



ESTD. IN 1965

# CODE OF CONDUCT & ETHICS POLICY DOCUMENT



**ST. MARY'S COLLEGE  
SULTHAN BATHERY**

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**St. Mary's College**  
**Sulthan Bathery, Wayanad**  
**Kerala - 673592**

# **CODE OF CONDUCT & ETHICS POLICY DOCUMENT**



St. Mary's College is committed to upholding the highest standards of ethics, integrity, and accountability in all aspects of its operations. The Ethics Policy Document outlines the principles and guidelines that guide the behavior and conduct of all members of the college community, including students, faculty, staff and administrators.

## **Purpose**

The purpose of the Ethics Policy Document is to:

- Define the ethical standards and values that St. Mary's College expects from its community members.
- Establish guidelines for ethical decision-making and behavior.
- Provide a framework for addressing ethical concerns and conflicts of interest.

## **Core Principles**

**Integrity and Honesty:** All members of the St. Mary's College community are expected to act with honesty, transparency, and truthfulness in all interactions, both within the college and with external stakeholders.

**Respect and Dignity:** St. Mary's College values diversity and inclusivity. All individuals are expected to treat one another with respect, fairness, and dignity, regardless of gender, religion, nationality, or other characteristics.

**Academic Integrity:** St. Mary's College is committed to promoting a culture of academic honesty. Plagiarism, cheating, and other forms of academic dishonesty will not be tolerated.

**Conflicts of Interest:** Any situation that may compromise or appear to compromise the objectivity or fairness of a decision or action should be disclosed promptly.

## **Reporting and Resolution**

If any member of the St. Mary's College community believes that an ethical violation has occurred, they are encouraged to report it through the appropriate channels. The college will take all reports seriously and will conduct a thorough investigation.

## **Protection from Retaliation**

No individual who reports an ethical concern in good faith shall be subject to retaliation or adverse action as a result of making such a report.

## **Consequences of Violation**

Violations of the Ethics Policy may result in disciplinary action, up to and including suspension or expulsion for students, termination of employment for staff and faculty, or legal action as deemed necessary.

## **Review and Revision**

The Ethics Policy Document will be reviewed periodically to ensure its continued relevance and effectiveness. Changes may be made with input from the college community.

## **CODE OF CONDUCT AND ETHICS COMMITTEE**

Dr. Roy P C	Principal
Dr. James Joseph	IQAC Coordinator
Fr. Jins N B	Committee Coordinator
Dr. Vijayakumar A R	Committee Member
Silvi N B	Office Superintendent

## **Introduction**

Ethics and values for stakeholders in a college encompass a set of principles and beliefs that guide the behavior, decisions, and interactions within the educational institution. These core tenets serve as a moral compass, ensuring that all parties involved, including students, faculty, administrators, and the community at large, adhere to a shared code of conduct. This framework emphasizes fairness, integrity, accountability, and respect in all aspects of academic life. For students, it entails a commitment to honesty in coursework, respectful engagement with peers and faculty, and responsible use of resources. Faculty members are expected to foster an inclusive and conducive learning environment while upholding rigorous academic standards. Administrators must exhibit transparency, equitable resource allocation, and a dedication to the well-being and success of students. Moreover, the wider community should be engaged in a spirit of partnership and collaboration, promoting a positive and constructive educational ecosystem. These ethics and values collectively form the foundation upon which a college builds its reputation, fosters growth, and contributes positively to society.

## **For Teaching Staff**

Ethics and values are essential for teaching faculty as they play a crucial role in shaping the learning environment, influencing students, and upholding the integrity of education.

1. Teaching faculty should exhibit professionalism at all times. This includes being punctual, dressing appropriately, and maintaining a respectful and courteous demeanor with students, colleagues, and administrators.
2. Uphold the highest standards of integrity. This means being honest in all professional dealings, including grading, assessments, and reporting. Avoid plagiarism and academic dishonesty.
3. Show respect for the dignity, diversity, and individual rights of all students. Avoid discrimination or bias based on gender, religion, disability, or any other characteristic.
4. Treat all students equally and provide them with equitable opportunities to learn. Avoid favoritism and ensure that all proceedings are fair and transparent.
5. Protect the privacy of students and colleagues. Keep all personal and academic information confidential, sharing it only when required by law or with proper consent.
6. Ensure the physical and emotional safety of students. Create a safe and inclusive learning environment where students feel comfortable expressing themselves and sharing their thoughts.
7. Provide constructive and honest feedback to students, helping them to improve their performance. Be open to receiving feedback from students and colleagues as well.

