

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



**CRITERION 7 - INSTITUTIONAL VALUES AND BEST PRACTICES** Year 2018-2023  
**7.1 Institutional Values and Social Responsibilities.**

**7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

➤ **Policy document on code of ethics**

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➤ **Introduction**

St. Mary's College for Women has pioneered in educating the young women in the coastal town of Thoothukudi since 1948. It has upheld values and integrated them in all its system of functioning. Great administrators and teachers have left a legacy of footprints for generations of students to grow and emulate. They have contributed immensely to the magnificent stature it is now today. Education here has been student centred, focussing on empowerment and economic independence. An all round holistic growth with knowledge, skill, creative talent and potentials are harnessed and promoted.

Annals of the institution's history underscore the academic repute and significance as a renowned institution. The marginalised and minority women have gained respectability down the years. At this context we are aware of the need for guidelines and principles to regulate the

system of functioning of this prestigious institution. Policies have been drafted earlier and have been amended keeping in view the changes and needs of higher education.

The policy drafted at present lays the institutional functionary framework from the apex to the lowest body. It has chartered the core values, responsibilities of every Marian, code of conduct, policies regarding admissions, appointments, research and other essential requirements as per the prerequisites of UGC, NAAC and University. We trust the policy for St. Mary's will serve the purpose of reference, regulation and redefining the cult of ethical and moral behaviour as responsible educationists.

### ➤ Objectives

- To conduct relevant courses answering to the needs of the changing scenario
- To develop an in-depth knowledge in specific area of study
- To inculcate the quest for research activities
- To help the learner make career choices
- To impart an education that promises an integral growth of knowledge, skills and values
- To enhance the quality of learning by conducting appropriate courses for slow learners
- To provide financial assistance to the economically disadvantaged students
- To empower young women who will in turn carry the message of empowerment and dignity to the society at large
- To sensitize the students about their rights and motivate them to work for their socio, economic and political status
- To promote a composite culture and religious harmony in the campus

St. Mary's college progresses to implement the aforesaid in all its functioning. Fore grounded with this benchmark; it underscores that every Marian should endeavor to offer dedicated service for the success of the institution.

### ➤ Core Values of the Institution

The core values of the institution are centered in the Servite charism 'Compassion', its motto 'Fide Vivant - Live by Faith' and the belief system of human values and ethics. They are incorporated into all the programmes and activities of the institution.

Commitment → Concern → Competence

Duty → Discipline → Dignity

Enlighten → Emancipate → Empower

Gratitude → Guidance → Goodwill

Hardwork → Happiness → Harmony

Teamwork → Trustworthiness → Transparency

These values guide the internal conduct of the Marians and also help to establish a meaningful relationship with the society.

### ➤ Code of Conduct for Administrators

#### Role of the Secretary

The secretary is the administrative director of work in the college. She can function for a term of three years.

The Secretary has to

- Be a committed person instituting the vision and goals of the college in all activities
- Be supported by the principal and staff by their participation and co-operation
- Represent the management before the university/educational authorities and Government
- Seek speedy solutions for administrative problems
- Be familiar with all GO's issued from time to time
- Take efforts to mobilize funds from different sources for the development of the college
- Supervise the maintenance of the college properties and infrastructure facilities
- Provide amenities for a smooth functioning of the departments
- See to constructions of new buildings and purchase of goods from miscellaneous fund
- Be responsible for the canteen, gardens, playgrounds maintenance
- Receive rents from college properties, bank, post office and college buildings
- Take care of electricity, water, sewage facility after consultation with the principal
- Be in-charge of all appointments, promotion of staff, appointment of HoDs, Deans
- Take disciplinary action against errant staff
- Sanction of increment, provident fund, approval of loan, and closure of income tax
- Approve all kinds of leave except casual leave



- Give salary to management staff
- Be in-charge of all legal matters
- Arrange meeting for non-teaching staff
- See to the overall financial matters of the college

### **Role of the Principal**

The principal is the academic director and executive authority of work in the college. She can normally function for a period of 5 years.

