



St. JOSEPH'S COLLEGE (Autonomous)

Established in 1844

Special Heritage Status awarded by UGC

Reaccredited with A⁺ Grade by NAAC & College with Potential for Excellence

TIRUCHIRAPPALLI - 620 002, S.INDIA

Phone : (0431) 2700320 / 4226436 / 4226376 / Fax : (0431) 2701501

E-mail : college@mail.sjctni.edu Website : www.sjctni.edu

CODE OF CONDUCT HANDBOOK

**FOR STUDENTS, TEACHERS, GOVERNING BODY, ADMINISTRATION INCLUDING
PRINCIPAL /OFFICIALS AND SUPPORT STAFF**

CODE OF CONDUCT FOR STUDENTS

Purpose and Scope

St. Joseph's College (Autonomous), Tiruchirappalli, Tamilnadu is an institution that is committed to the pursuit of excellence in teaching, learning, research and community engagement. The College has designed the following Code of Conduct to provide fair procedures relevant to all the students of all Undergraduate and Postgraduate courses and all the M. Phil and Ph. D. scholars of all the departments of the College.

All the students, as members of St. Joseph's College, are required to observe all the rules that are proposed under the Code of Conduct of the College. The Code of Conduct relates to three main areas such as (i) Academic integrity, (ii) Classroom Conduct and (iii) Conduct outside Classroom.

Conduct Relating to Academic Integrity

- Students are expected to actively participate in the learning process and acquire minimum 80% attendance in all the courses offered in a semester.
- Students should be in their respective classes on time.
- Students must complete assignments, tests, compositions and other classroom activities arranged by the faculty for evaluation, on time.
- Students must practice academic honesty in the preparation and participation in all the components of the CIA, including the Mid-Semester Test, End-Semester Test and Semester Examination.
- Students should not possess or use any unauthorized aids in any academic test or examination conducted by the staff or the College.
- Students must schedule any academic discussion with the teaching faculty during office hours.
- Students and scholars must not engage in plagiarism or any other academic misconduct.

Classroom Conduct

- Students should dress in a manner that is appropriate for an academic environment.
- Students must wear their identity cards on the campus.
- Students must not bring camera mobiles to the college. They must switch off the mobile phones in the classrooms.



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- Students must not engage in photographing, audiotaping or videotaping the activities of the class without the permission of the professor. They should not involve in inappropriate use of digital technology.
- Students should keep their classrooms clean. They must not engage in destruction of College property.
- Students must treat all their classmates and staff, both male and female, with dignity and respect.

Conduct Outside the Classroom

- Students are required to interact ethically with other students and teaching staff and support staff in areas such as computer centres, library, laboratories, canteen, and other spaces in the College that can be used for studying or socializing.
- Students must not engage in any written, verbal, physical or electronic act that can cause physical or emotional disturbance or harm to other students or staff.
- Students must not involve in Ragging.
- Students must not create excessive noise that disturbs the activities of classes, College office or other academic, cultural, social or sporting activities of the College.
- Students must not engage in gender discrimination or any form of sexual harassment or misconduct.
- Students must attend all the academic and cultural programmes of the College with discipline.
- Students are expected to exhibit exemplary behaviour during Internships, Field visits, SHEPHERD visits and educational tours.
- Students must observe the boundaries of professional relationship between staff and student on the campus, in venues off-campus and online.
- Students must use all the facilities and the property of the College with much care and responsibility.
- Students must not use obscene language or engage in threatening behaviour that will cause any individual to fear for their personal safety.
- Students should not engage in any form of defamation of any staff or student. They must not post any derogatory comments on social media about any individual of the College.
- Students must not participate in any academic, religious or cultural activity of the College under the influence of alcohol or other drugs.
- Students must not possess alcohol, drugs or weapons on campus.



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- Students must not use the name, logo, resources or the reputation of the College for private gain or the gain of a third party, or private business or commercial purposes, without prior permission.
- All the students and scholars are expected to comply with the directions of the administrators of the College.
- Students must not engage in any fraudulent, corrupt or unlawful conduct inside or outside the campus that would potentially affect the reputation of the College.
- Any student of the College aggrieved by any acts of misconduct or harassment can approach the Coordinators of the various Welfare Committees, Coordinators and Heads of the Departments, Deans, Vice-Principals, Deputy Principal or Principal of the College.

Additional policies or changes may evolve and the Code of Conduct may be amended or modified any time.

Sanctions

Students and Research Scholars of St. Joseph's College are required to familiarize themselves with the policies of the College, and adhere to all the regulations mentioned in the Code of Conduct. Behaviour contrary to the Code of Conduct shall lead to sanctions. Disciplinary action includes suspension, expulsion or other exclusions, and withholding results. Students should appreciate that serious offences such as assault, theft, wilful damage of property and other unlawful activities are highly likely to attract a suspension or expulsion.

Suspension of study may be applied immediately for a serious offence, obviously impacting on the student's ability to continue or complete his/her studies. For minor breaches of the Code of Conduct, a student shall receive a warning asking him/her to rectify his/her behaviour. This warning may take the form of a verbal reminder of the expected behaviour of the student, or an official written warning. Sanctions, including suspension, may be applied for consistent minor breaches of the Code of Conduct. Students must be aware that where a student breaks the law, the matter shall be reported to the police, in addition to any action taken by the College for the same offence.



