



JMJ College for Women (A), Tenali
Guntur Dt, Andhra Pradesh.



Students

Supporting
Staff

Teaching
Faculty

Administrators

Policy Document on Code of Ethics



CODE OF CONDUCT FOR PRINCIPAL, FACULTY, STUDENTS

Code of Conduct for the Principal

The principal of an institution should uphold the highest standards of integrity, fairness, objectivity, supportiveness, protection, and adherence to the law. Additionally, the following traits are expected from the principal:

- **Leadership and Innovation:** Implement innovative ideas and strategic plans to realize the institution's vision and mission effectively.
- **Fostering Collaboration:** Encourage and facilitate interaction within the institution and promote research and development activities.
- **Open Communication:** Listen attentively to students' ideas and concerns, fostering an environment of support and inclusivity.
- **Transparency and Accountability:** Ensure that all members of the institution community are well-informed about the rules, policies, and procedures established by the college.
- **Fairness in Discipline:** Maintain fairness and consistency in disciplinary actions taken against faculty, non-teaching staff, and students.
- **Effective Communication:** Recommend and relay pertinent information to relevant authorities in a timely and transparent manner.
- **Monitoring and Improvement:** Regularly monitor and manage the institution's administration, taking proactive steps to address issues and improve processes based on feedback from stakeholders.
- **Commitment to Welfare:** Undertake any necessary qualitative and quantitative initiatives aimed at enhancing the welfare of both students and the institution as a whole.
- **Empowerment:** Empower all members of staff and students to realize their full potential through support, encouragement, and opportunities for growth and development.

By embodying these principles, the principal plays a pivotal role in fostering an environment conducive to learning, growth, and success for all members of the institution community.



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Code of Conduct for Teachers

Based on the provided rules, here's a draft of a code of conduct for teachers:

- **Compliance with Principal's Orders:** Teachers are required to adhere to the directives issued by the principal.
- **Residence Requirement:** Teachers must reside within the designated headquarters unless prior permission is obtained from the management.
- **Permission for Residing outside Headquarters:** Prior approval from the management is mandatory for teachers residing outside the headquarters.
- **Utilization of Services:** The principal retains the authority to assign teachers for both academic and non-academic tasks as deemed necessary.
- **Leave Application:** Teachers must seek permission from the principal for any absence by submitting a leave application.
- **Annual Performance Review:** The principal will evaluate the academic performance of teachers on an annual basis.
- **Mandatory Presence:** Teachers are required to be physically present during the college's working hours.
- **Permission for Special Circumstances:** In case of emergencies or the need for early or late departure, teachers must obtain permission from the principal.
- **Participation in Extra Duties:** Except for health reasons, teachers are obligated to fulfil extra duties such as examination supervision and event management as assigned by the college authorities.

This code of conduct aims to ensure accountability, discipline, and effective functioning within the educational institution.




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Code of conduct for Students

Here's a revised version of the code of conduct for students:

Respect for Authority: All students are accountable to the principal, staff, and college authorities for their behavior and conduct.

Emphasis on Discipline: Discipline is crucial for achieving success in life. Regularity and punctuality are essential virtues within the institution.

Courtesy and Respect: Students are expected to greet staff members when encountering them for the first time each day as a sign of courtesy and respect.

Promotion of Positive Atmosphere: Students should strive to foster an atmosphere of friendliness and goodwill within the college community.

Appropriate Dressing: Neat and modest dressing, in compliance with approved uniform standards and reflecting etiquette and decency, upholds the dignity of the individual.

Respect for Property: Students must maintain cleanliness in classrooms and college premises, treating college property with care and a sense of ownership.


Prohibition of Littering: Decent behavior necessitates refraining from littering or throwing objects such as paper or food within the classroom or campus grounds.

Proper Use of Verandahs: Students should refrain from loitering on the verandahs of the college during class hours.

Awareness of Notices: Students are required to stay updated by reading notices posted on the college bulletin board. Ignorance of any posted notice cannot be used as an excuse for non-compliance.

Classroom Etiquette: Permission from the lecturer is necessary before leaving the classroom during a lecture.




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Participation in Educational Activities: Students are encouraged to participate in religious instructions, retreats, seminars, and value education classes, regardless of their religious affiliation.

