

- Treat colleagues fairly and to encourage one another to adhere to high professional standards.
- Collaborate with other universities in India and abroad to enhance their research and publications.

ii) Professional Practice

The faculty are expected to:

- design and implement courses that are sensitive to the varying learning needs of the diverse student community
- ensure student-centric teaching learning process and be impartial in teaching as well as evaluation.
- use relevant, comprehensive and 21st century teaching learning and evaluation methods.
- learn innovative teaching methods from experts and from colleagues.
- respect biodiversity and ethical values and see the intrinsic worth of every human being.
- provide a physically and emotionally safe learning environment for students that include the full scope of the subject matter being taught.
- promote honesty, respect and responsibility in the students.

iii) Professional Responsibility

The faculty are expected to:

- cooperate with fellow teachers, parents and administrators to create an atmosphere that's conducive to learning.
- have a code of ethics for faculty always addresses issues such as fairness and confidentiality.
- respect cultural, ethnic and religious differences of fellow colleagues and students.
- incorporate polite and respectable behaviour
- be considerate and dignified while interacting with students, colleagues, support staff and management.
- extend support, appreciation and constructive criticism; and avoid unprofessional talk about individuals.
- Refrain from any act which will undermine the integrity and reputation of the institution and to set aside clear boundaries with students and their parents; and adhere to the highest standard during online and offline communication.

C. Ethical Standards in Research

Ethical norms in research promote knowledge, truth and avoidance of error. Ethical standards in research promote trust, accountability, mutual respect, social responsibility, human rights, animal welfare, and compliance with the law, health and safety. Prohibitions of fabricating, falsifying or misrepresenting research data promote truth and objectivity. Holy Cross College expects its faculty and research scholars to be honest in following these

ethical standards in research. The following are the principles and professional ethics to be followed by teacher researchers and research scholars.

1. Scientific, Scholarly and Professional Standards

The researchers should rely on quality research articles for their reference work.

2. Competence

The research guides must direct their scholars and develop their skills by permitting them to take up challenging and socially relevant topics in research. Researchers should also be aware of the latest tools and technologies that will lead to qualitative research.

3. Use and Misuse of Expertise

Research guides should not accept grants or work assignments from individual researcher. Researchers should be alert guarding against personal, financial, social, organizational or political factors that might lead to misuse of their knowledge, expertise or influence. They should also take reasonable steps to correct the misuse or misrepresentation.

4. Fabrication, Falsification and Plagiarism

Education researchers should not engage in fabrication, falsification or plagiarism in proposing, performing, or reviewing research or in reporting research results. They should acknowledge the sources by documenting them. They should not present others' work as their own whether it is published or not.

5. Avoiding Harm

Researchers should take reasonable steps to avoid harming human beings and animals in their course of work.

6. Non-discrimination

Researchers should not discriminate co-researchers on the basis of caste, sex, health, age, culture, religion, region and other linguistic and socio-economic differences.

7. Non-exploitation

Researchers should not exploit persons who are under their supervision- employees, faculty, students, fellow scholars or research participants.

8. Harassment

Harassment includes unnecessary, exaggerated or unwarranted attention or attack, whether verbal or nonverbal. Sexual harassment is sexual solicitation, physical advances or verbal or nonverbal conduct that is sexual in nature. Researchers should not engage in harassment of any person who is under their supervision- employees, faculty, students, fellow scholars or

research participants. They also should not harass persons based on personal bias.

9. Confidentiality

Research guides/ Researchers must protect the confidentiality of research data, consultation performance data and other records till the publication of the research article/report.

10. Teaching and Training

Researchers who serve as teachers, trainers or administrators of education and training programmes should perform their responsibilities conscientiously, competently and with integrity. They must foster ethical behaviour in their scholars.

11. Planning and Implementation

In planning and implementation of research, the teacher researcher must consult with the experts and find out any specific population under investigation is likely to be affected. In their research, researchers should not encourage activities that are life threatening to the scholars.

12. Mentoring

Teacher researchers are committed to their mentees' welfare and progress and should act in their mentee's best interests. They must explain their mentees about the ethical dimensions of their work and support them to perform their activities with the highest ethical standards.

13. Accountability

In and through their work, teacher researchers are ultimately accountable to the general public and should act accordingly.

14. Cooperation

Teacher researchers should promote the open exchange of ideas, research methods, data and results, and their discussion, scrutiny and debate, subject to any considerations of confidentiality.

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HOLY CROSS COLLEGE

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Affiliated to M.S.University, Tirunelveli.
Nationality Re-accredited with a Grade (CGPA 3.34) by NAAC

NAGERCOIL



*Human Values and
Academic Integrity*

Introduction

Holy Cross college was established in 1965 by the Congregation of the Sisters of the Cross of Chavanod, France in order to educate the young women of Kanyakumari district. One of the objectives of the institution is to give an all round formation to the students in the light of Christian principles inculcating spiritual, cultural, social and ethical values. Education at Holy Cross College is not just the mere cultivation of memory with emphasis on compulsion conformity and imitation. But as J. Krishnamurthi says, “ it is the total culture of one in which the “you” and the “me” disappear and where education is concerned with knowledge, with freedom with *what is* and to go beyond *what is*”. The effective functioning of these values depend on academic integrity.

Academic integrity **is** a commitment to fundamental **values such as** honesty, trust, fairness, respect, responsibility, , accountability , obedience to the law ,courage, diversity and life long learning. It provides a foundation for responsible and disciplined life. The management faculty, non- teaching staff, alumnae and parents are responsible to instill integrity in students through holistic education. To achieve this, the objectives and core values are designed based on the vision and mission of the institution. Also various programmes are organized for the stakeholders.

