



JAMAL MOHAMED COLLEGE (Autonomous)

Accredited (3rd Cycle) with 'A' Grade by NAAC

(Affiliated to Bharathidasan University)

**No.7, RACE COURSE ROAD, KHAJANAGAR, TIRUCHIRAPPALLI - 620020.
TAMILNADU, INDIA.**

Website : www.jmc.edu

Email : principaljmc@ymail.com / princi@jmc.edu

POLICY DOCUMENT ON CODE OF CONDUCT

The College has a prescribed code of conduct for students, teachers, administrators and other staff.

Code of Conduct for Students

1. Students are advised to come to college with formal dress and maintain decorum inside the college campus. Men students must have neat haircut and avoid wearing T shirts and Jeans. Women students must wear formal dress with shawl.
2. All First year UG students have to attend Students Induction Programme (SIP) for the allotted number of days in which they will be assisted to know all the facilities available in our college.
3. All students of our College are strictly advised to wear Identity Card and not to use Mobile Phones inside the campus. Those who misuse the mobile phone will be handed over to the respective HOD / MID by the staff members and disciplinary action will be taken against them.
4. Any requisition letter addressed to the Principal must be forwarded through respective Tutor/Head of the Department concerned.
5. All leave applications/OD of the students must be submitted through Camu App and late application will not be considered.





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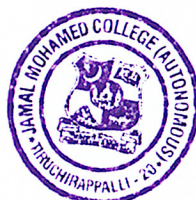
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6. Students who absent themselves in an hour during a session will be considered as absentees for the entire session.
7. Students who are absent for 15 days or more out of first 40 working days will not be permitted to write CIA Tests. They have to come and meet the Heads of the Department concerned along with their parents and get Re-admission by paying a prescribed fine amount of Rs.500. Only after then they will be allowed to write the tests. Those who fail to get re-admission will be removed from the roll list of the students.
8. Students are expected to rise from their place when the Professor enters the class room and remain standing till they are asked to sit down or till the Professor takes his / her seat.
9. No student shall leave the class room without the permission of the Professor or until the Professor had left the room.
10. Students must not loiter around the campus or in the verandahs during the class hours.
11. Both Men and Women students are not permitted to go to the college office during the first hour on working days.
12. Any damage caused by students to college property / furniture or building will be made at their expenses and those responsible for such damages





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shall be dealt severely. Fine against the damage will be imposed on the entire class if the cause of which cannot be traced to any individual.

13. All fine amount must be paid within due date, if not it will be collected from the students along with "No Dues" at the end of the academic year.
14. Students who take part in communal or political activities will be severely dealt with.
15. Attendance in all classes including Deeniyyath / Moral classes is compulsory for availing any scholarship.
16. Students are expected to read the messages exhibited on the College Notice Board and the website. Ignorance of any notice thus exhibited will not be accepted as an excuse for failing to comply with.
17. No meeting of any kind shall be held in the college campus without the permission of the Principal.
18. Attendance is compulsory and those who lack attendance will not be permitted to write semester examinations. Absentees without prior notice will be fined.
19. Students guilty of using unfair means in the examinations will be dealt severely.





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20. Any lost property found inside campus must be handed over to the College Authorities from whom the owner can claim it promptly after proving his ownership.

21.

- a) All students must leave their vehicles only in the parking area.
- b) Vehicles kept in and around the college buildings other than parking slot are liable to be confiscated and disciplinary action will be taken against the owner of the vehicle.
- c) Students must bear the risk against the loss or the theft of their vehicle concerned.
- d) Men students with vehicle must enter the college before 8.30 a.m. and exit only after 1.30 p.m. through Gate No.5 (near the Hotel Radha).
- e) Women students with vehicle must enter the college before 2.00 p.m. and exit only after 6.45 p.m. through Gate No.2.
- f) Besides all bike riders are advised to wear helmet and ride safely.

22. Stringent action will be taken against students indulging in Eve-teasing as per Government of Tamil Nadu Prohibition of Eve-Teasing Act 1998.





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23. Ragging is strictly prohibited. Those who involve in ragging of any sort shall be punished with imprisonment for 2 years and will be fined up to Rs. 10,000. (Toll Free No. 1800 180 5522)

24. Smoking is strictly prohibited in the college campus and those who found smoking on the campus or near the campus will be punished severely.

