesty and sincerity in all academic interactions.
- Guardian's undertaking required for participation in academic or industrial tours.
- No mobile phone usage in class, laboratory, library, etc.
- Prohibition of student use of staff washrooms.
- Student responsibility for maintaining cleanliness and proper waste disposal.
- Energy conservation through switching off lights and fans when not in use.

4. Discussion on Implementation Strategies: The committee engaged in discussions on strategies to effectively implement the outlined guidelines, ensuring seamless adherence by all stakeholders. Dr. Renu Jain Emphasised on regular ID Card checking at the main entrance.

5. Any Other Business: No additional matters were raised.





6. Next Meeting Date and Adjournment: The date for the next Monitoring Committee meeting will be intimated beforehand. With no further matters to discuss, the meeting was adjourned by the convenor Dr. R.C. Dixit with a thank you note to the members.

The proceedings of the Monitoring Committee Meeting for Code of Ethics & Conduct were recorded by Dr. Sandeep Gohar.

Approved By:

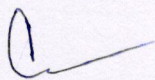
Dr. R. C. Dixit (Convener)

[07.10.2021]

Attachments:

Code of Conduct Document\_Version 2.0

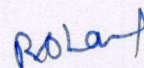
Note: These minutes are subject to approval at the next committee meeting.



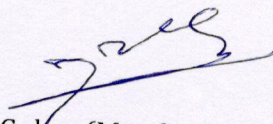
Dr. R. C. Dixit (Convener)  
(Member)



Dr. Vipul Kirti Sharma (Member)



Dr. Rekha Sharma



Dr. Sandeep Gohar (Member)



Dr. Renu Jain (member)

