



Ethics, Responsibility & Sustainability Policy

Version 2022

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Contents

Preamble	3
Introduction	4
1. Ethics Policy	6
2. Code of Ethics to Prevent Malpractices & Plagiarism in Research.....	9
3. Institutional Ethics Committee (IEC) - Standard Operating Procedures (SOP).....	13
4. Swachh (Clean & Green) Campus Policy	19
5. Environmental & Energy Usage Policy	22
6. Waste Management Policy.....	25
7. Water Conservation Policy	28
8. Disciplinary Committee Policy	32

Preamble

At Rajagiri Business School, we are committed to promoting ethical behavior, social responsibility, and sustainable practices in all aspects of our academic and administrative activities. We believe that such practices are essential for fostering a culture of trust, accountability, and respect among our stakeholders, including students, faculty, staff, alumni, partners, and the wider community. To achieve this vision, we have developed a comprehensive Ethics Responsibility and Sustainability Policy that outlines our principles, standards, and procedures for ensuring ethical conduct, preventing malpractice and plagiarism, promoting sustainability, and handling ethical concerns and grievances.

This policy consists of several key components, including our Ethics Policy, which sets out our core values, ethical principles, and standards of behavior that guide our decision-making and actions. We also have a Code of Ethical Conduct that provides specific guidelines and expectations for our faculty, staff, and students to follow. Our Code of Ethics to prevent malpractice and plagiarism is aimed at preventing academic dishonesty and ensuring academic integrity. In addition, we have an institutional Ethics Committee for Research that is responsible for reviewing and approving research proposals to ensure that they meet ethical standards.

In order to promote sustainability, we have implemented a Clean and Green Campus policy, which focuses on reducing our environmental impact through sustainable practices such as energy conservation, waste management, and water conservation. Our Environmental Energy Usage Policy outlines our commitment to reducing our carbon footprint by using energy-efficient technologies and renewable energy sources. Our Waste Management Policy outlines our procedures for minimizing waste, recycling, and disposing of waste in an environmentally responsible manner. Our Water Conservation Policy outlines our strategies for conserving water resources and minimizing water usage.

Finally, our Disciplinary Committee Policy outlines the procedures for handling ethical concerns, grievances, and disciplinary actions. This policy ensures that all stakeholders have a fair and transparent process for raising and addressing concerns related to ethics, sustainability, and responsible behavior.

We believe that this Ethics Responsibility and Sustainability Policy is essential for upholding our mission, vision, and values, and for ensuring that we are a responsible and sustainable institution that contributes to the well-being of our community and the planet.

Introduction

Rajagiri Business School is committed to the principles of ethics, responsibility, and sustainability in all aspects of its operations. The School recognizes the importance of sustainable development and the need to operate in an ethical and responsible manner that considers the long-term impact of our actions on the environment and society.

Ethics

At Rajagiri Business School, we believe that ethical behaviour is the foundation of our success. The School is committed to upholding high standards of ethical behaviour in all its activities. We encourage all members of the Rajagiri community to act with honesty, integrity, and fairness in their interactions with each other and with external stakeholders. We expect all members of our community to comply with applicable laws and regulations, to avoid conflicts of interest, and to report any suspected violations of the law or unethical behaviour.

Responsibility

As a responsible institution, Rajagiri Business School is committed to ensuring that its operations do not have a negative impact on the environment or society. We recognize the need to operate in a sustainable manner, minimizing our carbon footprint and promoting sustainable practices. We also recognize our responsibility to the broader community and to society at large. We strive to contribute to the development of our communities, both through our academic activities and through our engagement with local organizations.

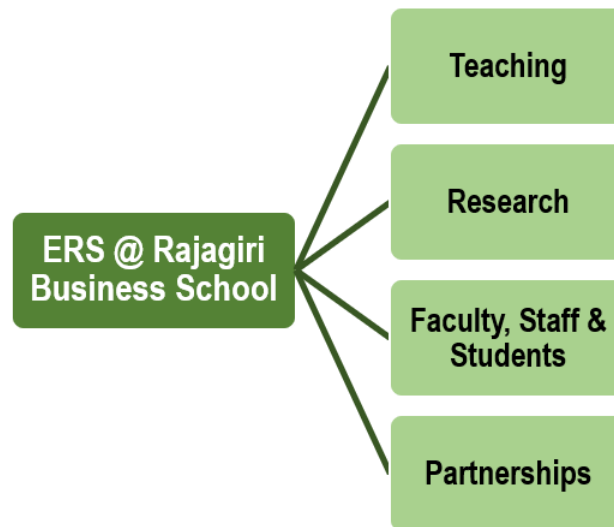
Sustainability

Rajagiri Business School recognizes the importance of sustainability in all aspects of its operations. We are committed to promoting sustainable practices in all areas of our activities, including teaching, research, and operational practices. We recognize the need to conserve resources and to reduce our environmental impact. We are committed to promoting sustainable practices in our daily operations, including waste reduction, energy conservation, and the use of sustainable materials.

