

# **J.R.S. College, Jamalpur, Munger**

**Pin-811214**

**Estd.-15.08.1957**

*(A Constituent Unit of Munger University, Munger)*

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## **Model Code of Conduct**

### **Code of Conduct for Students**

- Students should maintain discipline in the campus and their conduct should be satisfactory.
- Students are expected to attend the lectures and practicals regularly as per the time table of the college.
- All the students should carry identity card issued at the time of admission during college hours, including in examination and in all college functions and activities. The students may be required to produce their identity cards whenever required.
- They are expected to maintain a minimum attendance of 75% in theoretical and practical classes so as to be deemed eligible for promotion to the next grade (for Class XI) or to be sent up for the university and board examinations.
- They are expected to read all the notices displayed on the notice-boards as well as visit the college website regularly.
- They are expected to show mark of respect to their teachers, staffs of the college and the Principal.
- They are not expected to loiter in the institute premises.
- They should not indulge in ragging practices.
- They should not indulge in taking any items of drugs including alcohol and tobacco in the institute premises.
- No society or association should be formed in the institute and no outsider should be invited to address a gathering without the prior permission of the principal.
- They are expected to take proper care of the institute's property. Any damage done to the property of the institute in the form of breaking the table, bench, desk, furniture, or any other things, or disfiguring the walls is a punishable offence.

## **Code of Conduct for Support Staff**

- The support staff of the college are required to follow the rules and regulations of the institute and the university from time to time.
- They are expected to maintain a supportive environment while performing their duties assigned by the Principal / Head of the institution.
- They are required to maintain accuracy in their performance.
- They should commence their duties in time and ensure timely submission of their works.
- They are expected to maintain confidentiality in all matters.
- They are also expected to show their ability to work independently and take initiative as and when required.
- They are expected to show mark of respect to the faculty members and the Principal.
- They are required to take the prior approval of leave from the Principal and make the necessary alternative arrangements for the smooth functioning of the college.
- They should not indulge in taking any items of drugs including alcohol and tobacco in the institute premises.

## Code of Conduct for Teachers

- The teachers are required to follow the rules and regulations of the institute and the university from time to time.
- They are expected to deliver lectures and take practical classes as per the time table of the institute.
- They are expected to complete the syllabus in the stipulated time.
- They should come to the class thoroughly prepared well in advance.
- They are encouraged to use modern technologies while delivering lectures.
- They are advised to communicate clearly with the students, be polite to them, listen to their problems, try to solve those, and guide them towards a path of success.
- They are required to assist in conducting the examinations as per the schedules of the university and council.
- They should evaluate all the answer scripts in the stipulated time.
- They should maintain regular contacts with the parents / guardians of the students.
- They are expected to carry out administrative duties as and when required.
- They should not indulge in taking any items of drugs including alcohol and tobacco in the institute premises.
- They are expected to take the prior approval of leave from the Principal and make the necessary arrangements for their classes.

## Code of Conduct for Principal

- The Principal, being the Head of the institution, is required to review academic programs, and human resource management of the institute.
- S/he is expected to lead from the front in all matters of the institution.
- S/he is expected to maintain the institution campus as student friendly, gender equal, ragging free and drug free.
- The principal is expected to be generous, supportive, jovial, compassionate on the one hand; and strict and impartial in his/her decisions on the other.
- As the authority of Admission, s/he should carry out the admission processes as per the directions of the council / government / university.
- S/he should perform the role of Centre superintendent in the examinations.
- S/he is expected to take teaching load prescribed as per the norms issued time to time by the UGC / University / the state government.
- S/he is expected to devise and implement strategic plans for short term and long term sustainable development of the institute and quality improvement as a centre of learning.
- S/he should maintain necessary records of the institute in required formats.
- S/he is expected to communicate and discuss regularly with all the faculty members and the support staffs of the institute.
- S/he is expected to evaluate the performance of faculty and supporting staff of the institute.
- S/he should take the responsibility of uplifting the image of the institution in the society.