



**RCMAS**  
RAJAGIRI COLLEGE OF MANAGEMENT &  
APPLIED SCIENCES

## Criterion VII Institutional Values and Best Practices

**RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES**

RAJAGIRI VALLEY P.O, KAKKANAD, KERALA 682039

An ISO 9001 : 2015 Certified Institution

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE

**7.1**

### **Institutional Values and Social Responsibilities**

**7.1.4**

#### **Code of Conduct Policy**

Submitted to





## Code of Conduct Policy

### Introduction

Rajagiri College of Management and Applied Sciences, Kakkanad, is dedicated to fostering an environment of respect, integrity, and professionalism. The Code of Conduct Policy outlines the standards of behavior expected from all members of the college community, including students, faculty, staff, and visitors. Adherence to these standards is essential for maintaining a positive and productive academic and work environment.

### Objectives

The Code of Conduct Policy aims to:

1. **Promote Respectful Behavior:** Encourage a culture of mutual respect and consideration among all members of the college community.
2. **Ensure Compliance:** Establish clear guidelines for behavior to ensure compliance with institutional values and legal requirements.
3. **Foster Integrity:** Uphold the principles of honesty, fairness, and ethical conduct in all academic and professional activities.
4. **Maintain a Safe Environment:** Provide a safe and supportive environment for learning and working.

### Standards of Conduct

#### 1. Respect and Dignity:

- Treat all individuals with respect, dignity, and courtesy.
- Avoid any form of harassment, discrimination, or bullying.
- Respect diverse viewpoints and backgrounds.



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## 2. Academic Integrity:

- Uphold the highest standards of honesty in all academic work.
- Avoid plagiarism, cheating, and any other form of academic dishonesty.
- Report any instances of academic misconduct to appropriate authorities.

## 3. Professional Behavior:

- Demonstrate professionalism in all interactions, including punctuality, dress code, and communication.
- Use college resources responsibly and for their intended purposes.
- Maintain confidentiality and privacy regarding sensitive information.

## 4. Compliance with Policies:

- Adhere to all college policies, including those related to health and safety, equal opportunity, and anti-corruption.
- Follow any additional guidelines or instructions provided by college authorities.

## 5. Conflict Resolution:

- Address conflicts and grievances through appropriate channels.
- Engage in constructive dialogue to resolve issues amicably and professionally.

## Responsibilities

### 1. Students:

- Adhere to the Code of Conduct in all academic and extracurricular activities.
- Report any violations or concerns to college authorities in a timely manner.
- Participate in educational programs related to the Code of Conduct and ethical behavior.



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## 2. Faculty and Staff:

- Model and reinforce the standards of conduct outlined in this policy.
- Address any breaches of the Code of Conduct and take appropriate action.
- Provide guidance and support to students regarding ethical and professional behavior

## 3. College Administration:

- Ensure that the Code of Conduct is effectively communicated to all members of the college community.
- Provide training and resources to support compliance with the Code of Conduct.
- Review and update the policy as needed to reflect changes in laws, regulations, and institutional values.

## Disciplinary Procedures

### 1. Reporting Violations:

- Individuals who observe or are aware of violations of the Code of Conduct should report them to the appropriate college authorities, such as the Dean or the Disciplinary Committee.

### 2. Investigation:

- Reports of violations will be investigated impartially and confidentially.
- The investigation will include a review of evidence and interviews with relevant parties.

### 3. Action and Penalties:

- Based on the findings of the investigation, appropriate action will be taken, which may include warnings, counseling, or disciplinary measures such as suspension or expulsion.



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- Disciplinary actions will be proportionate to the severity of the violation and in accordance with college policies and procedures.

#### 4. Appeals:

- Individuals who are subject to disciplinary action have the right to appeal the decision.
- Appeals should be submitted in writing to the Appeals Committee within a specified timeframe.

#### Confidentiality

All matters related to the Code of Conduct and disciplinary procedures are handled with strict confidentiality. Personal and sensitive information is protected and only disclosed on a need-to-know basis.

#### Conclusion

The Code of Conduct Policy at Rajagiri College of Management and Applied Sciences is designed to promote a respectful, ethical and safe environment for all members of the college community. Compliance with this policy is essential for maintaining the integrity and excellence of our institution



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