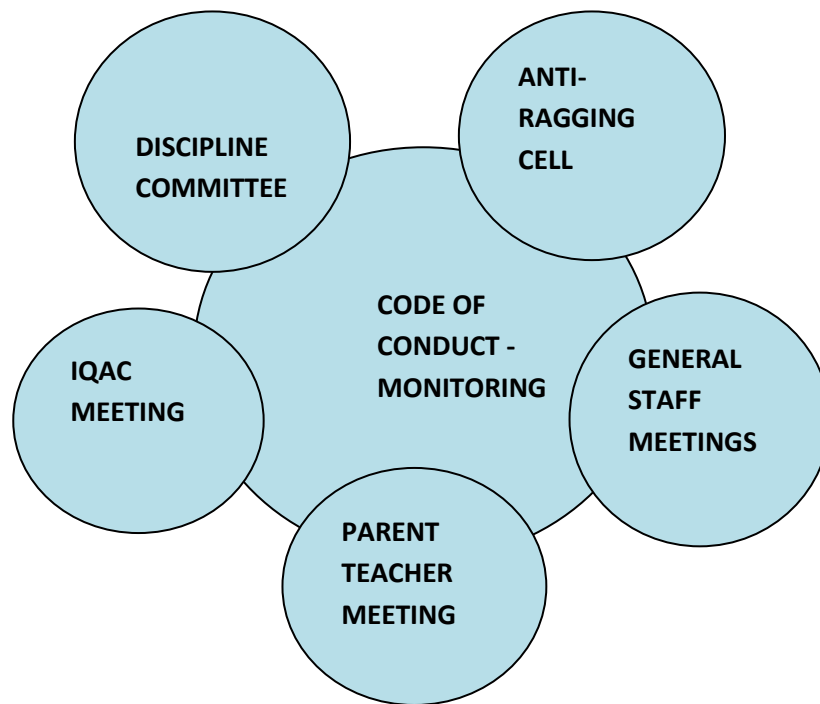


**CODE OF CONDUCT- MONITORING
COMMITTEE/ DISCIPLINE COMMITTEE**



Code of Conduct Monitoring- Disciplinary Committee

Code of Conduct – Monitoring Mechanism

- The College has a well constituted regulatory mechanism to ensure that code of conduct spelt out for various stakeholders is monitored.
- The College has a disciplinary committee, admission committee, anti-ragging committee, Grievance Redressal committee, Examination Committee and Women cell which ensure that there is strict adherence to code of conduct by all stakeholders.
- In addition to this, General staff meetings, HoD's meetings, department meetings, Committee meetings, Parent teachers' meetings are conducted regularly to ensure that code of conduct is not violated and the college functions smoothly.
- The morning prayer is also used to reinforce code of conduct.
- Personal counseling, mentoring, SMS alerts for absentee are other measures.

Committee Composition - Discipline Committee (2019-2020)

Chairman :

Mr. Shelji Mathew

Members :

1. Dr. Dileep M.R
2. Fr. Varghese Kollammavudy
3. Prof. Thara Philip
4. Mrs. Philomina K.J
5. Mr. Tony Thomas
6. Fr. Dr. Kuriakose V.C

Anti-Ragging Committee 2021-22

Our Institutions and its residence facilities have zero tolerance for ragging and proud to state that they are ragging free. To achieve this, the institute has an Anti-Ragging & Sexual Harassment Committee to the menace of ragging in the campus. The Anti-Ragging Committee is nominated and headed by the Head of the institution, and comprises of representatives as prescribed by the UGC Regulations, including civil and police administration, local media, Non-Government Organizations involved in youth activities and representatives from the institute. In compliance with the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (clause 6.3 (a)) and revised as per UGC Notification vide The Gazette of India Part III-Section 4, New Delhi dated June 29, 2016 And The Prohibition and Eradication of Ragging Act, 2019, The Anti-Ragging Committee 2021-22 of Pazhassiraja College, Pulpally, Wayanad an affiliated college under University of Calicut, Kerala is hereby reconstituted with the following members:

