

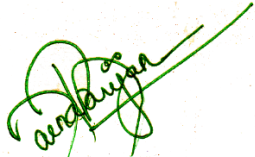
PROFESSIONAL CODE OF CONDUCT

JESUS TRAINING COLLEGE, MALA

THRISSUR, KERALA

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

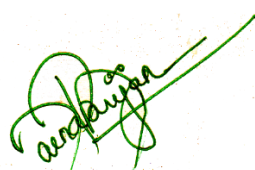



PRINCIPAL
Jesus Training College, Mala

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.

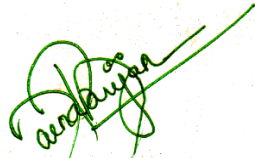



PRINCIPAL
Jesus Training College, Mala

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.

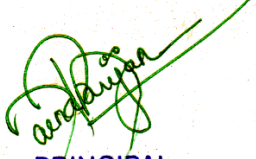



PRINCIPAL
Jesus Training College, Mala

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.



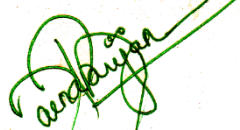

PRINCIPAL
Jesus Training College, Mala

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.

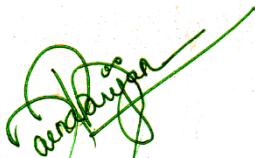



PRINCIPAL
Jesus Training College, Mala

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.

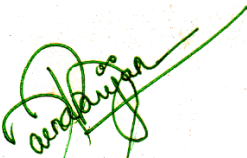



PRINCIPAL
Jesus Training College, Mala

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.

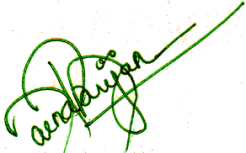



PRINCIPAL
Jesus Training College, Mala

**7.1.9 WEB LINK TO THE CODE OF COUDCT DISPLAYED ON THE
INSTITUTION'S WEBSITE**

https://jesustrainingcollege.in/resources/files/Code_of_Conduct.pdf

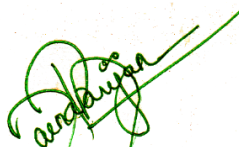



PRINCIPAL
Jesus Training College, Mala

Report on Professional Ethics Class by Fr. Raphael Panjikkaran

On May 16, 2023, Fr. Raphael Panjikkaran led a session on Professional Ethics for Teachers at Jesus Training College Mala, emphasizing the vital role of ethics in education. He outlined principles such as integrity, respect, accountability, and fairness, and their application in teaching. Key topics included maintaining appropriate teacher-student boundaries, fostering unbiased interactions, and promoting ethical responsibilities among colleagues. He also discussed the responsible use of technology in the classroom. The session ended with a Q&A, providing practical solutions for ethical dilemmas, and was highly beneficial for all attendees.

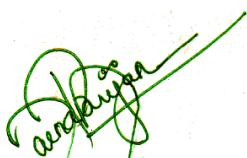



PRINCIPAL
Jesus Training College, Mala

**Report on Professional Ethics class
conducted by Fr. Raphael Panjikaran for students**

On August 18, 2023, the Ethics Committee at Jesus Training College Mala held an orientation session for the 2023-2025 students on Professional Ethics, led by Fr. Raphael Panjikaran. Starting at 9:30 am in the college auditorium, Fr. Panjikaran, an expert in ethics, was introduced by a committee member. He discussed the importance of ethical behavior in various professions and its impact on personal and professional growth, using real-life examples and interactive discussions. The session concluded with a Q&A segment. The event was well-received, with a committee member expressing gratitude to Fr. Panjikaran for his valuable contribution.




PRINCIPAL
Jesus Training College, Mala

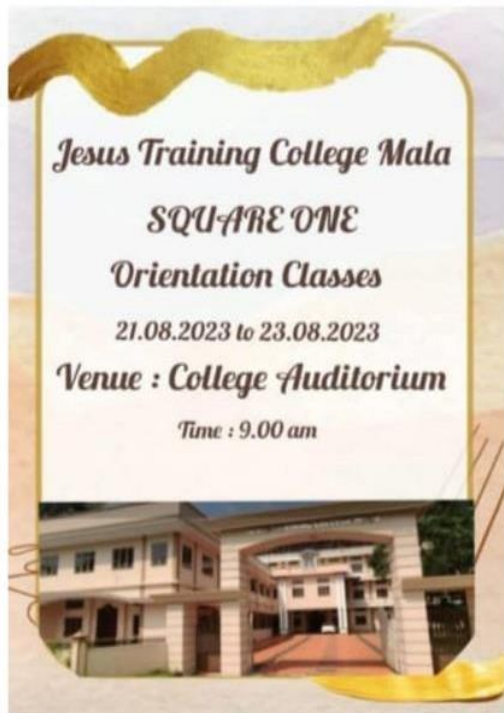
Square One orientation class

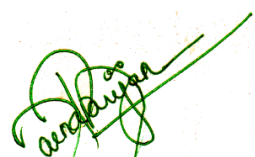
Jesus Training College Mala organized an orientation class for the new 2023-2025 batch from 21-08-23 to 23-08-23

As part of "Square One," a workshop titled "Workshop on Human Values" was conducted on August 21st, 2023, by Fr. Fijo Joseph Alappadan, Assistant Professor of Performing Arts at Nava Jyoti B.Ed. College, Olarikkara.

