



JSS MAHAVIDYAPEETA

# **JSS COLLEGE FOR WOMEN**

Affiliated to University of Mysore and Re-Accredited by NAAC with B  
**KOLLEGAL - 571440, CHAMARAJANAGAR DIST**



# **HAND BOOK**

OF

# **CODE OF CONDUCT**

# CODE OF CONDUCT



## Principal's Message

It gives me immense pleasure to put forth the code of conduct of the JSS College for women, Kollegal a set of standard procedures and practices the college pursues. Code of conduct usually describes the universally established ethical values and rules to be followed by the members of a group or a community and is intended to give them clear guidance about their behaviour. An institution succeeds and move forward with determination in true sense provided it exercises self discipline and adheres to a well defined, clearly strategized set of rules.

I wish all the members abide by the code of conduct and contribute to the harmony of the campus. It will surely substantiate the growth of the institution and will guide it to the pinnacle of glory.

Prof. Umesha

## **VISION**

- To transform the college into a reputed institution of higher education.
- To impart quality education.
- To earn the status of excellence and autonomy.
- To be an instrument of empowering rural women.

## **MISSION**

- To mould students to have faith in “Work is Worship”.
- To sharpen their intellect and broaden the outlook.
- To mark them self reliant responsible citizens.
- To equip them to face modern challenges.

## **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 efficiently and effectively.
- Convene staff meetings periodically to take decisions regarding College activities.
- Have control over the maintenance of College properties.
- Be interested in introducing new courses related to the need of the hour and in upgrading the Departments.
- Encourage the Departmental heads to organize conferences, seminars, workshops and special lectures.
- Be impartial and maintain cordial relationship with the staff members.
- Supervise academic and administrative.
- Acknowledge the academic excellence of the staff.
- Treat the staff with due respect.
- Facilitate good rapport between the management and the staff
- Listen to and redress the grievances of students, staff and parents.
- Insist on discipline, punctuality and accountability of the students and the staff.
- Focus on the required efforts for the placement of the students in reputed company.



## **CODE OF CONDUCT FOR THE HEADS OF THE DEPARTMENT**

Heads of department

- should lead, manage and develop the department.
- Ensure the educational progress and welfare of students
- Involve Self and other faculty in the process of curriculum delivery
- Organize the academic workload of the department (Theory Classes Laboratory Classes) as per norms laid down by institution.
- Supervise the attendance of students.



## **CODE OF CONDUCT FOR THE FACULTY MEMBERS**

### **The Faculty Members should**

- Maintain decorum both inside and outside the classroom and set a good example to the students.
- Dress modestly and neatly.
- 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 them assistance for professional betterment.
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional Endeavour.
- Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- Consider the rights and dignity of the students in expressing their opinions.
- Motivate the students to improve their personal attributes and at the same time contribute to community welfare.
- Encourage the students to participate in both curricular and co-curricular and extensional activities.
- Inculcate research aptitude among students
- Be friendly to the students and not behave in a vindictive manner towards any of them for any reason.
- Meet the students after the class hours if needed and guide them.
- Help the students to understand our national heritage and national goals, national integrity.
- Treat the 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 appraising applications for admission, advising and counseling students and the conduct of college examinations including supervision, invigilation and evaluation.



## **PROFESSIONAL ETHICS FOR THE FACULTY**

### **The Faculty Members should**

- ❖ Report to duty in time and remain in the campus during working hours.
- ❖ Report to 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.
- ❖ Perform their duties in the form of teaching, practical, seminar and research work conscientiously and with dedication.
- ❖ Avoid using cell phones while taking 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 our national heritage and national goals.
- ❖ Continuously monitor the progress in the performance of their wards.
- ❖ Be good counselors and facilitators to the students.
- ❖ Carry out academic, co-curricular and organizational activities that may be assigned to them from time to time.
- ❖ Involve themselves in research for their professional growth.
- ❖ Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- ❖ Cooperate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- ❖ 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 in time and be accountable for good results and students.



## **CODE OF CONDUCT FOR NON-TEACHING STAFF**

### **Non-Teaching Staff should**

- ❖ Report to duty in time and remain in the campus during the working hours.
- ❖ Sign the attendance register while reporting to duty.
- ❖ Wear identity cards while inside the college premises.
- ❖ 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.
- ❖ Make arrangements to the works assigned while taking leave.
- ❖ Cooperate with the members of other sections.
- ❖ Behave with dignity and decorum to others.
- ❖ Respond to students' enquiries with concern and ensure all possible help.
- ❖ Treat the students impartially regardless of caste, creed, and religion, political, economic and social characteristics.





## **CODE OF CONDUCT FOR STUDENTS**

1. Students Should come to the college in time, in decent dress
2. They shall wear NECK IDENTITY CARDS compulsorily in the campus.
3. Obtaining of minimum 75% attendance is Mandatory.
4. They shall be punishable for any kind of indiscipline activity.
5. They shall be prohibited from loitering in corridor and premises during the class hours.
6. Willful or persistent smoking in any area in the campus is strictly prohibited.
7. Scrubbing on harassing or board or on the walls is strictly prohibited and punishable
8. The student shall be courteous to the members of the faculty and staff members.
9. No student shall be allowed to leave the class room without the permission of concerned class teacher.
10. Obstruction or disruption of teaching will be viewed as misconduct and those who involved in will be penalized
11. Dishonesty, forgery, alteration or misuse of college documents, records or identification: or knowingly furnishing false information will be punishable.
12. For violation of the conduct student will be expelled from the class/ college.
13. Entertaining outsiders/strangers is strictly prohibited.
14. Engaging in harassing or discriminatory behavior based on religion, caste, creed, disability and sex (i.e., Gender) will be punishable.

