



SJR

Sri Jagadguru Renukacharya Education Society®

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College for Women

(Affiliated to Bangalore Central University & Accredited with 'A' Grade by NAAC)

#1/D, 59' 'C' Cross, 4' 'M' Block, Rajajinagar, Bengaluru-560 010

Phone: 080-23381734, 23359474, E-mail: principal@sjrcw.edu.in,

Website: www.sjrcw.edu.in

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

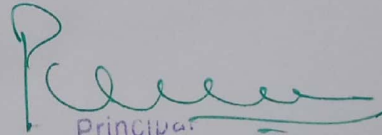
The Institution has a prescribes code of conduct for students, teachers, administrators and other staff. The code of conduct is as follows

Students:

During admission, a Prospectus is given to students which provide 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 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 severely
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 extracurricular activities
12. Students must keep the campus neat and clean


Principal
SJR College for Women
Rajajinagar Bengaluru-10

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 ambience

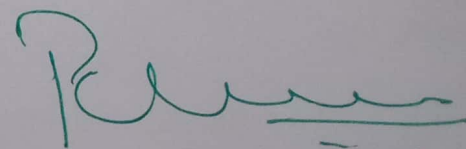
14. Orientation Programme for 1st Year UG and PG students were organized and code of conduct was briefed by the principal

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 endeavour 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
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 counsellors 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 Programme: - One day FDP on “Need for Teacher’s Preparedness for 21st Century” by Mrs. Kalyani K, President, Alumni Association, Assistant Professor R V Teachers College on 19-8-2020.


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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:

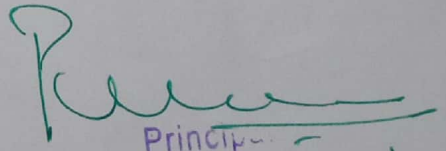
1. Grooming the students for Campus placements by organizing pre-placement training, mock interview
2. Organize talks by experts to motivate students to seek job opportunities in emerging areas
3. A placement officer acts as a mediator between a potential candidate and a prospective organization
4. Assist 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 percent
2. Health care facility for teaching and non – teaching staff
3. Maternity leave facility for female staff


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Rajahmundry-16



SRI JAGADGURU RENUKACHARYA EDUCATION SOCIETY®
GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

- **RECRUITMENT POLICY-** There is centralized recruitment policy and revision of pay in SJR Education Society, approved by the Executive Committee meeting held on 17.12.2016. All recruitment processes shall take place at Society Office. Not even a single employee shall be recruited from the other institution offices. In case the Institution hire teaching or non-teaching staffs with prior approval shall be taken by the Society Office. The salaries shall be finalized by the Management & Chairman, Staff selection Committee SJRES.

1. RESPONSIBILITY

Your detailed duties and responsibilities shall be delegated to you from time to time. Broadly, you shall be responsible for the following:

- a) You will have to report to duty at your designated institution.
- b) You will continue to handle all the present assignment and any additional assignments given to you by the Management from time to time.

2. SALARY REVISION

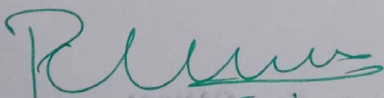
Your remuneration will be subject to annual review, or at such times as may be appropriate. Review dates are set by SJR Education Society operates a Pay-for-Performance policy and the result of any remuneration review will take your performance into account. You will appreciate that information relating to your remuneration package is strictly confidential and hence request you to maintain this confidentiality.

3. PROBATION

Your "Performance-Observation-Period" or Probation period will be for **Two years** and with successful completion of this period, your employment will be continued. On satisfactory completion of your probation period, a separate letter will be issued to you. Your probation would be deemed to have been extended, until the issue of letter. Your Probation period may be extended on decision of Management after reviewing your Performance.

4. RESIGNATION AND TERMINATION

- (a) In case you resign from the service of SJRES, you will have to serve a notice period of three months before leaving the Institution. If you do not serve three months notice period, you will have to pay to the Society three month's salary in lieu thereof.
- (b) You may also leave the Institution by giving three month's written notice or three month's salary in lieu thereof.
- (c) Your service can be terminated by giving one month's written notice or by paying one month's salary in lieu thereof after completion of probation period.