ERS Strategy @ RBS

Our ERS (Ethics Responsibility and Sustainability) strategy aligns with the mission of Rajagiri Business School - to develop socially responsible and holistic leadership in a supportive learning environment. Our aim is to integrate sustainable practices into every aspect of our institution, including teaching, research, partnerships, and student and staff engagement activities.

Rajagiri Business School has been dedicated to promoting a more sustainable approach across various areas of our institution, including teaching, research, processes, and governance for several years. Our commitment to sustainability is reflected in our ongoing efforts to integrate sustainable practices in everything we do, and we strive to continually improve our sustainability efforts.



We believe in contributing towards a safer and brighter future for everyone, and we strive to achieve this through the following initiatives:

- Providing socially responsible education that emphasizes outcomes-focused learning. Our curriculum is designed to equip our students with the knowledge and skills needed to make ethical and sustainable decisions in their future careers.
- Conducting contemporary research that makes a positive impact on our communities. Our research is guided by ethical standards and aims to address sustainability challenges and contribute to the development of responsible business practices.
- Encouraging student and faculty engagement activities that foster a sense of shared responsibility towards ethical and sustainable practices. We believe that everyone has a role to play in promoting responsible and sustainable business practices, and we encourage our community to actively engage in these activities.
- Collaborating with partners to support, recognize, and embed the United Nations Sustainable Development Goals (UNSDGs) across all our activities, thoughts, and actions. We believe that by working together, we can achieve greater impact and contribute towards a more sustainable world.
- Demonstrating leadership by setting an example through our ethical and sustainable practices. We believe that by leading by example, we can inspire others to adopt ethical and sustainable practices.

At Rajagiri Business School, we are committed to promoting ethics, responsibility, and sustainability in everything we do. Our ERS strategy reflects this commitment, and we believe that it will help us create socially responsible and holistic leaders who will make a positive impact on the world.

Conclusion

At Rajagiri Business School, we are committed to upholding the principles of ethics, responsibility, and sustainability in all aspects of our operations. We strive to create a culture of ethical behaviour, social responsibility, and sustainable practices, which will contribute to the long-term success of the School and the broader community.

1. Ethics Policy

Overview

The Code of Ethical Conduct Policy Document for Rajagiri Business School sets out the ethical expectations for administrators, employees, and students. The document emphasizes the school's commitment to ethical conduct and compliance with the law, sets basic standards of ethical behavior, and provides mechanisms for reporting known or suspected ethical or legal violations. The Code is guided by the CMI Vision of Education and provides guidelines for professional conduct for all members of the school community. The document also establishes a Code of Conduct and Professional Ethics Committee responsible for identifying the Code of Conduct for different stakeholders, reviewing the Codes, monitoring adherence to the Code of Conduct, and planning and organizing professional ethics Programmes.

1. 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 group of institutions is committed to excellence and integrity in all its endeavour. In this way, Rajagiri aims to maintain the trust and confidence of both the college community and the public. Rajagiri Business School (RBS) administrators, employees and students are expected to undertake their responsibilities on the school'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 school's community as well as third parties; protecting confidential information; and compliance with all applicable laws, rules, and regulations.

a. Scope

This Code of Ethical Conduct applies to all administrators, employees and students of the Rajagiri Business School. This Code may be amended or supplemented from time to time by the various administrative bodies of the institute.

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:

- Emphasize the College's commitment to ethical conduct and compliance with the law;
- Set forth basic standards of ethical behavior;
- Provide reporting mechanisms for known or suspected ethical or legal violations; and
- 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. This Code of Conduct of the school 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 & Professional Ethics

- The code of conduct and professional ethics is to be stated in the form of independent handbooks for students, teachers, administrators and other Staff.

