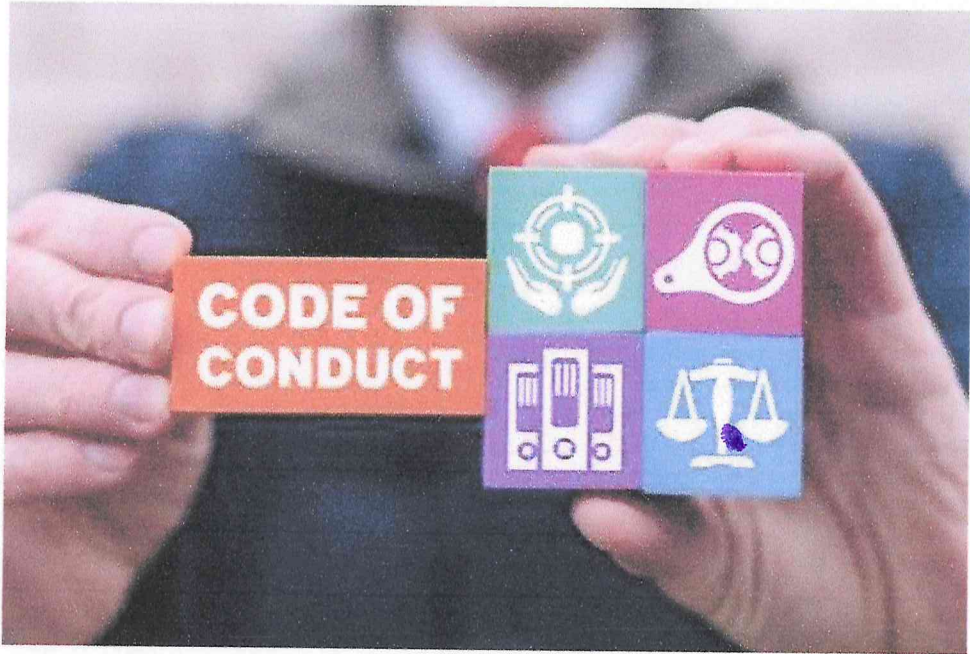




CODE OF CONDUCT



JSS INSTITUTE OF EDUCATION

Kowdalli, Sakaleshpur Tq, Hassan Dist – 573 134



JSS MAHAVIDYAPEETHA, MYSURU

JSS INSTITUTE OF EDUCATION

(Recognized by the NCTE and Affiliated to University of Mysore)

P. B. No: 26, Sakaleshpur-573134, Hassan District

Website: <http://jssioebedskp.org.in>

Email ID : jssioebedskp@gmail.com

Mobile No: 9740591647

Code of Conduct for Students

1	Morning assembly is compulsory for every student teacher.
2	Action will be taken against miscreants.
3	85% attendance for theory classes and 90% attendance for Internship programme is compulsory.
4	Attendance is compulsory during Camp, competitions, seminars and functions.
5	No visitor is allowed to meet the student teachers except parents during college hours.
6	Mobile phone should be switched off or on silent mode while Attending classes.
7	Student teachers are responsible for the safe keeping of their personal belongings like mobile phone, books, cash, ornaments etc.
8	In case of any problem like academic, family or personal problem, talk to the Principal or senior faculty members.
9	While visiting the college, parents are advised to meet the Principal.
10	Student teacher should wear their collage identity card daily.
11	Student teachers should maintain cleanliness in classrooms, library, laboratory and college premises.
12	Trainee teachers must always follow instructions from the principal, lecturers and hostel wardens.

PRINCIPAL

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Code of Conduct for Faculty Members

1	Motivate the trainee teachers and bring out the creativity / originality in the student teachers and should make he/she available for doubt clearance. Encourage student teachers asking doubts / questions.
2	Exhibit and promote patriotism, nationalism, communal harmony, religious brotherhood and fellow feeling as enshrined in the Constitution of India.
3	Show respect towards National Flag, National Anthem and National Symbols etc.
4	Maintain peaceful and cohesive environment for fellow colleagues and student teachers.
5	Be responsible and interact positively with parents and other stakeholders in educating the student teachers.
6	The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
7	Abide by the rules and regulations of the institution.
8	Complete the syllabus in time and address to the academic needs of the student teachers.
9	Be punctual and must engage the full lecture and should not leave the class early.
10	Help, guide, encourage and assist students in their learning.

