



SACRED HEART COLLEGE (AUTONOMOUS)

(Affiliated to Thiruvalluvar University, Vellore)

Accredited by NAAC (4th Cycle - under RAF) with CGPA of 3.31/4 at 'A+' Grade,

CODE OF CONDUCT POLICY

Approved by: Internal Quality Assurance Cell

Date: 16/03/2020

IOAC COORDINATOR,
Sacred Heart College (Autonomous)
Tirupattur-635 601, TPT, Dt. TN, India.

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Introduction

A code of conduct is one of the salient policies within an organization or institute to be followed. It translates the institute's principles, standards, moral and ethical behaviours that are expected from the employees and students once they become part of the organization or institute. A code of conduct is an integral part of compliance efforts as it provides documentation that an employee or the student has violated the policies.

Objectives

- ✓ Code of conduct policies enables the institute to have a peaceful, joyful and a meaningful sail towards the better ambience in the institute.
- ✓ A code of conduct serves as a reference point for the members of the institute to make better choices on a day-to-day basis.
- ✓ A code of conduct helps to lead and live a decent and a dignified stay in the institute.
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Elements of the Policy

It has four dimensions pertaining to the stakeholders of the institution. Such as:

(i) Code of conduct policies for Students

- Students are expected to be presentably dressed in accordance with the approved etiquette for attending classes, meetings or other gatherings within the Institution
- Students are expected to display a dignified and a disciplined behavior in the campus.
- Students are forbidden to use intoxicants and psychotropic substances in any form
- Students should be mindful of the language they use and post in the social media
- Students are expected to respect the privacy of others and harming in any lead to serious consequences.
- Students are expected to maintain a healthy relationship with staff and students
- Students are not allowed to organize any unauthorized programmes in the campus
- Students should act in a way that positively promotes the institution and they are expected not do anything that puts in danger

(ii) Code of conduct policies for Teaching Staff

- Staff are also expected to be formally dressed in accordance with the approved etiquette of the institution
- Staff are expected to display a dignified and a disciplined behavior that would inspire the student in the campus
- Staff are expected not to be absent from their duties without prior permission

- Staffs are expected to use a cordial language with the students, fellow staff members and in the social media.
- Staff are expected to maintain a healthy relationship with staff and students
- Staff are expected to respect the privacy of the fellow staff
- Staff should be committed to the work given to them and are expected to meet the deadlines
- Staff should act in a way that positively promotes the institution and not do anything that puts others in danger
- Staff are asked to make continuous professional growth through study and research
- Staff are expected to cooperate with the management for the betterment of the students and for the institution
- Staff are expected to be impartial in all that they do for the good of the institution and the students community
- Integrity is expected from the staff for the good of the institution and the students.
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(iii) Code of conduct policies for Non-Teaching Staff

- Staff are expected to be dressed neatly and use cordial language among the members of the staff and with students
- Staff are expected to help the fellow non -teaching and teaching staff for the smooth functioning of the institution
- Staff should act in a way that promotes the institution and not do anything that puts others in danger
- Staff are expected to be trustworthy, truthful and integral in their behavior.
- Staff are expected to cooperate with the management in all the endeavours
- The supporting staff should strive hard to extend their technical knowledge pertaining to the job
- They should disseminate responsibility through proper channels for better functioning of the institution.
- They should not involve in any unethical practice which defame the name of the institution.

(iv) Code of conduct policies for Administrators

- The Administrators should ensure that all the stakeholders of the institution to be dealt with courtesy and a cordial relationship is maintained between them
- The administrators are responsible for drawing clear policies on the functioning of the institution.
- Administrators should assure that the activities planned in the institution lead to the translation of the vision and mission of the institution into reality.
- The administration should provide proper infrastructural facilities to perform the task assigned the stakeholders of the institution
- Administrators should ensure professionalism in the institution. They have to encourage all the members of the institution irrespective of their origin and their position without favoritism

- Administrators are expected to workout proper budget for the institution and also for various programmes organised
- Administrators ensure that the information goes out of the institution is correct and appropriate

Policy Implementation Plan

It will be given to the stakeholders in writing, once they become part of the institution with an instruction that they should adhere and defaulters will be asked to face the consequences. Their acceptance is ensured in the form of writing with their signature.

Advisory Committee

The institution shall constitute a committee that shall

- Oversee the implementation of the code of conduct policy
- Outline the procedures to handle the defaulters
- Obtain the opinions from the stake holders
- Review and revise the policy according the current need

Advisory Committee

S.No.	Name	Designation
1.	Rev. Dr. D. Maria Antony Raj	Principal
2.	Rev. Dr. K.A. Maria Arokiaraj	Addl. Principal
3.	Rev. Dr. Praveen Peter	Vice Principal Administration- Shift I
4.	Rev. Dr.G.Theophil Anand	Vice Principal Administration- Shift II
5.	Dr.S.R Xavier Raja Rathinam	Vice Principal Academics- Shift I
6.	Mrs. A. Josephine Sahaya Mala	Vice Principal Academics- Shift I
7.	Dr.S.Sahayaraj	IQAC Coordinator

Review of Policy

The policy shall be reviewed after every 5 years or earlier and as need arises