- The Code of ethics should be displayed on the college website.
- The inscriptions and the teachings of the founder are to be displayed on the college corridors.
- 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 & Professional Ethics Committee

The members of the Committee will comprise of:

1.	Director, Rajagiri Business School
2.	Assistant Director, Valley Campus
3.	Honorary Dean, Rajagiri Campus
4.	Associate Dean (Academics)
5.	Associate Dean (Research)
6.	Associate Dean (Student Affairs)
7.	Programme Chair (PGDM)

f. Responsibilities of the Code of Conduct & Professional Ethics Committee

1. Identifying the code of conduct for different stakeholders in the school, such as students, teachers, administrators, and other staff members
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
8. Monitor the Annual Strategic Planning Exercise and Induction Programme for the New Faculty Members and other staff.

2. Code of Ethics to Prevent Malpractices & Plagiarism in Research

Overview

The Code of Ethics to Prevent Malpractices & Plagiarism in Research discusses the major ethical concerns in academic research and publication, including research misconduct, ownership of data, authorship criteria, conflict of interest, duplicate submission, and plagiarism. Plagiarism is defined as a form of academic dishonesty in which one person presents another's work as their own. Rajagiri Business School has adopted the UGC regulations for academic integrity and plagiarism prevention, and any act of plagiarism is considered a violation of the code of ethics. The school has installed software to ensure all documents are free of plagiarism and developed a policy for plagiarism approved by the college IQAC. The level of plagiarism is quantified into four levels, and the college has established an Academic Integrity Panel to investigate and report on any complaints of plagiarism.

1. Code of Ethical Conduct Policy Document

Rajagiri Business School is committed and determined to encourage and uphold high standards of righteousness and accountability in the conduct of academic research and is keen to embed and promote the culture of honesty, integrity and transparency in all its institutional activities. The college endeavors to maintain academic respect and integrity by retracting all forms of scholastic and intellectual dishonesty, including plagiarism. The college uses anti-plagiarism software to check academic and intellectual documents for ensuring originality. Every student, research Scholar and faculty member of the college is encouraged to check his/her assignment/ final project report/research papers using plagiarism detector before submission.

1. Ethical Concern in Research

Following are the major ethical concerns with respect to academic research and publications:

- **Misconduct & Fabrication of data or results:** Any intentional or irresponsible disregard for the truth in reporting observations may be considered to be an act of research misconduct.
- **Ownership of and Access to Data:** The data relating to a research publication should be made available to the others upon request after the research results have been published or accepted for publication.
- **Criteria for Authorship:** The author should emphasize proper acknowledgment in the presentation and the publication of manuscripts. Authorship should be awarded to those persons who have made an original and significant contribution to the conceptualization, design, execution, and interpretation of the published work. It is inappropriate and unacceptable to submit extracts from research to more than one publisher unless such action has been approved by the editors of each publication or multiple submissions is the acceptable standard practice in the specific discipline. In the complete report on the work in question, reference should be made to preliminary extracts from work that has already been published.
- **Conflict of Interest:** Any action that may result in a conflict of interest must be fully disclosed. When objectivity and effectiveness cannot be maintained, the activity should be avoided or discontinued.
- **Duplicate Submission:** Duplicate submission abuses the resources of all affected journals, including the valuable time of editors, reviewers, and staff, and is unprofessional and unacceptable.
- **Plagiarism:** Authors who present the words, data or ideas of others with the insinuation that they own the same, without ascription in a form suitable for the medium of presentation are committing theft of intellectual property and may be guilty of plagiarism and thus of research misconduct.

2. Plagiarism: Definition & Scope

Rajagiri Business School has adopted the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 and accordingly

- Plagiarism is a form of academic dishonesty in which one person submits or presents the work of another person as his or her own, whether from intent to deceive, lack of understanding, or carelessness. Students/faculty member's "use of others" expression of ideas, whether quoted verbatim or paraphrased, must also be clearly acknowledged according to acceptable academic practice. It is the responsibility of each student and faculty member to learn what constitutes acceptable academic practice.
- Rajagiri Business School, does not allow any malpractices or plagiarism in research. Individual researchers need to undertake the responsibility of ensuring originality in their research and secondary and primary sources are acknowledged wherever required in each research paper.

3. Practices Considered as Violation of Code of Ethics & Plagiarism

- Not acknowledging an author or other source for one or more phrases, sentences, thoughts, code, formulae, or arguments incorporated in written work, software, or other assignments (substantial plagiarism);
- Presenting the whole or substantial portions of another person's paper, report, piece of software, etc. as an assignment for credit, even if that paper or other work is cited as a source in the accompanying bibliography or list of references (complete plagiarism). This includes essays found on the internet.
- Obtaining or attempting to obtain an academic advantage by non-academic means such as bribes or threats.
- Hindering other students in obtaining fair access to materials and facilities; for example, cutting an article out of a Library copy of a journal.
- Theft of another student's notes and alteration or destruction of the work of other students
- Students who are uncertain what plagiarism is should discuss their methodology with their instructors.

