

## **CODE OF ETHICAL CONDUCT POLICY DOCUMENT**

As an institution dedicated to maintain the apt ambience for learning and the highest level of academic performance, through its motto “Learn, Serve, Excel”, Rajagiri is committed to excellence and integrity in all its endeavours. In this way, Rajagiri aims to maintain the trust and confidence of both the College community and the public.

Rajagiri administrators, employees and students are expected to undertake their responsibilities on the College’s behalf with diligence and professionalism and to comply with the highest standards of honesty, integrity, and fairness. This includes, but is not limited to, being respectful of the rights of others and forthright in all dealings with members of the College community as well as third parties; protecting the privacy of confidential information; and compliance with all applicable laws, rules, and regulations. College representatives should not place their personal interests above the best interests of the College; even the appearance of impropriety must be avoided.

### **A. SCOPE**

This Code of Ethical Conduct applies to all administrators, employees and students of the Rajagiri Hill Campus, Kalamassery and Rajagiri Valley Campus, Kakkanad. It is not intended to replace, and may be supplemented by, specific College policies that have been adopted in the past and that may be adopted in the future. This Code may be amended or supplemented from time to time by the various administrative bodies of the College.

### **B. PURPOSE**

Rajagiri has always upheld and will continue to uphold the highest levels of ethics, fairness and integrity in all its affairs. To this end, this Code of Ethical Conduct serves to:

1. emphasize the College’s commitment to ethical conduct and compliance with the law;
2. set forth basic standards of ethical behavior;

3. provide reporting mechanisms for known or suspected ethical or legal violations; and
4. help prevent and detect wrongdoing.

Given the variety and complexity of ethical questions that may arise in the course of carrying out the College's business, this Code can serve only as a general guide.

### **C. BACKGROUND**

The Code of Conduct for the various Stakeholders of Rajagiri is guided by the CMI Vision of Education enunciated by the Founder St.Kuriakose Elias Chavara. The Hall marks of CMI Education is the strong base for the Personal and professional moulding.

The Code of Conduct of the college is prescribed as a set of written guidelines, which details the recognized ethical norms and values and professional standards of conduct to which all members of a profession must adhere.

### **D. ADMINISTRATION OF THE CODE OF CONDUCT AND PROFESSIONAL ETHICS**

1. The code of conduct and professional ethics is to be stated in the form of independent handbooks for students, teachers, administrators and other Staff.
2. The Code of ethics should be displayed on the college website.
3. The inscriptions and the teachings of the founder are to be displayed on the college corridors.
4. The Vision and Mission of the College is to be displayed in all the class rooms and other common learning facilities like the laboratories, library etc.

### **E. CODE OF CONDUCT AND PROFESSIONAL ETHICS COMMITTEE**

**The members of the Committee will comprise of:**

Dr. Binoy Joseph	Principal
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Dr. Joseph I Injodey	Executive Director
Dr. Fr. Saju M.D.	Asst. Director
Fr. Shinto Joseph Thalian	Library Warden
Fr. Rintle Mathew	Hostel Warden ( Hill Campus)
Fr. Francis Manavalan	Hostel Warden ( Valley Campus)
HoDs	All Academic Departments (both campus)
Mr. Rodney Isaac	Office Superintendent
Dr. Bindiya M Varghese	Secretary, College Faculty Council
Dr. Mary Venus Joseph	IQAC Coordinator and Convenor
Ms. Jaya Vijayan	Faculty in Charge, College Union
Dr. Manoj Mathew	HR Expert
Dr. Ayana Johny	Code of Conduct Committee - Convenor
Ms. Ann Baby	Institutional Website

## **F. RESPONSIBILITIES OF THE CODE OF CONDUCT AND PROFESSIONAL ETHICS COMMITTEE**

1. Identifying the code of Conduct for the following stakeholders

- Students
- Teachers
- Administrators
- Other staff

2. Incorporating the code of Conduct for the various stakeholders on campus in the form of dedicated Handbooks.

3. Reviewing the Codes at specific intervals and reprinting the Handbooks whenever necessary.

4. Monitor adherence to the Code of Conduct by periodic announcements to the stakeholders in the form of notices, circulars etc.

5. Assist the Disciplinary Committee in undertaking appropriate disciplinary actions in instances of violations of the specified code of Conduct.
6. Plan and organize in coordination with the IQAC professional ethics programmes for students, teachers, administrators and other staff.
7. Monitor the implementation of the Induction week for students, Inviting of Alumni for student interaction programmes, Departmental grooming sessions, Placement Orientations and conducting of Exit Interviews.
8. Monitor the Annual Strategic Planning Exercise and Induction Programme for the New Faculty Members and other staff.

Reviewed on June 15, 2019



**PRINCIPAL**  
**Rajagiri College of Social Sciences**  
**(Autonomous)**  
**Rajagiri P.O., Kalamassery-683 104**