Principal



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CODE OF CONDUCT FOR THE TEACHING STAFF

Purpose, Scope and Status

The Code sets out the key principles of good conduct and practice for the professors in St. Joseph's College. It is intended to guide professors' practice judgments and decisions and inform parents and the community of these standards. It also informs members of the community of the standards expected of teachers. It is not, however, a definitive or exhaustive guide. Neither should it be read as a blueprint to be followed unreflectively by the staff. As professionals, the staff are to constantly engage with the principles outlined in a critical manner, taking into account the educational value of the particular relationships with persons within particular teaching and learning situations and processes.

The Code is intended to encourage the staff to adopt an informed approach to their teaching and its contexts and to reflect on the good and correct practices as professional teachers. Staff shall endeavour to be a role model and shall act within the community in a manner which enhances the prestige of the profession and the Institution and as a whole up to the expectation of the stakeholders.

1) Professional Integrity

Members of the Teaching Profession shall:

- Base their relationship with students on mutual trust and respect
- Have concern for the safety and wellbeing of students under their responsibility
- Respect the uniqueness and diversity of the learning community they are part of
- Work in a collaborative manner with colleagues and other professionals
- Develop and maintain good relationships with the management, parents, guardians and other stakeholders
- Act with honesty, integrity and fairness, and avoid biased behaviour
- Be in their respective classes on time
- Take responsibility for maintaining the quality of their professional practice
- Uphold public trust and confidence in the teaching profession
- Create learning experiences which engage, motivate and challenge students in an inclusive setting with a lifelong learning perspective
- Comply with policies and procedures issued at college or national education level, regarding the use of property, facilities, finances and ICT in their educational setting;
- Conduct assessment- and examination-related tasks with integrity and in compliance with official regulations and procedures
- Represent themselves, their experience, professional position and qualifications honestly



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- Only disclose confidential information within the parameters allowed by legislation
- Actively participate in the programmes organised by the College
- Dress in a manner that is appropriate for an academic environment.
- Wear their identity cards on the campus.
- Not participate in any academic, religious or cultural activity of the College under the influence of alcohol or other drugs.

2) Professional Relationships with Students

Members of the Teaching Profession shall:

- Maintain professional ethics whilst inside and outside the College
- Avoid inappropriate communication via any form of media and any inappropriate relationship with students
- Maintain decorum while handling students of opposite sex
- Be duty bound and maintain a professional distance from the students
- Refrain from taking advantage of professional relationships with students for their own personal benefit, including by giving private tuition or who are under their administrative responsibility, against payment, whether monetary or in kind
- Conduct pastoral interventions with students professionally, and behave in keeping with their unique position of trust and status as role models;
- Act appropriately towards students exercising care in their language, gestures and attitudes, ensuring that they do not act in such a manner that is embarrassing or disparaging and ensuring that they do not use abusive language or offensive names or make inappropriate remarks

Respecting the Uniqueness and Diversity of Students

Members of the Teaching Profession shall:

- Demonstrate respect for diversity, maintain fairness and promote equality irrespective of gender, race, religion, sexual orientation, appearance, age, language or different needs or abilities
- Keep abreast of the latest rules and regulations framed by the government, both central and state, towards students' protection
- Maintain an up to date knowledge of guidelines issued nationally, by the UGC and the State Government, education authorities in so far as these concern their personal and professional conduct



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- Contribute to the creation of a fair and inclusive collegiate environment by addressing discrimination, stereotyping and bullying
- Identify and refer to the competent authorities any issues that might impact on students' welfare at the earliest possible stage

Relationship with Colleagues, Parents, Guardians

Members of the Teaching Profession shall:

- Work in a collegiate and cooperative manner with colleagues and other professionals who work in multidisciplinary teams officially recognised by the college authorities
- Respect, support and collaborate with colleagues both in matters concerning the education of students as well as in maintaining relations with colleagues in the highest standards of professional courtesy
- Be prepared to help junior colleagues and those in training and induction in all possible ways
- Respect the authority of senior professional colleagues while retaining the right to express professional opinion and dissent
- Not reprimand, censure, rebuke or criticise any colleague, or any other member of the teaching profession, in the presence of students or in public
- Refrain from making public statements which bring the profession into disrepute
- Engage and work positively with the parents of students, as far as possible, in an open and respectful way
- Ensure that their communications with parents, students and colleagues comply with those policies and procedures issued at college, as well as those educational policies and procedures issued at national level
- Demonstrate respect for diversity when dealing with colleagues, parents, guardians or careers in their capacity as partners in the educative process
- Make every effort to encourage parents, guardians and careers to interest themselves actively in the education and welfare of students in their care

Keep their Professional Knowledge and Practice Up To Date

Members of the Teaching Profession shall:

- Maintain high standards of practice in relation to teaching and learning, classroom management, planning, monitoring, assessment and reporting
- Keep their professional knowledge and skills updated throughout their teaching career



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- Keep updated their knowledge of relevant guidelines and educational developments in their teaching post and role and in relation to teaching in general
- Reflect upon and evaluate their practice as part of their continuing professional development
- Be open and respond positively to constructive feedback regarding their teaching practices
- Seek support, advice and guidance wherever necessary.

