

**J.J. College of Arts and Science (Autonomous)**  
**Sivapuram Post, Pudukkottai – 622 422**

**Code of Conduct**

**Code of Conduct for Principal**

The Principal of the College should always be honest, objective-oriented and proactive, supportive and should act as a change agent in order to bring innovativeness in all activities of the Institution

1. Drafting policies and plans to implement Vision and Mission of the Institution
2. Execute/oversee all activities of the various departments in order to fulfill the Vision and Mission the Institution
3. Upholding professional values and the ethical standards of the Institution
4. Planning all academic activities for each academic year and submit the same to the Management for approval.
5. Preparation of budgets and getting approval from the Governing Body
6. Organising Statutory Committee Meetings - and ensuring approval for all kinds of plans well in advance
7. Appointing appropriate teams and giving proper directions to them in the execution plans
8. Monitoring day-to-day academic and administrative activities of the Institution
9. Maintaining a conducive atmosphere for effective teaching - learning in the Campus
10. Ensuring sustenance and enhancement of quality initiatives.
11. Creating and sustaining a research ambience in the institution
12. Promotion of Industry - Institution tie-ups
13. Filling up the post of vacancy in Teaching and Non-Teaching staff with the approval of the Management.

14. Maintaining good inter-personal relationship among the staff and students
15. Taking necessary steps to make staff and students aware of the rules and regulations of the College and ensuring their implementation
16. Maintaining discipline and keeping up morale of the Institution
17. Ensuring transparency and impartiality in disciplinary proceedings.
18. Encouraging participatory governance by giving due respect to the innovative ideas contributed by staff and students
19. Decentralizing authority to empower all staff and students to grow to their full potential
20. Encouraging team work which will eventually help in reaching the goals of the Institution.
21. Monitor the attendance of all teaching and non-teaching staff and also act as a leave sanctioning authority.
22. Round the clock involvement for the overall development of the Institution.
23. Strictly adhere of the college service and conduct rules.

### **Code of Conduct for Heads of the Departments**

#### **Role of HOD's**

1. Controlling all academic and administration activities at the Department level
2. Recommend and forward communications to the authorities concerned
3. Co-ordinate with the Director, College Curriculum Development Cell in all matters relating to the revision of curriculum in order to incorporate current trends in the various domains and according to the changing needs of the Industry.
4. As Chairman, Board of Studies conduct meetings of the respective Boards of Studies

5. Submitting proposals to College Council for starting innovative Programmes at UG, PG, Diploma, PG Diploma and Certificate levels
6. Evolve strategies and action - plans for the development and quality - improvement of the Department.
7. Introduce innovative features in the curriculum/courses and revise them periodically
8. Introducing more value - added Certificate Programmes in order to develop the employability skills of the students
9. Preparing workload of the Department every semester and submitting proposals to the Principal for manpower requirements, books, chemicals, IT tools, furniture etc.,
10. Control and ensure the quality and effectiveness of the teaching – learning process in their department
11. To inculcate research attitude in students by organizing Guest - Lectures, Seminars, Conferences and Field -Visits
12. Motivating the faculty member to organize and participate in extension, co-curricular and extra-curricular activities, which will help students acquire multifaceted growth.
13. Motivating faculty members to bring out research publications in referred Journals
14. Maintaining team - spirit and a high level of cordial inter-personal relationships among the colleagues and students
15. Encouraging faculty members in their active participation in the Internal Faculty Development Programmes on alternative Saturdays.
16. Oversee the faculty members particularly the newly appointed ones during their lecture hours and offer suggestions to ensure effective class room interaction.
17. Conduct Bridge courses, extra classes, career guidance and placement programs in coordination with the Training and Placement Cell.

18. Interaction with students and review of their performance in CIA and end semester examinations
19. Informing student's overall - performance to their parents every semester.
20. Maintaining regularity in attendance and monitoring of students to ensure general discipline inside the campus.
21. Listen to the ideas of the faculty members and be supportive in order to get effective participation from all.
22. Empower all staff and students to reach their maximum potential
23. Maintain emotional balance and act like a parent to take corrective measures while handling student - grievance.
24. He/she should possess the highest integrity and exhibit outstanding and strong leadership skills
25. Collect feedback on curriculum periodically and take necessary action based on analysis.