4. Curbing Plagiarism

- Rajagiri Business School, has installed a software to ensure that all documents such as thesis, dissertation, publications or any other such documents submitted to the college are free of plagiarism at the time of their submission.
- The software is made accessible to all those who engaged in research work including student, faculty, researcher and staff.
- Every student submitting a thesis, dissertation, or any other such documents to the University shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.
- The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the college.
- The college has developed a policy on plagiarism as approved by the college IQAC.

5. Similarity Checks for Exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

- All quoted work reproduced with all necessary permission and/or attribution.
- All references, bibliography, table of content, preface and acknowledgements.
- All generic terms, laws, standard symbols and standards equations.

6. Levels of Plagiarism

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- Level 0: Similarities up to 10% - Minor similarities, no penalty
- Level 1: Similarities above 10% to 40%
- Level 2: Similarities above 40% to 60%
- Level 3: Similarities above 60%

7. Detection/Reporting/Handling of Plagiarism

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the Director. Upon receipt of such a complaint or allegation the Director shall investigate the matter and report the matter to the IQAC. The College can also take suo motu notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the college on the basis of findings of an examiner.

8. Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Doctoral programmes and on researcher, faculty & staff of the college only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

Plagiarism Level	Penalties
Level 0: Similarities up to 10%	Minor similarities, no penalty
Level 1: Similarities above 10% to 40%	Shall be asked to withdraw manuscript.
Level 2: Similarities above 40% to 60%	<ul style="list-style-type: none"> • Shall be asked to withdraw manuscript. • Shall be denied a right to one annual increment. • Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D/FPM, student/scholar for a period of two years
Level 3: Similarities above 60%	<ul style="list-style-type: none"> • Shall be asked to withdraw manuscript. • Shall be denied a right to two successive annual increments. • Shall not be allowed to be a supervisor to any new Master's, M.Phil., PhD/FPM, student/scholar for a period of three years

3. Institutional Ethics Committee (IEC) - Standard Operating Procedures (SOP)

1. Introduction

Promotion of research culture among faculty members and students is a significant activity undertaken by Rajagiri Business School over the past many years. The school envisages a responsive role with a vision to promote intellectual contributions through academic research in all the functional areas. In its endeavour to promote academic research and publication, the Management encourages the faculty members to undertake externally funded Major and Minor Research Projects that can have an impact on the society, business and other stakeholders.

RBS well-defined Policies for the promotion of research and publication among faculty members. As an outcome of the Research Promotion policy, seed money is provided by the College to the Faculty Members to undertake minor Research Projects (MRPs) upon agreed terms and conditions. The proposals are reviewed in three cycles – in February, June and October every year. The School has a comprehensive review process to ensure that all research involving Human elements addresses relevant ethical considerations and is subject to appropriate review. Hence it is a regular practice that all the research which has human element considerations are referred to the Institutional Ethics Committee (IEC) constituted for the purpose.

2. Institutional Ethics committee (IEC)

The aim of ethical review is to protect participants. They are a valuable part of the research process and not merely a means of accessing data. However, ethical review also helps to protect the researcher. By obtaining ethical approval the researcher is demonstrating he/she has adhered to the accepted ethical standards of a genuine research study which could increase recruitment potential.

It is generally accepted that funders, such as research councils will not provide financial support for research that does not have ethical approval. Many publications will now no longer accept for publication results of research that was not ethically approved. As such, researchers may need to present evidence of ethical approval in order to publish their results to the wider research community.

There are a number of ethical standards that have been accepted which all researchers and ethical committees are expected to comply with.

- All participants must be fully informed of the study and what is being asked of them, including the potential risks/benefits and exclusion criteria, in order to make a fully informed decision about whether or not to participate in the research. This must be an active step on behalf of the participant and not due to any inducement, coercion or perceived pressure to participate. This is required of all participants in a research study.
- Research involving human participants must have a benefit to society and the risks involved to participants must be balanced against the potential benefit to the overall community
- All participants have the right for their participation to remain confidential in that only the researcher will be aware who has participated.

3. Purpose of the IEC

The Committee's primary responsibility will be the protection of safety, rights and confidentiality of the research subjects. The Committee will keep all information submitted to them confidential specially the proprietary information.