Principal

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Administrative Office

S.J.R. College for Women,
Rajajinagar, Bangalore-10.

Sri Jagadguru Renukacharya Education Society
BANGALORE - 560 009

- (d) In case of serious misdemeanor, questionable integrity and moral turpitude or false or incorrect information or if you are found guilty of any other criminal offence, your service can be terminated immediately without a notice period and you would not be entitled to any compensation in lieu of notice.
- (e) The SJRES may also terminate your service by giving 24 hours notice during your probation period based on unsatisfactory performance without any compensation.
- (f) If you avail unauthorized leave of more than 8 (Eight days) at a stretch, your Service Break and the Management may Terminate you if so decides.
- (g) You shall return all the SJRES property and other materials entrusted upon you for the discharge of your duties, on severance of your services the Institution.
- (h) In the normal course the employee will retire after attaining superannuation i.e. 60 years.

5. CONDUCT AND DISCIPLINE:

- (a) The SJRES will expect you to 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 your 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 to your role as an employee.
- (b) You shall work conscientiously in the interests of the Institution and shall utilize your ordinary prudence and intelligence in the discharge of your duties. Any violation of this norm shall constitute a gross misconduct for which the SJRES shall be competent to terminate your services.

6. LEAVE:

The yearly leave entitlement in respect of all non-teaching staffs including Principals will be 27 days (inclusive of EL & CL) & 18 days for Teaching staffs (inclusive of EL & CL) and 12 days for Probation staffs (only CL). **This does not include Sundays and Government Holidays.**

- a. **Casual Leave (CL)** – An Employee can avail total Casual Leave of **12 days in a year which will be credited to the leave in the beginning of the calendar year . The Casual Leaves is permitted for maximum of days 2 days at a stretch .** If the Casual Leave extends for more than 2 days , the extra leaves (after 2days) shall be considered as Earned Leave. The CL shall not be carried forward to next calendar year.
- b. **Earned Leave (EL)** – An Employee can avail total Earned Leave of **15 days in a year** for non teaching staffs including principals and **6 days** for teaching staffs **after completion of one year service.** The Earned Leave shall be carried forward to next year up to maximum period of 90 days for non-teaching staff including principal & 60 days for teaching staffs. **The employee can avail Earned leave encashment of 30 days once in 2 years (Block Period).**
- c. **Maternity Leave (ML)** – An Women Employee can avail Maternity Leave of **3 Months (Paid leave)** as per Maternity benefit act 1961 with the prior approval from the management & bound to the Management rules & regulations. For teaching staffs ML will be paid after completion of academic year after reporting from ML.

Note -

- **Leave Application Form** has to be filled up by the employees applying for Leave as per the prescribed format (form attached). Leaves without written approval shall be treated as unauthorized absence. No oral approvals shall be taken into consideration. The employees will avail leave after their leave is granted by concerned authority. **In case an employee avail leave over and above their granted leave, those extra leave will be considered as "Leave without Pay".**

7. TRANSFER

You are liable to be transfer to any of our group institutions. If you fail to join at the allotted Institution where you are transferred on the date so mentioned, then you will be given a maximum grace period of Seven (7) days to join. If you fail to do so and if you do not join at all; in both of the cases, your case shall be treated as leaving the SJRES without mandatory 30 days of noticed and your final account shall be prepared as per the relevant clause 4 (d) Termination.

8. DRUG AND ALCOHOL USE

Use or possession of illegal drugs in the campus area will not be tolerated and any breach of this condition will lead to disciplinary action which may include termination of Appointment to information to police for action against you as per prevailed laws. The possession or consumption of alcohol is prohibited at workplace and in vehicles. Arriving for work under the influence may lead to your immediate demobilization, penalties as per rules and the termination of your Appointment.

9. PERSONAL INFORMATION

It is your responsibility to notify the H.R Manager of any change in your personal information already provided such as address/telephone number; change to next of kin; change to banking or taxation declaration details etc.

Declaration by the Employee:

I _____ have gone through and understood the terms and conditions of the SJRES and hereby declare to abide by the same.

Institution:

Designation:

Date of Joining:

Principal

*S.J.R. College for Women
Rajajinagar, Bangalore-10.*

Signature

Administrative Officer

**Sri Jagadguru Renukacharya Education Soc
BANGALORE - 560 009.**