



JSS Mahavidyapeetha

JSS COLLEGE FOR WOMEN

CHAMARAJANAGAR-571313

CODE OF CONDUCT





The college accords the utmost importance to discipline and etiquette among staff and Student. Hence, the college has a well laid-out code of conduct to govern the appearance and behavior of the Principal, Staff (Teaching and Non-Teaching), Students, Outsourced Service Staff and Casual Employees

CORE VALUES

- ✓ Contributing to societal development.
- ✓ Inculcating values.
- ✓ Holistic development of students.
- ✓ Pursuit of academic excellence.

CODE OF CONDUCT FOR THE PRINCIPAL

The principal should:

- ✓ Be a dynamic and democratic administrator.
- ✓ Be punctual and sincere in work.
- ✓ Monitor all activities of the College campus efficiently and effectively.
- ✓ Periodically convene staff meetings to take appropriate decisions on college campus activities.
- ✓ Oversee the maintenance of college campus properties. Be a dynamic and democratic administrator.
- ✓ Take initiatives in introducing new programmes / courses related to the need of the hour and in upgrading the pedagogical inputs.
- ✓ Encourage the Heads of the Departments to organize conferences, seminars, symposia, workshops and special lectures.
- ✓ Be impartial and maintain cordial relationship with the members of staff, students and other stake holders.
- ✓ Supervise academic and administrative work efficiently and effectively.

- ✓ Acknowledge the academic excellence of the staff and the stake holder.
- ✓ Be accountable to all stakeholders.
- ✓ Facilitate good rapport between the management and the staff.
- ✓ Give a patient hearing to the grievances of students, staff and parents.
- ✓ Insist on discipline, punctuality and accountability of the staff & students.
- ✓ Focus on the required efforts for the placement of the students in reputed companies.
- ✓ Be responsive in monitoring the characters of students on lives of nationalism, patriotism, social commitments and individual achievements.

CODE OF CONDUCT OF THE DEPARTMENT

The Heads of the Departments shall lead, manage and develop the Departments.

- ✓ Prepare academic plan for every semester and ensure proper implementation of the same in a continual manner.
- ✓ Be responsible for ensuring the educational progress and welfare of students.
- ✓ Involve themselves and other faculty in the process of curriculum development and delivery.
- ✓ To supervise the attendance of students in Classes and laboratories.
- ✓ Represent the staff & students of the dept in optimal ways in the statutory bodies.

CODE OF CONDUCT FOR THE MEMBERS OF FACULTY

The Members of Faculty shall:

- ✓ Maintain decorum both inside and outside the classroom and be a role model to the students.
- ✓ Be punctual and honest in-service delivery.
- ✓ Dress modestly and formally.
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- ✓ Respect the ideals of democracy, patriotism and peace.
- ✓ Treat the colleagues in the same manner as they themselves wish to be treated.

- ✓ Speak respectfully of other teachers and render, in all possible ways, assistance for their professional betterment.
- ✓ Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.
- ✓ Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- ✓ Consider the rights and dignity of the students in expressing their opinions.
- ✓ Motivate students to improve their personal attributes and at the same time contribute to community welfare.
- ✓ Encourage students to participate in both curricular and co-curricular and extensional activities.
- ✓ Inculcate research aptitude among students.
- ✓ Be friendly towards students and not behave in a vindictive manner with them for any reason.
- ✓ Meet students after the class hours, if needed, and guide them.
- ✓ Help the students to understand the importance of our national heritage, national goals, & national integrity.
- ✓ Treat students impartially regardless of their caste, creed and religion, political, economic and social characteristics.
- ✓ Be good counselors and facilitators in guiding the students.
- ✓ Co-operate and support the institution in carrying out the programmes related to the educational responsibilities such as advising and counseling students and facilitate the smooth conduct of college examinations including supervision, invigilation and evaluation.

PROFESSIONAL ETHICS FOR THE FACULTY

The Faculty Members should:

- ✓ Report for duty in time and remain in the campus during working hours.
- ✓ Report for duty on the reopening day and the last working day of each semester.
- ✓ Sign the attendance register while reporting to duty.