Academic Performance and Conduct: The principal reserves the right to request the withdrawal of students who display inadequate progress in studies, irregular attendance, or involvement in strikes.

Consequences for Misconduct: Students who violate the college's code of conduct are subject to dismissal from the institution.


Cell Phone Policy: Cell phones are prohibited within the college and hostel premises.

Zero Tolerance for Ragging: Any form of ragging is strictly prohibited within the campus.

Identification Requirement: Both students and staff are required to wear their identification cards while on college premises.

This revised code of conduct aims to promote a culture of respect, responsibility, and adherence to institutional norms within the college community.




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Governing Body

The college has established the following committees to ensure effective management of academic, financial, and general administrative affairs:

Statutory Bodies:

- (a) Governing Body
- (b) Academic Council
- (c) Board of Studies
- (d) Finance Committee

Non-Statutory Committees:

- (e) Planning and Evaluation Committee
- (f) Grievance Appeal Committee
- (g) Examination Committee
- (h) Admission Committee
- (i) Library Committee
- (j) Student Welfare Committee
- (k) Sexual Harassment Committee
- (l) Extra-Curricular Activities Committee
- (m) Academic Audit Committee

Term: The Governing Body shall be reconstituted every two years, except for the UGC nominee, whose term shall be five years.

Responsibilities of Governing Body:

Subject to the existing provisions in the bye-laws of the college and rules laid down by the state government/Acharya Nagarjuna University, the Governing Body of the college shall have the powers to:

1. Determine and prescribe courses of study and syllabi, and adapt them to suit local needs, making them skill-oriented and in alignment with job requirements.
2. Prescribe admission rules in accordance with the reservation policy of the state government/national policy/minority institution.
3. Foster research in relevant fields.




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4. Develop methods for assessing student performance, conducting examinations, and declaring results.
5. Utilize modern educational technology to enhance standards and creativity.
6. Establish the Academic Council and Board of Studies to formulate new courses within the framework specified by the UGC as per the Degree Specification 2014 and subsequent amendments.
7. Establish the Finance Committee.
8. Determine course fees.
9. Enjoy complete administrative autonomy, including the authority to appoint administrative staff and teaching faculty, including the principal, in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges (2010), as amended.
10. Institute scholarships, fellowships, studentships, medals, prizes, and certificates based on recommendations from the Academic Council.
11. Approve new study programs leading to degrees and/or diplomas.
12. Perform any other functions and establish committees deemed necessary for the proper development and fulfilment of the college's objectives as an autonomous institution.

Responsibilities of Academic Council:

Without prejudice to the general functions mentioned, the Academic Council shall have the powers to:

1. Review and approve proposals from the Boards of Studies regarding courses of study, academic regulations, curricula, syllabi, instructional and evaluation arrangements, and modifications thereof. If the Academic Council disagrees with any proposal, it may return the matter to the relevant Board of Studies for reconsideration or reject it, providing reasons for its decision.
2. Formulate regulations for student admissions to various study programs in the college, in accordance with government policy.



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3. Establish regulations for sports, extracurricular activities, and the proper maintenance and operation of playgrounds and hostels.
4. Recommend proposals to the Governing Body for the establishment of new study programs.
5. Recommend the establishment of scholarships, studentships, fellowships, prizes, and medals to the Governing Body and formulate regulations for their award.
6. Provide advice to the Governing Body on academic matters.
7. Perform any other functions assigned by the Governing Body.

Responsibilities of Board of Studies:

Term: Nominated members shall serve for two years. **Meeting:** The Board of Studies shall convene at least twice a year.

The Board of Studies of each department in the college shall:

1. Develop syllabi for various courses, considering the college's objectives, stakeholder interests, and national requirements, for review and approval by the Academic Council.
2. Propose innovative teaching and evaluation methodologies.
3. Nominate examiners and create panels of names for submission to the Academic Council.
4. Coordinate research, teaching, extension, and other academic activities within the department/college.

Responsibilities of Finance Committee:

Term: The Finance Committee shall serve for two years.

Meeting: The Finance Committee shall convene at least twice a year.

The Finance Committee, as an advisory body to the Governing Body, shall:

The Finance Committee, as an advisory body to the Governing Body, shall:

1. Consider budget estimates related to grants received/receivable from the UGC and income from fees collected for activities undertaken under the autonomy scheme.
2. Review audited accounts related to the above matters.