4. Types of research that require ethical approval

The following types of research are considered to involve more than minimal risk and require ethical approval:

- **Research involving potentially vulnerable groups**, for example, children and young people, those with a learning disability or cognitive impairment or individuals in a dependent or unequal relationship.
- **Research involving those who lack capacity**. All research involving those who lack capacity or who during the research project come to lack capacity,
- **Research involving sensitive topics** – for example participants' sexual behaviour, their experience of violence, their abuse or exploitation, their mental health
- **Research involving groups where permission of a gatekeeper is normally required** for initial access to members. This includes research involving gatekeepers such as adult professionals (e.g. those working with children or the elderly) or research in where access to research participants is not possible without the permission of another adult, such as another family member (e.g. the parent or husband of the participant) or a community leader.

The following types of research do not require ethical approval unless approval is specifically required by an external funding body or other external body.

- Studies of public behaviour that are purely observational (non-invasive and non-interactive), unless the recorded observations identify individuals (names, photographs) which could place them at risk of harm, stigma or prosecution.
- Research involving the use of non-sensitive, completely anonymous educational tests, survey and interview procedures when the participants are not defined as "vulnerable" and participation will not induce undue psychological stress or anxiety.
- Research involving the use of educational tests, survey and interview procedures on human participants in the public arena (e.g. elected or appointed public officials)

5. IEC Membership

The IEC is constituted of medical, legal and subject experts. The committee will consist of members who collectively have the qualifications and experience to review the ethical aspects of a proposed research project. A list of committee members, their qualifications and their affiliations will be maintained in the committee's records. The Committee members should be particularly aware of special problems of research involving vulnerable populations, such as children, prisoners, pregnant women, cognitively or mentally impaired persons, or economically or educationally disadvantaged persons.

Chairperson

- The Chairperson would be from outside the institution.
- The Chairperson will lead all discussions and deliberations pertinent to the review of the ethical aspects of the research proposals.
- In case of anticipated absence, the member secretary will have all the powers of the Chairperson for that meeting.

Vice Chairperson

- The Vice Chair Person would be from within the institution.
- In case of anticipated absence, the Vice Chairperson will have all the powers of the Chairperson for that meeting.

Regular Members

The regular members of the committee will include individuals (within and outside the Institution) as follows:

- A majority of members from the Social Science profession with experience and expertise in Management studies and its functional areas
- Medical professional Regulatory background

- Professionally Qualified management experts
- Legal Expert

Member Secretary

- The Member Secretary will be the Associate Dean (Research)
- In consultation with the Chairperson, the Member Secretary will be responsible for the following functions:
 1. Receiving all research proposals.
 2. Forwarding all materials for review by the committee members.
 3. Preparation and dissemination of agenda for all committee meetings (7 days prior to the meeting date).
 4. Inviting special attendees to the scheduled meetings, if needed
 5. Preparation and circulation of minutes (within 7 days of the meeting).
 6. Notification of review outcome to Principal Investigator of research proposals.
 7. Retention and safekeeping of all records and documentation. 8) Performance of other duties assigned by the Chairperson

Tenure of Membership

- The tenure of committee members will be a continuous period of three (3) years.
- There will be no limit to the number of times that membership can be extended

Functions of the Institutional Ethics Committee (IEC)

- Identifying and weighing up the risks and potential benefits of research
- Evaluating the process and materials (printed documents and other tools) that will be used for seeking participants' informed consent
- Assessing the recruitment process and any incentives that will be given to participants
- Evaluating risks to participants' confidentiality (and the related risk of discrimination) and the adequacy of confidentiality protection
- Examining any other issues that may affect the ethical acceptability of the research.

Meetings of the IEC

- The IEC Committee will hold meetings at least once in 6 months or earlier when required.
- All regular members will receive notification of meeting schedules at least one week in advance.
- Meetings will be held as scheduled provided there is a quorum. A quorum will be defined as one-half of the current regular members of the committee

Hierarchy

- The Chairperson will be the head of the committee and the guardian of all Documents and funds in the committee's possession.
- All other members will be regular committee members with equal ranking

Minutes

- The proceedings of all meeting will be recorded in English and in form of minutes

- The Member Secretary will be responsible for coordination, recording and circulation of the meeting minutes
- If any member(s) of the committee is/are participating in the research project under discussion, they will opt out from all deliberations on the project.
- Conflict of interest needs to be avoided or should be declared and discussed within the members of the IEC

Review Outcome

- The Committee will document its view on the following:
 - Approval
 - Request for modification or information
 - Disapproval
 - Termination/suspension of the research proposal/ongoing study

Notification of Review Outcome

The outcome of Committee's review will be recorded in writing within a week of the date of review and conveyed to the Principal Investigator (PI)

Review of Amendments to the Approved Research Proposal

All amendments to the approved research proposal shall be submitted to the committee immediately for its review.