Aims and motto of the College

Holy Cross College aims at forming well integrated persons, who will strive to transform society, by meeting the challenges of life and taking a stand in the struggles of the poor and marginalized.

The motto of the college is derived from the Gospel “I came that they may have life , and have it abundantly”. Jn 10:10. The institution makes possible the study of the sciences, humanities and social sciences to create a just and harmonious society where all people live life in its fullness.

I. Essential Values of the College

1.Honesty

Honesty begins with individuals. Administrators, faculty, staff and students of the institution cultivate honesty in their workplace- office, class rooms, staff rooms, laboratories, library, sports field, garden and by practicing it. The members of the institution remain honest in words and deeds in order that the academic performance and outcome of the education is rewarded fairly.

2. Trust

Academic communities are built on foster mutual trust. Trust promotes the exchange of knowledge, ideas and sharing of infrastructure facilities which in turn helps the institution to reach

its fullest potential. The trust of faculty in the potential growth of the students is revealed through teaching learning process, continuous internal assessments and supportive services.

3. Fairness

Faculty members and administrators of the Crossian team expect fair treatment from each other. This fairness help them to be transparent and have reasonable expectations from each other. It is also reflected in their dealings with the students. Impartial evaluation and equal treatment in the class room situation and fair dealings outside the classroom build up trust between the faculty and students.

All the members of Holy Cross College are committed to promote the highest standards of honesty and integrity to ensure that academic performance is evaluated fairly and rewarded justifiably.

3. Respect

Respect is reciprocal in our institution. It includes showing respect for oneself as well as others. Respect for self helps one to live a life of integrity. Respect for others means listening to the diverse opinions and respecting them, though one may not agree with them.

Respect is shown through words, expressions and gestures. Promotion of respect for self, for others, for research, for the educational process and intellectual heritage is expected by the institution. Holy Cross College expects all the faculty to respect one another .The administrators include stakeholders in the decisions that affect them. They treat everyone with dignity and encourage feelings of self-worth.

4.Responsibility

Responsible individuals hold themselves accountable for their own actions. Responsibility is an individual performance and shared concern. Every member of the Crossian family- student, staff, faculty and administrator is responsible to safeguard the academic integrity and is responsible not only for her own well being, but also for the well being of the institution, and the society at large. Being a responsible member of Holy Cross College also means holding others accountable when they fail to uphold the values of the institution.

5.Accountability

Accountability is answerability, liability and the expectation of account giving. Personal accountability makes one as responsible citizen. Each member of the institution is entrusted with the responsibility of ensuring a better learning environment. It includes administration, teaching, learning and other support services. The employees are expected to be honest, sincere and responsible in the discharge of duties and accountable to their conscience.

6. Obedience to Law

The institution has its norms and code of conduct for the employer, employee and students. Each one is expected to follow the code of conduct while performing their functions in varied capacity and also abide by the rules and regulations of the central and the state governments, the UGC and the parent university.

7. Courage

Holy Cross College provides opportunities to make choices and decisions, to learn from them and grow. The faculty, staff and students are exposed to discussions and decision making process through their involvement as members of statutory and non statutory bodies. It is important to display the courage needed to execute decisions with courage and confidence. It is the courage that motivates the institution to stand with the struggles of the poor and the marginalized and alleviate their sufferings in order to create a harmonious society.

8. Diversity

Appreciating unity in the diversity of cultures, language, religion and region enlarges the heart and enlightens the mind. Using the academic resources that caters to local, regional, national and global needs and learning with academicians of varied background expose them to diversity. Such diversity strengthens the institute's academic programmes and educational environment, preparing students to live and work in a multi cultural society.

9. Lifelong learning

Educating the students with learner-centric programmes inculcate in them the thirst for learning from life, situations and academic environment. This lifelong learning activity helps them to choose their career and become successful entrepreneurs. The college administration and the faculty advocate outcome based education to make the entire academic community members as life long learners.

II. Professional ethics

Professional ethics encompass the personal, organizational and corporate standards of behavior expected by the professionals. As members of a profession one should...

- know what is expected as a professional and
- know how to apply professional ethics in particular cases and issues for the achievement of the Organizational Goals (Vision and Mission) and for harmonious relationship in the working place.

A. Principles

1. Professional Competence

The faculty is expected to:

- utilize the appropriate scientific, professional, technical, and administrative resources needed.

- ensure competence in their professional activities.

Their professional competence lies in forming full fledged human beings apart from passing the information, ideas, theories and expanding on them.

2. Integrity

The faculty should be honest, fair and respect others in their professional activities and carry out their activities with trust and confidence.

3. Professional Responsibility

The faculty are expected to:

- perform their job in a just manner that is impressive and worthy of emulation.
- be sincere and committed to their teaching profession.
- show respect for fellow teacher researchers even when they disagree on theoretical, methodological, or personal approaches to professional activities.

4. Respect for Diversity

The faculty have to:

- meet and interact with students and staff with varied culture, language, region and religion in their work place.
- celebrate diversity, enjoy the differences and be respectful of the diverse strands that go into the making of the fabric of humanity.

5. Social Responsibility

The faculty must:

- be aware of their professional and scientific responsibilities to the communities and societies in which they live and work.
- motivate the students to reach out to the community with their expertise.
- inculcate in the students the awareness that it is their responsibility to serve society.

B. Professional Ethics in:

i) Professional Development

The faculty need to:

- act with the highest standards of honesty and ethical conduct while working in the college premises and at off-site locations such as workshop, seminar and social events, or at other place where the staff are representing the Institute
- update themselves with new teaching methods, knowledge and skills
- Engage in educational research to continuously improve their teaching strategies
- Consult with other professionals for the benefit of their students and research scholars.