



JSS MAHAVIDYAPEETHA

# CODE OF CONDUCT HANDBOOK FOR STUDENTS, FACULTY & SUPPORTING STAFF



## JSS ACADEMY OF TECHNICAL EDUCATION

Affiliated to Visvesvaraya Technological University, Belagavi, Karnataka, INDIA

Approved by All India Council for Technical Education, New Delhi

UG programs accredited by NBA: ECE, CSE, ISE, CIVIL, MECHANICAL, IEM, E & IE

## **Preamble**

This Handbook depicts the standard procedure and practices for all students and staff members of JSS Academy of Technical Education, Bangalore.

### **1. Code of conduct for students**

JSS Academy of Technical Education, Bengaluru expects the students are to be Punctual, Honest, Self-Respect for themselves and to others, well-being for themselves and also to their property, honour the rules and regulations of the Institution and the law if the land in general.

#### **(A) Classroom/Laboratory Conduct**

- Behavior of the students during the class hours should not cause any disturbance to fellow students and also to neighboring classes.
- Students should maintain a minimum of 85% attendance independently in each theory as well as practical courses.
- Students should not use cell phones or other electronic devices in classrooms except calculators.
- Coming late to the classes or early going out of the classes is not allowed under a few exceptional circumstances.
- Students are not permitted to record audio/video of lectures of faculty without prior permission.
- Absence for the classes without permission will be considered as indiscipline.
- Students should attend the lectures and laboratories regularly as per the course timetable.
- Students should not damage/break any equipment during the course of experiments, if so, it should be promptly informed to the concerned laboratory in charge.

#### **(B) Academic Honesty**

Students are expected to meet high academic standards by adhering to the following rules:

- Students should not copy any assignments/projects/research articles of fellow students to showcase it as their own work.
- Students should not give proxy attendance to fellow students.
- Students should not indulge in any malpractices during internal assessments and examinations.

#### **(C) General Conduct**

- The students must be regular and punctual in their studies and must complete their studies well in time in the Institute.
- In the event, if a student is inevitably discontinued studies for any legitimate reason, such student may be relieved from the Institute subject to written consent by the Principal.
- The Students are expected to develop a sense of belongingness to the institute. Keep themselves up-right and sober and create a congenial environment for studies.
- Intentionally damaging or destroying the Institute's property or property of other students or faculty members is strictly considered as an offense and appropriate penal actions will be initiated against such students by the management.

- The students should always wear the identity cards with photographs affixed, during their stay in the college.
- In order to become successful engineers, students should observe professional ethics during their studies.
- Students should not organize/arrange any educational tours on their own without the consent of the respective HOD's and the Principal.
- No meetings should be arranged by inviting persons/leaders from outside to address the students without the prior permission of the principal.
- Accepting membership from banned religious organizations by the Government of India is strictly prohibited.
- Smoking and use of intoxicating drugs in the campus is strictly prohibited.
- Students should park their vehicles in the parking area only which are here marked to the students.
- All two-wheel riders should wear ISI labeled helmets. Rash and careless driving on campus is strictly prohibited and will be penalized as per the rules.
- Students should not misbehave during the time of Class Representatives for elections or during the time of any activity in the Institute.
- Boys should respect female students or staff with a high degree of respect and must not pass any undesirable remarks.
- Students are expected not to interact on behalf of the Institute with media representatives or invite media persons to the campus without the prior permission of the Institute's authorities.
- In case any student wishes to discontinue his/her studies, should clear all the dues such as college fee, hostel/mess fee, etc. if any.
- Students are advised to read the circulars displayed on the notice boards regularly and follow all the instructions displayed on the notice boards.
- Students' behavior should reflect respect towards the faculty members and a spirit of fellow-feeling and mutual respect with all people in the campus.
- Students should maintain silence in the classes/library and behave politely with others.
- Students should attend all the internal assessment tests conducted by the college. In case if any student is unable to appear for any test due to medical or other reasons, can bring it to the notice of the respective HODs and the Principal for needful consideration with satisfactory documents and request for an additional test.

**(D) Examination Rules**

- Students should watch the University Website regularly and read the circulars released periodically and keep updated about the dates of semester-end examinations which are conducted by the University.
- Students should present in the examination hall twenty minutes before the start of the examination.
- Students should not enter an examination hall beyond half an hour after the start of an examination.
- Students should obey the instructions given by the invigilator in the examination hall.
- Once, the student receives the answer book, he/she should not move, speak or communicate with other students in the examination hall during the examination hours.

- Exchange of question paper, answer books, calculator, statistical tables, etc. with other students is strictly prohibited.
- Students should not carry written material, textbooks, programmable calculators, mobile phones, or any other electronic data storage device to the examination hall.
- A caution bell will ring five minutes before the close of the examination. In the end, each student should hand over the answer book personally to the invigilator. Students should not leave their seats until the invigilator collects all the answer books from students.

### **(E) Anti-Ragging Policy**

The Institute has implemented a coherent and effective anti-ragging policy in place, which is based on the UGC regulation to for curbing the menace of ragging in higher educational institutions. The UGC Regulations have been framed in view of the directions issued by the Honorable Supreme Court of India to prevent and prohibit ragging in All India Educational Institutions and Colleges.