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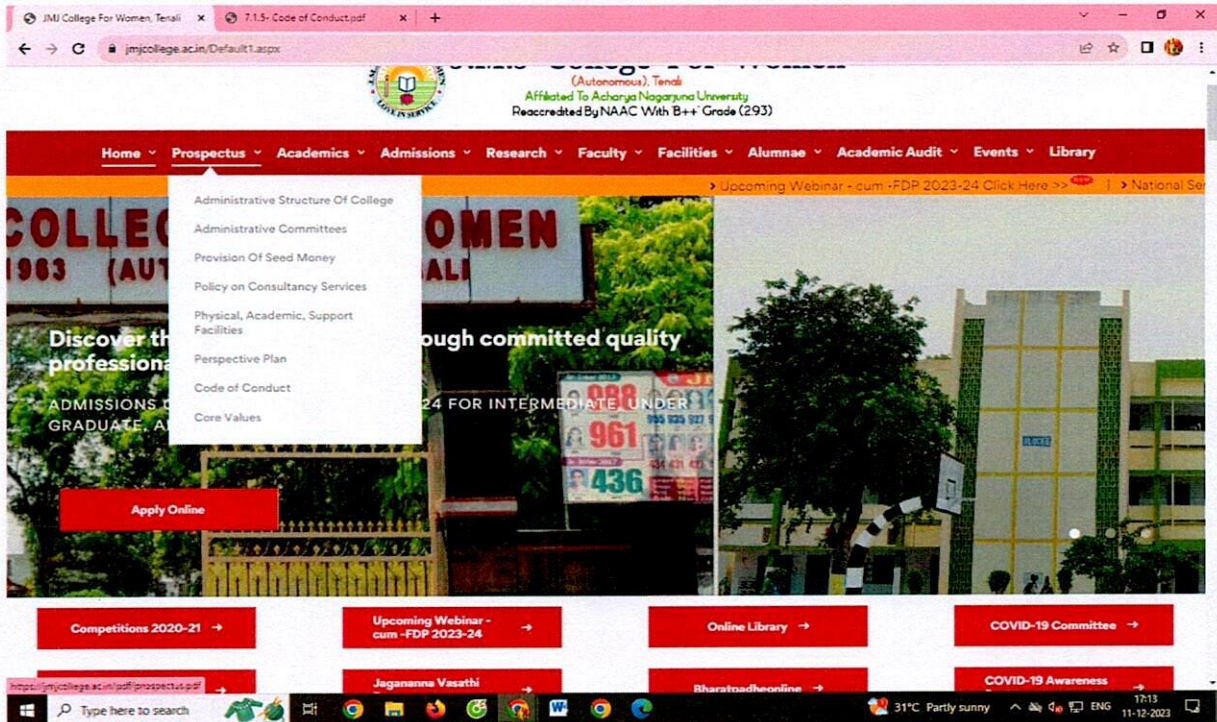
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Code of Conduct for
Students,
Teachers, Governing body
and Administrators