The session was both engaging and informative, providing students with a deeper understanding of essential human values and their significance in daily life. Fr. Alappadan used interactive activities to encourage reflection and discussion, fostering a sense of empathy and respect among participants.

Students appreciated the opportunity to explore concepts such as integrity, compassion, and responsibility through practical examples and group discussions. The workshop aimed to inspire personal growth and encourage positive contributions to the community.




PRINCIPAL
Jesus Training College, Mala

Workshop on pathway to great teacher (22-08-2023)

Under the "Square One" initiative, a workshop titled "Motivation: Skillfulness Pathway to Great Teaching" was held on August 22nd, 2023. Led by Binu Kaliyadan, HR Director at Training Hub Aluva, the workshop aimed to enhance teaching skills among students.

Binu Kaliyadan shared valuable insights on the role of motivation in effective teaching, emphasizing strategies to inspire and engage learners. The session included interactive activities that helped participants develop practical techniques to foster a positive learning environment.


Students learned about the importance of self-motivation and how to cultivate it in their teaching practice. The workshop also highlighted the significance of continuous learning and adaptability in education.

Jesus Training College Mala
(Orientation Class)

Day 2

SQUARE ONE

Topic : Motivation
Skillfulness
Pathway to great teacher




Binu Kaliyadan

HR Director Training Hub Aluva,
Former Faculty KILA Trissur,
Former Faculty Sahrdaya College
of Advanced Studies
Training exposure in Middle East,
Thailand n Singapore.

22 AUGUST 9.30 AM
COLLEGE AUDITORIUM

Resource Person Introduction
- Mr. Glidin Pereira
Vote Of Thanks - Ms Nisha Bijo



PRINCIPAL
Jesus Training College, Mala

Session on counselling (21-08-2023)

As part of the Anamayam Community Living Camp, a counselling session was held on August 21st, 2023, facilitated by the AVARD Resource Team. The session addressed critical topics such as child disorders, post-COVID challenges faced by teenagers, and legal awareness.

Given the current circumstances, the session was particularly beneficial, providing students with essential knowledge and coping strategies. Experts from the AVARD Resource Team shared insights into identifying and managing child disorders, emphasizing early intervention and support.

The discussion on post-COVID challenges highlighted the psychological and social impacts on teenagers, offering practical advice for navigating these issues. Additionally, the session covered legal awareness, empowering students with knowledge of their rights and responsibilities.

**JESUS TRAINING COLLEGE, MALA
COMMUNITY LIVING CAMP**

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SESSION ON COUNSELLING

1. Childhood Disorders
2. Post Covid challenges faced by Teenagers
3. Legal Awareness class

AVARD RESOURCE TEAM

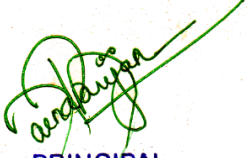
1. Fr. Manoj Karippai, Executive Director, AVARD
2. Sr. Mercy M P, Family Counsellor, AVARD
3. Mrs. Leena Cherian, Family Counsellor, AVARD
4. Adu. Laya M P, Legal Counsellor, AVARD

Date: 21-08-2023 (Monday)
Time : 10.00AM - 11.30 AM
Venue: Assembly Hall

WELCOME SPEECH
Ms. Deepthi M.P
(Student Representative)

VOTE OF THANKS
Ms. E. Krishnapriya
(Student Representative)




PRINCIPAL
Jesus Training College, Mala

Jesus Training College, Mala - Monitoring Committee report 2024-2025

Introduction: Jesus training college is dedicated to fostering ethical values and professionalism in both its students and staff. Understanding the importance of imparting professional ethics to future teachers, the college has formed the monitoring Committee. This committee is essential in organizing a variety of programs and activities aimed at guiding students and staffs towards the ethical standards crucial to the teaching profession.

