

SRI JAGADGURU MURUGHARAJENDRA ARTS COLLEGE FOR WOMEN**B.D.Road, Chitradurga-577501. Karnataka India**

Phone No.08194-223054

E-mail: sjmwc.cta@gmail.com


7.1.10: Code of Conduct for students, teachers, principal, administrative and other staff


The institution has designed a prescribed code of conduct to ensure fair standards applicable for all Students, Teachers, Principal, Administrative staff.

Every staff and students of the Institution is expected to abide by the code of conduct. It covers three main areas: Discipline, Integrity and Commitment. The code of conduct for permanent staff is based on KCSR of Govt.of Karnataka and also Management guidelines. Similarly, Management recruited staff are bound to follow the regulations framed by our Esteemed Management.

The Students shall-

- Maintain punctuality to regularly attend the classes on time and to maintain discipline
- Enter the college premises in prescribed uniform
- Possess 75% attendance or else they are not eligible to appear for examinations as per university norms
- Carry their Identity Card with them always
- Utilize properly all the available facilities with care
- Not bring any unauthorised persons with them into the college except parents/guardians
- Not allowed to use mobile phones in the classrooms, corridors and library
- Ragging is strictly prohibited in the college and hostel
- Involve in all the activities conducted by the college
- Protect the property of the college
- Not remain absent for duty without prior permission
- Not indulge in any illegal activities


IQAC Coordinator
S.J.M. Arts College for Women
CHITRADURGA-577 501

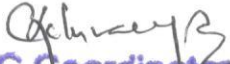

PRINCIPAL
S.J.M. Arts College for Women
CHITRADURGA - 577 501
Karnataka.


The teachers shall-

- Maintain dignity and decorum of the post
- Perform the duty with honesty and punctuality
- Prepare teaching plan and maintain teacher's diary of allotted subject
- Actively involve in supporting students for co curricular and extra curricular activities
- Inculcate patriotism and discipline among students
- Avail leave with prior permission except under emergency situations and not remain absent from duties without prior permission
- Work hard and show sincerity towards the betterment of the institution
- Available for consultation and counselling to students
- Refrain from exploiting official faculties and staff for personal reasons and misuse of privileges
- Refrain from propelling students against other students colleagues or administrative staff on caste, creed, sex, religion, language, region etc.
- Abide by the decisions of the administrative authorities to perform the normal duties
- Not to disclose any confidential matter related to the internal affairs of the institution to any person not authorised in respect thereof

The Principal shall-

- Ensure priority for quality education, academic and research activities
- Chalk out policy and plan to execute the vision and mission of the institution
- Constitute various committees and to plan for executing coordination
- Conduct meeting of staff members and different committees as and when required
- Monitor efficiently the finance related matters
- Encourage teachers to enhance their level of knowledge in the field concerned by attending seminars, conference, workshops, training programmes


IQAC Coordinator
S.J.M. Arts College for Women
CHITRADURGA-577 501


PRINCIPAL
S.J.M. Arts College for Women
CHITRADURGA - 577 501
Karnataka.

- Ensure to comply with the directions of the higher authorities of Department of Collegiate Education and affiliated University


The Administrative staff shall-


- Monitor and attain knowledge to perform efficiently the admission and examination process
- Behave politely with the stakeholders of the institution
- Be cooperative and user friendly with students and faculty
- Follow proper channels to handle and perform all professional matters
- Not involve in any unethical practice
- Not remain absent for duties without prior permission
- Not engage in trade or business directly or indirectly

The Menial staff shall-

- Give importance for maintaining cleanliness in the institution
- Behave politely with the students and staff
- Develop cooperation and friendly relationship with faculty
- Not involve in any unethical practice
- Not remain absent for duties without prior permission
- Not encourage involvement in trade or business directly or indirectly




IQAC Coordinator
S.J.M. Arts College for Women
CHITRADURGA-577 501


PRINCIPAL
S.J.M. Arts College for Women
CHITRADURGA - 577 501
Karnataka.