Application procedure

- Download the IEC application forms from the college Website and complete the forms. The application with the relevant number of copies to be forwarded to the Member Secretary, Institutional Ethics Committee (IEC).
- The IEC Committee will require the submission of one original and one soft copy of each of the documents listed below for every research proposal.
- The documents required for submission are the following:
 - a. IEC Application form
 - b. Research proposal
 - c. Covering letter (Annexure 1)
 - d. Resume of the Investigators (Annexure 2)
 - e. Undertaking by the Principal investigator (Annexure 3)
 - f. Participant consent & Participant information sheet (Annexure 4)
 - g. Project risk assessment form (Annexure 5)
 - h. Tool translation undertaking (Annexure 6)

Reports Required of Principal Investigator

- The Principal Investigator/ shall submit the following reports to the Committee:
 1. Annual Progress Reports - The first report shall be submitted within thirty (30) days of completion of the year following the date of the first approval. Subsequent reports will be submitted at one-year intervals following the first report.
 2. In addition, the investigator should also promptly report the following to the Committee:

3. Deviations from, or changes of, the protocol to eliminate immediate hazards to the respondents.
4. Changes increasing the risk to subjects and/or affecting significantly the conduct of the study.
5. New information that may affect adversely the safety of the subjects or the conduct of the study.

Records Retention

The Committee will retain the following records for a period of at least Five (5) years after the completion or termination of a study:

- Standard operating procedures (SOPs) in effect at the time of review
- Membership list at the time of review
- Occupation/affiliations of the members at the time of review
- All documents pertinent to the research proposal
- Minutes of meetings and,
- All correspondence with the Principal Investigator

** IEC members from outside Rajagiri will be paid an honorarium of Rs. 2,000 per sitting for offline IEC meetings and Rs. 1,500 per sitting for online meetings

4. Swachh (Clean & Green) Campus Policy

1. Objectives

The objectives of Rajagiri Swachh (Clean) Campus Policy are:

- To build consensus on the need for maintaining a Clean and Green Campus among campus leaders at student level, faculty level and campus level.
- Monitor the existing environmental performance of the campus in a participatory and transparent way.
- Facilitate design of specific interventions for making the campus clean and green by following international standards and accepted parameters.

2. The Rajagiri Swachh Policy comprises of

- **Water conservation policy:** Optimum use of water, reuse of treated water, water saving appliances and water recycling.
- **Waste Management Policy:** The "5 R" principles of reduce, reuse, recycle, refuse and regenerate as well as to reducing waste sent to landfill to less than 10% of waste generated. Banning all plastic disposable items from the campus is the first step. Drawing lessons from the Swachh campaign for handling computer and electronic equipment and other e-wastes. It should also contain sanitation and hygiene monitoring process.
- **Energy conservation and usage policy:** Reduction in energy consumption through technologies and management processes.
- **Rajagiri Green Protocol:** A greening policy which looks into environmental sustainability and growing endemic and endangered species of trees covering at least 33% of land area on campus.
- **Ban on Plastic Policy:** Reduce the usage of plastic, especially the single use plastic.
- To identify how Environment and Sustainability could be integrated into the curriculum

3. Areas of Intervention

The major areas of intervention of Rajagiri Swachh (Clean) Campus Committee are:

- Sanitation and Hygiene
- Waste Management
- Water Conservation
- Campus Greenery
- Energy Conservation

4. Suggested Swachh Activities on Campus

- **Survey on Waste:** Sources of waste generation, the quantum of waste generated from each source per day, per week and per month are noted. After segregation of waste its quantity is calculated.
- **Plan and Prepare:** Preparation involves training everyone in scientific waste disposal, involving sanitation staff in planning and educating campus residents. Sanitation supervisor and staff are consulted for manpower requirements and deployment.
- **Facility, Equipment and Logistics:** This includes bins, collection carts, uniform, safety gear, gloves and rakes for handling different kinds of wastes are provided at different locations. There are waste management facilities in campus with incinerator and compost/waste bins. There is a facility for sanitation workers to wash and clean. Bins, carts, vehicles in their most appropriate sizes are

required and are to be placed at different locations in the campus with colour coding for easy waste segregation.