25. Consumption of alcohol and drugs are strictly prohibited inside the college campus and those who found using alcohol and drugs will be immediately dismissed from the college.

26. Students are expected to behave well both inside and outside of the college. They shall never indulge in activities which spoil the reputation of the college.

27. Students whose behavior in the judgment of the Principal or any other College authority is proved to be undesirable shall be ousted from the college and their names will be removed from the roll list without any explanation.

Note: Under the Government Educational rules the Principal has full power to inflict the following punishments: * Fine * Withholding of Certificates * Suspension * Expulsion





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CODE OF CONDUCT FOR TEACHERS

SERVICE AGREEMENT

1. The teacher appointed in the college will be on probation for one year from the date of joining in the Department.
2. On completion of one year, the management may extend, if necessary, the probation for one more year after reviewing the performance of the teacher and his/her commitment to the mission and goals of the institution from time to time.
3. If a teacher wants to leave the service at the end of an academic year, he/she should give one-month prior notice or one month pay in lieu of notice.
4. Any teacher who wants to leave the service in the middle of an academic year he/ she should give two months' prior notice or two months' pay in lieu of notice.
5. The teacher shall fully abide by the leave rules and the code of conduct laid down by the College Management.
6. The college Management has the full authority to terminate his/her services at its sole pleasure and discretion, at any moment in the case of confirmed teachers who are not found compatible to the mission of the college.





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GENERAL RESPONSIBILITY OF A TEACHER

1. The teacher agrees to execute all the tasks assigned to him/her by the Head of the Institution and the Head of the Department / Co-ordinator, from time to time, honestly and sincerely and carry out all the orders of the superiors.
2. Teachers are expected to complete the syllabus in time and hold the responsibility of producing good results in their subjects.
3. Assignment topics for each course are to be given to the students. The assignments are to be collected from the students, in time, and returned to the students after correction.
4. Two CIA Tests have to be conducted in each semester. Answer scripts have to be valued and returned to the students after valuation and marks should be maintained in department records.
5. It is the responsibility of a teacher to monitor and guide each and every student of his / her class under the Tutor - Ward System.
6. Teachers should be good counsellors and facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.





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7. The teacher shall not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students even after the class hours, if need be so as to make the students not only academically brilliant, but a confident, competent and fully developed personality.
8. The teacher shall actively associate, involve, participate himself/ herself in all the College activities and programmes beyond working hours also. He/she shall motivate his/her students likewise to actively involve, associate and participate in the various programmes and activities of the college without fail.
9. The teacher undertakes not to carry on any other trade, business, or activity which goes against his/her contract of employment with the college. He/she shall not accept any work outside the Institution without the permission of the Secretary and Correspondent of the College, conduct any trade, business or like activity, raise/receive any money / donation without permission or in any way tarnish the name and goodwill of the college.
10. The teacher shall not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.





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AVAILING OF LEAVE

1. The total number of days of casual leave allowed to Self-Financed teachers in an academic year is 10 days
2. Causal leave can be combined with other holidays. However, the total period of continuous absence from duty should not exceed 10 days.
3. Application form for causal leave must invariably be submitted to the Principal through HOD / Co-ordinator and sanction has to be obtained before availing the leave. However, in case of unavoidable circumstances, after getting permission from HOD / Co-ordinator through phone, the leave application form must be submitted immediately on re-joining duty.
4. Casual leave cannot be claimed as a matter of right and sanction is linked to the exigencies of service.
5. The sanctioning authority has the discretion to refuse or postpone the leave of any kind on grounds of exigencies of service.
6. The number of days remaining, unavailed, under casual leave at the end of the calendar year will lapse and cannot be carried over to the next calendar year.
7. For availing OD, prior written permission is required from the Principal and Secretary routed through the HOD at least a day in advance.





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8. Half a day Casual Leave will be sanctioned to any teacher if applied properly.
9. All teachers must report for duty on the reopening day and the last working day of each semester.
10. Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness. Total number of Medical Leave allowed to Self-Finance teachers in an academic year is 5 days.
11. Self-Finance teachers can avail 10 Days of Earned Leave for valid reasons after completion of two years' service. The unavailed Earned Leave can be encashed at the end of the academic year after getting permission from the Secretary and Correspondent routed through the HOD / Co-ordinator and Principal.
12. Maternity leave is sanctioned to our staff concerned for the required period.
13. Leave regarding any other reasons will be granted at the discretion of the management.