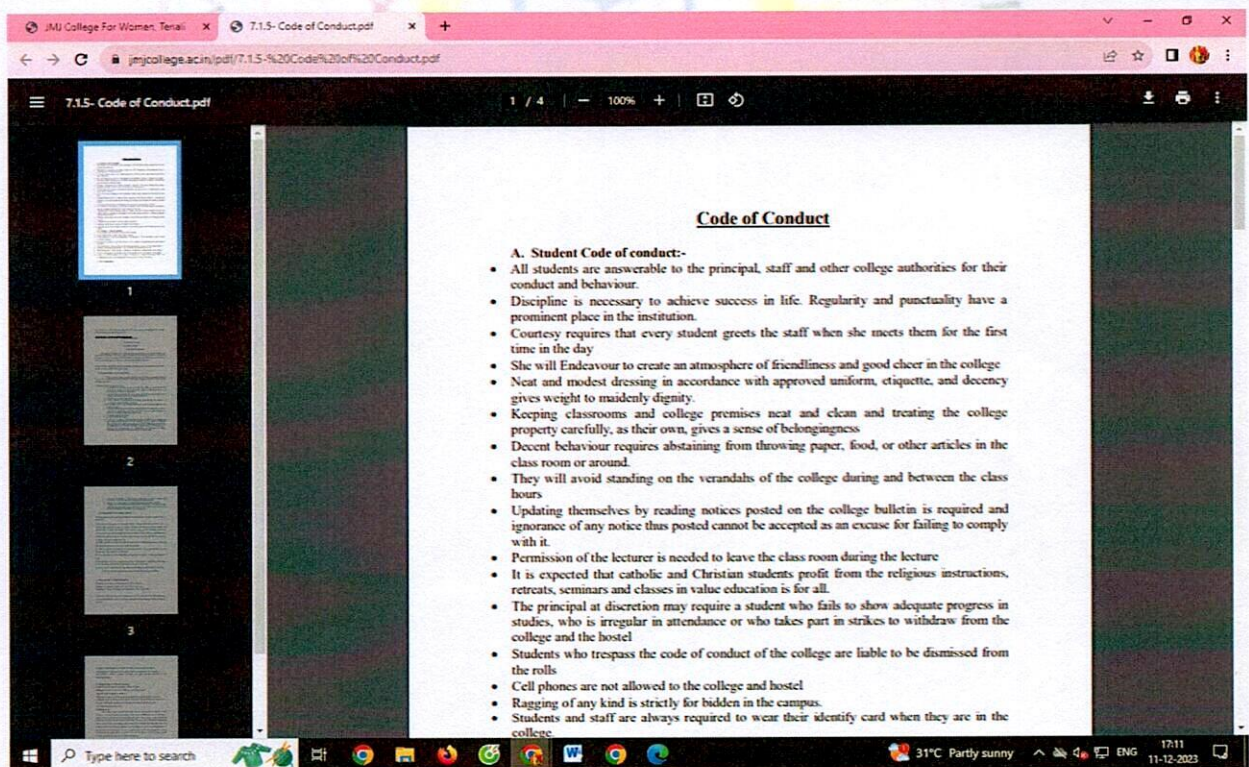


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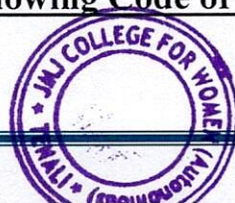
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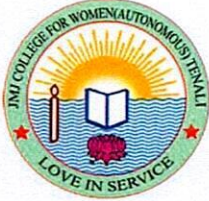
A Glance from College Website



