

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

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

The Code of Conduct is displayed on the website. The weblink is:

<https://www.thkjaincollege.ac.in/downloads/2022/Code-of-Conduct-Students-Staff.pdf>

There is no committee as such to monitor whether code of conduct is being maintained by students and staffs.

All students are made aware of the code of conduct during admission, during the Orientation Program and during the class all through the session. The Principal, departmental teaching and non-teaching staff looks after the matter individually.

The Principal and Secretary of Governing Body looks after the matter of teaching and non-teaching staff and whether they are following the code of conduct.

If any issues develop, the matter is being discussed one-to-one, though no such serious matter has ever taken place.



T.H.K. Jain College

Code of Conduct for Students

The college website has a dedicated section mentioning the code of conduct that the students are expected to follow. Violation of any of the following rules and regulations specified will lead to disciplinary action taken by the authorities against the concerned student.

- Students are expected to maintain a good environment conducive to academic pursuits and restrain themselves from passing any derogatory comment towards any religion/caste/creed etc.
- Regular & punctual attendance is compulsory for every student. A student will be considered non-Collegiate if his/her attendance in any subject/Group of subjects falls short of 75% but not below 60%. Candidates declared non-Collegiate may be allowed to fill in application forms for Examination on payment of requisite non-collegiate fees as per Calcutta University norms. A candidate who has not attended at least 60% of lectures delivered/practical class held in any subject/group of subjects shall be considered as Dis-Collegiate and shall be debarred from appearing in any examination as per Calcutta University norms.
- Each student should carry his/her identity card inside the college which should be exhibited on demand. In case of loss of Identity Card Rs.200/- will be charged for issuing the duplicate Card.
- No outsider is to be entertained inside the college premises without the prior permission from authority/teachers/staff.
- The college campus is to be kept clean and the garbage bins have to be used for waste disposal.
- Students should not gather or loiter unnecessarily in the corridors.
- Lights and fans have to be switched off before leaving the classroom to save energy.
- It is the responsibility of each student to look up the notice board regularly to remain updated. Ignorance about the notices cannot be an excuse in any case.
- For long and repeated absence on medical ground, students have to submit the prescription and certificate of a Registered Physician.
- Students must be present in the class within the scheduled time.
- Students must seek permission from the concerned teacher before entering or leaving during the lecture sessions.
- Ragging, in any of its forms, is strictly prohibited inside and outside the college premises. Strict action (even rustication) would be taken against anyone found guilty in this matter (UGC Regulation 2009).

- Students' behaviour towards the teachers, non-teaching staff and other students should be decent and humble. Arrogant attitude or rude behaviour shown towards any would be considered condemnable and punishable as well.
- The students should take care of college properties and be careful to prevent any kind of damage. If identified, fine will be imposed on the particular student responsible for the damage and if not identified the entire class / section has to pay for the loss.
- Consumption of tobacco in any form (cigarette, Gutkha, Khaini) is strictly prohibited inside the college premises. Anybody found in such act would be penalized.
- Use of mobile phone/tablet/similar electronic gadget is strictly restricted inside the classroom/examination hall, library, laboratories and corridors. Violation of this rule may be followed by a penalty.
- Students must dress themselves in a simple and decent manner.
- Students must carry the Lending & Reference - cards with him or her to get the books issued / return.
- Students are not permitted to use anyone else's Lending & Reference cards.

Code of Conduct for Teaching Staff

The faculty members are expected to be professional and responsible to maintain a positive work environment. They should abide by the rules and regulations of the college, and be diligent and punctual in carrying out all duties. The teaching staff is expected to:

- Maintain punctuality by reporting to college on time
- Ensure the all-round development and well-being of the students by having a caring approach towards them
- Be respectful towards their colleagues and other staff members
- Follow the leave-taking rules of the college
- Display due diligence in the performance of duty
- Not to be engaged in any harassment of any employees of the college

Code of Conduct for Non-Teaching Staff

The non-teaching staff is supposed to assist and support the academic and administrative departments of the college and is expected to:

- Maintain punctuality by reporting to college on time
- Must follow regulations pertaining to attendance and discipline and report about late coming or leaving college early to Principal in advance
- Be respectful towards their colleagues and other staff members
- Follow the leave-taking rules of the college
- Display due diligence in the performance of duty
- Not to be engaged in any harassment of any employees of the college