8. Encourage students to engage with the community and promote social responsibility and ethical citizenship.
9. Collaborate with colleagues to enhance the educational experience for students and to collectively address ethical issues or challenges within the institution.
10. Commit to continuous professional development. Continuously reflect on the teaching methods, ethical choices and research in your field. Be open to improvement and adaptation.
11. Promote environmental responsibility and sustainability in teaching and other practices.
12. Respect and promote academic freedom, allowing students to explore diverse ideas and perspectives within the boundaries of the curriculum.
13. Show care and empathy toward your students. Understand their individual needs and challenges and provide support when necessary.

By adhering to these ethics and values, teaching faculty can create a positive and ethical learning environment that nurtures the growth and development of students while upholding the integrity of education.



## **For Administrative Staff**

Administrative staff in the college play a critical role in maintaining the overall functioning and ethical standards of the institution.

1. Uphold the highest standards of integrity in all administrative activities. Be honest, transparent, and accountable for your actions and decisions.
2. Treat all students, faculty, and colleagues equally and without discrimination. Ensure that administrative processes, such as admissions, financial aid etc is fair, unbiased and maintain transparency.
3. Respect the privacy and confidentiality of student and employee records, financial information, and other sensitive data. Share such information only with authorized individuals or as required by law.
4. Provide clear and easily understandable information to students, faculty, and the public regarding college policies, procedures, and finances.
5. Demonstrate professionalism in all interactions, communications, and appearance. Uphold a positive and respectful demeanor when dealing with students, faculty, and colleagues.
6. Take responsibility for your actions and decisions. Admit mistakes when they occur and take steps to rectify them.
7. Ensure that resources are used efficiently and for the benefit of the college community.
8. Commit to ongoing professional development and improvement in your role.
9. Stay informed about best practices in higher education administration and strive to enhance your skills and knowledge.
10. Ensure that administrative processes are inclusive and accessible to individuals of all backgrounds and abilities.

- 11.Promote environmental sustainability and responsible practices within the college's administrative functions.
- 12.Encourage administrative staff to engage with the college community and support initiatives that enhance the college's relationship with its local community and society at large.
- 13.Safeguard the accuracy and integrity of institutional data, ensuring that it is used for legitimate purposes and is not manipulated or misused.

By adhering to these ethics and values, administrative staff can contribute to the effective and ethical operation of the college, fostering a positive environment that supports the educational mission and the well-being of all stakeholders.

## **For Students**

Ethical conduct is essential for students in colleges as it helps create a positive and respectful learning environment, fosters personal growth, and prepares students for responsible citizenship.

1. Uphold the highest standards of academic integrity. This includes avoiding plagiarism, cheating, and any form of dishonesty in coursework, exams, and research.
2. Be honest and truthful in all your interactions with faculties, fellow students, and college staff. This includes providing accurate information on applications, assignments, and evaluations.
3. Show respect for the rights, opinions, and differences of others. Treat fellow students, faculty members, and college staff with courtesy and consideration, regardless of their backgrounds or beliefs.
4. Value and celebrate differences in culture, gender, religion, and perspectives. Actively participate in and support initiatives that foster a diverse and inclusive campus community.
5. Take responsibility for your academic performance and personal growth. Attend classes regularly, meet deadlines, and seek help when needed. Be accountable for your actions and decisions.
6. Engage in civil discourse and respectful debate. Express your opinions and beliefs with courtesy and open-mindedness, even when discussing sensitive or controversial topics.
7. Respect the privacy and confidentiality of fellow students and their personal information. Avoid sharing sensitive or personal details without consent.

8. Promote environmental sustainability and responsible practices on campus. Conserve resources, reduce waste, and support initiatives that promote a greener campus.
9. Take responsibility for the welfare of the college community. Prioritize your own safety and the safety of others. Report any unsafe conditions or concerns to the appropriate authorities.
10. Participate in campus and community activities that contribute to the welfare of society.
11. Volunteer, engage in service learning, and be an active and responsible citizen. Advocate for positive change and contribute to the betterment of society.
12. Seek academic and career advice with integrity. Avoid dishonesty or unethical means to gain an advantage in academic or professional pursuits.
13. Commit to lifelong learning and personal growth beyond the classroom. Pursue opportunities for intellectual, emotional, and ethical development.
14. Resolve conflicts and disagreements through open and constructive communication. Seek mediation or assistance when needed to find peaceful solutions.

By adhering to these ethics and values, students can contribute to a positive and ethical college environment that promotes learning, personal growth, and responsible citizenship



  
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