



St Thomas College Kozhencherry

CODE OF CONDUCT

INTERNAL QUALITY ASSURANCE CELL
St Thomas College, Kozhencherry
Kerala, India.

www.stthomascollege.info

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1. Introduction

St Thomas College stands proud as a beacon of hope and enlightenment on a lofty, lush and serene terrain in Kozhencherry, realising its mission to serve the fruits of education to the community at large. Ever since its inception, the institution has endeavoured to uphold the noble mission of imparting sound Christian liberal education and producing intellectually well-trained, morally upright, socially committed and spiritually inspired young men and women. The momentous burgeoning decades witnessed the concerted, committed and zealous collaboration of all the stakeholders namely the Management, Teaching and Non-teaching Staff, Students, Alumni, and Parents who form the basic building blocks of the institutional core. The college, in its persistent stride towards excellence, deems it seminal to publish its code of ethics for all stakeholders with the hope to ensure a fair and conducive working and learning space.

2. Objectives

- 2.1. To state the manner in which the institution wishes to carry out its operations.
- 2.2. To provide an ambience conducive to knowledge production, knowledge dissemination and academic excellence.
- 2.3. To ensure inclusiveness in all phases of academics such as admission, teaching, learning, research and extension.
- 2.4. To uphold the democratic ideals of the nation and provide value-based education.
- 2.5. To ensure holistic development of the learning and teaching community.
- 2.6. To eschew all forms of harassment, exploitation and discriminatory practices based on religion, caste, gender, physique, economic or social position of teachers/students/administrative staff.

- 2.7. To safeguard the institution as a robust learning space where students and teachers can contemplate, create, and reach out for the progress of self, the institution, the community, and the nation.

3. Code of Conduct for Stakeholders

3.1. Governing Council

The Governing Council, comprising the Manager and eleven members, shoulders the responsibility of ensuring planned management of the institution.

The Council is expected to:

- 3.1.1. Advise the Manager on all matters related to administration.
- 3.1.2. Interact with the Principal and the faculty and formulate broader policies for institutional excellence.
- 3.1.3. Plan and execute the strategic plan of the institution and its implementation with the support of all stakeholders.
- 3.1.4. Monitor institutional performance and quality assurance.
- 3.1.5. Ensure compliance with the statutes, ordinances and provisions including regulations by statutory bodies, such as the UGC, State government and the affiliated University in all matters related to academics and administration.
- 3.1.6. Ensure non-discriminatory practices in all realms of administration to provide equality of opportunity for staff and students.
- 3.1.7. Ensure that the college administration is carried out in conformity with the broad policies of the institution.
- 3.1.8. Ensure state of the art infrastructure facilities for teaching, learning, research and extension activities.
- 3.1.9. Ensure timely maintenance of the infrastructure facilities.
- 3.1.10. Prepare, budget, and mobilise funds for the development of the institution.

3.2. Principal

As the academic and administrative head of the institution, the Principal is expected to:

- 3.2.1. Follow the code of ethics as envisaged by the University Grants Commission as well as the prescripts enforced by the Government of Kerala and the affiliating university.
- 3.2.2. Ensure that the institution follows the policies of the Management and the regulations of the State, the University and the UGC.
- 3.2.3. Ensure that the motto, vision and mission of the institution are not violated in any activity of the institution.
- 3.2.4. Be a facilitator between the stakeholders and the Governing Council and ensure that the decisions taken are in the best interest of the institution.
- 3.2.5. Conduct the administrative affairs of the College in consultation with the Management.
- 3.2.6. Execute the policies of the institution with transparency, fairness, and integrity, with the support of the teaching and non-teaching staff, students, parents and alumni.
- 3.2.7. Ensure a free and fair working and learning environment without any gender, caste, linguistic or socio-cultural discrimination.
- 3.2.8. Ensure that human values are transmitted through all academic and non-academic activities.
- 3.2.9. Enforce discipline on the campus with the support of the faculty and the Management.
- 3.2.10. Promote a robust academic environment for extra-curricular activities.
- 3.2.11. Endeavour for the welfare of the students, faculty and the administrative staff.
- 3.2.12. Ensure that the grievances registered by any stakeholder are addressed in accordance with the existing rules and regulations.

