



St. Mary's College (Autonomous)
Reaccredited with 'A+' Grade by NAAC (Cycle IV)
Thoothukudi



**CRITERION VI - GOVERNANCE, LEADERSHIP AND
MANAGEMENT**

6.2 Strategy Development and Deployment
Year 2018-2023

6.2.1 The institutional perspective plan is effectively deployed and functioning of the institutional bodies are effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.

➤ **Code of Conduct**

Consultancy Guidelines:

- Faculty and scholars need to undertake college facilitated consultancy activities and services provided with no conflict to the interests of the institution
- Consultation services can involve industries, factories, institutions and other knowledge societies
- Decisions and approval to consultancy services should be made by the head of the department and institutional head
- The consultancy proposal should be a short term contract making minimal use of college resources
- The college is not liable for the performance or result of the consultation activities
- College name shall not be used unless permitted by written approval from the college authority/ research center
- Faculty/Scholars are fully responsible for all aspects of their individual consultancy and use of college equipment and resources
- The college/research center are subject to review suspected policy violation by consultant and make appropriate actions to close the consultation activities
- There is no provision to assign new staff during the period of consultation services
- The policy prohibits to publish the results of the consultancy activities
- Consultancy includes the source of income to consultant and to the college for research promotion

The Research and Consultancy Policy will substantially contribute to enriching quality in the teaching learning process and overall growth of the institution as a premier portal in the realm of Higher Education.

Code of Conduct for Teachers

St. Mary's as a premier institution is esteemed for the value it imbues to its students. Ethics and code of behavior is the prime component of its entire system of functioning. The institution drafts code of conduct to each of its members, so that they are worthy and honourable to induct discipline and ethical behavior in the other. This is to ensure a uniform code of sharing responsibility to right and harmonious living in the campus and bear testimony to the values imbibed to the society at large.

Moral Conduct

- Have a belief in any religion or conviction to instill faith in belief system
- Be with humility, simplicity and modesty
- Be confident, courageous and righteous to establish truth

- Be lovable, genuine, compassionate with humanitarian principles
- Have commitment with human values and convictions
- Possess and actualize a full devotion to duty
- Be aware of the feminine power and inner strength
- Work in line with the principles of human rights and social justice
- Respect the rights and dignity of people
- Act with honesty and integrity at all times

Professional Conduct

- Keep professional knowledge, research and skills consistent and updated
- Have knowledge of relevant guidelines and educational developments
- Reflect upon and evaluate practice as part of continuing professional development
- Uphold the highest possible standards of quality education
- Make the best preparations for the career of teaching
- Be good in planning, time management and decision making
- Practice ethical behavior when it comes to reporting grades and handling assessments
- Maintain confidentiality in professional practice
- Comply with all applicable legislation, professional codes of conduct or practice
- Refrain from availing themselves of leave except on unavoidable grounds

Behavioural Conduct

- Present proper behavior to be accepted as role models and inspirers
- Be leaders in the classroom, earning the respect of students
- Maintain ethical behavior in professional practice
- Have high obligation to live with dignity in all places and all times
- Treat the non-teaching staff as colleagues
- Help in the function of meetings covering both the teaching and non-teaching staff
- Engage in appropriate relationships with colleagues and handle disagreements in private
- Treat the members of the profession in the same manner as they wish them to be treated
- Speak respectfully of other teachers and render assistance for professional assistance
- Be polite and mature as well as refrain from gossip

Work Conduct

- Create a joyful and harmonious working environment
- Establish relationships based on courtesy, mutual trust and open communication
- Treat all people with dignity and unconditional respect

- Behave with equity regardless of community, academic ability and religious persuasion
- Work in a collaborative manner with colleagues and other professionals
- Maintain good relationships with students, parents and guardians
- Be open and responsive to constructive feedback
- Seek appropriate support, advice and guidance in times of need
- Respect the rights and inherent dignity and worth of persons
- Accurately represent and maintain certifications, licenses and other qualifications

Classroom Ethics

- Provide an environment conducive to learning and growth
- Facilitate students with the information and learning tools to master the subject
- Respect the right and dignity of the student in expressing her opinion
- Deal justly and be impartial with students without any discrimination
- Be affectionate and not vindictive towards any of the students
- Recognize the difference in aptitude and ability and strive to meet their needs
- Make themselves available even beyond the class hours
- Help and guide students without any remuneration or reward
- Have regard to the safety and wellbeing of students under their responsibility
- Respect the uniqueness and diversity of the learning community they are part of

Social Conduct

- Perform in social interactions with a positive mental attitude and proper way
- Strive to keep the public informed of the educational programmes offered
- Use education to strengthen the intellectual and moral life in the community
- Perform duties of citizenship, extension and participate in community activities
- Need social prudence to perform the duties of any professional assignment
- Maintain sound mental health and physical stamina for effective functioning
- Decent dress code, neatly clad attire and dignified appearance be maintained
- Interact positively with parents and other stakeholders and avoid being unduly influenced
- Contact with parents must be professional, free from arguments and physical contact
- Arrive on time for meetings and for work, following directions and abide by policies

Specific Charter of Ethical Code

- Raise standards to receive National and International Awards
- Offer suggestions or place grievances in the suggestion box
- Voluntarily handle coaching classes for competitive exams
- Show willingness to participate in the department activities
- Encourage students to think globally and to act locally

- Promote students to find placement in high positions
- Motivate students to become scientists, writers, social activists and so on
- Give prior information to principal and students to conduct special class
- Be trained in time management for personal and academic work
- Draft a daily work plan
- Be punctual and enter and leave the class on time
- Encourage students to keep campus clean and green
- Train students to use the right bins for wastage dumping
- Identify the economic and social status of students
- Mentor should have the phone numbers of the Mentees
- Mentor is responsible for the discipline of the mentees

This Code of Conduct provides a formal framework of ideals designed to guide and encourage all teachers to achieve moral standards of ethical behaviour and professionalism in their dealings and relationships with students, colleagues, management and the stakeholders.

Code of Conduct for Students

Every student of the college is entrusted with the responsibility of upholding the values of womanhood. As a Marian she must:

Ethical Conduct

- Imbibe moral, religious values instilled
- Be punctual and regular in attendance
- Be with humility, simplicity and modesty
- Be confident, courageous and righteous to establish truth
- Be lovable, genuine, compassionate with humanitarian principles
- Actualize a full commitment to learning
- Be aware of the feminine power and inner strength
- Act with honesty and integrity at all times

Campus Conduct

- Work hard to equip with knowledge and skills imparted
- Endeavour to create an atmosphere of friendly and cordial relationship
- Respect superiors and seniors and be polite and courteous to all
- Be neatly and modestly dressed in saree, half saree or churidhar
- Keep the classrooms and college premises clean and belongings neat and tidy
- Regard the college property as one's own and handle them properly
- Read notices placed on the notice board


Principal
St. Mary's College (Autonomous)
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