



JAI HIND COLLEGE

Basantsing Institute of Science & J. T. Lalvani College of Commerce.

and Sheila Gopal Raheja College of Management

Autonomous

CODE OF CONDUCT

FOR

STUDENTS, PRINCIPAL, TEACHING AND NON-TEACHING STAFF

OBJECTIVE

To help every Jai Hind college student and staff to enjoy academics and realise their potential for excellence to be well informed global citizens with a sense a discipline, moral, values and ethics in the service of society and mankind.

PREAMBLE

These guidelines and codes of conduct shall come into effect from 13th June 2023 and shall remain in force till further intimation. The codes mentioned, either in full or in part, are liable to changes by the institutional authorities.

STUDENTS

Wearing of Identity Cards

- Students shall wear their identity cards from the time they enter the college campus, till they leave the college premises.

Attendance

- Students shall be present in their classroom before the commencement of each period and shall not be permitted to leave the class during lecture hours.
- University requires a minimum of 75% attendance in each Semester to appear for examinations however, college expects students to maintain maximum attendance.

Use of Mobile phones

- Use of mobile phones within college premises like classrooms, libraries, laboratories and corridors is prohibited.
- Within college premises, mobile phones must be kept on silent mode by students.
- During examinations, students should switch off their mobile phones to avoid any disturbance to the ongoing examinations.

- Use of mobile phones, within campus to record lectures, conversations and taking photos of others without permission and playing loud music shall invite disciplinary action.
- Within college campus, mobile phones shall be used only for urgent conversations and communications.

Maintaining Discipline

- Maintaining silence throughout the campus is the responsibility of students.
- College properties should be handled with maximum care. A fine can be imposed in case a student damages the building fittings, furniture, equipment's, and library books.
- Students who have free hours due to optional lectures taking place, shall not loiter in the corridors during class hours or disturb other classes.
- Academic dishonesty will not be tolerated and shall meet with strict actions.
- Ragging in any form within the college campus is totally prohibited and considered as an anti-social and criminal activity, inviting rustication and legal proceedings.
- Students shall not bring outsiders into the college campus without written permissions of the college authorities.
- Carrying out activities without permission from appropriate authority that go against the ethos and spirit of the college or tarnish the image of the institution shall be dealt with strict disciplinary measures.

Respect for Authority

- Disrespect, unruly behaviour, use of harsh words and defiance shown towards teaching, non-teaching and college administrative authority shall invite disciplinary action.

Alcohol, Drugs, Tobacco

- Possession, consumption, and distribution of alcohol, prohibited substances and smoking is strictly prohibited in the college campus and shall be dealt with strict disciplinary measures.

Harassment

- Threatening to physically harm or physically harming a fellow student, teaching or non-teaching staff shall not be tolerated and disciplinary action shall be carried out.

- Discriminatory remarks on grounds of gender, race, religion, and caste are prohibited.

Sexual Misconduct

- Any form of physical coercion and/or unwelcomed sexual behaviour or taking sexual advantage of another person without consent will strictly meet with disciplinary measures.
- Possession, display or use of weapons and ammunition which can inflict physical harm are strictly prohibited.
- Gambling in any non-legal form is forbidden.

PRINCIPAL

Principal has multiple roles and responsibilities which must be responded to in an ethical and well-balanced manner at all times.

- Maintain a harmonious work atmosphere with colleagues and sort out their issues in an unbiased way.
- Maintaining an academic atmosphere which inspires students to study well and colleagues to take up research work.
- Goals to be fulfilled collectively and cohesively with the vision to take the institution to greater heights and maintain national goals.
- Take teaching and non-teaching staff's feedback and suggestion on common issues.
- All stakeholders interest to be protected with no scope for discrimination.
- Maintain confidentiality on examination and other administrative issues wherever required.
- Management of the institution to be well-informed about the daily workings.
- Encourage students and staff to explore various academic arenas for national and global exposure.
- Maintain discipline and decorum and work towards preserving a peaceful and non-controversial atmosphere.
- Principal is expected to shoulder many other responsibilities such as custodian, benefactor, guardian, administrator, academician, galvaniser, patron and so on.
- Principal shall be the final authority regarding student discipline, administrative and academic matters of the college.

TEACHING STAFF

Teachers of this academic institution are subject to the guidelines founded by UGC for college teachers. As per the UGC directives, whoever agrees to choose the teaching profession, assumes the responsibility to conduct oneself in accordance with the standards of this profession. Every teacher should maintain the decorum and sanctity of his profession; keeping in mind educational goals of the nation.

Practices Towards Students

- Commitment towards the needs of students and sensitivity to satisfy the querents mind.
- Be conscientious and dedicated towards academic and administrative tasks.
- Avoid personal interpretations, prejudices, and biases during classroom interaction
- Build a healthy and interactive educational environment.
- Treat all students equally irrespective of academic performance, caste, class, religion, gender, and place of origin. Avoid any partiality or vindictive attitude towards learners.
- Teacher should conform to the ethos of the profession and act in a professional and dignified manner.

Practices Towards Institution

- Teacher must update their knowledge and skills by attending various courses, workshops, conferences, seminars, etc. so that students, department, and the institution benefit from their growth.
- Classroom punctuality ought to be maintained.
- Besides, teaching, a teacher should take interest and participate in ethical research activities and inculcate research attitude in students.
- Adopting updated pedagogy and innovative methodology to keep abreast with changes in the global academic scenario.
- Teacher shall complete administrative responsibilities entrusted on them besides carrying out extra-curricular and co-curricular programmes.
- There should be no conflict between professional, private, and personal practices such as avoiding taking tuitions in concerned subject which might impact their quality of classroom teaching.

- Information regarding all aspects of examination should strictly be kept confidential.
- Avoid addressing personal matters during working hours.

Practices Towards Colleagues

- Teachers should be respectful, courteous, and cooperative towards junior and senior colleagues.
- Collective efforts should be taken to complete academic and administrative goals.
- Leadership roles should be assumed or accepted whenever required.
- Teachers should refrain from making false allegations on colleagues for personal vendetta.
- Non-teaching staff should be treated respectfully.
- Strictly maintain professional relationships between colleagues.

NON-TEACHING STAFF

Code of conduct is also applicable to the non-teaching and support staff of the college.

Professional Conduct

- Maintain punctuality and should not be under the influence of drugs or alcohol at work.
- Familiarise and adhere to the rules and policies of the institution.
- Be sincere and earnest towards the duties assigned to them and also help one another when required.
- No other employment or financial commitment to be made outside college premises during work hours.
- Maintain apolitical environment and take all internal issues to the Principal to sort out.
- Communication between colleagues, students and teaching staff should be polite avoiding harsh tone and words.
- Non-teaching staff should maintain confidentiality of records regarding administrative and examination matters.
- When non-teaching staff are entrusted with confidential documents for transportation, photocopying or other responsibilities, they should be cautious not to leak this information.

- Perform duties with integrity, veracity and without boundaries of discrimination of caste, class, religion, and gender.

Non-teaching staff should behave in a professional and helpful manner in libraries, science laboratories, computer laboratories and administrative offices towards students and teaching staff.