



SMT. JAWALA DEVI COLLEGE OF EDUCATION

(Recognized by NCTE, Accredited by NAAC)
(Affiliated to Punjabi University, Patiala, Enlisted Under 2 (f) UGC)
SANGHOL, TEH. KHAMANO, DISTT. FATEHGARH SAHIB (PUNJAB), INDIA-140802

CODE OF CONDUCT AND PROFESSIONAL ETHICS

CODE OF CONDUCT FOR STUDENTS


1. Students admitted to the college are obligated by Rules and Regulation.
2. The students shall treat all other students, faculty members, staff, visitors and any other members of the public with respect, dignity, impartiality, courtesy and sensitivity.
3. All students shall practice a decent and formal dress code as instructed by the Institution.
4. All students shall maintain discipline in the class and maintain the decorum while dealing with the fellow students, teaching, non-teaching staff.
5. The students shall act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations, informal tests and lab exams.
6. The students shall strive hard to discharge the duties and targets assigned to them. The students shall not become involved in any form of ragging within or outside the Campus.
7. The students shall not possess/consume any narcotics or alcohol within the campus. Smoking in the campus is strictly prohibited.
8. The students shall not indulge in any act of indiscipline as defined in rules and regulations of the Crescent Institute of Science & Technology. Students shall not damage or destruct any Institute properties. Student shall not discriminate any other fellow student based on the caste, creed, language, and place of origin, social and cultural background.

CODE OF CONDUCT FOR THE STAFF: Teaching & Non-Teaching

1. Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the college.
2. All faculty members should prepare a lesson/teaching plan, well in advance before commencement of the classes. During the period of service, all members of the teaching staff shall employ themselves honestly and efficiently under the Principalship of the Head of the Institution.
3. No member of the staff shall engage in any political activity within the college campus.
4. All the members of the teaching staff must be punctual for classes and should adhere to the timings scheduled for other activities and events.

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5. All members of staff, both teaching and non-teaching must sign regularly in the attendance register/Biomatrix which is to be maintained by the head of the institution.
6. The duties assigned to teachers consist of lectures/ practicals/ tutorials in the allocated workload of the individual teacher. In addition, they have to undertake responsibilities of conducting evaluation and invigilation, administrative work, providing counsel to students and participating in extracurricular activities and institutional support activities as required.
7. The working hours of the teaching staff shall be according to the prescribed time table and any other additional duty assigned to them.
8. The Mentor-Ward System must be followed by every teacher and the teachers should take proper care of their group of students by guiding, motivating, counseling and monitoring them.
9. Every faculty member shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.
10. No faculty members shall act in any manner that violates the decorum or morality within the campus.
11. All members of staff must refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
12. Take leave as per rules with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
13. The teaching faculty must seek to make professional growth continuous through study and research.
14. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge
15. Respect the right and dignity of the student in expressing his/her opinion.
16. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
17. Inculcate among students, scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace.
18. All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college.


Principal
Sri. Janki Devi College of Education
SANGHVI