Screenshot showing Code of Conduct in College website



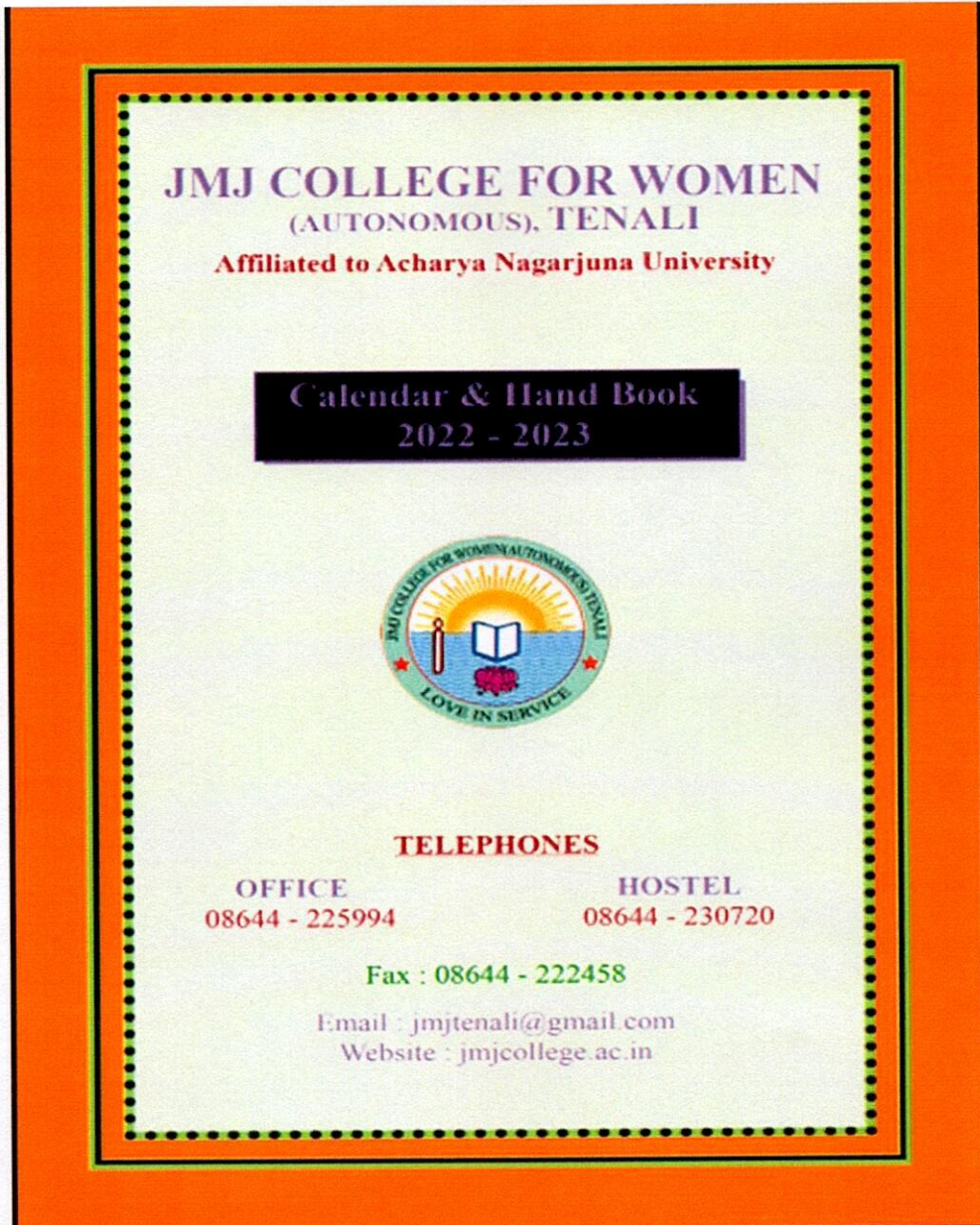
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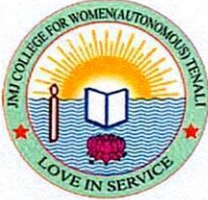
EXTRACT FROM JMJ HANDBOOK 2022-23



College Calendar front page 2022-23



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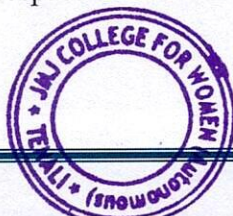
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Code of Conduct

A. Student Code of conduct:

- All students are answerable to the principal, staff and other college authorities for their conduct and behaviour.
- Discipline is necessary to achieve success in life. Regularity and punctuality have a prominent place in the institution.
- Courtesy requires that every student greets the staff when she meets them for the first time in the day
- She will Endeavour to create an atmosphere of friendliness and good cheer in the college
- Neat and modest dressing in accordance with approved uniform, etiquette, and decency gives weight to maidenly dignity.
- Keeping classrooms and college premises neat and clean and treating the college property carefully, as their own, gives a sense of belongingness
- Decent behaviour requires abstaining from throwing paper, food, or other articles in the class room or around.
- They will avoid standing on the verandahs of the college during and between the class hours
- Updating themselves by reading notices posted on the college bulletin is required and ignorance of any notice thus posted cannot be accepted as an excuse for failing to comply with it.
- Permission of the lecturer is needed to leave the class room during the lecture
- It is expected that catholic and Christian students profit from the religious instructions, retreats, seminars and classes in value education is for all.
- The principal at discretion may require a student who fails to show adequate progress in studies, who is irregular in attendance or who takes part in strikes to withdraw from the college and the hostel
- Students who trespass the code of conduct of the college are liable to be dismissed




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from the rolls

- Cell phones are not allowed to the college and hostel
- Ragging of any kind is strictly for bidden in the campus.
- Students and staff are always required to wear their identify card when they are in the college.