CODE OF PROFESSIONAL ETHICS

1. Every teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College Management from time to time.





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2. Every teacher shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her.
3. Every teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students at all times.
4. No teacher shall absent himself/herself from duties at any time without prior valid permission.
5. No teacher shall accept any honorary or other assignments given to him/her by any external agency without the prior permission of the College Management.
6. No teacher shall associate himself/herself with any political party or take part in any other organizational activity, which is not in keeping with the duties and ethics of the teaching profession.
7. No teacher shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
8. No teacher shall participate in any strike action or demonstration and /or indulge in any criticism of College Management policy or of the Government for any reason whatsoever.





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9. No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the College Campus.
10. No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.
11. No teacher shall by act or deed degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.

GENERAL RULES

1. Teachers should report for duty in their department 15 minutes prior to the working hours.
2. Teachers must be aware of the fact, that their workload is 48 hours a week even though their maximum class hours are only 18 a week.
3. Teachers Associations should not be formed without the permission of the College Management.
4. Teachers should attend the College with formal attire.
5. Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.





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6. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without the permission of the Principal.
7. Teachers are barred from using cell phones while handling classes.
8. Teachers are expected to wear their identity cards during work hours in the college premises.
9. All Heads of Department / Co-ordinator have to submit a copy of the time table of the Department and individual allotment to the Principal on the first working day of each semester.
10. Teachers are encouraged to conduct research on their topic of interest. Management will provide necessary infrastructural facilities for the same.
11. No representation to any Government authority or University in the name of the College should be made, by any teacher, without obtaining prior permission / approval of the Principal or Secretary of the College.
12. Duties and Service conditions (code of conduct) of the Teachers, as framed under Sec.18 (2) of Tamil Nadu Private Colleges (Regulation) Act, 1976, are to be followed.
13. HODs are responsible for good maintenance of all the college properties made available in their department. It is their responsibility to keep them clean and in working condition. Any loss or damage to their property (like, tables, chairs, lab equipment, chemicals, electrical appliances, etc.) must be reported to the





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Principal in writing immediately. It is their duty to extract work from the Non-Teaching staff in keeping the Department neat, clean & tidy.

14. Vice Presidents of the department associations should plan well in advance their activities for the semester and submit the same to the Principal with the budget.

15. Department Staff meetings shall be held immediately after the HODs / Co-ordinators meeting conducted by the Principal or as and when necessary.

DISCIPLINARY ACTION

Violation or non-observance of the service rules will invite punishment either in the form of censure or deferment of increment or suspension or termination from service after a due enquiry at the discretion of the College management.

The Management appeals to all staff members to work as a team in institution-building and in upgrading our institution into one of Excellence in Higher Learning.

CODE OF CONDUCT FOR THE ADMINISTRATOR

Roles and Responsibilities of College Management Committee

The college management committee appoints the Principal and other administrators for the smooth conduct of all academic activities to fulfil the





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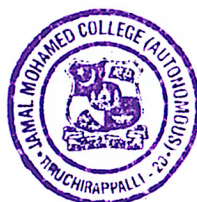
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Vision and Mission of our college. The Management Committee will encourage, motivate and oversee the activities of the administrators with the guidance and support..... . The lead administrator, the Principal will apprise the day to day academic activities to the Secretary and Correspondent. When the Management Committee is not satisfied with the functioning / activities of any administrator, the Secretary and Correspondent is empowered to seek clarification from the administrator concerned and take action against him.

Roles and Responsibilities of Principal

- ❖ The Principal should ensure quality in education and academic activities.
- ❖ The Principal should chalk out policies and plans to execute the vision and mission of the college.
- ❖ The Principal should form various college level committees and appoint co-ordinators.
- ❖ The Principal should convene meetings of heads of the department and different committees as and when required.
- ❖ The Principal should monitor financial matters efficiently.
- ❖ The Principal should motivate teachers to enhance their knowledge by attending various academic enrichment programmes.
- ❖ The Principal should ensure that the directions issued by the Bharathidasan University, UGC and the Directorate of Collegiate Education are strictly complied with.