The Principal has to

- Provide a climate for the intellectual pursuit of staff and students
- Inspire the academic community
- Supervise, plan and execute all the academic programmes
- Function with a sense of freedom and co- responsibility seeking no personal goals
- Should govern with discernment, emotional maturity and mutual trust
- Keep the secretary informed of all matters of general and financial administration
- Represent the college in all academic bodies like University Grants Commission, the University, the AIACHE, the Xavier Board and others
- Take care of day-to-day administration of the college
- Allot work to the teaching and non-teaching staff in consultation with the Secretary
- Dispense the leave applications to the secretary
- Draw up the Academic calendar and time table
- Allot classrooms for the various disciplines
- Facilitate co-curricular activities and community development programmes
- Regulate the Admission process of students
- Maintain student and staff discipline
- Adminstrating scholarship and helping poor students
- Be officially in charge of the hostels and the self-finance courses, UGC work
- Hold office as president of all academic and non- academic bodies of the college
- Conduct staff meeting, regularly

- Establish clear channels of communication and facilitate interaction, with employees
- Establish team spirit, co-responsibility with the vice-principal, the Deans and the heads of departments
- Delegate authority with responsibility, together with accountability
- Hold responsibility as the secretary of the Governing Body of the college

### **Role of the Deputy Principal**

The deputy principal is a Servite sister appointed by the Superior General and Provincial. She can function for a term of 3 years.

The Deputy Principal has to

- Be responsible for the general discipline of the students
- Supervise student council election and activities along with student council advisors
- Conduct student council meetings twice or thrice a semester
- Identify poor students and recommend them for free books and concessions
- Keep the secretary informed of the staff and student facility requirements
- Meets the principal regularly and keep her informed of all developments.
- Take charge of the college in the absence of principal

#### **➤ 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

## Social Conduct

- Carry values of the institution to the society at large
- Create social awareness among the neighbourhood
- Behave modestly in working and living environment
- Act with prudence and maturity
- Contribute to familial and social progress
- Participate in social interactions with a positive attitude
- Strive to strengthen the intellectual and moral life in the community

This code of conduct for students will enable them to achieve standards in learning and living.

### ➤ 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

### **Behavioral 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.

#### ➤ **Role of the Superintendent**

The senior qualified non-teaching faculty is the superintendent of the administrative office. She is appointed by the secretary.

The superintendent has to

- Assist the secretary and principal in the administrative functioning of the college
- Keep in safe custody relevant documents of college, teaching and non-teaching staff
- Maintain records and certificates of the college related to University and Government
- Respond to university/government queries in consultation with the secretary or principal
- Process files of staff related to services, promotions and retirements
- See to procedures of long leave sanction and leave surrender
- Process government sanctioning of funds for teaching and non-teaching staff
- Record staff, attending seminars/conferences/workshops/ and on-duty leave
- Have a record of staff progression, attending orientation and refresher courses
- Look after the maintenance of the campus
- Act as a bridge between the management and the non-teaching staff

