



ESTD : 1945

SJR

Sri Jagadguru Renukacharya Education Society®

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College for Women

(Affiliated to Bangalore Central University & Accredited with 'A' Grade by NAAC),

#1/D, 59th 'C' Cross, 4th 'M' Block, Rajajinagar, Bengaluru-560 010.

Phone: 080-23381734, 23359474, E-mail: principal@sjrcw.edu.in,

Website: www.sjrcw.edu.in

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7.1.10 code of Ethics policy document 2023-24

Code of ethics for students

1. The vision and mission of the college is displayed on the notice boards, Seminar hall, in the principal chamber, in college magazine Manonmesha, college brochure, and website
2. Uniform (dress code) and identity card are compulsory for each student to enter the college campus
3. Maintain the college decorum in the campus
4. Students are not allowed to leave the campus without the principal's permission during the class hours
5. During leisure hours, students are advised to use the library, and sport facilities
6. Students are not permitted to circulate any printed materials or pamphlets without the principal's permission
7. Ragging in any form is a serious offence and it will be dealt with severely
8. Visitors are not allowed to meet the students in the classrooms
9. Students should take care of their belongings. The institution will not be responsible for any loss
10. Students must keep the campus neat and clean
11. Students must take proper care of all college property. Any damage done to the property is breach of the college code of conduct and will be considered as a punishable offence.
12. Students are strictly advised to refrain from activities such as scribbling or nothing on walls, doors or furniture which could deface the college and destroy the academic ambience.

CODE OF CONDUCT FOR FACULTY

1. Work with a high standard of initiative, discipline, diligence, cost consciousness, efficiency and effectiveness and shall maintain exemplary conduct at all times so as to uphold the high image of the institution as well as position as an employee and at no time cause or at in any manner that may bring disrepute either directly or indirectly to the SJRES all an employee.
2. Work conscientiously in the interests of the institution and shall utilize ordinary prudence and intelligence in the discharge of duties
3. Internal transfer among any of the sister institution
4. Teaching, laboratory development, writing of books. Organizing and participating in the seminars.
5. Publishing papers in national and international journals.
6. Review of academy activities of the department periodically.
7. Involvement in curricular, co-curricular, and extracurricular activities
8. Teachers should be good mentors and facilitators and they should help, guide, encourage and assist the students to ensure that the teaching - learning process is effective and successful.

CODE OF CONDUCT FOR OTHER STAFF MEMBERS

LIBRARIAN

1. To procure books and journals and other resources to the Library
2. Acquisition and classification of books, bar-coding, and shelving. Generating membership to students and staff
3. Services like circulation, reference, new arrivals display on notice board, maintaining and organizing all the resources in a well planned manner

PLACEMENT OFFICER

1. Grooming the students for campus placements by organizing pre-placement training, interview.
2. Organize talks by experts to motivate students to seek job opportunities in emerging areas.
3. A placement officer acts as a mediator between a potential candidate and a prospective organization
4. Assist the students in all the aspects of the job search including resume writing, interview techniques and job referrals.

NON TEACHING STAFF

1. To handle the admission process, accounts section, scholarship, examination, etc.
2. To follow the rules and regulations of BCU regarding admission, internal assessment, and examination.
3. To manage accounting transactions. Maintain cleanliness of classrooms, staff rooms, labs, and college premises.

PROFESSIONAL ETHICS OF THE MANAGEMENT:

1. Due to covid-19 management has reduced the admission fee of students by 15%.
2. Health care facility for teaching and non-teaching staff.
3. Maternity leave facility for female staff.



Principal

SJR College for Women
Rajajinagar, Bengaluru