B. Teacher's code of conduct:

- Every teacher has to obey the orders of the principal
- Every teacher has to reside in the Head –quarters
- Prior permission from the management in compulsory if the incumbent resides outside the Head –quarters
- Principal has rights to use the services of the teachers in academic and non-academic activities
- The teacher has to take permission from the principal for any type of leave application
- Teacher's academic performance is reviewed by the Principal every year
- Physical presence of the teacher is compulsory during the working hours of the college
- In case of emergence, the teacher has to take permission for early going or late going
- Except on health grounds, no teacher is permitted to absent from extra duties like examination work, event management arranged by the college authorities

C. Governing Body:

The college have the following committees to ensure proper management of academic financial and general administrative affairs.

The following are statutory bodies in the college:

- a) Governing Body
- b) Academic Council
- c) Board of Studies
- d) Finance Committee



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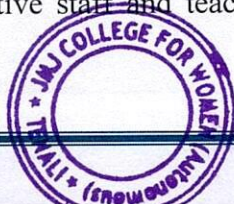
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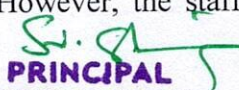
a. Governing Body

The college in addition, has other non- statutory committee such as the Planning and Evaluation Committee, Grievance Appeal Committee, Examination Committee, Admission Committee, Library Committee, Student Welfare Committee, Sexual Harassment Committee, Extra-Curricular Activities Committee and Academic Audit Committee.

Term: The Governing Body will be reconstituted every two years except in the case of UGC nominee which will have term of five years.

- Responsibilities of Governing Body subject to the existing provision in the bye-laws of college and rules laid down by the state government/Acharya Nagarjuna university, the governing body of the college shall have powers to: undertake the following activities: -
- Determine and prescribe courses of study and syllabi, and restructure and redesign the course to suit local needs, make it skill oriented and in consonance with the job requirements.
- Prescribe rules for admission in consonance with the reservation policy of the state government/ national policy/ minority institution.
- Promote research in relevant fields
- Evolve methods of assessment of student's performance, the conduct of examinations and notification of results
- Use modern tools of educational technology to achieve higher standards and greater creativity.
- Constitute Academic Council and Board of Studies to formulate new courses within the nomenclature specified by UGC as per the specification of degree 2014 and amended from time to time.
- Constitute Finance Committee
- It can fix fees of the course
- It will have complete administrative autonomy and have the privilege of appointing administrative staff and teaching faculty including principal. However, the staff




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will be appointed as per the UGC (Minimum Qualification for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations 2010 as amended from time to time.

- Institute scholarships, fellowship, studentships, medals, prizes and certificates on the recommendations of the Academic council
- Approve new programmes of study leading to degree and/ or diplomas.
- Perform such other functions and institute committee, as may be necessary and deemed fit for the proper development, the fulfil the objectives for which the college has been declared as autonomous.

b. Responsibilities of Academic Council:

Without prejudice to the generality of functions mentioned the Academic Council will have powers to:

- a. Scrutinize and approve the proposals with or without modification of the boards of Studies with regard to courses of the study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereof etc., provided that where the Academic Council differ on any proposal, it will have the right to return the matter for reconsideration to board of studies concerned or reject it, after giving reasons to do so.
- b. Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the government.
- c. Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- d. Recommend to the Governing Body proposals for Institution of new programme of study.
- e. Recommend to Governing Body Institution of scholarships, studentships, fellowships, prizes and medals and to frame regulations for the award of the same.
- f. Advise the Governing Body on suggestion(s) pertaining to academic affairs made by it.




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g. Perform such other functions as may be assigned by the Governing Body.

c. Responsibilities of Board of Studies:

Term: The term of the nominated members shall be two years,

Meeting: The Board of Studies will meet at least twice a year.

Function: - The Board of Studies of a department in the college shall:

- Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council
- Suggest methodologies for innovation teaching and evaluation techniques:
- Suggest panel of names to the Academic Council for appointment of examiners
- Coordinate research, teaching, extension and other academic activities in the department/college.

d. Responsibilities of Finance Committee:

Term: Term of the Finance Committee will be two years.

Meeting: The Finance Committee will meet at least twice a year

Function of the Finance Committee

The Finance Committee will be an advisory body to the Governing Body, to consider:

- Budget estimates relating to the grant received/ receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy: and
- Audited accounts for the above.