Objectives :

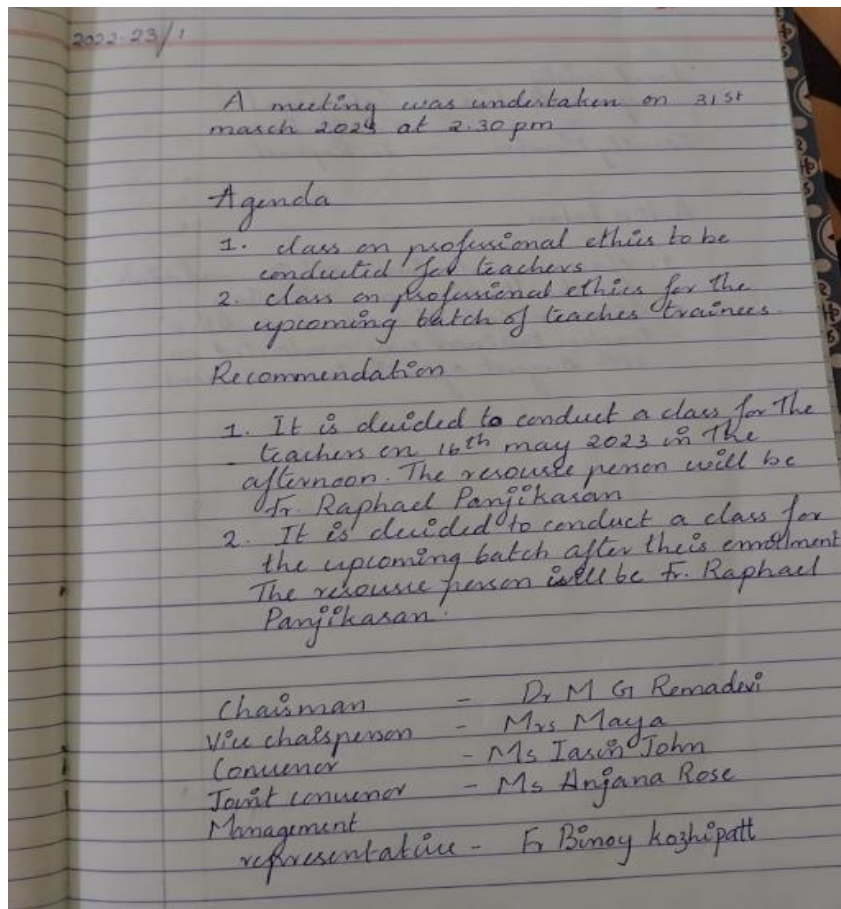
Conduct a bridge course for new students at the beginning of their programs to introduce them to the professional ethics of teachers and teacher education.

- Prepare, update, and revise the Code of Conduct for students, teachers, and administrative staff.
- Organize professional ethics programs to instill ethical values among students, teachers, and administrative staff.
- Conduct periodic programs to evaluate adherence to the Code of Conduct.




PRINCIPAL
Jesus Training College, Mala

Sample of monitoring report



The monitoring committee (2024-2025)

- **Chairman:** Dr M G Remadevi
- **Vice-Chairman:** Mrs. Maya
- **Convenor:** Ms. Iarin John
- **Joint convenor:** Ms. Anjana Rose

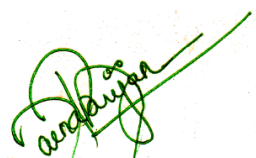
Members:

Management representative: Fr. Binoy Kozhipatt

Local Body representative: Sabu Paul Edattukaran

Faculty Member: Fr. Raphael Panjikaran




PRINCIPAL
Jesus Training College, Mala

Jesus Training College, Mala-

Ethics Committee report 2024-2025

Introduction: Jesus training college is dedicated to fostering ethical values and professionalism in both its students and staff. Understanding the importance of imparting professional ethics to future teachers, the college has formed the Ethic Committee. This committee is essential in organizing a variety of programs and activities aimed at guiding students and staffs towards the ethical standards crucial to the teaching profession.

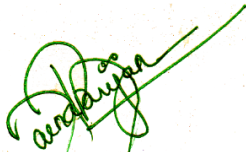
Objectives :

- Conduct a bridge course for new students at the beginning of their programs to introduce them to the professional ethics of teachers and teacher education.
- Prepare, update, and revise the Code of Conduct for students, teacher and administrative staff.
- Organize professional ethics programs to instill ethical values among students, teachers, and administrative staff.
- Conduct periodic programs to evaluate adherence to the Code of Conduct.

The Ethic committee (2024-2025)

- **Principal:** Dr Jasna P Varijan
- **IQAC :** Ms Sheena Bhaskar
- **Convenor:** (staff advisor) Fr. Raphael
- **Joint convenor:** Ms. Ancy Joby (chairperson, college students union)
- **Members:**
Management representative- Fr. Vineesh
Vattoly Local body representative- Sabu
Paul Edattukaran Faculty members- Ms.
Iarin John




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Jesus Training College, Mala