

# Sacred Heart College

(Autonomous), Thevara,

Kochi 682 013

## Code of Ethical Policy

2018



*“Ethics is not just an abstract intellectual discipline. It is about the conflicts that arise in trying to meet real human needs and values...” John Ziman*

## **Introduction**

Sacred Heart College as an institution of higher learning has always been at the forefront of imparting an ethical, holistic, inclusive and secular education and educational services to all its stakeholders through its well defined vision and mission. It has always been committed to excellence and integrity and has been enjoying great social accreditation in the society.

The administrators, employees, and students of Sacred Heart College are expected to discharge their responsibilities with diligence, discretion, dignity and professionalism. They are expected to maintain the highest standards of honesty, integrity, and truthfulness. They should be considerate and respectful of the rights of everyone with whom they come into contact with in the College as well as outside. They are bound to safeguard the secrecy of confidential information and comply with the rules and regulations of the College. The representatives of the College should not place their personal interests above the best interests of the College. The administrators, employees and students of Sacred Heart College should try to avoid even the appearance of impropriety in dress, manners/behaviour and conduct.

## **Scope of the Policy**

This Code of Ethical Policy document is applicable to all the administrators, employees and students of Sacred Heart College. This policy document does not in any way replace the policies adopted earlier; it only supplements and is supplemented by other policies. This policy may be revised from time to time by various administrative bodies of the college; however, the essentials shall remain the same.

## **The Purpose of the Policy**

Sacred Heart College, founded on Christian values and the teachings of St Chavara Elias Kuriakose, has always been upholding the ethical values of fairness, integrity and truthfulness. The CMI vision of education which forms the core of the vision and mission of the College focuses on the integral development of the individual. The integral development envisages the moral, spiritual and intellectual development as well as the personal and the professional development of the individual. One of the Programme outcomes which the College selected for the undergraduate programmes is Ethical Values as stated by NAAC and UGC. This code of conduct policy therefore would intend to: 1. Assert the commitment of the college to ethical conduct and obedience to the law and the following of the standards of ethical behaviour. 2. Create provisions for known or suspected ethical or legal violations and prevent/check unethical behaviour and activities of any of the members of the College. This policy shall therefore serve as a guideline to tackle the ethical issues that might arise in the course of the functioning of the College. The code of conduct of the College is a set of written guidelines that stipulate the ethical norms and values and professional standards of conduct to which all members of the college are bound to adhere.

## **Administration of the Code of Conduct and Professional Ethics**

The code of conduct and professional ethics shall be clearly articulated through the handbook of students, administrative staff and the code of conduct handbook of the College. The code of conduct and the policy on the code of ethical conduct shall be displayed on the College website for the proper dissemination of it. The Vision and Mission of the College also shall be displayed in all classrooms, public halls, and other learning places like library,

laboratory and computer centres. A code of conduct committee shall be in place to oversee the dissemination and implementation of the code of ethical conduct in the institution.

### **Code of Conduct and Professional Ethics Committee**

**Principal (Nodal officer)**

**Vice Principal**

**HODs**

**Office Superintendent**

**All Academic Departments**

**Hostel Wardens**

**IQAC Coordinator (Convener)**

**Staff Secretary**

**Staff Representative**

### **Responsibilities of the Code of Conduct and Professional Ethics Committee**

It is the responsibility of the code of conduct and professional ethics committee to identify and articulate the code of conduct and the policy on the ethical conduct for the major stakeholders of the College – students, faculty, administrators and office staff. The committee also should disseminate the appropriate code of conduct on the campus. The committee should review and incorporate the changes at specific intervals. The committee shall monitor and ensure that the stakeholders adhere to the code of conduct by disseminating them in the form of notices circulars, holistic education classes etc.

The committee shall also assist the Discipline Committee in undertaking appropriate disciplinary actions in cases of violations of any code of conduct. The committee shall take the initiative to plan and organize professional ethics programme for students, teachers, administrators and administrative staff. The Committee shall also monitor the implementation of the induction programme of students, invitation of alumni for student

interaction programmes, departmental induction programmes, placement orientations and the conduct of exit evaluations. The committee shall also monitor the annual strategic planning and induction programme of the new faculty members and the staff.



**Dr. Johnson X Palackappillil**  
**Principal**  
**Sacred Heart College (Autonomous)**  
**Thevara, Kochi-682 013**