- ✓ Always wear identity cards while inside the college premises.
- ✓ Comply with the instructions issued by the management, from time to time.
- ✓ Perform their duties conscientiously.
- ✓ Avoid using cell phones while engaging classes.
- ✓ Help, guide, encourage and assist the students in their curricular, co-curricular and extra- curricular endeavors.
- ✓ Recognize the difference in aptitude and capabilities of the students and meet their individual needs.
- ✓ Have an understanding of national heritage and national goals.
- ✓ Continuously monitor the performance of their wards.
- ✓ Be good counsellors and facilitators of the students.
- ✓ Carry out academic, co-curricular and organizational activities, that may be assigned to them, from time to time.
- ✓ Involve themselves in research activities for their professional growth.
- ✓ Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- ✓ Cooperate in the formulation of policies of the institution by accepting various offices and discharge responsibilities appropriately.
- ✓ Cooperate with the authorities for the betterment of the institution keeping in view the interest and in conformity with the dignity of the profession.
- ✓ Complete the syllabus on time and be accountable for good results.
- ✓ Be accountable to students.

CODE OF CONDUCT FOR NON-TEACHING STAFF

Non-Teaching Staff should:

- ✓ Report for duty on time and remain in the campus during the working hours.
- ✓ Sign the attendance register while reporting for duty.
- ✓ Wear identity cards inside the college premises, during working hours.
- ✓ Comply with the instructions issued by the higher authorities.

- ✓ Perform duties with sincerity and confidentiality.
- ✓ Avoid using cell phones during working hours.
- ✓ Dress neatly and modestly.
- ✓ Be conversant with the rules and regulations and the relevant procedures.
- ✓ Have updated knowledge about computer.
- ✓ Cooperate with the members of other sections.
- ✓ Behave with dignity and decorum to others.
- ✓ Be good counselors and facilitators of the students.
- ✓ Respond to students' enquiries with concern and ensure all possible help.
- ✓ Treat the students impartially regardless of caste, creed & religion, political, economic and social characteristics.

CODE OF CONDUCT FOR STUDENTS

- ✓ Every student shall come to the college in time, in decent dress.
- ✓ Every student shall wear **NECK IDENTITY CARDS** compulsorily.
- ✓ ID card is necessary for all transactions in the college.
- ✓ Without the identity card she will not be allowed into the college Campus.
- ✓ More than 75% attendance is mandatory.
- ✓ Payment of Examination fee in every semester is compulsory for further promotion.
- ✓ Students are directed not to make noise in the college, those who disturb the classes are liable to be punished.
- ✓ Students are prohibited from loitering in corridor, and premises.
- ✓ Smoking in the campus is strictly prohibited.
- ✓ Scribbling on board, desks and the walls is strictly prohibited and punishable.
- ✓ Engaging in harassing or discriminatory behavior based on religion, caste, creed and disability will be punished.
- ✓ Student shall be courteous to the members of the staff.
- ✓ No student shall be allowed to leave the class room without the permission of

concerned class teacher.

- ✓ Students who have no class in a particular period shall not disturb other classes at work.
- ✓ Obstruction or disruption of teaching will be viewed as misconduct and those involved in will be penalized.
- ✓ Dishonesty, forgery, alteration or misuse of college documents, records or identification: or knowingly furnishing false information will be punished.
- ✓ Using cellular phones is strictly prohibited in the Class room and corridor of the college.
- ✓ Students, found guilty of non-conformity will be expelled from the class/ college.
- ✓ Entertaining outsiders/strangers strictly prohibited.
- ✓ Students shall attend the classes punctually and take part in co-curricular and extracurricular activities with due interest.
- ✓ Internal Assessment Components - C1 & C2 shall be taken seriously and scoring a minimum 30% in both the components is compulsory.

CODE OF CONDUCT FOR OUTSOURCED STAFF

- ✓ Be punctual in performing the duties assigned by employees / contractors, in accordance with agreement between the college and contractor.
- ✓ Be honest in executing duties, effectively and efficiently.
- ✓ Compulsorily wear the uniform supplied by the contractor.
- ✓ Protect the property of the college properly.
- ✓ Behave with utmost decency and decorum while discharging duties.
- ✓ Be ready to put in extra labor under demanding situations.
- ✓ Abide by the rules and regulations of the college.