Workload Norms and Leave

- The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the College.
- A relaxation of workload may, however, be given to Professors who are actively involved in administration and extension activities.
- A minimum of six hours per week may have to be allocated for research activities of a professor.
- Not more than 25% of the staff members in a department will be permitted to avail OD / RH / CL on a specific day. Half a day CL will not be sanctioned.
- CL combined with holidays should not exceed 10 days.
- Reporting to duty on the re-opening day / last working day in a semester is mandatory.

Research Vision and Strategy

Research is an integral part of a faculty, working in St. Joseph's College (Autonomous), Tiruchirappalli, irrespective of any discipline under which he/ she teaches. Quality teaching comes from quality research, which promotes nation building. Keeping this in mind, the College continuously strives and creates necessary ambiance through infrastructure, computation and supportive features to enable its faculty to contribute quality research work.

The objectives are:

- to encourage and support socially relevant, economically sound and need based research coupled with human values through collaborative endeavour among faculty and students from various departments/ schools
- to promote multidisciplinary research across the established schools in arts, languages, commerce, management, computations, social sciences, basic and applied areas of sciences
- to network with larger community; viz. industries, universities, and other institutions of higher learning to spread the vision-mission values of St. Joseph's College



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Strategy:

- All the Research Centres of St. Joseph's College recognised by the parent University are encouraged to carry out the research work by promoting research as one of the thrust areas of the department / school from PG Curriculum
- Providing optimal facilities to the registered scholars to carry out the research work with good ambiance.
- Strictly adhering to rules and regulations prescribed by the parent university
- Faculty are encouraged to write projects, seeking funds from funding agencies and allowed to operate the same without any infringement either from the department or from the management
- For writing a project, every member is permitted to use the infrastructure and stationery supplied from the college. The approved project holder from a funding agency is duly awarded a cash prize **Rs. 1000/ for Minor Project and Rs. 2000 for Major Project.**
- The Management duly recognises the staff who publishes a paper in a peer reviewed and indexed International, National Journals with Impact Factor (IF), and the staff will be given Rs.1200 and Rs. 700 respectively. Rs. 500 will be provided for the author who presents his/her findings in International / National Journals without indexing or publications in Conferences / Seminars / Symposium with ISBN / ISSN number
- A research advisor who guides his/her scholar to get **Ph.D. degree** with two Publications having IF can claim a **cash prize of Rs. 10000** from the college office with the approval of Principal.
- To encourage faculty from Shift-II to engage in research, Rs.25,000 will be given in two instalments (18000+7000) as seed money for the promotion of research bend for a proposal of a project duly scrutinised by the approved body constituted by Principal.
- Scholars working in the funded projects should claim their package only through cheque in person approved by Principal.
- For conducting Doctoral Committee meetings for a scholar the members will be paid Rs. 1000 / Rs. 500 as honorarium for the external / internal member.



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CODE OF CONDUCT FOR NON-TEACHING STAFF

- Staff working in the College office or in the departments should remain on Duty during College working hours. (08.30 a.m. to 04.30 p.m. aided / 10.00 a.m. to 06.30 p.m. for Self Funded). They are advised to report for duty atleast 10 minutes in advance.
- Staff will carry out their duties as instructed by the authorities to whom they are attached.
- Staff working in Department Labs / Computer Labs / Instrumentation Labs should keep the Labs clean.
- Any loss or damage to any article in the Lab should be informed to the Head / In-charge immediately. A register should be maintained with regard to the damage caused.
- As per the direction of the HOD, the amount shall be collected through college office for articles damaged by the students by the respective lab in-charge.
- Only disclose confidential information within the parameters allowed by
- legislation
- All the staff should actively participate in the programmes and functions organised by the College
- The staff should dress in a manner that is appropriate for an academic environment.
- The staff should wear their identity cards on the campus.
- Non-Teaching staff, especially who work in Labs are obliged to follow the Code of conduct as mentioned below:
 - Preparing for the practical requirements well in advance
 - Behaving politely while dealing with the students when they approach for any assistance
 - Maintaining decorum during the Lab sessions
 - In case any disciplinary problems with any student in the Lab Session, it should be brought to the notice of the staff immediately. Direct dealing of any issues, without the knowledge of the Staff in Charge/HoD is to be avoided
 - Inappropriate relationship with the students must be avoided.

Definition of Key Terms

Media means the social media (including web and mobile-based technologies) such as social networks and blogs; digital media including e-mail, internet, text messaging; electronic media and print media;

Parent means father or mother or custodian of a student;



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Role Model means any person who serves as an example and whose behaviour is emulated by others;

Student means learners at UG / PG / M. Phil. / Ph.D. Level

Teacher means members of the teaching profession in St. Joseph's College who are granted a warrant to practice the profession.



Principal