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Roles and Responsibilities of Dean (Dean of Arts/ Dean of Science):

1. Assisting Principal in all academic matters.
2. Developing strategies and action plan in consultation with the Heads of the Departments for the enhancement of quality and development in the dissemination of knowledge.
3. Monitoring the activities of the students including getting feedback from them and bringing to the notice of the Principal and also ensuring good campus culture.
4. Informing the Principal about other matters in connection with students and providing help in planning effective remedial instruction for slow learners and their development.
5. To oversee all academic events and to coordinate with the Principal from time to time.
6. Doing liaison work between the Principal and Heads of the Departments in all academic activities.
7. Extending support in in collecting academic data, faculty appraisal and for evaluating the same and submitting the report to the Principal.





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8. Recommending / Forwarding the requisition letters from the students for getting certificates such as Bonafide, Attendance etc. to the concerned Office.

Roles and Responsibilities of Dean - Research:

1. Developing and implementing the policies to promote research culture among faculties and research scholars with research ethics.
2. Developing policies for research awards, incentives, and recognition for significant research contribution by the faculty members and research scholars.
3. Monitoring the activities of the Research Centres of our college and research progress of the Faculty members.
4. Encouraging the faculty members and recommending them to participate / present / publish research articles in Peer reviewed reputed Journals/ Conferences / Seminars / Workshops and Training Programmes.
5. Informing the faculty members about various Funding Agencies and motivating them to avail funds by sending research proposals and also for getting Patents.
6. Promoting innovative practices in the college campus.





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7. Organizing and creating opportunities for the staff and students to interact with eminent personalities.
8. Encouraging the faculty members to offer consultancy services using their expertise.
9. Maintaining the database of the faculty members in connection with Paper presentation, Publication, Book authored and significant awards/ recognition received by them.
10. Encouraging the faculty members to get guideship after obtaining Ph.D degree.
11. Keeping track of record of all research activities with regard to the Research Policy framed from time to time.
12. Encouraging the faculty to apply for membership in Professional bodies for strengthening academic activities and also initiating MoUs for research collaboration.
13. Extending support for the activities carried out by Jamal Innovation and Incubation Cell and Intellectual Property Rights Cell of our College
14. Encouraging Faculty and Research Scholars to publish research articles in the in-house journals published periodically.





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Roles and Responsibilities of the Head of the Department (HOD) / Member In charge of the Department (MID):

1. Responsible for all the academic activities of the department.
2. Responsible for the smooth functioning of the department and the establishment of right academic ambience for teaching, coaching and learning.
3. To Attend/ to represent the department, in the meetings conducted by the authorities of the college for sharing the information with the faculty members and direct them to act accordingly.
4. Responsible for making the entries in the attendance register and send the same to the Office of the Principal on every working day. Ensure that all faculty members have made their entry and exit in the biometric system. Also to advise the staff members to wear ID Cards at all time during his / her stay in the campus.
5. Responsible for insisting their students through the teachers to wear ID card at all times during his/her stay in the campus. It must be also ensured that students have a neat dress code, hair style and proper use of mobile phone.
6. Taking care of the preparation of the Time table and other workload of the faculty members and non-teaching staff of his/her department





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concerned. He / She must also ensure that timetable of all the classes are uploaded well in advance in the ERP Software.

7. It is the responsibility of HOD / MID to oversee the uploading of Teaching Plan in the beginning of every semester and the entry of the execution of Teaching Plan on every working day in the ERP Software by the faculty member concerned.
8. To monitor the record of attendance of the students in the ERP software by the staff member concerned on all working days. OD availed by the students must be properly intimated to the Attendance Department in time. If any student is long absent, a proper enquiry has to be made about the student and the same should be reported to the ERP division.
9. By making frequent rounds to the classrooms, he / she must ensure that all classes are properly engaged by the respective staff member.
10. In case of leave applied by any staff member(s), HOD/ MID must ensure that their classes are engaged by some other staff member or direct the students to the library. Under any circumstances no class should be left unattended.
11. Responsible for frequently checking the web page of his/her department and ensure that all the details of the department are updated properly from time to time.