Sl. No.	Name	Position
1	Dr. ANIL KUMAR, PRINCIPAL	Chairman
2	Lt. DR. RANI S. PILLAI	Convener
3	Mr. Anandhakrishnan	Sub. Inspector of Police, Pulpally
4	Mr. Sajan (MalayalaManorama)	Media Representative
5	Mr. Shanson (Shreyas)	NGO Representative
6	FR. VARGHESE KOLLAMVUDI, CEO	Management Representative
7	PROF. THARA PHILIP,	Faculty Member
8	Mr. TONY PODIMATTAM	Faculty Member
9	MRS. PHILOMINA	Faculty Member
10	Mrs. Divya Das	Faculty Member
11	Dr.Sreedevi	Faculty Member
12		Students' Representative
13		Students' Representative

Name

Mobile Number

Helpline numbers

Dr. Anil Kumar– Chairman, Anti- Ragging Committee

9447388341

Lt. Dr. Rani S. Pillai– Convener, Anti- Ragging Squad

8086060699

Email: info@pazhassirajacollege.ac.in

*National Anti Ragging Help Line: 1800-180-5522 (24x7 Toll Free)

Objectives of Anti Ragging Committee

Anti-Ragging Committee is the Supervisory and Advisory Committee in preserving a Culture of Ragging Free Environment in the college Campus, which involved in designing strategies and action plan for curbing the Menace of Ragging in the college by adopting array of activities. The committee will decide and finalize Anti Ragging Regulations for the institution, in accordance with the prevailing regulations of various statutory bodies.

Functions and Duties of Anti Ragging Committee:

1. To conduct Anti Ragging Committee meeting every month, or incase of any compliant registers as and when basis.
2. To ensure submission of undertaking in the prescribed format from the candidate concerned on anti- ragging at the time of admission.

3. To arrange classes to students at the beginning of the academic year for creation of awareness.
4. to tighten vigil against any act which constitutes ragging, including the formation of the Anti-Ragging Squad.
5. To take measures for prevention of ragging so that freshers, senior students and every staff of the institute are made aware of it.
6. Timely circulation of action taken report to the concerned authorities against Anti Ragging in the institute.
7. A team of senior students is also creating every year and the students carried message of no ragging and to support first years to face it and to report it if any such events are happening.

Responsibilities:

1. Devise mechanism for receiving, processing and addressing all information regarding incidence of ragging.
2. Timely address grievances of stakeholders and especially those related to gender sensitivity issues including sexual harassment of women.
3. Seek advice of expert to handle complicated grievance cases related to ragging apart from advise by other committee(s)/ sub-committee(s), if need arises.
4. Compile/ submit biannual basis, the grievance summary report (on cases related to ragging) if any, along with recommendations.
5. Maintain all records, statements, actions and other correspondences related to ragging cases.
6. Discuss major cases of ragging to generate awareness amongst students and faculty. Ensure the formation of the various cells and committees and their proper functioning and monitoring mechanism.

IQAC MEETING

MINUTES OF IQAC MEETING

Minutes of IQAC meeting held on 02 June 2021 on Google meet platform, at 2pm.

Members present/ Participated

- | | | |
|-----------------------|----------------------------------|--|
| 1. Dr. Anil Kumar K | - | Principal |
| 2. Dr.Dileep M.R | - | IQAC Coordinator |
| 3. Mr.Abdul Bari | - | NAAC Coordinator |
| 4. Dr.Joshy Mathew | - | HOD , Department of History |
| 5. Dr.Rani .S. Pillai | - | Asst. Professor, Department of History |
| 6. Mr. Koshy C.J | - | Asst. Professor Dept. of commerce. |
| 7. Mr.Abdul Bari K. K | - | HOD, Dept. of Microbiology |
| 8. Ms. Vijisha M.C. | - | Asst. Professor, Dept. Of Microbiology |
| 9. Mr. Sanoopkumar- | Asst. Professor, Dept of Tourism | |
| 10. Ms. Smitha Chacko | - | Asst. Professor, Dept.of Microbiology |