#### ➤ **Role of Student Support Office Assistant**

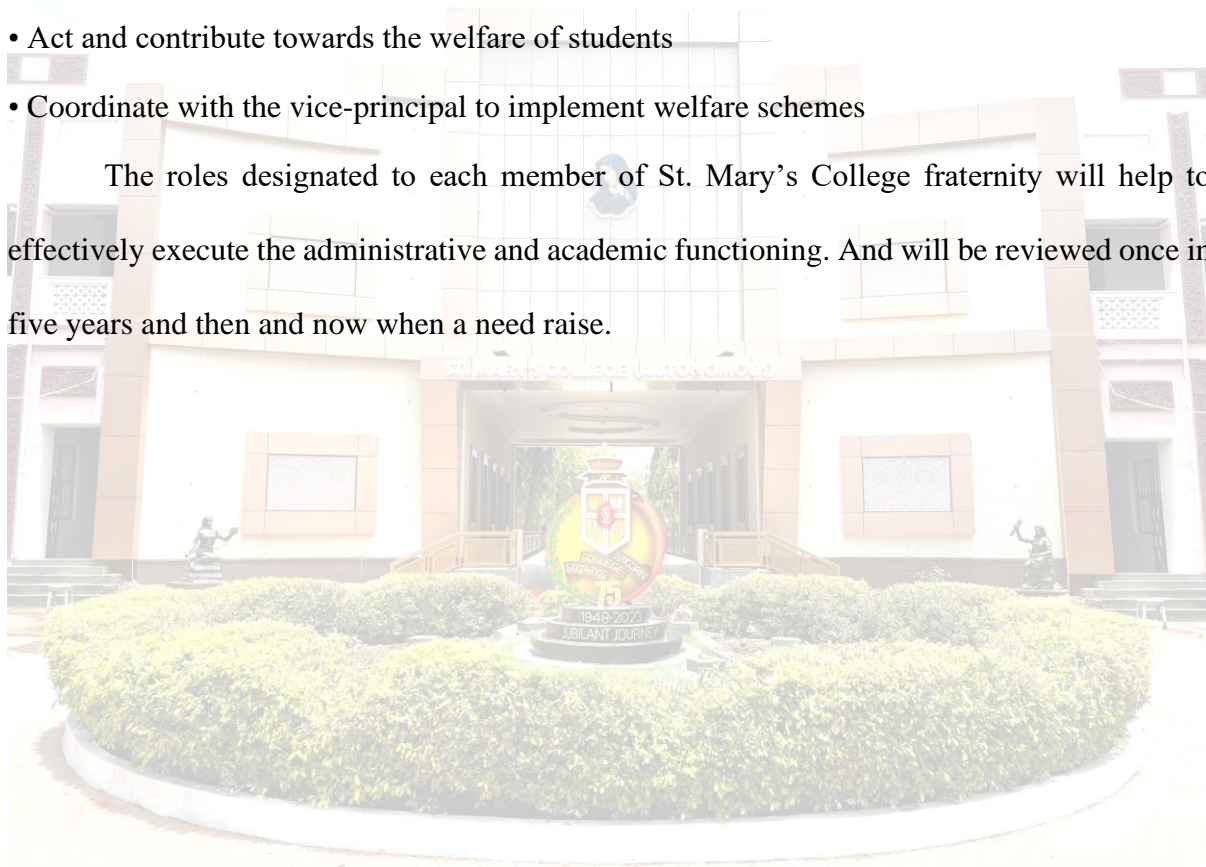
The student support desk assistant is appointed by the secretary. She may be a servite sister or senior non-teaching faculty in charge of student support system.

The Student Support Office Assistant has to

- Issue applications and prospectus to applicants for admission
- Assist the admission committee at the time of admission
- Maintain record of student data
- Notify students on fees payments

- Be in charge of the records and certificates of students
- Maintain students' attendance register
- Process and see to students scholarships and other assistance
- Enable backward community and physically challenged students to receive government aids and funds
- Keep a record of student progression
- Be in charge of the graduation process and issue of degree certificates
- Assist the controller's office in the conduct of examinations
- Act and contribute towards the welfare of students
- Coordinate with the vice-principal to implement welfare schemes

The roles designated to each member of St. Mary's College fraternity will help to effectively execute the administrative and academic functioning. And will be reviewed once in five years and then and now when a need arise.



*Louis Rose*  
**Principal**  
 St. Mary's College (Autonomous)  
 Thoothukudi-628 001.



**General Administration**  
**Statutory Bodies 2022 - 2023**  
**Governing Body**

Dr. Sr. S. Decla Superior General	Chairperson
Dr. Sr. F. Mary Joyce Baby Provincial	Vice Chairperson
Dr. Sr. A. S. J. Lucia Rose Principal	Secretary
Dr. Sr. C. Shibana Secretary	Member
Dr. Sr. S. Kulandai Therese Deputy Principal	Member
Dr. A. Punitha Tharani Controller of Examinations	Member
Dr. L. Jacqueline Leo Dean, School of Language & Culture	Member
Dr. S. Mary Baptista Janet Dean, School of Biological Sciences	Member
Ms. M. Jothimani Dean, School of Physical & Computing Sciences	Member
Dr. Fernando Alexanderia Dean, School of Management & Economics	Member
Ms. A. Amora Dean of UGC affairs	Member
Dr. B. Serena Margaret IQAC Coordinator	Member
Dr. N. Arokiya Mary	Member
Rev. Dr. Fr. V. Britto Educationist	Member
UGC Nominee	UGC Nominee
The Joint Director of Collegiate Education	State Govt. Nominee
Dr. S. Uma Maheswari	University Nominee