

ANNUAL CODE OF CONDUCT AWARENESS PROGRAMMES CONDUCTED FOR NON-TEACHING AND ADMINISTRATORS

Year	Number of Programmes	Number of Participants
2014 -15	1	15
2015-16	1	16
2016-17	1	17
2017-18	1	24
2018-19	1	27
TOTAL	5	-



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2014-2015

YEAR	2014-15
NAME OF PROGRAMME	AWARENESS ON CODE OF CONDUCT- GENERAL ORIENTATION PROGRAMME
CONDUCTED FOR	NON – TEACHING AND ADMINISTRATIVE STAFF
NO. OF PARTICIPANTS	15

1. AWARENESS ON CODE OF CONDUCT- GENERAL ORIENTATION PROGRAMME

Time : 10.00 am

Date : May 3, 2014

Venue : Alex hall, RCSS

General Orientation Program for non-teaching staff of both the Rajagiri Hill Campus and Rajagiri Valley campus was conducted at the Rajagiri Hill Campus on May 3, 2014. The programme was attended by all the non-teaching and administrative staff. The purpose of the General Orientation Program was to spread awareness among the non-teaching staff on various rules and regulations of the College. An orientation on the Grievance Redressal mechanism followed at RCSS was also given.





2015-2016

YEAR	2015-16
NAME OF PROGRAMME	AWARENESS ON CODE OF CONDUCT
CONDUCTED FOR	NON – TEACHING AND ADMINISTRATIVE STAFF
NO. OF PARTICIPANTS	16

2. AWARENESS ON CODE OF CONDUCT

Time : 9.00 am

Date : March 8, 2016

Venue : Alex hall, RCSS

Orientation for non –teaching staff on Code of Conduct focussing on Internal Complaints Committee and Sexual Harassment of women at workplace Prevention, Prohibition, and Redressal Act 2013, was conducted by the IQAC co-ordinator Dr. Mary Venus Joseph. The programme was conducted on March 8, 2016.

An introduction was given on our Constitutional doctrine of equality and personal liberty as contained in Articles 14, 15 and 21 of the Indian Constitution. These articles ensure a person's right to equal protection under the law, to live a life free from discrimination on any ground and to protection of life and personal liberty.



India is a signatory to the UN Convention on the Elimination of all Forms of Discrimination against Women (CEDAW), 1979. The public Interest litigation (PIL) filed by Vishaka and other women groups against the State of Rajasthan and Union of India before the Supreme Court of India geared up the cause of women thereby ending in a Supreme Court directive to form Complaints Committee in all the Organisations to protect women from Sexual harassment of women at workplace. This was followed by the passing of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

Definitions of the terms-sexual harassment, women employees, students, campus, workplace, third party harassment, etc. were detailed out. Care was taken to explain the varied responsibilities of the Higher Educational Institution, the supportive measures to be adopted, constitution of Internal Complaints Committee (ICC), responsibilities of an ICC, process of making complaint, process of conducting Inquiry, Executive Authority act as per the recommendations of the ICC, conciliation, interim redressal, punishment and compensation, Action against frivolous complaint etc. As per the guidelines, any behaviour within the Higher education institutions and its related institutional facilities like libraries, laboratories, lecture halls, residences, halls, toilets, student centres, hostels, dining halls, stadiums, parking areas, parks-like settings, which has explicit or implicit sexual undertones can be considered under sexual harassment.

A student admitted and pursuing a programme of study either through regular mode or distance mode or a candidate who is in the process of taking admission in the campus or a student who is a participant in any of the activities within the campus can be the complainant.

The act covers not only girl students or women staff members, but also is applicable for male staff members and even transgenders. If any complaint occurs, it has to be given in writing to the ICC. The inquiry has to be completed within a period of ninety days from the receipt of the complaint.

In case of employee, shall be punished in accordance with the service rules of the HEI. In case of students, withhold privileges of the student such as access to the library, halls of residence, transportation, scholarships, allowances and identity card and restrict entry within the campus

There was an active discussion and clarity was brought by the ICC members Dr.Celine, Dr.Giji George & Dr.Suni Rose on the responsibility of the HEI in the above contexts.





2016-2017

YEAR	2016-17
NAME OF PROGRAMME	AWARENESS ON CODE OF CONDUCT- GENERAL ORIENTATION PROGRAMME
CONDUCTED FOR	NON – TEACHING AND ADMINISTRATIVE STAFF
NO. OF PARTICIPANTS	17

3. AWARENESS ON CODE OF CONDUCT- GENERAL ORIENTATION

Time : 3.30 pm

Date : January 19, 2017

Venue : Golden Aureole, Old Block, RCSS

A General Orientation for the non-teaching staff of the Hill and Valley Campus was conducted on January 19, 2017 at the Rajagiri Hill Campus. The house keeping staff were also oriented on the general rules and regulations of the College. The various departments were instructed to conduct regular meetings to ensure that its operations are managed appropriately.





2017-2018

YEAR	2017-18
NAME OF PROGRAMME	AWARENESS ON CODE OF CONDUCT-SESSION ON BEHAVIOUR AND ATTITUDE
CONDUCTED FOR	NON – TEACHING AND ADMINISTRATIVE STAFF
NO. OF PARTICIPANTS	24

4. AWARENESS ON CODE OF CONDUCT-SESSION ON BEHAVIOUR AND ATTITUDE

Time : 3.00 pm

Date : October 8, 2017

Venue : Golden Aureole, Old Block, RCSS

A session on 'Behaviour and Attitude' was organised for the non –teaching faculty by Rajagiri College of Social Sciences, on October 8, 2017, at 3:00 pm in the Golden Aureole, RCSS. Fr.Dr.Saju M.D, Assistant Professor, Department of Social Work was the resource person for the session. The staff were oriented on attitude and how attitude can change a person's behaviour. Several case studies were discussed by Fr.Saju M.D.





2018-2019

YEAR	2018-19
NAME OF PROGRAMME	AWARENESS ON CODE OF CONDUCT- GENERAL ORIENTATION PROGRAMME
CONDUCTED FOR	NON – TEACHING AND ADMINISTRATIVE STAFF
NO. OF PARTICIPANTS	27

5. AWARENESS ON CODE OF CONDUCT- GENERAL ORIENTATION

Time : 11:30 am

Date : March 14, 2019

Venue : Carmel hall, RCSS

As part of the IQAC, a general Orientation for the non-teaching staff was conducted on March 14, 2019, 11: 30 am, at the Rajagiri Hill Campus. The purpose of this program was to spread awareness among the non-teaching staff on various rules and regulations of the College.