Agenda

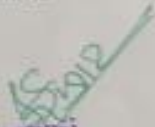
- Academic Schedule
- Review the Academic Progress
- ICT Usage for Online Classes
- PTA Meeting
- RUSA project progress assessment
- AQAR and SSR

Decisions

1. Reports of the previous academic year has been reviewed and urged the necessary modification
2. As pandemic situation prevails, it has been decided to have a Learning Management System (LMS) in place and to use it effectively.
3. Academic monitoring committee has to finalise the activity schedule without delay. and present in the College council meeting for approval.
4. RUSA infrastructure development activities are assessed and found satisfactory. The new building block is ready for inauguration.
5. Online teaching has been decided to continue.
6. PTA meeting has to be convened without delay.
7. Efforts have to be taken to finalise the portions of the first year students as the admission got delayed in the last academic year.
8. As the college are closed continually due to the second wave of corona, the paused AQAR and SSR preparations have to be continued and to be submitted.

The meeting ended by 3 pm.


Co ordinator
IQAC
Pazhassiraja College
Pulpally


Principal
Pazhassi Raja College
Pulpally.Ptn:673573

GENERAL STAFF MEETING

Staff Meeting Held on 19.2.2020. 17

A meeting of all teaching staff have been convened in Chithudathu on 19.2.2020 at 3 pm. Dr. Anilkumar Principal presided over the meeting. The following members have participated.

List of Participants

1. Dr. Anil Kumar, Principal
2. Thara Philip
3. Dr. Dilip M P
4. Fr. Varghese. C.
5. Manoj Mathew
6. Sreeraj P V
7. Anoop K Jose
8. Alex Jay
9. SACHIN. A. S
10. SWARUN SEBASTIAN
11. Kashy. C J
12. Dr. Dinesh. M. D
13. Abdul Bari
14. Dr. Jenson Jacob. Biochemistry
15. Dr. Robert Joseph
16. Lizy P. A
17. Seema. E. V
18. Philomina. K. J
19. Swathi P. S
18. Sini Bldhose
19. Vimys. B. P
20. Jesena K. Joseph
21. Anusmita Tom
22. VIJISHA M. C
29. Smitika Chacko
30. Jayasudha M
31. Neelha Francis
32. Divisha Ramesh
33. Athira Vijayam
34. Christena S. A

35. S. Opa Mathew
36. Cristina Joseph
37. Inahaja M
38. Dr. Rami S. Pilla.
39. Dr. Mesin S. Thadathil
40. Mathu George
41. Deepa A D
42. Sebra Raj.
43. DIVYA DAS
44. Fr. Dr. Kuriatose - VC
45. Dr. Joshy Mathew
46. Jibin Varghese.
47. Perry Thomas.
48. Dr. Janet Sebastian.
49. Mr. Jessiel GEORGE
50. Lillian Mathew
51. Dr. Suv. T. S

[Handwritten signatures and initials, including names like 'Cristina Joseph', 'Dr. Rami S. Pilla', 'Dr. Mesin S. Thadathil', 'Mathu George', 'Deepa A D', 'Sebra Raj.', 'DIVYA DAS', 'Fr. Dr. Kuriatose - VC', 'Dr. Joshy Mathew', 'Jibin Varghese.', 'Perry Thomas.', 'Dr. Janet Sebastian.', 'Mr. Jessiel GEORGE', 'Lillian Mathew', and 'Dr. Suv. T. S']

Agenda

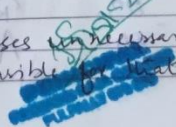
1. VI Sem Posterior completion - Study leave - project submission
2. VI Sem Internal marks.
3. II Sem, IV Sem internal marks
4. Teacher's Diary & Library Books
5. Engg. classes - full day
6. Attendance App. & other relevant matters.