- **Segregation of Waste for Secondary Segregation and Resource Recovery:** Covered sheds are located away from each other to avoid mixing. Shredders, sieves and other mechanical devices are provided. Collected waste is checked for suitability before treatment. Tertiary segregation recovers recyclables and reusable wastes
- **Ban on Plastic in Campus:** Important practices include total ban on single use plastic items like plastic bottles, disposable plates and toiletries in sachets. Recyclables like e-waste, glass and plastics are given to scrap collectors.
- **Reduction in Paper Waste:** Reduction in paper use and sharing of notes and documents are to be promoted. Two-side printing on paper is to be promoted.
- **Orientation Programmes:** Conduct orientation programmes and seminars for all students and employees on Swachhta etc.
- **Contribution to Swachh Campus Initiative:** Ensure all students and employees, including the outsourced ones, are contributing to the Swachh Campus Initiative.

5. Environmental & Energy Usage Policy

1. Statement of the Policy

This Environmental and Energy Policy is binding for Rajagiri Business School curricular and extra-curricular activities and operations. It will help us to embed efficiency and environmental awareness into our every-day activities, thus helping us realize the expectations of the stakeholders and society. This policy statement is concerned with the increase in the production, delivery and use of electrical energy, and its effect on the environment.

2. Preamble

Rajagiri's commitment to the environment stems from the vision and mission statements abiding concern for the environment, climate change and society. Climate change and its impact on the environment are considered as the key sustainability changes to the society which affects the stability and ecology of the society, at large. Rajagiri through its innovative initiatives and leaderships is committed to the society to assume a major role in environment protection and climate change moderation.

Rajagiri adapts itself to the Swachh Bharat Abhiyan, the most significant campaign by the Government of India. Rajagiri Business School has introduced several innovative ideas for green initiatives, energy efficiency and sustainability in the campus.

3. Environment and Energy Usage Principles for Rajagiri

Rajagiri pledges to fulfil its commitment to the environment through the following levels of actions:

- Achieving transparency about our environmental and energy impact, giving importance to our own carbon footprint, through institutional reporting.
- Integrating energy and environmental considerations into the design of all new infrastructural facilities at Rajagiri.
- Improving operational efficiency and minimizing impact on the environment
 - Improving the carbon efficiency by 50% by 2025, compared to 2019.
 - Reduce local air pollution emissions by 2025 by promoting the use of public transportation
 - Complying with the applicable international, regional and national environmental regulations, as well as legal requirements regarding energy consumption and energy efficiency.
 - Taking additional measures by reducing energy consumption.
 - Considering environmental aspects and energy efficiency in all major investment and procurement decisions -- adopt a green procurement philosophy.
- Improving resource efficiency in operations, especially for key resources such as energy and water.
- Adopt a sustainable water conservation and water management philosophy.
- Strive towards a "greener campus".
- Continuous monitoring and reviewing of objectives to achieve continual improvement in environmental and climate performance.
- Preserve and enhance biodiversity in campus.
- Educate the administrators, students, teaching and staff with seminars and sessions on environmental sustainability.
- Focus on increasing water efficiency and sustainable waste management.
- Funding for research and Development on environmental aspects, challenges, issues and solutions.
- Foster innovation through the use of innovative technologies to minimise emissions and energy consumption.
- Engage in dialogue with the stakeholders, co-operate with universities and industry, and actively work with national and international organizations in the areas of environment, energy efficiency and sustainable development.

- Review the environmental policy and systems to ensure its continuing applicability and relevance to its purpose.
- Support various local communities to engage in environmentally friendly initiatives and practices

6. Waste Management Policy

1. Policy Statement

This policy is a necessary requirement to ensure that Rajagiri Business School fulfils its moral and legal duties for a harmless, compliant, environmentally and financially sustainable environment. This policy offers guidance to staff and students, and defines responsibilities in all aspects of Waste Management with standards for appropriate waste segregation, storage, handling, transport and disposal.

2. Policy Vision

The policy envisions a healthy, prospering and resource- efficient campus in which waste are reduced, reused, recycled and prevented wherever practicable and disposed responsibly.

3. Policy Objectives

The policy has been prepared with the objectives of:

- Generating awareness among the staff and students to manage the waste generated by them
- Promoting the adoption of appropriate state-of-the art technologies for processing and managing solid liquid and e-waste material
- Maximizing the possibility of reduction, reuse and recycling the waste generated.
- Manage the process to ensure compliance with best practices

4. Guiding Principles

The guiding principles on which the policy has been drafted includes the following;

- Waste will be considered as a resource
- The “5 R” principles of reduce, reuse, recycle, refuse and regenerate

5. Solid Waste Management

The following kinds/types of waste material are to be carefully disposed with the agencies designated for the same. The Committee members should be responsible for renewing the MoUs with the concerned parties, at the end of the MoU period.