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EXTRACTS FROM JMJHANDBOOK 2018-2023

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**Calendar & Hand Book
2018 - 2019**



TELEPHONES

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Fax : 08644 - 222458
Email : jmjtenali@gmail.com
Website : jmjcollege.ac.in



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CODE OF CONDUCT FOR STUDENTS

All students are answerable to the principal, staff and other college authorities for their conduct and behaviour.

Discipline is necessary to achieve success in life. Regularity and punctuality have a prominent place in the institution.

- ★ Courtesy requires that every student greets the staff when she meets them for the first time in the day.
- ★ She will endeavour to create an atmosphere of friendliness and good cheer in the college.
- ★ Neat and modest dressing in accordance with approved uniform, etiquette, decency gives weight to maidenly dignity.
- ★ Keeping classrooms and college premises neat and clean and treating the college property carefully, as their own, gives a sense of belongingness.
- ★ Decent behaviour requires abstaining from throwing paper, food, or other articles in the class room or around.
- ★ They will avoid standing on the verandahs of the college during and between the class hours.
- ★ Updating themselves by reading notices posted on the college bulletin is required and ignorance of any notice thus posted cannot be accepted as an excuse for failing to comply with it.
- ★ Permission of the lecturer is needed to leave the class room during the lecture.
- ★ It is expected that Catholic and Christian students profit from

the religious instructions, retreats, seminars and classes in value education is for all.

- ★ The Principal at discretion may require a student who fails to show adequate progress in studies, who is irregular in attendance or who takes part in strikes to withdraw from the college and the hostel.
- ★ Students who trespass the code of conduct of the college are liable to be dismissed from the rolls.
- ★ Cellphones are not allowed to the college and hostel.
- ★ Ragging of any kind is strictly forbidden in the campus.
- ★ Students and staff are always required to wear their identity card when they are in the college.

IDENTITY CARD

Every student will be issued an indentity card to have in their custody as long as she is a student of the college. This will be produced whenever she approaches the office on academic or administrative matters. For all requests identity card has to be produced. Along with the hall ticket the identity card should be brought for taking any examination, theory or practical. Student should wear the Identity Card in the campus.

RESIDENCE OF STUDENTS

Students, in general are expected to reside :

- a) With their parents or
- b) With guardians approved by their parents. or




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**Calendar & Hand Book
2019 - 2020**



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**Calendar & Hand Book
2020 - 2021**



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- ★ She will endeavour to create an atmosphere of friendliness and good cheer in the college.
- ★ Neat and modest dressing in accordance with approved uniform, etiquette, decency gives weight to maidenly dignity.
- ★ Keeping classrooms and college premises neat and clean and treating the college property carefully, as their own, gives a sense of belongingness.
- ★ Decent behaviour requires abstaining from throwing paper, food, or other articles in the class room or around.
- ★ They will avoid standing on the verandahs of the college during and between the class hours.
- ★ Updating themselves by reading notices posted on the college bulletin is required and ignorance of any notice thus posted cannot be accepted as an excuse for failing to comply with it.
- ★ Permission of the lecturer is needed to leave the class room during the lecture.
- ★ It is expected that Catholic and Christian students profit from

the religious instructions, retreats, seminars and value education classes are for all.

- ★ The Principal at discretion may require a student who fails to show adequate progress in studies, who is irregular in attendance or who takes part in strikes to withdraw from the college and the hostel.
- ★ Students who trespass the code of conduct of the college are liable to be dismissed from the rolls.
- ★ Cellphones are not allowed to the college and hostel.
- ★ Ragging of any kind is strictly forbidden in the campus.
- ★ Students and staff are always required to wear their identity card when they are in the college.

IDENTITY CARD

Every student will be issued an identity card to have in their custody as long as she is a student of the college. This card will be produced whenever she approaches the office on academic or administrative matters. For all requests identity card has to be produced. Along with the hall ticket the identity card should be brought for taking any examination, theory or practical. Students should wear the Identity Card in the campus.

