

Estd. : 1971



J.D. WOMEN'S COLLEGE, PATNA

PATNA-800 023

(CONSTITUENT UNIT OF PATLIPUTRA UNIVERSITY)

NAAC RE-ACCREDITED GRADE 'B'(2019)

OFFICE OF THE PRINCIPAL

Website: www.jdwcpatna.com
Email: jdwcp.office@gmail.com
Phone: 0612 2280666

Ref.No.JDWC/

Date: 03/01/2023

Code of Ethics Policy for the Students

- Maintain discipline with due respect to the authority.
- It is mandatory to wear prescribed uniform in the college campus.
- They have to wear identity card which is provided to them at the time of admission by the college.
- Use of Mobile phone is strictly prohibited in the college campus, but they can talk or send urgent messages form mobile free zone.
- The students should be regular and punctual in both their theory and practical classes.
- 75% attendance is must in both theory and practical classes.
- Use of polythene and plastic bags are strictly prohibited or punishable offence in the college campus.
- Damage to or destruction of any property of the college or any property of others on the Higher Educations Institution is punishable.
- Ragging of newly admitted students is strictly prohibited.
- Students cannot organize or attend any meeting in the college premises. They cannot collect money for any purpose without written permission of the principal.


Principal
J.D. WOMEN'S COLLEGE
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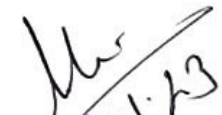
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Code of Ethics Policy for the Teachers

- To be punctual in conducting their classes.
- To seek to make professional growth continuously through study and research.
- To express free and frank opinion during participation in the professional meetings, seminars, conferences aimed towards generation and growth of knowledge.
- Not to indulge in unfair practice of plagiarism and other non-ethical conduct in teaching and research.
- To abide by the acts, statutes and ordinance of the University.
- To participate in curricular, co-curricular, extracurricular and extension activities of the college.


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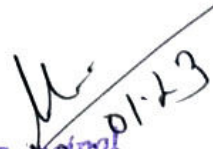
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Code of Ethics Policy for the Non-Teaching Staff

- To help all the members of the institute for the smooth conduct of activities.
- To update themselves with policies of college which are relevant to their responsibilities.
- To follow the college policies to the best of their ability.
- To behave in decent and friendly manner with the students, parents and outsiders.
- To exhibit a commitment to provide a supportive environment for learning.
- To assist students to adhere to the institutional policies.
- To refrain from using work time to promote personal, religious, political, social, or business agendas.
- To use communication facilities only for professional purpose in responsible manner.
- To understand the job scope, practices, and procedures relating to their position.
- To meet targets regarding work to be performed to the best of the ability.
- To manage time effectively be well organized and demonstrate the ability to problem solving within the scope of their position.
- No staff employed in a college shall absent himself from his/her duties without prior permission.
- To refrain from engaging in malpractices.
- No staff employed in a college shall bring or attempt to bring any political or other influence on his/her superior authority in respect of his/her individual service interests


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