3.3 Teachers

All the teachers are expected to:

- 3.3.1. Consider their profession as a noble vocation and endeavour to bring to fruition the mission and vision of the institution.
- 3.3.2. Abide by the Act, Statute and Ordinance of the University, the State and the UGC.
- 3.3.3. Be committed to the duties assigned in the form of teaching, tutorials, mentoring, lab work, examinations, evaluation, seminars and research work.
- 3.3.4. Conduct themselves in a manner which would facilitate free and fair academic activities in accordance with the nobility of the profession.
- 3.3.5. Seek professional excellence through continuous learning, research and extension activities.
- 3.3.6. Collaborate with and participate in all activities necessary for carrying out the educational responsibilities of the institution such as admission, co-curricular and extra-curricular activities, and community service.
- 3.3.7. Endeavour, in association with the Principal and other teachers as a team, to ensure that academic discipline is maintained.
- 3.3.8. Practise academic integrity and avoid indulgence in any kind of non-ethical behaviour.
- 3.3.9. Be fair and judicious in all academic engagements. Avoid and prevent all forms of harassment, exploitation and discriminatory treatment on the basis of religion, caste, gender, economic, social and physical characteristics.
- 3.3.10. Refrain from undertaking any other employment including private tuitions.
- 3.3.11. Treat fellow associates in a dignified manner and not to be malicious towards any of them for any reason.

3.4. Administrative and other Non-teaching Staff

Administrative and other non-teaching staff are expected to:

- 3.4.1. Abide by the KSR, the Acts, the Statutes and the Ordinances of the University, State and UGC.
- 3.4.2. Recognise the role of administrative staff in all the academic and research activities and render service accordingly.
- 3.4.3. Ensure a smooth and effective administrative system.
- 3.4.4. Ensure fair and impartial treatment to all stakeholders irrespective of religion, caste, class, gender, economic and social status.
- 3.4.5. Work effectively as a team in compliance with the vision and mission of the institution.
- 3.4.6. Avoid indulgence in any unethical practices in the administrative operations.

3.5. Students

Students are expected to:

- 3.5.1. Adhere to the rules and regulations of the institution, University and the State in all their activities.
- 3.5.2. Attend classes regularly and punctually.
- 3.5.3. Have their identity cards with them whenever they are on the campus and to produce it for inspection when demanded by any member of the staff.
- 3.5.4. Refrain from circulating notices of any kind among the students or posting notices anywhere within the premises without the written permission of the Principal.
- 3.5.5. Refrain from holding any meeting within the college premises without the prior written permission of the Principal.

- 3.5.6. Refrain from writing anything on any of the boards in the classrooms or addressing the class in the absence of a teacher in the classroom.
- 3.5.7. Refrain from any form of emotional or physical abuse, assaults, harassment, intimidation, threat, or infliction of physical, mental or emotional harm on any student.
- 3.5.8. Refrain from destroying, defacing or damaging institutional property or property belonging to someone else.
- 3.5.9. Refrain from indulging in any form of activity that violates ethical codes and the motto, mission and vision of the institution.
- 3.5.10. Refrain from discriminatory treatment of any person on the basis of gender, religion, caste, class, physical appearance, socio-economic status or any other.
- 3.5.11. Refrain from any kind of ragging.
- 3.5.12. Refrain from any activity that violates the discipline of the institution.
- 3.5.13. Refrain from any kind of unethical activities, including plagiarism, in academics.
- 3.5.14. Get prior permission of the Principal for:
- a) organising special meetings, entertainment or social functions in the college or its premises.
 - b) using loudspeakers, megaphone etc in the college or its premises
 - c) inviting persons from outside for any function in the college or in the hostel.
 - d) collecting subscriptions of any kind from the students and staff of the college.
 - e) collecting any kind of sponsorship.
- 3.5.15. Follow the rules and regulations regarding library.
- 3.5.16. Adhere to the rules and regulations of the college hostels.

3.5.17. Follow the detailed instructions regarding their activities in the institution as given in the college handbook. Ignorance of rules is no excuse.

3.6. Parents/Guardians

“Parents/Guardians” refers to those registered as parents or guardians at the time of admission. No other person is permitted to engage with the matters related to any student unless it is duly informed by the registered parent/guardian. Parents/Guardians are expected to:

3.6.1. Make themselves fully conversant with the rules of the college and the hostels and conform to them.

3.6.2. Ensure that their children are not involved in any activity violating the rules and regulations of the institution, University, State and the UGC.

3.6.3. Meet the class teacher, Head of the Department and the Principal occasionally.

3.6.4. Attend the PTA meetings organised by the Department and the institution, and cooperate with the development programmes of the college.

3.6.5. Communicate any issue related to their children/wards only to the teachers or the Principal.

3.6.6. Not to enter any classroom. They may meet their wards with the consent of the class teacher, Head of the Department or Principal in the places assigned for the same.

4. Conclusion

The code of conduct for St Thomas College has been formulated as a set of ethical norms or values and standards of acceptable conduct and behaviour appropriate for an institution of higher education. It expects all members of this community to conduct themselves in a manner that contributes positively to

maintain an environment which respects graciousness, diversity, equity, and inclusiveness to assure the success of both the individual and the community. It holds individuals and groups responsible for the consequences of their actions. The code may be revised, if necessary, on the recommendations of a review committee after the implementation of the code.