Code of Conduct for Teachers

- Teachers should follow the policies and standards determined by the management
- Teachers should follow the deadlines set by the management
- Teachers should keep the academic documentation part updated
- Teachers should devote their time in doing value added activities
- Teachers should always treat colleagues despite of their status
- Teachers should maintain the dignity and integrity of the profession
- Teachers should obey the verbal or written directives of the superiors
- Teachers should record class attendance regularly
- Teachers should engage all theory classes and practical sessions for full duration as per schedule
- Teachers should organize the different Co-Curricular activities
- Teachers should encourage the students to participate in Co-Curricular activities
- Teachers should motivate the students to become good in their academic work

Code of Conduct for students

All the students of JTES's GDM Arts, Shri KRN Commerce and MD Science College, Jamner. Dist. Jalgaon should follow the given Code of Conduct

- College I-Card is Compulsory. If any student found to not wearing the I-Card will not allowed to enter the classroom
- Students should wear the College Uniform as per the rules set by the College.
- Attendance in the classes for theory and practical is compulsory.
- Every student should be punctual and should avoid coming late
- Students should participate in all the activities run by the College
- Every student is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general.

- Every student will remain answerable to the college authority for his/her activity and conduct on the College Premises.
- Any act which obstructs teaching, research, administrative activity and other proceedings of the college is strictly prohibited.
- Chewing paan, gutka or any other tobacco products is strictly prohibited.
- Spitting and loitering are strictly prohibited inside the college campus and shall invite severe punishment/disciplinary action.
- Use of Cell phones is strictly prohibited during class hour.
- Attempted or actual theft of and/or damage to property of the College, on campus will be considered as a punishable act.
- During leisure hours, students are advised to use the library as maximum as possible.

- Students should handle the college properties with care. Damage to the furniture or any other materials may lead to penalty or suspension from the college.
- Indulging ragging, anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostel are strongly prohibited as well as punishable.
- Students are required to check the Notice Board and also website of the college for important announcements.

Code of conduct for Administrative staff / Support staff

- Staff members should display the highest possible standards of professional behavior that is required in an educational establishment
- Staff members should seek to co-operate with their colleagues, providing support, help and guidance as required by them and Head of Department (HOD) / administrative head, and enable effective communication throughout the institute.
- Staff members should not use their position in the institute for private advantage or gain.
- Staff members should avoid words and deeds that might bring the institute into disrepute or might undermine colleagues in the perception of others (staff/students/parents/community).
- Staff members should be aware of, and should follow institute policies systems and procedures. They should normally communicate through the management structure, and should ensure students do likewise.
- Staff members should attend their place of work punctually in accordance with their conditions of service. Those unable to avoid being late or absent should, whenever possible, give as much notice to the HOD or administrative head, so that alternative arrangements may be made.
- Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters within the institute community which could cause distress to institute staff, students or parents.
- Staff should act in a fair, courteous and mature manner to students, colleagues and other stakeholders
- Staff should respect for institute property
- Should maintaining the image of the institute through standards of dress, general courtesy, correct use of institute stationery, etc
- Should be fit for work (ie not adversely influenced by drugs, alcohol, etc.)
- Should be familiar with job requirements (eg. proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc)
- Should respect for the rights and opinions of others.