St Joseph College of Communication
Media Village, Changanassery
Affiliated to Mahatma Gandhi University, Kottayam, Kerala
Vision: Transforming Media for a Wholesome World
Founded in 2004

Code of Ethics and Conduct

Responsible Executive	Manager, St Joseph College of Communication
Responsible Office	Manager's Office, St Joseph College of Communication
Date Issued	November 2020
Date Last Revised	November 2023
Code	SJCC/ADMP/07/23

1. Statement of Policy

As members of the SJCC community, we have a responsibility to uphold the highest ethical standards among our stakeholders. Respect, integrity, honesty, fairness and social responsibility are values that the college strives to incorporate into its teaching, learning, research, and other activities. This Code serves as a public declaration of our shared commitment to upholding the ethical, professional, and legal standards that guide our daily and long-term decisions and actions. We must all be aware of the relevant policies, standards, laws and regulations that govern our work and follow them. We are all responsible for our actions, and as members of the SJCC Community, we are all responsible for upholding these standards of conduct and complying with all applicable laws, regulations, and policies.

2. Objectives

- Promote Academic Integrity

- Foster Professionalism

- Encourage Responsible Media Practices

- Uphold Respect and Inclusivity

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- Ensure Confidentiality and Privacy

- Support Ethical Research

- Encourage Social Responsibility

- Maintain Professional Relationships

- Promote Continuous Learning and Development

- Address Ethical Violations

3. General Standards of Professional Ethics and Conduct

Ethical Considerations: All staff members and students must follow applicable laws and SJCC's policies and procedures in their daily activities at the college. Members of the college community are expected to uphold the highest ethical and professional standards, be accountable for their actions, diligently fulfil their obligations to students, colleagues, and other stakeholders, and perform their duties responsibly. Violations may result in disciplinary action according to existing provisions.

Teaching and Research Ethics: The researchers have an ethical obligation to the institution and the larger global community as they seek knowledge and understanding. Faculty and students are expected to propose, conduct, and report research with integrity and honesty; protect people involved in research or teaching; ensure originality of work and faithfully transmit research findings; protect intellectual property rights, and fairly assign authorship credit based on appropriate intellectual contributions.

Fairness and Respect: Tolerance, diversity, and respect for differences are important values at the college. Members of the community are expected to treat others with respect, fairness, and civility; speak candidly and truthfully; avoid all forms of harassment, illegal discrimination, threats, or violence; provide equal access to programs, facilities, and employment; and promote conflict resolution when dealing with others.

Standards of Integrity: To ensure that the college can fully commit to its academic and educational vision, it is expected that an individual's integrity will be reflected not only in honest and responsible actions but also in a willingness to guide others whose actions may be harmful to themselves or the community. The college expects its students, faculty, and staff to be truthful and open.

Responsible Supervision: Community members who supervise or instruct employees or students are entrusted with a great deal of responsibility by the institution. All superiors and

department heads must ensure that appropriate training and guidance on applicable workplace and educational rules, policies, and procedures, including this Code of Conduct, is available and delivered. They should also ensure that all applicable laws, policies, and workplace rules are followed, as well as promote a healthy, innovative, and productive environment that encourages dialogue and responds to concerns.

Safeguarding College Resources: The college is dedicated to responsible stewardship. Members of the community are expected to use college property, infrastructure, facilities, equipment, funds, materials, electronic and other systems, and other resources only for legitimate purposes, avoiding waste and abuse.

Preserve Responsible Academic Freedom: Academic freedom is necessary for the college's mission to be fulfilled. Academic freedom is expected of community members, including the freedom to discuss any topic in the classroom and pursue all avenues of scholarship, research, and creative expression.

Disclosure of Conflict of Interests: When making decisions on behalf of the college, college officials, faculty, and other employees must be objective and impartial. It is necessary to disclose any potential conflict of interest and to follow any institutional plans put in place to eliminate such interest. Everyone should make sure that personal relationships don't get in the way of objective judgment when making decisions that affect other members of the college community.

