



CODE OF CONDUCT MONITORING COMMITTEE

IITM has a prescribed code of conduct for staff and students which is printed in the College Magazine and College Brochure and is also displayed on the college website.

The management believes that to guide and equip staff and students in moral and ethical values is a primary responsibility. To discharge this responsibility, it conducts awareness programmes so that students and staff are enabled to carry out their duties and responsibilities by adhering to the rules and regulations and prescribed code of conduct.

Objectives of the Committee:


- To monitor adherence to the code of conduct
- To organize programmes on professional ethics for staff and students.
- To organize awareness programmes on code of conduct for staff and students.
- To implement the annual awareness programme on code of conduct
- Roles and responsibilities shall be assigned to student representatives, faculty coordinators of different committees/cells, HODs to schedule and implement the plan of action on code of conduct.
- The committee shall monitor the functioning of the following committees concerned with matters of discipline, ethics, and codes of conduct:

(i) Disciplinary Committee

(ii) Anti-Ragging Committee

(iii) Grievance Redressal Committee (For staff & students)

- The committee shall maintain reports with supporting documents of the programmes organized
- The committee shall meet twice in a year and record the minutes of the meetings.


Principal.
PRINCIPAL
IQBAL INSTITUTE OF
TECHNOLOGY & MANAGEMENT
Laloo Sheshgaribagh Hyderabad

Code of Conduct monitoring Committee :-

- i. Convener : Dr. R.A. Thakur - Director IITM
- ii. Deputy Convener : Mrs. Asma Gulzar
- iii. Members : Mr. Asifa Arabi.

Objective:-

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2. To organize programs on professional ethics for staff and students.
3. To organize awareness programs on code of conduct for staff & students.
4. To implement the annual awareness programme on code of conduct.
5. Roles and responsibilities shall be assigned to student representatives, faculty coordinators of different committees/cells, HODs to schedule and implement the plan of action on code of conduct.
6. The committee shall maintain reports with supporting documents of the programs organized.
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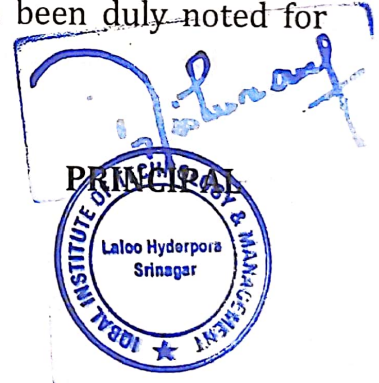
MINUTES OF CODE OF CONDUCT MONITORING COMMITTEE- DATED

19/04/2022

MEMBERS PRESENT:

1. Mr. Mir Zaffar Hussain	Principal/ Convenor
2. Mrs. Sabina Tariq	Member
3. Mr. Sajad Gul	Member
4. Mr. Adil Mehraj	Member
5. Mrs. Asma Gulzar	Member

- The Convener expressed gratitude to the members for dedicating their time to uphold campus discipline during the previous semester, regardless of their usual academic responsibilities.
- The monitoring committee members are asked to ensure the discipline among the students in the entire campus.
- Parents should be informed about students with consistent absenteeism to prevent them from becoming ineligible to take examinations.
- Committee members are requested to supervise students during breaks and lunchtime, particularly for the safety of female students.
- The suggestions provided by the members have been duly noted for future improvements.



Copy to:

- The Principal
- Code of Conduct Monitoring Committee members
- HODS/ COORDINATORS



**MINUTES OF CODE OF CONDUCT MONITORING COMMITTEE- DATED
05/08/2022**

ATENDEES:

- | | |
|---------------------------|----------|
| ▪ Mr. Mir Zaffar Hussain. | Convenor |
| ▪ Mr. Sajad Gul | Member |
| ▪ Mr. Adil Mehraj. | Member |
| ▪ Mrs. Asma Gulzar | Member |

1. Students should report to the class in time. After the start of the class, students should not be allowed inside.
2. All the students must wear ID card compulsorily.
3. During leisure hours, students are advised to use the library.
4. The use of mobile phones is strictly prohibited on the college campus.
5. Students should handle the furniture/ Electrical items and other properties with care. Damage to the furniture will lead to penalty.
6. Students should maintain honesty, integrity, fairness in all activities.
7. Students should not indulge in ragging activities. If any student found indulging in the ragging, the student will strictly punished or even rusticated from the college.

The meeting ended with Principal thanking all the members for attending the meeting and asked to submit the report from each department mentioning the attendance of the students.



Copy to:

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- Code of Conduct Monitoring Committee members
- HODS/ COORDINATORS



Minutes of the Meeting of the Code of Conduct Monitoring Committee

Date: March 20, 2023 Time: 11:00 AM Venue: Directors Room

The Code of Conduct Monitoring Committee convened a meeting in the College board room, chaired by the Director. The Director extended a warm welcome to the members upon assuming the chair.

To ensure the smooth functioning of classes and effective communication with students, the committee addressed the following issues:

1. Adherence to College Discipline:

- Students are expected to uphold the standard codes of discipline.
- Breach of discipline may result in expulsion or other disciplinary measures.
- Compliance with rules and regulations set by the college authority is mandatory.
- Violations, including irregular attendance, disrespect towards teachers and staff, use of offensive language, and damage to institutional property, will be subject to appropriate disciplinary actions.

2. Ragging Policy:

- Ragging in any form within college campus is strictly prohibited.
- Stringent disciplinary action will be taken against those found engaging in ragging.
- Each student must sign an undertaking pledging to refrain from participating in any form of ragging.

3. Uniform and ID Card Compliance:

- Wearing of ID cards and the college uniform is compulsory for all students.
- Prior permission from the Principal/Teacher is required before entering classrooms or the Principal's chamber.

4. Responsible Handling of College Property:

- Students are expected to handle college furniture/electrical items responsibly.
- Damage to items will incur penalties.

5. Prohibition of Ragging Activities:

- Strict measures, including possible rustication, will be taken against any student involved in ragging activities.

6. Mobile Phone Usage:

- The use of mobile phones on college campuses, excluding common rooms, is strictly prohibited.

Copy to:

- Director IITM.
- Code of Conduct Monitoring Committee members
- HODS/ COORDINATORS