Decisions

1. It is decided to complete portions of VI Sem. UU and leave students for study leave latest by 20-2-20 for BA and 26-2-20 for BSc classes.
2. All projects ~~are~~ should be submitted to the HoD in time.

Supervising teachers should ensure that the projects are prepared in line with the scheme prescribed by the University of Calicut. Teachers should also change the project into research paper format so that each department can publish an "Edited Volume" incorporating all the project reports of students. A copy of the same should be forwarded to KAC also.

- 2.
3. VI Sem internal marks ^{or optmt.} should be send to HoD before 15th March by concerned teachers.
4. Monthly attendance statement should be forwarded to KAC when it is.
5. Internal Marks are also has to be sent to KAC as soon as the exam class tests and model exams are over. II Sem and IV Sem internal Exams should be conducted before 20th March and send mark list to Dr. Teena.
6. Teachers Diary should be carefully filled in and the submit to Principal before 31st March.
7. Library Books taken by teachers should be returned before March 31st.
8. If there exists any anomaly regarding attendance app for taking attendance, contact Mr Milton Room's teacher.
9. Vehicles parking in campus should be in an order.
10. Teachers should inform HoD and Principal before taking any type of leave. The leave applications should be signed by HoD compulsorily and then submit to Principal. CC and NSS students should not bunk classes unnecessarily and the teacher incharge should be responsible for that. The meeting ended up by 4.p.m.



AWARENESS PROGRAMMES ON CODE OF CONDUCT

The College ensures to foster the values articulated in the College's vision and mission. Awareness programmes are conducted to orient the students on the rules, regulations and the code of conduct that governs them during study at College.

At the beginning of every academic year, orientation programs are conducted for newly admitted students to create awareness on academic and ethical conduct during his / her tenure in College. Educationists and authorities from Police and judiciary are invited to address the students. The Coordinators of academics and students orient the fresher's on various academic and ethical conducts. Parents are also involved in this orientation program.

INITIUM 2K21

Induction Program for UG Students 2021-2022

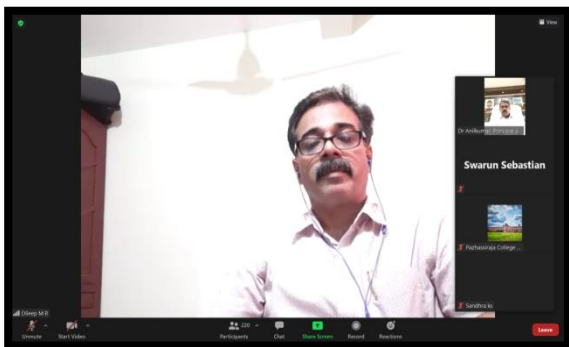
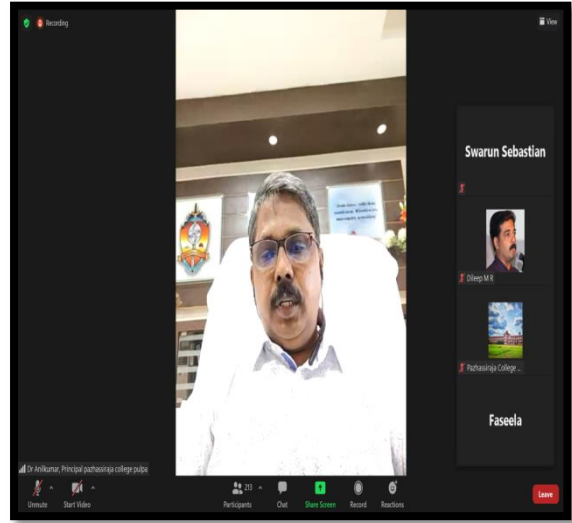
27.10.2021