### **Code of Conduct for Faculty Members**

Being a noble profession, the teacher has to shape the character, calibre and the future of the students. Teachers can inspire, ignite and nurture the inherent qualities of students. This will help them acquire holistic development and become good citizens of the world.

1. Faculty members should adhere strictly to the laws and regulations of the College and abide by the procedures to ensure student - safety
2. They should always be punctual and they should act as a role model to the students. They are expected to be punctual in going to the classes, attending meetings, invigilation, etc.,
3. They should be resourceful in the subjects handled
4. Always be cautious and creative in class room management by encouraging student participation in interactive learning

5. Getting involved in all professional activities related to their Department - College
6. Dress codes are to be followed strictly. Male faculty - members should come in formal dress with tie and shoes. Tuft and saris are compulsory for female faculty members
7. Faculty members should conduct themselves with absolute decency and decorum in dealing with the Management, Principal, colleagues, students and the parents at all times.
8. Wearing identity cards while inside the College - premises is mandatory.
9. Must avoid using cell - phones while taking classes, engaging in examination duties and while attending meetings.
10. Obtain prior permission for availing leave is essential. Hence CL cannot be taken as a matter of right.
11. Instructions through circulars issued by the competent authorities from time to time must be followed.
12. Avoid wasting time by involving in gossip
13. Should not accept fees or honorarium, gifts, etc., from students at any cost
14. Faculty members shall not provoke or instigate students or staff against other students, colleagues or the administration.
15. Should act as invigilator during the conduct of end semester examination of the Institution
16. No partiality must be shown in awarding CIA marks to students.
17. As mentors for their students they should be cautious while addressing the grievances that are to be brought to the knowledge of their HoD. If necessary, information is to be given to parents as a precautionary measure.
18. Faculty members should not degrade, harass or insult any student or colleague for any reason
19. Should not discriminate or show favoritism to any student on grounds of caste, religion, gender, nationality, language, etc.,

20. Faculty members shall not disclose confidential information about students to anyone or disclose confidential information received from the Management to students.
21. Those who desire to resign their job, should submit resignation letters three months in advance
22. Should not misuse the amenities provided to them by the Institution to facilitate the discharge of their duties
23. Strive hard to fulfill the social commitment of the institution by effective extension activities

### **Code of Conduct for Non Teaching Staff**

1. Staff members should discharge their duties efficiently and diligently and should abide by the rules and regulations of the College.
2. Staff members can avail leave only with prior permission
3. They are expected to report to duty at least 10 minutes before the scheduled time
4. All Staff members should be punctual and disciplined in their work.
5. Staff members shall maintain confidentiality with respect to student and staff records and other sensitive matters.
6. Staff members should cooperate with students, colleagues and superiors.
7. All staff members should maintain the image of the institution through standards of dress, general courtesy, etc.
8. Staff members should respect the rights and opinions of others.
9. Every staff member should follow all norms and job-descriptions assigned by the Management, Principal and Superiors from time to time with full dedication.
10. All Staff members must refrain from any form of harassment or unlawful discrimination

11. The technical and administrative staff are expected to work closely with the faculty of the College in day to day activities,
12. Staff should respect the prerogative of the faculty members to look after the education of the students and provide all assistance needed for imparting value based education.
13. Develop friendly and co-operative relationships with the faculty members.
14. Provide full co-operation and support to the faculty members for the development of the laboratory and in the maintenance of equipment.
15. As a member of technical and administrative cadre all are expected to develop fraternal relationships with their colleagues to maintain high standards of interpersonal relationships.
16. They should develop team-spirit to accomplish the goals of the Institution.
17. Staff should Co-operate whole-heartedly with the authorities of the College in the fulfillment of the mission and goals of College by performing their duties effectively.

