

KRISTU JYOTI COLLEGE OF MANAGEMENT & TECHNOLOGY



CODE OF CONDUCT FOR THE PARENTS/GUARDIANS

CODE OF CONDUCT MEANT FOR THE PARENTS/GUARDIANS OF THE COLLEGE STUDENTS

Kristu Jyoti College of Management & Technology is an institution that is under the stewardship of the CMI Fathers. The institution pursues the cherished principles of Saint Chavara Kuriakose Elias such as truth, peace, trust and faith. The institution also imparts to our students human values for the overall development of them. This institution always extends its helping hands to the students in attaining their full potentials and also treats the parents of the students exceptionally well. It is imperative that the parents/guardians of the students work tandem with the teachers and other stakeholders of the college to take teaching/learning process to its optimum level of success. Let the mission of the college in the formation of the character of our students through education come into fruition by the collaboration of all parties concerned.

1. The meaning of the term parents/guardians entails that their names are given as such during the admission of the students to the college.
2. Only the parents/guardians of the students are allowed to talk to the college authorities or the representatives they do approve.
3. It is the duty of the parents/guardians to adhere to the vision, values rules and regulations of the college.
4. When it comes to college issues and their children's matters, those things can be taken up with the college authorities by the parents/guardians of the students only through proper channels of communications and also in conformity with college rules and regulations.
5. When PTA meetings at the college or class level are called, for it is ideal that the parents/guardians should attend them because only through the collective effort of the parents/guardians and the stakeholders of the college, students academic and holistic development can be secured.

6. Management of the college consisting of the Manager, Principal and selected members of the teachers community are the General Governance Body of the college. This General Governance Body decides upon all, the administrative matters pertaining to the college. The parents/Guardians of the students can have representation in this body with the absolute consent of the management concerned.
7. The PTA Meeting will be called or convened as per the discretion of the college Governing council consisting of the principal, Head of various Departments and senior teachers having more than 5 years' experience in the college.
8. The PTA should strive hard to maintain healthy relationship between the students the teachers and the parents /guardians. The PTA also should ensure that the academic culture of the college is kept intact.
9. The PTA should work hard to make sure that the students are brought up in an upright and morally edifying manner.
10. The PTA should be in the forefront of extending all help to the institution in terms of advancing the financial and economic interests of the institution.
11. The PTA should constitute scholarships and awards to motivate the student community of the college.
12. When it comes to the betterment of the infrastructure of the college, the PTA should take an active interest in it through financial help.
13. The parents/guardians should have personal meeting with the HODs and the principal on a periodical basis and it is essential for the parents/guardians of the students to meet the HODs once in six months.
14. It is mandatory for the parents/guardians to apprise the HODs if their children/wards leave for three days continuously.
15. If an emergency crops up and the parents/guardians of the students need to secure a leave for their children/wards, it should be intimated to the HODs. HODs of the respective departments only do have the right to determine regarding whether to let a student go from the college in between 9am to 4pm the usual working time of the college.
16. The parents/guardians should meet the teachers only with the approval and knowledge of the HOD

17. The parents /guardians should not try to meet their children in the classrooms, instead they can meet them only in places set apart for such as purpose at the department.
18. The parents/guardians are not allowed to enter their children's classrooms.
19. The staff and non-teaching staff of the college should be treated well and in a respectful manner by the parents/guardians.
20. If the parents/guardians do come across issues of serious nature involving their children, they should make a direct clarification regarding those matters by meeting the HOD or the principal instead of resorting to any means which would be apart from the truth. The college is always open to having a free and frank discussion with the parents /guardians to redress their grievances.
21. If a student does have any issue with another student in the college, the parents of the concerned students should not try to settle the issue between themselves instead the issue in question should be tackled by having dialogue in front of the Principal, HOD and the class tutor.

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