

Institutional Student code of conduct

Introduction

Shri Shankarlal Sundarbai Shasun Jain College is a community with a mission of imparting value based holistic education along with co-curricular, extra-curricular and skill based programme. A specific code of conduct has been developed to ensure that the College fulfils its mission through nurturing personal growth and maintaining a College-wide atmosphere conducive to learning and academic excellence. All the students are held accountable to this code of conduct during their course of study. As responsible citizens of our community, students voluntarily agree to abide by College guidelines and standards in exchange for the benefits of being a part of the Shasun Jain College.

Title and Commencement

This Code is called as “Shasuneons Conduct and Disciplinary Code”. The Code has been developed with the help of code of conduct for higher education institution. Any change in the code is applicable for the shasuneons code of conduct.

Objectives of the Code

The objective of the code is to make students act in a manner that respects the rights, safety and wellbeing of others. Every effort to be made to address minor misconduct informally. The intent of the Code is to provide a framework to resolve issues when civility and respect for the rights of others break down and informal resolution is not possible.

Student Rights

1. All the students have the right to live their lives, to study, to learn and to work without unreasonable interference, disruption, or upset caused by the actions of another person.
2. The right to express opinion, which includes the right to state agreement or disagreement with the opinions of others and the right to an appropriate forum for the expression of opinion.
3. In the case of conduct procedures:
 - a. the right to be informed of any charges of misconduct,
 - b. the right to an opportunity to respond to the charges,
 - c. the right to hear evidence in support of the charges,
 - d. the right to present evidence against the charges,

- e. the right to an adviser of choice,
- f. the right to a fair procedure, which is appropriate to the circumstances,
- g. the right to be informed of the outcome of a disciplinary proceeding.

Responsibilities

Do's

1. Dress in a manner that is appropriate for an academic environment.
2. Treat all members of the College community with respect and courtesy.
3. Respect the facilities, books and resources provided to assist you in your studies.
4. Comply with the College's IT policy
5. Follow the College's health and safety policy and be mindful of the safety of yourself and others.
6. Wear your College ID badge at all times when on the campus.
7. Switch off phones and store them out of sight in class, unless by permission of the teacher

Don'ts

1. Bring non-students onto the College campus. Any visitors must be taken to check in at reception. If you are aware of any unauthorised visitors, you must report this to a member of staff.
2. Smoke on any part of the College campus.
3. Bring alcohol onto the College premises or be under the influence of alcohol at any time during the College day.
4. Drive any vehicles on to the College campus unless by permission.
5. Be in possession of any bladed articles, offensive weapons or firearms.
6. Be in possession of illegal substances or bring such substances onto the College campus.
7. Be under the influence of illegal drugs, legal highs or any other non-prescribed psychoactive substances.
8. Engage in any violent or threatening behaviour.
9. Bully, harass or discriminate against any member of the College community.
10. Use College facilities to send or view any obscene, offensive or illegal material
11. Behave in a manner, within or outside College, that may bring the College into disrepute. This includes any criminal or antisocial behaviour.

Student council – selection criteria

GENERAL CRITERIA TO THE MEMBERS OF THE COUNCIL.

1. Good Leadership Qualities.
2. Should have the knowledge of using computer techniques.

3. Should work for the council before and after college hours.
4. Should be effective in managing the team and lead them in the absence of any member
5. Should be enthusiastic at work

STUDENT’S COUNCIL NOMINATION CRITERIA

- Good Academic Records without any Arrear in University Examination.
- Should have 90% of attendance in every semester.
- Should be flexible to the timings of the Post
- Should be communicative
- Fluency in English & Tamil is required.
- Should not be partial at any case.
- Should be more tolerant, adjustable, active, amicable and co- operative.
- Should strictly follow the rules and regulations of the college.
- Nominated students should submit their profile with photo copies of their achievements on the specified date.
- Selected students are asked to get ready with a power point presentation preferably in a pen drive.
- Selection is based on Merit.
- Should exhibit high degree of mental maturity.
- The decision of the Head of the Institution is final.

**Council members to set an example to other students and any act of indiscipline from them will attract termination of their posts.

STUDENT COUNCIL MEMBERS ROLES AND RESPONSIBILITIES

The student council consists of the following members:

<p>Chairperson & Vice Chairperson</p>	<ol style="list-style-type: none"> 1. Must possess the quality to coordinate the team. 2. Should have the capability to address the gathering. 3. Should possess the ability to plan for any program at any time. 4. Should lead in promoting inter-departmental co-operation and inter disciplinary initiatives. 5. Should be able to conduct and record student council meeting minutes. 6. Maintain frequent contact with faculty and student. 7. Work closely with Chairperson 8. Assume Chairperson’s duties when needed
<p>Cultural Secretary(2 posts) Shift-I - one post Shift – II – one post</p>	<ol style="list-style-type: none"> 1. Should be communicative with other colleges. 2. Must possess a good skill in the fields of music and art. 3. Must be easy to approach.