Information Management: Many types of information are created and maintained by members of the college community. Various Laws and college policies govern both the public's right to access and the individual's right to privacy. Community members are expected to learn and follow RTI laws as well as college policies and agreements regarding access, use, protection, disclosure, retention, and disposal of public, private, and confidential information to fulfil these responsibilities.

Promote Health and Safety: All stakeholders have the responsibility of providing a safe, secure, and healthy environment for all college students, teachers, staff, and visitors. As a result, we are expected to observe safe work practices such as wearing suitable personal safety equipment and reporting accidents, injuries, and risky situations. All members are responsible for ensuring the safety and security of all college assets and facilities, reporting suspicious activity, protecting the environment, and treating hazardous waste and other potentially harmful agents with care.

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Non-Discrimination: St joseph College of Communication does not discriminate based on gender, race, colour, religion, age, disability, national or ethnic origin, sexual orientation, gender identity, gender expression, or any other legally protected group. All stakeholders are required to follow the college's non-discrimination policy.

Sexual Harassment: The college maintains a zero-tolerance policy for any form of sexual harassment. The college provides a physical, social, and psychological environment to prevent and promote awareness of sexual harassment and gender-based violence. In the event of such an occurrence, the college has established redressal processes. The college has an appropriate framework in place for reporting complaints and following up on them. In the event of such incidence, the college shall follow the UGC "Prevention, Prohibition, and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions" guidelines, 2015, as well as other sexual harassment laws and regulations applicable to the University.

Ragging: Ragging is completely forbidden in the University, and any such events will be taken seriously. If a ragging event happens, the college will take appropriate action following University, UGC, and Government Rules. The definition of ragging shall be based on the guidelines proposed by the UGC. The college has established an anti-ragging cell to combat ragging.

Communal Harmony: Students and staff members shall assume responsibility for maintaining a healthy and harmonious environment within the college campus. Communal harmony shall be maintained and any events/activities disrupting communal harmony, including communal violence are strictly prohibited.

Freedom of Expression: At St. Joseph College of Communication, we strongly support freedom of expression as a fundamental right and an essential aspect of academic and personal growth. Our campus is a space where diverse viewpoints and open dialogue are encouraged, fostering an environment of mutual respect and understanding. We believe that the free exchange of ideas enriches the educational experience and prepares students for active participation in a democratic society. While we advocate for the right to express differing opinions, we also emphasize the importance of doing so in a manner that respects the dignity and rights of others. Freedom of expression at our college is guided by principles of integrity, responsibility, and respect for the community, ensuring a safe and inclusive environment for all.

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Responsible use of Media: Students and staff must use print, audio-visual, and online media cautiously and sensibly. Any media activity that could harass or harm others or damage the college's reputation must be avoided. Staff members should not use social media during work hours except for job-related purposes. Students are also requested to use media responsibly.

4. Code of Ethics for Principal/Directors

Provide academic and executive leadership to develop and sustain the academic culture to think independently, critically, inclusively, and creatively.

Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources, and concern for the environment and sustainability.

Conduct himself or herself with transparency, fairness, honesty, highest degree of ethics and make decisions, that are in the best interest of the University.

Act as a steward of the college's assets in managing the resources responsibly optimally, effectively, and efficiently for providing a conducive working and learning environment.

Give utmost priority to encouraging and creating an atmosphere that is conducive to free and fair academic activities and encourages excellence in output.

Promote the collaborative, inclusive, shared, and consultative work culture in the college, paving the way for critical and innovative thinking and ideas.

Endeavour to promote a work culture and ethics that bring about quality, professionalism, satisfaction, and service to the humanity and environment.

5. Code of Ethics for Teachers

Carry out the legitimate academic and administrative decisions taken by the authorities of the college/University about his/her sphere of responsibility/duties.

Express free and frank opinions by participating in professional meetings, seminars conferences, etc., towards the contribution of knowledge.

Maintain active membership of professional organizations and strive to improve education and profession through them.

