

## **PVKN Govt. College(A), Chittoor**

### **Constitution of the Monitoring Code of Conduct Committee**

**1. Name of the Committee:** The committee shall be known as the Monitoring Code of Conduct Committee (MCC).

**2. Purpose:** To oversee and enforce adherence to the college's code of conduct, address violations, and promote ethical behaviour within the institution.

**3. Composition:**

- **Chairperson:** Dr. P. Jeevana Jyothi, Principal.
- **Members:**
  - Dr. C. Meera Saheb, Vice Principal.
  - Dr. S. Nagendra COE
  - G. Ravi Kanth, AO

**4. Roles and Responsibilities:**

- **Chairperson:** Presides over meetings, ensures the agenda is followed, and represents the committee in official matters.
- **Members:** Participate in discussions, contribute to decision-making, and carry out assigned tasks.

**5. Reporting:**

- The committee shall report its findings and actions to the college administration and, if required, to relevant external bodies.

### **Proceedings of the Monitoring Code of Conduct Committee**

**1. Complaint Submission:**

- Complaints regarding violations of the code of conduct can be submitted by students, staff, or faculty members.
- Complaints should be submitted in writing to the Chairperson, outlining the nature of the violation.

**2. Preliminary Review:**

- The Chairperson conducts a preliminary review to determine if the complaint falls within the committee's jurisdiction.
- If deemed appropriate, the complaint is added to the agenda for the next meeting.

**3. Investigation:**

- The committee may form a sub-committee or appoint an investigator to gather facts and evidence related to the complaint.

#### **4. Action and Resolution:**

- The committee communicates its decision and any actions to be taken to the relevant parties.
- Written notices of decisions and actions are provided to the complainant, the accused, and the college administration.

#### **5. Follow-Up:**

- The committee may follow up to ensure that the corrective actions are implemented and that there are no further violations.
- Reports on follow-up actions are reviewed in subsequent meetings.

  
**Principal**  
**PVKN. Govt. College (A)**  
**Chittoor - 517002. (A.P.)**