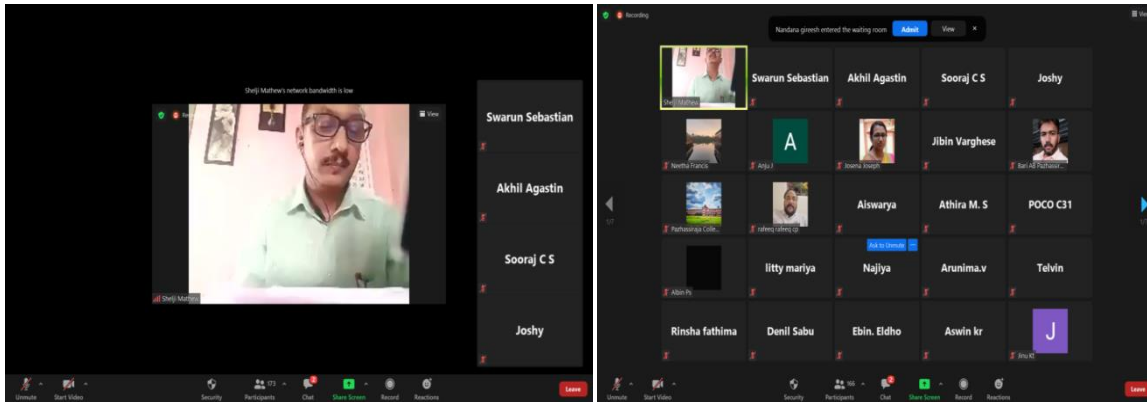
The IQAC of Pazhassiraja college Pulpally organized an Induction program, INITIUM 2K21, for first-year UG students on 27.10.2021 at 10.30 am. The College Vice principal Dr. Dileep M.R welcomed all. The Principal, Dr. Anilkumar K, presided over the program. He welcomed all the students and parents to the pazhassiraj fraternity. His Excellency Dr. Joseph Mar Thomas, Manager of the College, inaugurated the program. He shared his thoughts on various aspects of education



and its different stages. He told us to work with good intentions and to achieve success in life by using the virtues before us. His Excellency opined that if you work hard as good as you can during your studies, you will achieve success in life. After that Fr. Varghese Kollammavudy, CEO, narrated the history of the college. The head of all the departments and various clubs coordinators introduced themselves to the participants.

The first technical session was concentrated on students' discipline, code of conduct, and general rules and regulations. The session was handled by Mr. Shelji Mathew (Associate Professor, Dept. of Tourism). He presented the general rules and regulations and the code of conduct. The next session was about University regulations. Mr. Abdul Bari K.K, NAAC Coordinator, handled this session. He explained the general University regulations on Curriculum of UG programmes, course structure and other important details. Self-financing course director, Prof. Thara Philip gave the vote of thanks.





WEBINAR ON 'EDUCATION AND CHARACTER FORMATION'

07/09/2021

The department of Mass Communication and Journalism, Pazhassiraja College organized a session on Education and character formation', in association with Shalom Institute of Mental Health and Research centre (SIMHAR). Dr. Alexander Jacob IPS, Retd.DGP was invited to speak in the webinar. The session was organized in Zoom cloud meetings, and more than 300 participants actively attended the session.

The session started with introductory remarks by Dr. Jobin Joy(HoD), on the Department of Mass Communication and Journalism and its milestones. The welcome address for the webinar was delivered by Mr. Aju Mathew George, PRO of SIMHAR, Palakkad. The session was presided by Dr. Anilkumar K, Principal, Pazhassiraja College. He gave a detailed picture on the