The said UGC Regulations shall apply mutatis mutandis to this Institute and to the students.

- Ragging of all forms is banned. Strict disciplinary action will be taken against those students indulging in such activities.
- No senior student is permitted to visit the room of a fresher or invite a fresher to his/her room. Violation of this rule will be considered as proof of ragging against the senior student.
- Institute-level committee for the prevention of ragging is formed. The committee members are empowered to visit hostels at all times. Extracts from the Karnataka Education Act, 1983 (Karnataka Act No. 1 of 1995) is mentioned in the following links:  
(ref:[http://dpal.kar.nic.in/pdf\\_files/1%20of%201995%20 \(E\).pdf](http://dpal.kar.nic.in/pdf_files/1%20of%201995%20(E).pdf);  
<http://vtu.ac.in/pdf/ragging20161.pdf>)
- No person who is a student in an educational institution including an institution under the direct management of the university or of the Central Government shall commit ragging.
- Any person who contravenes subsection (1) shall, on conviction, be punished with imprisonment for a term which may extend to one year or with a fine which may extend to two thousand rupees or with both. “Ragging” means causing, inducing, compelling, or forcing a student, whether by way of a practical joke or otherwise, to do any act which distracts from human dignity or violated his person or exposes him to ridicule or to forbear from doing any lawful act, by intimidating wrongfully restraining, wrongfully confining, or injuring him or by using criminal force to him or by holding out to him any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal force. (2) It shall be a cognizable and nonbailable offense, and the offenders shall be liable for arrest without a warrant. Such offenders shall be arrested on non-boilable warrants.
- Such of the students who are involved in ragging are liable to be rusticated from the college.

### **Supreme court order relating to ragging in colleges**

- The Hon’ble Supreme Court has ordered that punishment to be meted out has to be exemplary and justifiably harsh to acts as a deterrent against recurrence of such incidents.
- Courts should make an effort to ensure that cases involving ragging are taken up on a priority basis to send the correct message that ragging is not only to be discouraged but also to be dealt with sternness.

The above points mentioned are being prescribed in general and all other rules, regulations notified from time to time by the UGC, Ministry of Higher Education, and VTU are applicable to all the students in particular.

## **2. Code of conduct for staff members**

Every employee of the Institute shall conform to and abide by the following rules:

- All the employees should be loyal to the Institute.
- They should maintain high standards of punctuality, honesty, and professional ethics.
- Each staff has to ensure that they are dressed decently, safely, and appropriately for the tasks they undertake.
- They should communicate politely with the students, parents, and also with all the stakeholders.
- All staff should strictly adhere to the academic requirement of the institution and maintain the sanctity of the academic environment.
- To the possible extent, each staff member should help, guide, motivate the students, and encourage them in all the activities of the students.
- All staff members should abide by the rules and regulations of the Institution.
- Staff should maintain confidentiality in the conduct of examination and any other Information unless asked to reveal by the institutional authority.
- All staff should properly maintain the records of the respective portfolio.
- All staff should strictly adhere to the academic requirement of the institution and maintain the sanctity of the academic environment.
- All staff of the college should maintain harmonious relations with other staff and students.
- All staff members should compulsorily wear the Identity card during their stay on the college premises.

In addition to the above rules all the teaching staff should follow the additional rules and responsibilities as mentioned below:

- A faculty member must believe that he/she has the responsibility to shape the future of the students and therefore, the duties of a faculty member do not end by teaching the subject course and leaving the rest to the students. A faculty member is expected to continuously make efforts to devise new ways and means to counsel and motivate the students towards studies and career growth.
- Faculty members should take classes well prepared with theory and practical examples of the subject. Use PowerPoint presentations and videos to explain the subject. Use English to the extent possible as a medium of communication for such discussion.
- Quality and high standard teaching are only possible when a faculty member is dedicated to the profession, to the students, and the subject he/she is teaching. A faculty member must devote his / her time and service to the students so that it is felt by the students.
- Faculty members should not enter into arguments with students in front of other classmates. Many times, it happens that the student may not be at fault. So, communicate politely and respectfully so that a good rapport with students is going to be maintained.
- Behavior of the faculty members with the students should be such that it displays authority and command coupled with love and affection towards the students, so that, students felt that they are being taken care by the teacher for their all-around development.

- It is the duty of a faculty member to report any act of indiscipline noticed by him/her within the campus. Also as far as possible faculty members should interrupt in the act of indiscipline noticed by him/her and make an effort to bring a desired order and situation.
- A faculty member must be completely dedicated to working for the department/institution during working hours and should not involve in attending personal work except in unavoidable circumstances. Also, ready to accept to work beyond working hours in case of demand arises.
- Behavior of the faculty member with the fellow staff member/faculty member during the college hours, especially before the students. He/she should not criticize fellow staff members/ faculty members and the management, especially before the students.
- It is expected that faculty members should take examination work with utmost sincerity which is an essential part of academic assignment.
- A faculty member must follow the Rules and Regulations of the Institute and should not indulge himself/herself in an activity that can be detrimental to the reputation of the institute.
- All the staff should make an effort for continuous development through training programs, workshops, and research and development activities.
- All the staff and faculty should continuously work towards achieving the Aims and Objectives of the institution.

  
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