

## CODE OF CONDUCT POLICY

### **I. Preamble:**

The Code of Conduct Policy of JSS Academy of Higher Education & Research, is a shared statement of the commitment of the staff and students to upholding the ethical, professional and legal standards for daily and long-term decisions and actions and the members of JSS Academy of Higher Education & Research are responsible for sustaining the highest ethical standards of the organization. JSS Academy of Higher Education & Research values integrity, honesty and fairness, and strives to integrate these values into its teaching, research and outreach activities. The Code is intended to reinforce the principle that each and every one belonging to the organization has a responsibility to help ensure that JSS Academy of Higher Education & Research performs and pursues its mission in a legal and highly ethical manner.

### **II. Purpose and Principles:**

As members of the JSS Academy of Higher Education & Research, students and staff are responsible for sustaining the highest ethical standards of the organization. The Code of Conduct Policy applies to all staff and student of JSS Academy of Higher Education & Research within the scope, or when representing the organization in any capacity.

All teachers/ mentors/ supervisors should be familiar with the requirements of the Code, and should encourage students and employees to apply the Code to their daily activities and decisions, and to seek guidance from the appropriate individuals when additional information or explanation is needed.

Individuals acting on behalf of the organization have a general duty to:

- 1) Conduct themselves in a manner that shall maintain and strengthen the public's trust and confidence in the integrity of the Institution
- 2) Take no actions incompatible with their obligations to the Institution
- 3) Conduct themselves in accordance with the principles set forth herein

The Code stated below, does not provide exhaustively specific detail of what

one should and should not do, is intended to communicate the organization's overall expectations of proper professional conduct and ethical values.

### **III. Code of Conduct:**

Each student and employee of the institution shall follow:

- 1) This Code of Conduct confirms the Institution's commitment to the stated core values.
- 2) All members of the institution are expected to perform their duties and conduct the academic and administrative activities of the Institution with efficiency, fairness, impartiality, integrity, honesty and compassion.
- 3) Both staff and students are expected to be prudent and avoid waste and extravagance in the use of institution resources.
- 4) Staff shall act to create an atmosphere where sincerity and commitment thrive and harassment and victimization in any form are considered unacceptable.
- 5) No member shall do or omit to do, whether by conduct or utterance, anything that would undermine the authority of the institution from attaining its objectives.
- 6) Membership of secret cults by staff and students is forbidden. Also forbidden is membership of or encouraging the formation of any society whose existence is inimical to the goals of the institution.
- 7) A staff shall not accept, obtain, or cause any person to accept or obtain from any persons, for himself or for any other person, any gift or consideration as an inducement or reward for doing or forbearing to do any act in relation to official affairs of the institution.
- 8) No member of staff shall disseminate any information that is incorrect which can prejudice the good name and governance of the institution.
- 9) JSS Academy of Higher Education & Research believes that truly distinguished, competent, and respectable staff is an essential requirement for good quality graduates.
- 10) Dress code for all staff is therefore formal and corporate.
- 11) An academic staff shall improve his knowledge in his area of expertise.
- 12) An academic staff shall ensure that the curricular for the different programmes are able to respond to the dynamics of the need for graduates to be self-reliant.
- 13) An academic staff shall teach at scheduled times, be punctual to his

- classes and shall not violate approved academic calendar and teaching timetable. The Head of Department and students shall be notified 24hours if there is unavoidable reason for change.
- 14) A teacher and student shall be faithful to his tutorial hours and shall not plagiarize the work of others and shall follow the Academic Integrity Policy of JSS Academy of Higher Education & Research.
  - 15) Staff shall not disclose the contents of official documents or correspondence without prior authorization.
  - 16) Respect every religion, faith and customs and not hurt the sentiments of others.
  - 17) JSS Academy of Higher Education & Research is committed to providing avenues for sound physical development stimulating the cultivation of a lifestyle conducive to healthy living. All students are therefore expected to participate not only in all academic activities but also in non-curricular activities on campus.
  - 18) The mission of JSS Academy of Higher Education & Research includes creating leaders who are well groomed gentlemen and ladies.
  - 19) Self-control is therefore a core value. Fighting, use of abusive language and disrespect towards other students are forbidden. A student shall not constitute a threat to the life of other students and staff.
  - 20) No student or staff shall engage in anti-social activities such as drug abuse, smoking, drunkenness, gambling, stealing, attempted stealing, organized crime, corruption or bribery.
  - 21) The staff and students shall abide by the acceptable code for use of cell phone or other electronic signaling devices during work time.
  - 22) The Staff, Students and the stake holder of other stake holders of JSS Academy of Higher Education & Research shall strictly follow :
    - Code of Conduct Policy
    - Academic Integrity Policy
    - Guidelines on the Acceptable use of Cell Phone
    - All the other policies visible through:  
<https://jssuni.edu.in/JSSWeb/WebShowFromDB.aspx?MID=11006&CID=0&PID=10001> (Regulations & Policies)

Copies of the Code may be obtained from the office of the Institution. The Code shall also be referenced in any student and staff handbooks and can be found on the Institution's website.

#### **IV. Authority:**

The Vice-Chancellor, Registrar & Director (Academics) of JSS Academy of Higher Education & Research and Principals of the constituent colleges and Heads of the departments holds delegated authority and is responsible for all aspects of the “CODE OF CONDUCT POLICY”.

#### **V. Date of implementation**

This policy will come into immediate effect from 01.01 .2022

#### **VI. Date of revision**

01.01.2024

  
**REGISTRAR**