

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. 4. Keep students informed of events & other activities. 5. Preparation of Brochures, themes and discuss the activity/events.
<p>Event Organizer (2 posts) Shift-I - one post Shift – II – one post</p>	<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
<p>Sports secretary (2 posts) Shift-I - one post Shift – II – one post</p>	<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.
<p>Placement secretary (2 post) Shift-I- one post Shift-II- one post</p>	<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.
<p>Discipline In-charge (2 post) Shift-I-one post</p>	<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

Shift-II-one post	develop with specific objectives for the college 4. To coordinate all the functions
Health Secretary	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.