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Code of Conduct for Non-Teaching staff

1	Remain on duty during college hours.
2	Maintain honesty, integrity, fairness in the Administration.
3	Adhere strictly to the rules and regulations of the college.
4	Deal properly and positively with staff, students and the parents.
5	Must not be absent from duty without official approval or approved leave
6	Refrain from passing any information pertaining to college to any individual or agency.
7	Clerk should maintain college level/Department level all Document files.
8	Attenders/Peons should maintain cleanliness of laboratories, class rooms and staff rooms.
9	Attenders/Peons should do all the work assigned by the Principal and other faculty members.
10	Staff should not leave the office until and unless the higher authority permits.

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Code of Conduct for Principal

1	Provide effective academic and administrative leadership to the institution.
2	Be fair to personnel and student teachers.
3	Assume responsibility and accountability for his performance.
4	Maintain good moral character.
5	Not to create fake records or direct others to do so.
6	Not knowingly misappropriate, divert or use money, property or equipment committed to his/her charge for personal advantage.
7	Not reveal confidential information unless required by law.
8	Make concentrated efforts to communicate to parents all information which should be revealed in interest of student teachers.
9	Encourage and facilitate staff for their professional growth and Encourage and facilitate staff for research activities.
10	Take initiatives for community outreach programs.

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Code of Conduct for Library

1	Two books will be issued to each student for a period of 15 days.
2	Five books will be issued to each Teachers for a period of 15 Days
3	A Fine of Rs.1 /- per day per volume is charged for the books returned after due date.
4	Books marked as reference books will not be issued except for consultation in the library.
5	Books will be issued only on presentation of the Identity card.
6	The students are required to possess their Identity cards while inside the library.
7	Books issued from the library should be used with every care and in no case be disfigured or damaged. At the time of the issue of the book the student himself/herself must check whether the book is disfigured or damaged otherwise the student will be held responsible for the damage.
8	The loss of book should be reported to the librarian before the due date and usual fine will be charged till the book is given back. Otherwise the borrower will pay in the office double the amount of the value of the book.
9	The students are expected to maintain perfect silence in the library.
10	The library will be kept open from 9:30 am to 6.00 pm on all working days.
11	The books will be returned at the time of collecting the Hall Tickets, failure to return the books will result in withholding of the Hall Tickets.
12	Any rude behavior with the library staff will be dealt with seriously.


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Code of Conduct for Hostellers

1	The hostel fee is to be paid annually.
2	Mess fee will be paid monthly on dividing system basis.
3	Hostel management will provide furniture and fittings for each room, students should bring following material <ul style="list-style-type: none">• Mattress, Blanket and 2 bed sheets• Torch, Bucket, Mug, Spoon, Glass• Lock• Sports Shoes
4	Visiting hours for parents and guests (With the permission of Warden). Sunday 9.00 a.m. to 4.00 p.m. (No one shall be permitted to meet during college hours except during emergency)
5	No overnight guests are permitted in student teachers room.
6	Student teacher should sign in the register before they leave
7	Only those students are allowed to go home alone whose parents permit them. No student teachers are allowed to go home after 5.15 p.m. alone
8	Student teachers should take permission from college Principal through warden for taking leave/permission letter from hostel.
9	Hostel and room should be kept clean. Hostellers will clean their rooms themselves
10	Hostellers are responsible for any damage of hostel property. When leaving their hostel room students must switch off the lights, fans and other electrical appliances and closed windows and doors.
11	The use of electrical appliances such as Heater, Electric Iron, etc. are forbidden in any room
12	Student teachers are responsible for the safe keeping of their personal belongings.
13	In case of gross indiscipline, student teachers will not be allowed to reside in the hostel.
14	Ragging is strictly prohibited.