

C.B. BHANDARI JAIN COLLEGE

CHAPTER III, CODE OF CONDUCT FOR STAFF

Every employee shall be governed by the following Code of Conduct.

1. No Lecturer / Employee shall :
 - a) knowingly or willfully neglect his duties or shall attend the College late, habitually;
 - b) while being present in the College, absent himself (except with the previous permission of the Head of the Institution) from the class / work which she is required to attend;
 - c) remain absent from the College without leave or without the prior permission of the Head of the Institution. If the absence is due to reasons beyond the control of the lecturer/ employee it shall not be deemed a breach of the Code of Conduct, and if, on return to duty, the Lecturer / Employee has applied for and obtained, ex post facto, the necessary sanction for the leave;
 - d) ask for or accept, without the prior sanction of the Society any contribution, or otherwise associate himself with the raising of any funds or make any other collection, whether in cash or in kind, in pursuance of any object whatsoever, except subscription from the members of any association of Lecturers;
 - e) enter into any monetary transaction with any student or parent; nor shall she / he exploit his influence for personal ends; nor shall she / he conduct his personal matters in such a manner that she has to incur a debt beyond her/ his means to repay;
 - f) cause or incite any other person to cause, any damage to College property;
 - g) Behave or encourage or incite any student, lecturer or other employee to behave, in a rowdy or disorderly manner in the College premises or outside the College premises, in respect of the property or affairs of the College.
 - h) Be guilty of misbehavior or cruelty or use of abusive language towards any parent, guardian, student, lecturer or other employee of the College or indulge in anti-establishment talks, rumor mongering, and character assassination;
 - i) organize or attend any meeting during the College hours except where he is required or permitted by the Head of the College to do so;
 - j) shall sleep in the College during working hours or use tobacco / liquor or narcotics in the College premises.
 - k) shall indulge in any other unlawful or antisocial activity or commit overtly and / or covertly such acts, not in consonance with the best interests of the College;

2. Every Lecturer / Employee shall:
 - a) be punctual in attendance and in respect of his class-work / College work and also any other work connected with the duties assigned to him/ her by the Head of the Institution.
 - b) abide by the rules and regulations of the College and abide by lawful orders and also show due respect to the constituted authority;
3. Nothing contained in 1, shall be deemed to take away or abridge the right of a Lecturer:
 - a) to appear for any examination to improve his / her academic qualifications with permission from the employer;
 - b) to become, or to continue to be, a member of any religious, literary, scientific or professional organization;
 - c) to organize or attend any meeting outside the College hours subject to the condition that such meeting is held outside the College premises;
4. The breach of any condition(s) specified in 1 & 2 shall be deemed to be a breach of the Code of Conduct

SECRETARY

C. B. BHANDARI JAIN COLLEGE

CODE OF CONDUCT FOR STUDENTS

- Students should sincerely imbibe into their very personalities, the Vision, Mission & Objectives of the institution and ensure that they live up to these ideals in letter & spirit.
- College functions for six days in week from 9.15 to 4.00 on week days and 9.15 to 12.30 on Saturdays. All students must strictly adhere to the timings.
- Students shall be punctual & regular in attending classes. Absence without getting leave sanctioned for classes / tests / exams will be considered as an act of indiscipline.
- Indifference and misbehaviour by any students in the College campus towards other students or Staff members will be viewed seriously and disciplinary action will be taken against the student immediately. In all such matters decision of the Principal will be final.
- Ragging in any form is strictly forbidden and all students must sign on Affidavit stating that they will not involve in such anti-social activities.
- College property must be handled with great care and any willful damage must be made good.
- Students should come modestly and decently dressed. Flashy, transparent & tight fitting dresses are not permitted.
- Students must make best use a academic, co-curricular and extra-curricular facilities available in the College, to stay physically fit and mentally competent.
- Students must develop social sensitivity and actively involve themselves in activities which protect the environment and improve civic conscience.
- All students who represent the College in Inter-Collegiate / Inter-University events must uphold the reputation of the College in their behaviour and conduct and bring laurels to themselves and the College.