Any violation of Code of Conduct by the Non-teaching (Technical and Administrative) staff is subject to Disciplinary action, Show Cause Notice, Memo, Enquiry, Transfer to other Institutions of this Management, Suspension, Termination etc., or any other action deemed fit the Competent Authority.

## **CODE OF CONDUCT FOR STUDENTS**

The college has built up a reputation for grooming young men and women into responsible citizens. Having joined us, you must consider it a privilege to be in such an Institution. The rules and regulations provide valuable training in academic and social etiquette. Our objective is to mould you into a responsible citizens, who can effectively participate in the process of nation – building. You should grow not only on an intellectual level but also on a human level. So we expect you to be a part of the J.J. culture by imbibing the value systems of the institution and following the rules and regulations stipulated for your betterment.

1. Admission to the College at the discretion of the Principal.
2. Students should behave well with the Teaching and Non Teaching staff of the College.
3. Student shall wear clean, neat and formal dress, according to our culture and tradition. They must avoid wearing casual dress such as T-Shirts, shorts and jeans.
4. Students should wear their identity cards while inside the Campus
5. Ragging in any form is a serious offence and it will be severely dealt with
6. **Anti-Ragging Committee and Squad:** Anti-Ragging Committee has been established as per the guidelines of the Government, University and other Competent Authorities. All the students are encouraged to approach Committee without any hesitation in case of ragging. It is reconstituted every year.
7. During class hours, if any urgency arises they can go out of the classroom only with permission from the faculty member concerned.
8. The use of mobile phones is strictly prohibited during class hours. Those violating this rule will have to face disciplinary action.
9. If necessity arises, students can use mobile phones with the permission of the class teacher concerned.
10. Students should not circulate any printed materials or pamphlets without prior permission.
11. Any Change of residence of student / parent/ guardian shall be reported to the Principal immediately
12. Students should behave themselves to maintain gender equity to foster a healthy and decent relationship both on campus and off- campus. If anyone behaves contrary to this spirit, it is deemed unlawful and punishable.
13. Students are strictly advised to use the library hours and internet facility as per the allotment given in the time table.
14. When a teacher enters the classroom, students should rise and keep standing until they are asked to sit.

15. During the unexpected absence of the teacher concerned, students should remain silent in the class rooms and contact their HOD through a representative
16. Roaming on the verandahs, sitting on the steps of the portico and staircases are not permitted.
17. Smoking is prohibited inside the College - premises.
18. Students who are found using drugs or in a drunken state will be summarily dismissed from the College.
19. Students should not participate in any party and communal politics
20. Students should park their vehicles in the space meant for it. Racing the vehicles in the College campus is punishable
21. The Principal has the right to penalize or suspend or dismiss any student found guilty of misconduct inside or outside the College - Campus..
22. While moving from one classroom to another or getting out of the classroom, students should go in an orderly manner, without making any noise.
23. Students should bring the prescribed textbooks and calculator, if needed to the classes every day.
24. Students should take care while handling the furniture and other properties of the College. Causing damage to anything will lead to penalty or suspension from College. Further, damage fee will be collected for any damage caused by them knowingly or unknowingly.
25. Visitors are not permitted to meet the students during class hours.
26. Day-scholars are not permitted to enter the hostels
27. Students should avoid bringing costly things to the College. The institution will not be responsible for any kind of loss. Students should take proper care of their belongings.
28. No student is allowed to absent himself/herself from the College without leave application
29. The leave application should be submitted to the HOD well in advance.

30. In case of absence due to unanticipated causes, the leave application must be submitted immediately by post. Students residing in the hostel should submit leave application, counter-signed by the Deputy Warden.

31. A Student who is absent for one period of the day is considered absent for half a day and a student who is absent for two periods, will be considered absent for the whole day.

### **Form of Leave Application**

- I. Name and Roll Number:
- II. Class and Group :
- III. Number of days of leave already availed:
- IV. Period of absence for which leave is applied (with dates) :
- V. Reason for Leave:
- VI. Signature of Parent / Guardian / Deputy Warden:
- VII. Recommendation of the Tutor.