	<ol style="list-style-type: none"> 4. Keep students informed of events & other activities. 5. Preparation of Brochures, themes and discuss the activity/events.
Event Organizer (2 posts) Shift-I - one post Shift – II – one post	<ol style="list-style-type: none"> 1. Should be able to organize and present an event. 2. Should possess good Time Management. 3. Should co-ordinate and arrange for Guest/Media participation
Sports secretary(2 posts)	<ol style="list-style-type: none"> 1. Must possess a good knowledge in the field of sports/sports credential. 2. Should balance both academics and sports activities. 3. Should actively participate in State/National level and other college activities.
Shift-I - one post Shift – II – one post	
Placement secretary (2 post) Shift-I- one post Shift-II- one post	<ol style="list-style-type: none"> 1. Should help the placement officer in organizing events during campus. 2. Any information regarding placement should be conveyed to the students. 3. Pro-active on placement notice board updating.
Discipline In-charge (2 post) Shift-I-one post Shift-II-one post	<ol style="list-style-type: none"> 1. Should take care of the discipline of the students. 2. Should do grading for classrooms. 3. To form and lead a discipline team to plan and develop with specific objectives for the college 4. To coordinate all the functions
Health Secretary	<ol style="list-style-type: none"> 1. Should help the college in keeping the environment clean 2. To take care of Canteen cleanliness

Disciplinary Sanctions

Any student exhibiting prohibited behaviour mentioned in this Code shall depending upon the gravity of the misconduct or depending on its recurrence be subjected to any of the following disciplinary sanctions.

a) Warning

This is the least sanction envisaged in this Code. The student engaged in any prohibited behaviour will be issued a warning letter. The bad conduct of such students shall be informed to the Parent/Guardian.

b) Suspension from College

If any student violates the code of conduct which leads to lowering of the esteem of the College or involves in ragging or involves in any activity which endangers the dignity and safety of other students or staff of the college and if the college authorities finds prima facie evidence is available against the student, he/she shall be suspended from the college for a maximum period of 15 days, pending further enquiry by the college authorities.

Ragging

Ragging within or outside the educational institution is prohibited. Ragging is an offence under Indian Penal Code. Whoever directly or indirectly commits, participates in, abets or instigates ragging inside or outside the educational institution shall be punished. Any authority of the college can also suo moto recommend action against any student/students indulging in ragging to the Principal.

Grievances Redressal Committee

The College will also set up “Grievance Redressal Committee” where the students can air their grievances. The Principal shall also constitute ad-hoc committees to redress the grievances of the students’. Apart from these students can meet the college authorities any time and air their grievances personally or by E-Mail.

Ultimate Authority

For all disciplinary matters related to students, the Principal shall be the ultimate authority as provided herein.

Amendments to the Code

The above codes are framed with the help of Code of conduct by Higher Education Institution. Any changes in the prevailing codes will be applicable for the “Shasuneons Conduct and Disciplinary Code”. The amendments shall be brought to the notice of the students and Faculty of the College through notice put on the notice boards of the College.

Institutional Code of Conduct for Teachers

**Developed by the National Council of Educational Research and Training (NCERT)
jointly with All India Primary Teacher's Federation (AIPTF), All India Secondary
Teacher's Federation(AISTF), and All India Federation of Educational
Associations(AIFEA)**

Introduction

It is universally felt that the status of teaching profession requires to be raised to ensure its dignity and integrity. Accordingly, it is considered necessary that there should be a code of ethics which may be evolved by the teaching community itself for its guidance. There are five major areas of professional activities which encompass the work of a teacher. For each of these areas certain principles have been identified to serve as guidelines for teacher's conduct. These are preceded by a Preamble which provides a rationale for the principles identified.

Preamble

- Recognising that every child has a fundamental right to receive education of good quality; -
- Recognising that education should be directed to all round development of human personality; -
- Realising the need for developing faith in the guiding principles of our policy viz. Democracy, social justice and secularism;
- - Recognising the need to promote through education, our rich culture heritage, national consciousness, international understanding and world peace; -
- Recognising that teacher's , being part and parcel of the social milieu, share the needs and aspirations of the people;
- - Recognising the need to organise teaching as a profession for which expert knowledge, specialised skills and dedication are pre-requisites;

- - Realising that the community respect and support for the teaching community are dependent on the quality of teaching and teacher's proper attitudes towards teaching profession; and
- Realising the need for self-direction and self-discipline among members of the teaching community. We, the teacher's of India resolve to adopt this code of Professional Ethics.

