

7.1.10 The Institution has prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

RESPONSE: C (1&4)

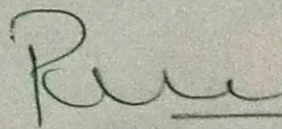
Students:

During admission, a Prospectus is given to students which provides details like the Vision and Mission of the College with a general Code of conduct for the students.

1. The Vision and Mission of the College is displayed on the notice boards, Seminar Hall and also in Principal chamber and in the college magazine Manonmesha, college brochure, and website.
2. Uniform (Dress code) and Identity Card are compulsory for each student on a college campus.
3. Interact in a polite and respectful manner with all students and staff of the College at all times.
4. Students are not allowed to leave the campus without the principal's permission during the class hours.
5. During leisure hours, students are advised to use the library, and reference section.
6. Without the permission of the Principal, Students are not permitted to circulate any printed materials or pamphlets.
7. Ragging in any form is a serious offense and it will be dealt with severe action.
8. Breakage fee will be collected for any damage caused by them knowingly or unknowingly
9. Visitors are not allowed to meet the students in the classrooms
10. Students should take care of their belongings. The institution will not be responsible for any loss
11. Active participation in all the curricular and extra curricular activities.
12. Students must keep the campus neat and clean.
13. Students are strictly advised to refrain from activities such as scribbling or noting on walls, doors or furniture which could deface the college and destroy the academic ambiance
14. Orientation Programme for 1st Year UG and PG students were organized and code of conduct was briefed by the principal.
15. Farewell Day is celebrated for UG and PG students, in this the oath-taking ceremony by the principal to the students, which helps them in their future endeavor of life

Faculty

1. Work with a high standard of initiative, discipline, diligence, cost consciousness, efficiency, and effectiveness and shall maintain exemplary conduct at all times so as to uphold the high image of the Institution as well as position as an employee and at no time cause or act in any manner that may bring disrepute either directly or indirectly to the SJRES or an employee
2. Work conscientiously in the interests of the Institution and shall utilize ordinary prudence and intelligence in the discharge of duties
3. Internal transfer among any of the sister institutions
4. Teaching, Laboratory development, Writing of books. Organizing and participating in the seminars


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5. Publishing papers in National and International journals
6. Review of academic activities of the department periodically
7. Involvement in Curricular, Co-curricular, and Extracurricular activities
8. Teachers should be good counselors and facilitators and they should help, guide, encourage and assist the students to ensure that the Teaching-Learning process is effective and successful

Faculty Development Program: One day FDP on "Need for Teacher's Preparedness for 21st Century" by Mrs.Kalyani K, President of SJRCW Alumni Association, Assistant Professor R V Teachers College.

Librarian:

1. To procure Books and Journals and other resources to the library
2. Acquisition and classification of books, bar-coding, and shelving. Generating membership to students and staff
3. Services like circulation, reference, new arrivals display in notice board, maintaining and organizing all the resources in a well-planned manner

Placement officer:

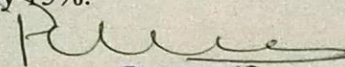
1. Grooming the students for Campus placements by organizing pre-placement training, mock interview
2. Organize talks by experts to motivate students to seek job opportunities in emerging areas
3. A placement officer acts as a mediator between a potential candidate and a prospective organization
4. Assist the students in all the aspects of the job search including resume writing, interview techniques, and job referrals

Non-teaching staff:

1. To handle the admission process, accounts section, scholarship, examination, etc.,
2. To follow the rules and regulations of BCU regarding admission, internal assessment, and Examination
3. To manage accounting transactions. Maintain cleanliness of classrooms, staff rooms, labs, and College premises.

Professional ethics of the management:

1. Due to covid-19 management has reduced the admission fee of students by 15%.
2. Health care facility for teaching and non-teaching staff.


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