



PROFESSIONAL CODE OF CONDUCT

**JESUS TRAINING
COLLEGE, MALA**

THRISSUR, KERALA

AN ISO 9001: 2015 CERTIFIED INSTITUTION
AFFILIATED TO UNIVERSITY OF CALICUT,
RECOGNIZED BY NCTE

CODE OF CONDUCT FOR PRINCIPAL

- The Principal should conduct himself/herself in such a way that both the staff and the students look up to him/her for guidance.
- He/ She should be impartial, secular, dignified and punctual in discharging his/her duties.
- The Principal should be present in the college at least half-an-hour before the commencement of the college timings and leave the college after the day's work is over.
- He/ She should be a pace setter in dress, demeanor, attendance, punctuality etc.
- He/ She should handle the minimum number of classes prescribed in the rules and should endeavor to be an example as the first teacher in the college.
- The Principal should be in constant touch with students and residents of the hostel (Wherever hostel is attached) which will greatly solve the problem of indiscipline and discontent in the college and on the campus.
- The Principal should be a true academic and administrative leader and assume full responsibility for discipline in the college.
- The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the college.

CODE OF CONDUCT FOR TEACHING STAFF

- The members of the teaching staff should be models of decency in their dress and demeanor, culture and academic leadership. They should be impartial in dealing with any student problem.
- The lecturers should avoid wearing gaudy looking clothes likely to arouse the curiosity, resentment or amusement of students, which will distract their attention towards the teaching.
- He/ She should be punctual to the college and enter the class rooms at the prescribed time and utilize full time allotted for teaching. He/ She should not leave the class before the prescribed time is over.
- He/ She should go to the class room thoroughly prepared and maintain all academic records update knowledge and acquaintance with the latest trends in the subject.
- The lecturers should utilize their leisure time for preparation of the class work or to update their knowledge in the subject.
- Except giving synopsis of the lecturer they should avoid dictating detailed notes in the class room.
- He/ She must be present during the working hours of the college and if required he/she should also be present in the college unit the work assigned is completed.
- He/ She should not smoke. Chew pan during the college hours and should not indulge in any act of indiscipline.
- He/ She should always try to commend the respect of the student community.

CODE OF CONDUCT FOR TEACHING STAFF

- The lecturer should be absent only with the prior permission of the Principal and prior intimation to the lecturer-in-charge of the department without which the alternate arrangement for running the classes is not possible.
- The lecturer should not engage private tuitions and should not take up any assignment part-time or full time in any other organization
- The lecturers working in a college should form a disciplined and purposeful team subordinating their individual interests and caprices to the college academic purpose and fit into a harmonious organizational frame work. They should help the Principal in maintaining the discipline in the college.

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

The following are duties/ powers delegated to the Administrative Officers under the overall supervision and control of the Principal.

- Responsible for all fee collections and other collections due from students and others
- Signing the cash book (General and special) and all subsidiary records relating to them
- Cancellation of vouchers
- Drawing the salary bills of the Teachers and Non-Teaching Staff (All sanctions to be given by the Principal).
- Administrative Officers will be drawing and disbursing Offers.
- Preparation of Admission Registers. Term Fee Registers. C.C.B Statements and all Periodical returns.
- Attestation of entries in Service Registers after sanctioned by the Principal or other higher authorities
- Preparation of Budget estimates. Revised Estimates. Number Statements and all matters connected with them.
- Sanction of casual leave, optional holidays and compensatory Leave to non-teaching staff.
- Attestation of non-teaching staff attendance registers daily
- In charge of Stationery and Forms. Indents, Issue of Stationery and maintenances of connected records.
- Routine correspondence not involving policy matters and signing of fair copies The Administrative Officer is accountable to the Principal of the College.

RULES OF CONDUCT AND DISCIPLINE FOR STUDENTS

- Rules of conduct and discipline for students in a college should be framed by the college keeping in view the instructions and guidelines received from the Government and the Affiliating body.
- All such rules should be printed in the college handbook to facilitate perusal by the students.
- The code of discipline for students should be comprehensive and should include matters like attendance, punctuality, and respect for staff members. Cordial relations with fellow students, maintenance of peace on the campus, proper use of college property like furniture, scientific equipment, library books, games material etc.,
- It should be clearly stated in the rules that offences like eve-teasing, misbehavior towards the staff and damage to college property will attract severe punishment.
- A discipline committee should be constituted in the college to enforce the rules of discipline. The Committee should deal with all problems of discipline in the college and advise the Principal. The discipline committee should consist of a few staff members and also some student's nominated by the Principal. The office bearers of the students union may also be considered for nomination.
- As maintenance of disciplines is of utmost importance, the Principal should take all necessary steps to promote discipline among the students not only through the disciplinary approach but also through the day in and day out persuasion. Great care should be taken in following the procedure when punishment is awarded. This will avoid future litigation and complications.

RULES OF CONDUCT AND DISCIPLINE FOR STUDENTS

- Before any student is punished for any act of indiscipline, the Principal should
 - 1. Order an enquiry to be conducted by at least three staff members
 - 2. Issue a show cause notice to the student and parent or guardian
 - 3. Obtain the explanation, if possible and place the matter before the staff council for advice
- After following the procedure and fulfilling the prerequisites the Principal may impose suitable punishment under intimation to the Commissioner of Collegiate Education
- It may be noted that in all cases of imposing punishment on students for acts of indiscipline, the Principal should observe the prescribed procedure carefully.