PART – I Teacher in Relation to Students

The teachers shall,

- always be punctual in attending to duties in the College
 - always teach the curriculum after making thorough preparation for the lessons to be taught;
- treat all students with love and affection and be just and impartial to all irrespective of caste, creed, sex, status, religion, language and place of birth;
- guide the students in their physical, social, intellectual, emotional, moral and spiritual development;
- take notice of the individual needs and differences among students in their socio-cultural background and adapt his/her teaching accordingly;
- refrain from divulging confidential information about students except to those who are legitimately entitled to it;
- refrain from inciting students against other students, teaches or administration;
- set a standard of dress, speech and behaviour worthy of example to the students; and
- respect basic human dignity of children while maintain discipline in the college.

PART – II Teacher in Relation to Parents/ Guardians

The teacher shall,

- seek to establish cordial relations with parents/ guardians;

- . provide information regularly to parents regarding the attainments and shortfalls of the wards; and
- Refrain from doing any thing which may undermine students confidence in their parents or guardians

PART – III Teacher in Relation to Society and the Nation

The teacher shall

1. strive to develop the educational institution as a community and human resource development centre providing knowledge and information and developing skills and attitudes needed for such development;
 2. .strive to understand the social problems and take part in such activities as would be conducive to meet the challenges passed by the problems;
 3. .retrain from taking part in activities having potential to spread feeling of hatred or enmity among different communities, religious or linguistic groups;
 4. .work actively to strengthen national integration and spirit to togetherness and oneness;
- 18.respect Indian culture and develop positive attitudes towards it among students; and
19.respect and be loyal to the school, community, state and nation.

PART – IV Teacher in Relation to Profession, colleagues and other Professional Organisations

A. Teacher in relation to Colleagues and Profession

The teacher shall

1. treat other members of the profession in the same manner as he/ she himself/herself wishes to be treated;
2. .refrain from lodging unsubstantiated allegations against colleagues or higher authorities;

3. .participate in programmes of professional growth like in-service education and training, seminars, symposia workshops, conferences, self study etc;
4. avoid making derogatory statements about colleagues especially in the presence of pupils, other teachers, official or parents;
5. cooperate with the head of the institution and colleagues in and outside the institution in both curricular and co- curricular activities; and
6. accept as a professional the individual responsibility of reporting to the concerned authorities in an appropriate manner all matters that are considered to be prejudicial to the interests of the students and the development of the institution.

PART – V Teacher in Relation to Management/ Administration

The teacher shall,

1. .recognize the management as the prime source of his sustainable development; and
2. .develop mutual respect and trust through his professional activities and outputs.

Fundamental Rights and Duties

Fundamental rights:

Fundamental rights are those rights which are essential for the well being of a person. Part III of the Indian Constitution contains the list of Fundamental Rights; that guarantees civil liberties to all the citizens of India to live in peace and harmony without the fear of being suppressed by others. The Indian Judiciary has the discretion to punish those violating these fundamental rights under the provisions of the Indian Penal Code. No person can be deprived these rights pertaining to basic liberty in the form of human freedoms. It is the judiciary that safeguards these rights of the citizens. In some exceptional cases, i.e. during emergencies the State can impose restrictions on the enjoyment of these fundamental rights.

The Constitution provides for the enjoyment of 6 Fundamental rights. They are:

1. Right to Equality
2. Right to Freedom
3. Right against exploitation
4. Right to Freedom of Religion
5. Cultural and Educational rights
6. Right to Constitutional remedies

Fundamental duties:

Fundamental Duties are the ones that are recognized as moral obligations the citizens are expected to perform. Article 51A under Part IV A of the Constitution of India speaks of the Fundamental duties. One cannot enforce these fundamental duties legally. It was through the 42nd Amendment that these duties were introduced in the Constitution.

There are 10 Fundamental duties that the citizens are expected to discharge. They are:

1. The citizens of India are expected to be abide by the Constitution and respect all its ideals. Likewise, the citizens are expected to respect the National Flag and the National Anthem.
2. The noble ideals that inspired our freedom struggle have to be cherished and followed.
3. The sovereignty, unity and integrity of India needs to be upheld and protected.
4. Citizens should be ready to defend and render national service towards India.
5. The spirits of common brotherhood and harmony have to be promoted by all the citizens wherein they need to transcend all forms of diversities pertaining to religion, language and region. All the practices that are derogatory to the dignity of women have to be renounced.
6. India has a rich, varied and composite culture and one needs to preserve it.
7. Natural environment including the forests, lakes, rivers and wildlife are expected to be preserved by the citizens.

8. People of India are expected to develop within themselves humanism, scientific temperament, and spirits of inquiry and reform.
9. Public property is expected to be safeguarded and violence needs to be avoided.
10. People are expected to strive for the excellence of all the individuals and collective activities to help in the development of the country.