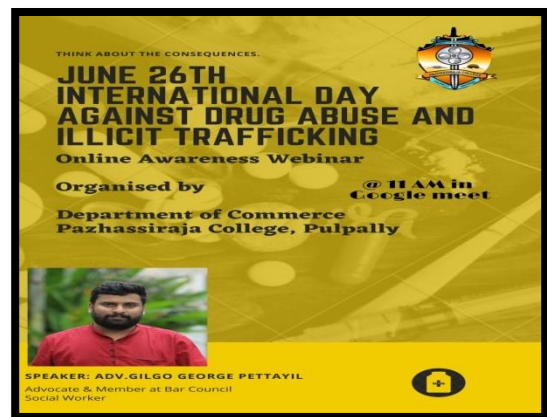


importance of Education and Character formation. Introductory remarks were given by Rev. Dr. Joseph Mar Thomas His Excellency. He narrated on various aspects of education that can significantly influence one's character formation. The speaker for the webinar, Dr. Alexander Jacob IPS has shared his thoughts on various aspects of education and its different stages. He started narrating about the learning of an individual and its stages starting right from his/her mother's womb. He drew the attention of the entire listeners by narrating plethora of examples from real life situations that matches his view points. The participants praised the expertise of the speaker. The session was highly interactive and the speaker clarified all concerns which were raised from the floor. The speaker also shared his experience as a teacher and mentor. Vice principal, and coordinator of IQAC, Dr. Dileep M.R. proposed the vote of thanks.

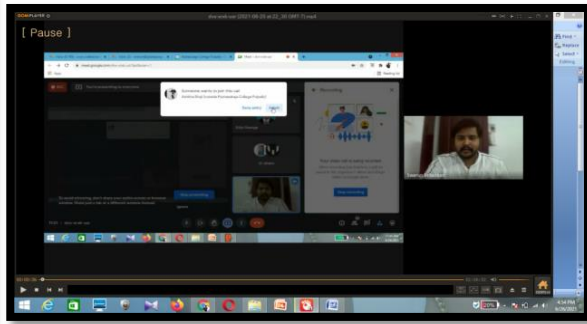
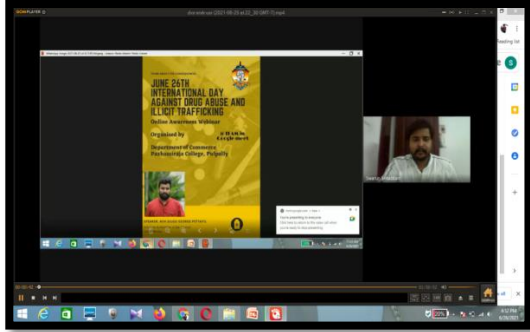
AWARENESS WEBINAR ON 'INTERNATIONAL DAY AGAINST DRUG ABUSE AND ILLICIT TRAFFICKING'

Department of Commerce, Pazhassiraja College observed **International Day against Drug Abuse and Illicit Trafficking** on 26th of June 2021 by conducting awareness webinar for the college students.

This year, the theme is '**Share Facts On Drugs, Save Lives**'. According to the United Nations Office on Drugs and Crime (UNODC), the motive is to combat misinformation by sharing real facts on drugs — from health risks and solutions for the world drug problem to evidence-based prevention, treatment, and care.



As part of the programme a thoughtful session was given by the invited speaker Adv. Gilgo George, Bar Council Member and Social Worker. Over 60 students attended the Awareness Webinar on Google meet and there was a small chit chat session with the speaker by the students regarding the issues of drug abuse.



ORIENTATION PROGRAMME FOR FIRST YEAR STUDENTS

14/10/2020

An orientation program for the first-year students was conducted on 14/10/2020 through Zoom online platform, to orient them towards their healthy adaptation to the campus culture and academics. The day commenced with prayer. Staff secretary Dr. Teena welcomed the freshers and parents to the Pazhassi family. In his inaugural speech, Principal Dr. Anilkumar K spoke about the broad and comprehensive outlook of the college. Dr. M.R Dileep explained the curriculum, code of conduct, examination system, and various departmental activities. Discipline committee chairman, Mr. Sanoopkumar P.V talked about the general rules and regulations to be followed in the campus. Self financing programme coordinator, Prof. Thara Philip, gave the vote of thanks.