RESIDENCE OF STUDENTS

Students, in general are expected to reside :

- a) With their parents or
- b) With guardians approved by their parents. or

CODE OF CONDUCT FOR STUDENTS

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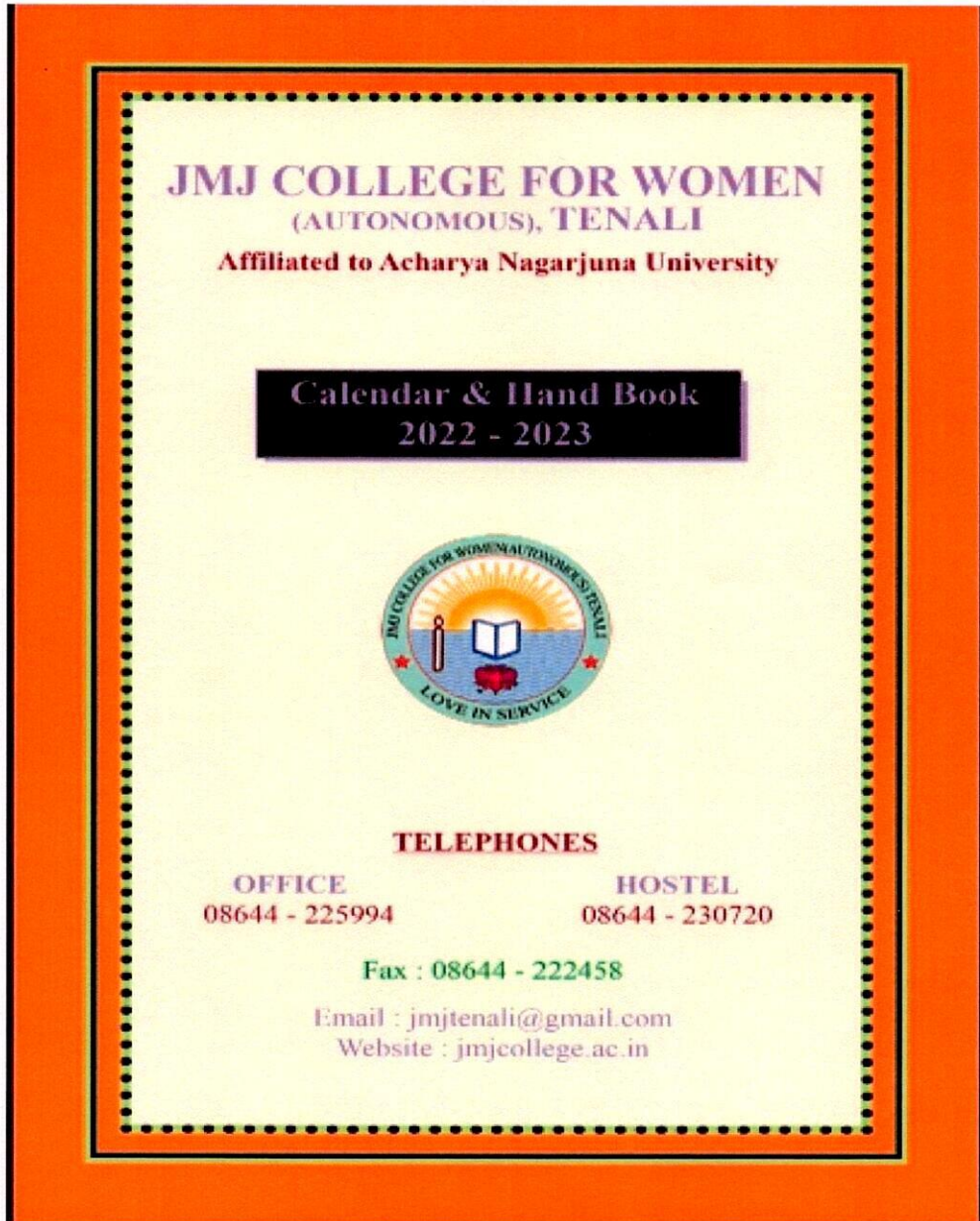
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**JMJ COLLEGE FOR WOMEN (AUTONOMOUS),
TENALI-522202, GUNTUR DT.A.P.**

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Re-Accredited by NAAC with B++ Grade (IV Cycle)
Recognized by UGC New Delhi under Section 2(f) & 12 (b)
(An Autonomous College in the Jurisdiction of Acharya Nagarjuna University)
Ph: 08644 225994



College Calendar front page 2022-23



S. P. S.
PRINCIPAL
JMJ COLLEGE FOR WOMEN (Autonomous)
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