Participate in extension, co-curricular and extra-curricular activities, including community service.

Shall not discriminate against a student on political grounds for reasons of race, religion, caste, language, sex or other reason of an arbitrary or personal nature and shall not incite students/teachers against other students or other teachers, colleagues or administration/Governing body of the college.

Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs and encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.

Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of the academic responsibilities.

Refrain from indulging in unscientific publication which would prove to be detrimental to the reputation and the progress of the college/University.

Refrain from undertaking any other employment and commitments, including private tuition and coaching classes which are likely to interfere with their professional responsibilities.

Perform his/her academic duties and work related to examinations as assigned. No remuneration shall be payable to the teachers for internal assessment/home examinations conducted by the college.

Treat the non-teaching staff as colleagues and equal partners in a cooperation undertaking.

Have freedom of thought and expression. He/she shall not misuse the facilities or forum of the college/University.

Shall not make use of the resources and/or facilities of the Department/College for personal, commercial, political or religious purposes.

Shall not be partial in the assessment of a student or deliberately over-mark, under-mark or victimize a student on any grounds.

Shall not indulge in or resort to directly or indirectly any malpractice or unfair means in teaching/examination/administration.

Shall not smoke or consume alcohol within the campus.

6. Code of Ethics for Administrative and Supporting Staff

Ensure all administrative support to develop and sustain the academic culture to think independently, critically, inclusively and creatively.

Be dedicated and be contributing regularly to the academic and personal growth of students by rendering appropriate services throughout the duration of their academic program at the University.

Show a respectful and affectionate attitude towards teachers, students and colleagues.

Recognise the primacy of the role in supporting the academic and research activities in the University.

Create an atmosphere enabling them to work closely, in association with and support the academic and research activities in the University.

Cooperate wholeheartedly with the authorities in the fulfilment of the mission and visions of the college by professionally performing the respective roles.

Avoid unethical practices even because it is customary and never compromise integrity for expediency.

Take all reasonable steps to make sure that things are communicated appropriately and effectively with all service users in a polite and considerate manner.

Take care of college resources and protect the interest of the use of resources for the well-being of the college community.

7. Code of Ethics for Students

Respond positively to the college's efforts to establish and sustain a scholarly community in which all members share the common goals of learning and encouraging intellectual inquiry and debates.

Maintain pleasant and strong relationships while remaining sensitive to the requirements of the local community.

Establish and maintain healthy relationships with the faculty members that are conducive to the teaching and learning process.

Consider teaching faculty to be guides, mentors, and well-wishers, and treat them with respect.

Respect the evaluations made by the faculty members and appeal in an appropriate manner if any grievances are felt.

Make fair use of the provisions enabling students to evaluate faculty members.

Use, protect, and preserve the leaming resources of all forms to be utilised for future endeavours.

Pursue academic studies meticulously, ethically, and responsibly, taking the initiative to develop the skills and competency needed to become a successful and independent learner.

Follow all statutory, legal and ethical considerations while using social media and technology.

Take care of college resources and protect the interest of the use of resources for the well-being of the college community.

8. Code of Ethics and Conduct Monitoring Committee

To ensure compliance with and understanding of the Code of Conduct, resolve any incidents or doubts regarding its interpretation, and ensure that it is applied fairly in the event of complaints, a Code of Conduct Monitoring Committee shall be constituted by the principal.

9. Misconduct and Disciplinary Measures

In case of any misconduct, the college shall implement disciplinary measures based on the type and grade of the seriousness of the misconduct. The degree of misconduct shall determine the appropriate level at which the action shall be taken. The college authorities shall take action based on existing rules that are mandated by the UGC/State Service Rules/University Acts and Statutes and other rules and regulations applicable to the college.

10. Approval & Review Details

Approval Authority:

Manager, St Joseph College of Communication

Officer In-charge:

Manager's Office, St Joseph College of Communication

Approved on: November 2023

Next Review Date: November 2024

11. Feedback:

 Stakeholders may provide feedback about this document by e-mailing IQAC.