

A meeting of the COC Committee was held on Monday 27th Feb 2023 at 10:15 am. The following points were discussed:-

- a) To discuss the responses received regarding awareness about COC.
- b) To finalise COC for students in canteen and gymkhana.
- c) Any other point relating to implementation of COC.

The following members were present:-

Dr. Himanshu Dawda, Principal

Dr. Saraswathi Moorthy

Mrs. Nandini J

Dr. Sanjay Tikare

Dr. VAISHNAVI SRIDHAR

S. Moosli

G. Nandini

Prin

27/2/23

Suggestions for COC in canteen -

- 1) Installation of CCTV in canteen and nearby areas.
- 2) Close the water taps after use and don't waste water. Don't wash tiffin boxes and clog the sink.
- 3) Use wastepaper basket and don't throw chocolate wrappers and litter the place.
- 4) Leave the canteen immediately after your tea/snack/lunch and don't crowd and linger around.
- 5) Don't play loud music and talk loudly.

Suggestions for COC in gymkhana

- 1) Gymkhana properly should be handled with care and students are strictly advised not to damage the games and other equipments in gymkhana.
- 2) Don't sit in the gymkhana bunking your lectures.
- 3) If students are found guilty of damaging property, they may be debarred from using gymkhana facilities as per the decision of Principal.
- 4) The gymkhana facilities are open and available to all bonafide students of RJ.

5) On entry, register your name, class and Roll No in the register maintained for the purpose.

The above suggestions will be submitted for approval.

The meeting ended with a vote of Thanks.

S. Moolali

27/2/2023

12-11-2022.

COC MEETING

The meeting of the COC Committee members was conducted on 12th November 2022 in the Seminar Room.

The following members were present.

Bin. Dr. Himanshu Dawda

Dr. Saraswathi Moorthy

Dr. VAISHNAVI SRIDHAR

Dr. Sanket Tilakare

Shobally

Vaishnavi Sridhar

Sanket

AGENDA

- 1) To consider any alterations in the existing code of conduct.
- 2) To draft a code of conduct for research guides and research students.

The following points were discussed:-

Point 1) Lift to be used by teachers only and in case of medical emergency or medical conditions students may be permitted to use this lift with prior permission in writing obtained from Principal and are required to keep a copy of the permission letter with them.

2) Safety to be observed while performing experiments in laboratory and students are required to take necessary precautions to avoid dressing in cloth material which may catch fire easily and follow all the instructions of the lab supervisor/teachers while dealing with burner, chemicals, acids etc.

3) Code of Conduct for Research guides of RT Research centre.

a) List of publications/presentations made during the year to be communicated to IQAC for NAAC purpose

- b) Requisition of books/journals required to be communicated to Librarian
- c) Requirements of Equipment, purchase of apparatus, chemical reagents etc to be communicated through HOD on an annual basis.
- d) List of Reviewers - Ph.D guides in respective subject to conduct six monthly online/offline review to be prepared and submitted to RJRAC.
- e) Research guides are advised to inform the Research students about the upcoming research activities/events and encourage them to participate - e.g 'Arishkar' - University of Mumbai event.

4) Code of Conduct for Research students registered with RJ Research Centre.

- a) Research students are required to submit all the necessary documents (e.g Eligibility, Migration Certificate) and make payment of fees within stipulated time
- b) Any change in Personal information like Name, Residential address, contact no (mobile no) email to be communicated to RJ Research centre in writing
- c) In case of Science Research Scholars, the standard Operating procedure (SOP) for handling equipments should be strictly followed.
- d) Any requirements of books, Journals, Equipments, chemicals necessitating purchase should be forwarded in writing signed by Research guide.
- e) Research students are advised to make optimum use of library facilities.
- f) Research students are required to attend/participate in workshops/training program/short Term course/conferences/seminars organised by R.J. college.
- g) In the light of COVID, Research students are required to maintain cleanliness and hygiene in their work space.