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**JAYAMUKHI INSTITUTE OF TECHNOLOGICAL SCIENCES**  
(An Autonomous Institution)

**I. CODE OF CONDUCT FOR FACULTY AND STAFF**

Every employee will be ruled with the aid of these policies and is responsible for all consequences within the occurrence of any violate of regulations through him / her:

1. Every employee shall keep integrity of their personality, be committed to his / her responsibilities and be truthful and fair in his / her official dealings. An employee shall be courteous and well mannered in his / her communication with the Management, Principal, other individuals of body of workers, students and with participants of the community. He / she shall show utmost loyalty and shall constantly act within the pleasant pastimes of the college.
2. An employee shall be required to view the scheduled operating hours for the duration of which he / she must be present on the place of his / her job. No worker will be absent from duty without earlier permission. Even throughout run off or holiday, no employee shall leave campus except with the earlier permission of the position authority. Whenever leaving campus, an employee shall inform the Principal in writing, passing through the respective H.O.D, or directly, if he / she show up to be the H.O.D, citing the touch deal with at some point of the period of his / her absence from the institution.
3. No staff members shall be the member of any political party or shall participate in politics or be connected with any alliance or organization, which takes component in political hobby; nor shall support or help in any political motion or activity.
4. No staff shall make any announcement, publish or write through any media, which has an negative effect/ criticism of any coverage or motion of the college; or is deemed harmful to the profits of the college.
5. No employee can have interaction immediately or indirectly in any alternate or any private institution or undertake employment outdoor his professional mission, whether for any monetary advantage or not.
6. An employee in opposition to whom an insolvency intending is pending before a Court of Law shall forthwith record full information to the college.
7. An worker against whom any crook complaints are initiated in a Court of Law shall right away tell the competent authority of the college with complete information.
8. No employee shall except with prior permission of the organization, can take alternative to the rules or to the press for the justification of any legitimate act of the institution which has been the subject rely of grievance or attach offensive personality.

  
Principal  
Jayamukhi Institute of Technological Sciences  
Narsampet, Warangal-506332.

9. Whenever an employee needs to put forth any claim or seeks compensation of any injustice, he / she have to forward his / her case in writing through right channel to the authority and shall not forward this kind of boost copies of his / her utility to any higher authorities unless the competent authority has ejected his / her declare or refused redressal of the complaint or has delayed the problem beyond an inexpensive time.
10. An employee who commits any offence or recklessness of responsibility or does an act damaging to the interest of the college is concern to an enquiry and punishment by means of the position authority. However, any employee aggrieved with the decision of the position authority may plea against such punishment or resolution within 15 days of receiving the orders of the decision to the Management and the choice of the Management there on is very last and binding on the employee.
11. No employee shall slot in strike or incitements, therein or parallel actions such as absence from work or forget of obligations or take part in hunger strike etc. Violation of the rule will amount to misconduct and entice deterrent punishment.
12. The staff, she or he, will attend his/her duties in a civilized dressed or within the dress code, if prescribed for them, as the case can be. And, forever, put on the image identification tag as prescribed.
13. No worker will purpose for any damage of products, devices or gadget, apparatus intentionally, in an effort to appeal to intense punishment such as deduction of the value from the salaries or elimination from services, as may be decided by way of the enquiry committee.
14. All the employees will strive to hold the premises/campus of the College hygienic, clean and neat, and make a contribution to the spirit of Swachh Bharat.



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NARSAMPET, WARANGAL (RURAL) - 506 332

**CIRCULAR**

No:JITS/G-3/2021

Date: 30-11-2021

All Teaching Faculty and Administrative Staff are here by informed that a Breif lecture program is being conducting on the topic "Code of Conduct" on 31-11-2021 at 10.00am by **Dr. Janaki , Principal, JITS**. So all the staff must present on the time and make use of it.

**Venue: Main seminar hall, JITS**

  
Principal

**Copy to**

1. All Heads of Departments for information and circulate among the staff
2. Administrative officer
3. Physical Director for necessary arrangements
4. Office file.

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**Date: 31-11-2021**

**Report on Code of Conduct Programme**

JITS has organized a brief review lecture program on “Code of Conduct” for all the Teaching Faculty and Administrative staff on 31-11-2021 at 10.00am.. The principal, Dr.V.Janaki, presided over the meeting. She made a key note speech on the role of code of conduct for the student. Around 205 staff members have participated in the program.all the participants actively took notes in their teaching notes. Addressing the gathering, “Dr.V.Janaki” has given instructions to teaching staff and non-teaching staff about the academic Rules and regulations. And she has also made the participants take part in interactive activities to build rapport between the students and teaching staff which results in better teaching environment.

**Report by**

  
**B. Raju**

**Asst.Prof. of English**

**Dept. BSH**