

Code of Conduct @ St. Joseph's College



The code of conduct articulates the principles and values cherished by the institution and provides a benchmark of behavior and conduct expected from the prime participants in the educational experience at St. Joseph's College.



Code of Conduct for Principal

The Principal is the academic and administrative head of the institution and should

- Lead the institution dynamically from the front to realize its vision & mission
- Be committed ,dedicated and ethical
- Convene meetings of statutory and non-statutory committees regularly and implement and review strategic plans
- Monitor all curricular and extracurricular activities within and without the campus
- Supervise the upkeep and maintenance of college campus & infrastructure
- Ensure good support between the management and the campus community
- Treat faculty, staff & students impartially, democratically and with cordial respect
- Listen to and address the grievances presented by Faculty, Staff, Students and parents
- Encourage academic excellence in faculty and students
- Insist on discipline, punctuality, accountability and conformance to the prescribed code of conduct



Code of Conduct for Teachers

- Uphold the dignity & nobility of the teaching profession
- Be a role model in dress, style and content of communication
- Be pleasing, impressive, refined, industrious and enthusiastic
- Be mentally and morally sound in character & personality
- Make professional growth continuous through study and research
- Have devotion towards teaching, mastery over subject, fair knowledge of current affairs
- Co-operate with the authorities in the formulation of policies and for the betterment of the institution
- Treat the other members of the profession with respect and dignity
- Treat the non-teaching staff as colleagues and equal partners
- Establish good relations with parents, guardians and well-wishers in the interest of the all-round development of the students
- Show love and affection and encourage students to improve their attributes
- Actively work for national integration
- Be good counselors and facilitators
- Treat the students impartially
- Inculcate research aptitude in students
- Refrain from physical punishment, sexual abuse and mental and emotional harassment
- Refrain from hatred or enmity on the basis of caste, creed or community
- Refrain from engaging in private tuition or private teaching activity



Code of Conduct for Non Teaching Staff

Non-Teaching Staff Should

- Be efficient, disciplined, polite and punctual
- Perform duties with sincerity and confidentiality
- Dress neatly and modestly
- Comply with the instructions issued by the higher authorities
- Follow the rules and regulations and the relevant procedures
- Be computer literate
- Make arrangements for the works assigned if going on leave
- Respond pleasantly to student's enquires and provide all possible help
- Treat the students impartially irrespective of economic and social divisions
- Follow safety rules and procedures wherever required

Code of Conduct for Students

- Obey the rules and regulations of the Institution
- Wear ID cards inside the campus during working hours
- Be punctual for classes and functions and do not incur excessive absence
- Give due respect to the teachers
- Treat fellow beings with care & compassion
- Participate in the morning prayer with due respect and devotion
- Attend Religion /Ethics classes without fail
- Maintain strict discipline in the class room, library and the college campus
- Do not leave the campus during working hours without permission
- Keep the campus clean
- Do not damage the property of the college
- Wear the uniform on prescribed days, and dress modestly in plain clothes
- Do not bring cell phone to the college
- Refrain from engaging in ragging/harassment