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12. Responsible to help the students in the selection of Part I Language, Part V activity, Generic Elective and shall keep the record of the choices made by the students with the help of the mentors concerned.
13. Responsible for advising the Class Teachers/ Mentors of PG programmes to monitor all PG students for completion of the mandatory online course, JAMCROP activity and Mandatory Library Reference Hour within the stipulated time / period. He / She must also make sure that all students of the PG classes are allotted guides for their project work in the first semester itself.
14. To insist the Class Teachers/ Mentors of UG programmes to monitor that all UG students must complete the JAMCROP activity and activity based courses within the stipulated time period.
15. HODs/ MIDs are responsible for instructing the students through the respective class teachers / mentors to make payment of the college fees and examination fee before the due date.
16. Encourage all his / her faculty members and students to actively take part in the events/programmes/meetings conducted by the college.
17. To oversee the submission of CIA Marks of the students and its entry on the ERP Software.





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18. Shall be responsible for the circulation (and display in the Notice Board) of all the communication intended for his / her students/ faculty concerned issued by the College authorities and make sure that they act accordingly.
19. To request the Principal in connection with the requirements of his /her faculty members, supporting staff, books, journals, equipment and maintenance etc.
20. HODs/MIDs are requested to maintain the Stock Register of their respective departments with proper copies of bills after making necessary entries. The Library Accession Register pertaining to staff and students have also to be maintained in proper order.
21. To oversee the teaching performance, research activities, funded projects of his/her faculty members concerned and to be responsible for the conduct of Seminars/ Conferences/ Symposia/ Workshops / Training programmes / Endowment Lectures with internal or external expert and financial support.
22. Encouraging his/her faculty members to pursue research and to obtain financial grants from funding agencies.
23. Responsible for the conduct of innovative programmes and collaboration with other institutions, universities and industries concerned.





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24. In the interest of ensuring academic growth, it is preferred to keep the MoU's functional till the agreement period.
25. To convene regular meetings in the department and to ensure all the Resolutions of the meeting are discussed properly.
26. The proficiency prizes to the winners of the outgone batch have to be distributed to the students concerned at a function in the beginning of an academic year with effect from 2023-2024. The list of eligible winners is available with the identified convener of College Day Prize Committee.
27. Ensuring the maintenance and safety of the equipment available in the department and also ensuring the laboratories, classrooms of his/her department concerned are cleaned and locked properly every day.
28. Holding regular parent-teacher meetings and communicating to the parents about the academic performance, discipline and attendance of their ward concerned with the help of the Class Teachers/ Mentors.
29. Arranging special classes for the students who are slow learners. Encourage students to participate in all curricular, co-curricular and extracurricular activities conducted by the college and outside the college.
30. To create an awareness among the students of his/her department about the curriculum, add on courses, scholarships and facilities available in the college.





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31. Reporting to the authorities of the college on all the important matters through Principal and significant events of the department concerned.
32. Responsible to keep all records of department and update them frequently.
33. Executing the instructions /guidelines given by the Principal from time to time and responsible for submission of details/action taken report in time as mentioned by the College Authorities.
34. Responsible for the overall growth and development of the department and its goodwill and reputation.

MENTOR

Objectives of Mentoring

A teaching staff will be assigned as a mentor for each class to look after the welfare of the students. Mentorship is an art of influencing the young students by offering guidance and counseling for becoming a wholesome personality. The mentor weaves a magic spell among the young minds and nurtures their talents for a better future. The mentor channelizes the energy of the students and brings out their best potential. Besides, in an educational environment, he/she bridges the gap between the students and the teachers and plays supportive and advisory role for the students.





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Methodology of mentoring in our college premises

- Collection of students' bio-data.
- Compilation of Students' academic performance.
- Trace the regularity of the students and take necessary corrective measures.
- Encourage students to have interaction with the teachers periodically.
- Respect students' views and initiate a dialogue when it is required.
- Monitor the attendance of students and make the parents aware of it.

Roles and Responsibilities of Class Teacher and Mentor:

1. Shall be the care taker of his/her students in the class.
2. Shall offer advice on all matters represented by his/her students concerned.
3. Shall closely monitor the academic performance of his/her students and offer suggestions for their improvement.
4. Shall meet his/her students frequently and motivate them to perform better in all aspects.
5. Shall inform his/her students about Class timings, Library facilities, Internet facilities, Scholarships, Remedial courses, Outcome Based Education, Part V Extension activities, Placement, Certificate courses, Sports activities and Gate Entry system etc.