SEMINAR ON 'ANTI-RAGGING AND COUNTERNARCOTICS'

In accordance with Anti Narcotics day, Department of English conducted a seminar on the topic '**Anti-Ragging and Counternarcotics**' on 27th June 2019. **Mr. Prince Abraham, DYSP of Vadakara** was the Chief Guest of the programme. Ms. Josena K. Joseph, Head of the Department, Mr. Shelji Mathew (Principal in charge), Rev. Fr. Varghese Kollamavudy (CEO), Rev. Fr. George Alummoottil (Bursar) and Prof. Thara Philip were the dignitaries on the dais.





DYSP Prince Abraham talking to the audience

ORIENTATION PROGRAMME FOR FIRST YEAR STUDENTS

24/06/2019

An orientation program for the first-year students was conducted on 24/06/2019, to orient them towards their healthy adaptation to the campus culture and academics. The day commenced with prayer. Staff secretary Dr. Silvy T.S welcomed the fresher's and parents to the Pazhassi family. In his inaugural speech, Principal in Charge Mr. Shelji Mathew spoke about the broad and comprehensive outlook of the college. He explained the curriculum, code of conduct, examination system, and various departmental activities. Discipline committee member, Mr. Abdul Bari K.K talked about the general rules and regulations to be followed in the campus. Self financing programme coordinator, Prof. Thara Philip, gave the vote of thanks.

ORIENTATION PROGRAMME FOR FIRST YEAR STUDENTS

05/07/2018

An orientation program for the first-year students was conducted on 05/07/2018, to orient them towards their healthy adaptation to the campus culture and academics. The day commenced with prayer. Principal Dr A.O Roy addressed the students and parents of first-year degree classes. After that the discipline committee chairman Mr Tony Thomas Podimattom (HoD, Dept of Physical Education) took an awareness class on general rules and code of conduct for the students.



ORIENTATION PROGRAMME FOR FIRST YEAR PG STUDENTS

30/07/2018

On 30/07/2018, an orientation programme for first-year PG students was conducted. Mr. Shaijumon P.V, Dept of Travel and Tourism Management, welcomed everyone. College CEO Fr. Tony Kozhimannil inaugurated the

programme. Prof. Thara Philip (Self Financing Programme Coordinator) took an awareness class on general discipline and code of conduct. Fr. George Alummoottil, Bursar of the College, felicitated the programme. Mrs. Niranjana Govind, Dept of Economics, gave the vote of thanks.



ORIENTATION PROGRAMME FOR FIRST YEAR STUDENTS

12/07/2017

An orientation program for the first-year students was conducted on 05/07/2018, to orient them towards their healthy adaptation to the campus culture and academics. The day commenced with prayer. Principal Dr A.O Roy addressed the students and parents of first-year degree classes. After that the discipline committee chairman Dr K.P Saju (HoD, Dept. of Political Sciences) took an awareness class on general rules and code of conduct for students.



ORIENTATION PROGRAMME FOR FIRST YEAR STUDENTS

15/07/2016

On 15/07/2016, an orientation programme for first-year students was conducted. Principal Dr A.O Roy addressed the students and parents of first year classes. He spoke about the broad and comprehensive outlook of the college. He explained the curriculum, code of conduct, examination system, and various departmental activities. After that Mr Sanoop Kumar P.V (Asst. Professor, Dept of Travel and Tourism Management) took an awareness class on general rules and code of conduct for students.



ORIENTATION PROGRAMME FOR FIRST YEAR STUDENTS

06/07/2015

An orientation programme for first-year students was conducted on 06/07/2015, aimed at familiarizing the students to an unknown campus environment, its faculties and infrastructure. Principal Dr A.O Roy addressed the students of first year classes. After that Mr M.T Kuttiyachan (HoD, Dept of Economics) gave a talk with the focus to let the newly admitted students and their parents understand the various rules and regulations that should be followed in the institution. The programme came to end with a vote of thanks.
