



**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,  
82<sup>nd</sup> College in India - NIRF 2022**

**CODE OF CONDUCT POLICY**

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### **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 stake holders 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.



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### **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.



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## **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



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## **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.