Order of the HOD:

### **COLLEGE HOSTEL**

Hostel is a second home which leaves a lasting impression in the life of a student. The Management wishes the inmates to feel at home in a positive manner. They can utilize the facilities available in a meaningful and economic way.

### **RULES AND REGULATIONS:**

1. Hostellers must occupy the rooms allotted to them and must not change their rooms without the permission of the Deputy Warden.
2. All the inmates should leave the hostel at least 15 minutes before the commencement of the classes.
3. No student is allowed to stay in the hostel during college hours without prior permission from the Deputy Warden.
4. Students can do their shopping in the College Stores.

5. Attendance is compulsory during study hours between 8.30 p.m. and 10.30 p.m.
6. Continued absence without permission will result in expulsion.
7. Hostellers are expected to be in the hostel before 6.00 p.m. Under unavoidable circumstance, they can be permitted after 6.00 p.m. with specific permission of the Deputy Warden.
8. The main gate of the hostel is closed at 6.30 p.m. and will be opened at 6.00 a.m. next morning.
9. Hostellers can go for an outing with specific permission of the Deputy Warden only.
10. Hostellers falling sick should report to the Deputy Warden who will take necessary steps for treatment. For minor injuries and ailments, a first –aid box is available with the Deputy Warden.
11. No vehicle can be kept in the hostel.
12. Hostellers can go home once a month with the approval of the Deputy Warden.
13. The inmates are expected to vacate the room within a day after the institution closes for vacation or if they are asked to do so for any reason.
14. Hostellers will be held responsible for the damage to the rooms they occupy and things like fan, furniture, tube light, switches, toilet, sink, etc, In case of damage or disfigurement of any of the hostel property, they have to pay the cost, as fixed by the Principal and Warden.
15. Students are advised not to bring valuables to the hostel. The management will not be responsible for any loss that may be due to their negligence.
16. Visitors/Parents are allowed to meet the inmates on all second and fourth Sundays. They can meet the inmates only in the parlour and not in their rooms. No visitor is allowed after 6.00 p.m.
17. Guests are not permitted to stay in the hostel. However parents will be permitted by the Deputy Warden to stay on payment of amount towards rental. They can get the food coupons from the Deputy Warden.
18. No electrical appliance like tape–recorder, iron–box, etc., should be used in the hostel.

## Hostel MESS

19. The hostellers should not enter the kitchen. If they do, a fine will be levied.
20. The inmates should take meals, only in the Dining Hall during the Mess timings. No one will be allowed to take food, tea, milk, etc., to the room.
21. The Deputy Warden is vested with the right to fix the menu.
22. The mess bill will be put up on the Notice Board on 26<sup>th</sup> of every month and it will be posted to the parents. Payment should be made before 8<sup>th</sup> of the following month. If the bill is not paid on time a fine of Re.1/- will be levied for each day.
23. Mess fee reduction will be given to the inmates only if the College is closed for three consecutive days and more. There is no mess fee reduction in the case of students taking leave on their own.
24. Hostellers are expected to adhere strictly to the timings.
25. Celebration of any kind of party in the hostel is not allowed.
26. Smoking and consuming of alcoholic drinks and any other drugs and intoxicants are strictly prohibited. Failure to comply with this will be severely dealt with.
27. The inmates are advised not to indulge in disturbances which would spoil the atmosphere.
28. Ragging in any form is a punishable offence under the Government of Tamil Nadu rules.
29. Students are not permitted to possess cell phones in the hostel. Any student possessing a cell phone without prior permission will be fined Rs. 500/- and his / her cell phone will be seized immediately and it will not be returned.
30. Day – scholars are not permitted to enter the hostels.
31. In the matter of discipline, control, accommodation and rules of general conduct, the decision of the Warden is final.

The College urges the inmates to comply with the rules and regulations and to make their stay a pleasant one.

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