



Code of Conduct Policy of JSS Academy of Higher Education & Research

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. 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 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.

Purpose and Principles:

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

All faculty, mentors, supervisors, and administrative staff 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:

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

The Code stated below, while not providing exhaustively specific details of what one should and should not do, is intended to communicate the organization's overall expectations of proper professional conduct and ethical values.

Code of Conduct:

Each student, faculty member, and employee of the institution shall follow:

- 1) Uphold Core Values: This Code of Conduct confirms the Institution's commitment to its stated core values, including integrity, respect, excellence, and diversity.
- 2) Ethical Conduct: All members of the institution are expected to perform their duties and conduct academic and administrative activities with efficiency, fairness, impartiality, integrity, honesty, and compassion.
- 3) Responsible Resource Management: Both staff and students are expected to be prudent and avoid waste and extravagance in the use of institution resources.
- 4) Inclusive and Respectful Environment: Staff shall act to create an atmosphere where sincerity and commitment thrive and harassment and victimization in any form are considered unacceptable.
- 5) Institutional Integrity: 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) Prohibited Activities: 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) Anti-Corruption and Bribery: No member of staff shall accept, obtain, or cause any person to accept or obtain, for themselves 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) Accuracy and Confidentiality: No member of staff shall disseminate any information that is incorrect, which can prejudice the good name and governance of the institution. Confidentiality of official documents and correspondence shall be maintained at all times.
- 9) Dress Code and Professionalism: All staff shall adhere to a formal and corporate dress code to promote professionalism and a conducive learning environment.

- 10) Commitment to Learning: Academic staff shall continuously improve their knowledge in their area of expertise to enhance the quality of education provided.
- 11) Academic Integrity: Academic staff and students shall uphold academic integrity, refrain from plagiarism, and comply with the Academic Integrity Policy of JSS Academy of Higher Education & Research.
- 12) Punctuality and Compliance: Academic staff shall teach at scheduled times, be punctual to their classes, and shall not violate approved academic calendars and teaching timetables. Any unavoidable changes must be communicated to the Head of Department and students at least 24 hours in advance.
- 13) Respect for Diversity: Members shall respect every religion, faith, and customs and refrain from causing offense to others.
- 14) Healthy Campus Life: JSS Academy of Higher Education & Research promotes sound physical development and encourages students' participation in non-curricular activities to foster a balanced lifestyle.
- 15) Non-Violence and Respect: Students shall refrain from fighting, using abusive language, or showing disrespect to other students or staff, ensuring a safe and harmonious campus environment.
- 16) Anti-Social Activities: 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.
- 17) Use of Electronic Devices: The staff and students shall abide by the acceptable code for the use of cell phones or other electronic signaling devices during work time.

Compliance with Policies:

All members of JSS Academy of Higher Education & Research, including staff, students, and stakeholders, shall strictly follow:

- Code of Conduct Policy
- Academic Integrity Policy
- Guidelines on the Acceptable Use of Cell Phones
- All other policies are available on the institution's official website.

Copies of the Code of Conduct Policy will be available from the office of the Institution and will be referenced in student and staff handbooks, as well as on the institution's website.

Reporting Violations:

Any member who becomes aware of any violation of this Code of Conduct shall report the matter immediately to their respective authority, department head, or designated reporting channels as specified in the Whistleblower Policy.

Enforcement and Consequences:

The institution shall ensure strict compliance with this Code of Conduct and reserves the right to take appropriate actions against any member found to be in violation of this policy, in accordance with applicable laws and regulations, and institutional disciplinary procedures.

Review and Amendment:

Code of Conduct Policy of JSS AHER emphasizes the institution's commitment to integrity, ethical conduct, and an inclusive environment. It encourages faculty and staff to actively promote and uphold these principles while creating a supportive and respectful campus community.

This Code of Conduct Policy will be periodically reviewed to assess its effectiveness and updated as necessary to ensure alignment with the institution's values, principles, and objectives.

The Vice-Chancellor, Registrar & Director (Academics) of JSS Academy of Higher Education & Research, along with Principals of the constituent colleges and Heads of departments, hold delegated authority and responsibility for the effective implementation of the Code of Conduct Policy.

Date of Implementation: 01.06.2016

Date of Last Revision: 01.06.2023

Date for Next Revision: 01.06.2026



A handwritten signature in blue ink, appearing to be "A. S. Srinivasan".

REGISTRAR

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