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6. Mentors to advise the students to wear ID card at all times during his/her stay in the campus. He / She must also make sure that students have a neat dress code, hair style and proper use of mobile phone.
7. Shall help the students in the selection of Part I Language, Part V activity, Generic Elective and shall keep the record of the choices made by the students.
8. To monitor all PG students must complete the mandatory online course, JAMCROP activity and Mandatory Library Reference Hour within the stipulated time period. He / She must also make sure that all students of the PG classes are allotted guides for their project work in the first semester itself.
9. To insist the all UG students must complete the JAMCROP activity and activity Based Courses within the stipulated time period.
10. Report to the ERP Division about the payment of College Fee and Examination Fee of the students of his / her department with the help of the class representative concerned.
11. Encourage all his / her students to actively take part in the events / programmes / meetings conducted by the college.
12. Shall recommend his / her students who are eligible for college sponsored scholarships on the basis of merit and family circumstances.





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13. Shall inform his/her students about leave application process in the ERP software.
14. To monitor the record of attendance in the ERP software by the students concerned on all working days. OD availed by the students must be properly intimated to the Attendance Department in time. If there is any long absentee, a proper enquiry to be made about the student and the same should be reported to the ERP division through HOD / MID.
15. Shall represent the grievances of his/her students to the Head of the Department / MID concerned.
16. Shall be responsible for filling up of Examinations Form by the students of his / her class to appear in the Semester Examinations.
17. Shall be responsible for the collection of Internal Assessment Marks and the display of Internal Assessment Marks in the ERP software.
18. Arranging special classes for the students who are slow learners. Encourage students to participate in all curricular, co-curricular and extracurricular activities conducted by the college and outside the college.
19. Shall maintain the academic record of his/her students.





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20. Shall meet the parents of his/her students concerned to offer suggestion and get feedback.
21. Shall be responsible for the circulation of all the communication (through Whatsapp group) intended for his / her students concerned issued by the College authorities and make sure that they act accordingly.
22. Executing the instructions / guidelines given by the HOD/ MID from time to time and responsible for submission of details/action taken report in time as mentioned by the College Authorities.
23. To give counseling for the academic and personal growth of the students.
24. To help in the collection of data like Mark statement, placement and higher studies, etc from the mentees from time to time.
25. Shall inspire his/her students and play a vital role for their personality development.
26. Shall inculcate ethical and moral values and prepare them as good citizens for a better future.





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Roles and Responsibilities of Class Mentor:

1. Executing the instructions /guidelines given by the HOD/ MID from time to time and responsible for submission of details/action taken report in time as mentioned by the College Authorities.
2. To give counseling for the academic and personal growth of the students.
3. To help in the collection of data like Mark statement, placement and higher studies, etc from the mentees from time to time.
4. Report to the class Teacher about the payment of College Fee and Examination Fee of the students concerned with the help of the class representative concerned.
5. Shall inspire his/her students and play a vital role for their personality development.
6. Shall inculcate ethical and moral values and prepare them as good citizens for a better future.

Code of Conduct for other Supporting Staff

1. Non-Teaching staff working in the College office or departments should remain on duty during the College hours (8.30 a.m. to 4.30 p.m.). They should





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report for duty at least 30 minutes in advance (8.00 a.m.) except those staff working in the library. For the library working hours is 9.00 a.m. to 6.30 p.m.

2. Respect and maintain the hierarchy in the College Administration.
3. Non-Teaching staff must always wear their identity card during working hours.
4. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
5. Any loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
6. Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipment, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
7. For articles damaged by the students, a separate register should be maintained and if any money is collected from the students, towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the College account.
8. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
9. Non-Teaching staff shall not leave the College premises without permission before completion of duty time.





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10. Any staff member must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
11. Staff members must not intercept or misappropriate College money.
12. No staff should be absent from duty without official approval.
13. All staff members must avoid social networking sites such as Facebook, Whatsapp, etc. during the working hours.
14. All staff members should adhere strictly to the laws/rules and regulations of the College.



PRINCIPAL

**PRINCIPAL
JAMAL MOHAMED COLLEGE
(AUTONOMOUS)
TIRUCHIRAPPALLI-620 020.**




SECRETARY & CORRESPONDENT

**SECRETARY & CORRESPONDENT
JAMAL MOHAMED COLLEGE
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