- Paper
- Magazines, Journals etc
- Cardboard
- Plastic (Bottles/Cups/Cans/Paper etc.)
- Glass (Bottles/Jars/Glasses/Plates etc.)
- Wood and Metal
- Food Waste
- Sanitary Napkins

6. Liquid Waste Management

The liquid waste generated is to be treated through the Sewage Treatment Plants. The Committee members should be responsible for renewing the AMC of the Sewage Treatment Plant. The recycled water from the STP is to be used for the Toilet Flush Tanks and Gardening, which involves no direct body contact.

7. E-Waste Management

The following kinds/types of waste material are to be carefully disposed with the agencies designated for the same. The Committee members should be responsible for renewing the MoUs with the concerned parties, at the end of the MoU period.

- Toner cartridges
- CDs, Audio, Video Tapes
- Monitors, Keyboard
- Batteries
- Lights, Tubes and other electrical waste

8. Usage and Procuring of Items

Purchasing of new products has a real impact on the quantity and recyclable value of waste, on the campus. Choosing and buying recycled products is part of an overall waste reduction strategy. As source reduction is an issue that often gets overlooked the Management Committee and various Departments should consider the following:

- To cut down on over-packaged products (The packaging that comes together with products proves to be non-reusable)
- To purchase refillable or reusable products e.g. mineral water, toner cartridges
- To use durable items (E.g.: plates and glasses) where relevant, not one-trip disposable items
- To buy equipment that can easily be mended or has interchangeable parts
- To specify/buy items made with recycled materials
- To consider using cost savings from waste reduction activities, e.g. photocopiers set to double-sided, reuse one side paper for printing and notes, to pay for activities that may cost a little more until economies of scale come in to play.
- To minimise the use of flex boards and plastic hoardings during programmes and events

7. Water Conservation Policy

1. Introduction

Water is material for the operational sustainability of all educational institutions, including RBS. Our water conservation policy is based on design efficiency, water treatment, recycling, and replenishment. Ensuring utilisation of water in a manner that places the needs of the future generations at par with the needs of the present generation is to be considered by every individual as well as institution.

Water Conservation policies adopted by RBS includes all the activities and practices to sustainably manage the natural resources of fresh water, to protect the hydrosphere and to promote a judicious utilisation of water. Contributing towards the welfare of the society by helping in the preservation of water and uplifting a generation which is awakened to the need of protecting water resources is an important objective of this institution, hence RBS, has designed the following water conservation policy.

2. Goals

To achieve Rajagiri's primary goal of achieving water neutrality by 2025, RBS has implemented water-efficient fixtures in its new constructions, ensuring 100% treatment and recycling of sewage and rainwater harvesting. Sewage is treated using state-of-the-art technologies and recycled for use in flush tanks, and irrigation. Student and staff engagement plays a major role in our water sustainability strategy. At RBS, we view water from the three inter-related dimensions of Conservation, Responsibility and Security; our articulated goals are therefore predicated on these three dimensions.

- **Water efficiency** - Continuously improve water efficiency of our operations.
- **Responsible Sourcing** - To ensure responsible sourcing and water management in proximate communities, especially in locations that are prone to water scarcity.
- **Water security**- Recognizing water availability as a business risk, to proactively assess and plan for the water security of the organization in a manner that is congruent with the first two objectives.

3. Provisions

RBS promotes water conservation and water-use efficiency measures as essential elements of sound water resource management. RBS encourages all its stakeholders to support policies and programs for water conservation that would achieve;

- A sustainable balance between demand management and reduced waste through accurate accounting of water volume.
- Water conservation education to all the stakeholders of RBS.
- Research and implementing of practices that promote efficient use of water.

The provisions through which they can be achieved are as follows:

- All new buildings and infrastructure to be designed with water efficient facilities.
- Provide training on the water conservation measures adopted by the college to all the students' staff and other stakeholders of the college.
- Ensure awareness about the water conservation policy of the college among all the stakeholders
- Use of less water to achieve original purpose or increasing productivity using the same volume of water.
- Recycle water to minimise the need to use more water.
- Use lower quality water that is fit for purpose wherever possible.

4. Rainwater Harvesting Structures

In Kerala, groundwater is recharged by feeding rainwater into open wells, ponds and bore wells. RBS being located in an urban area, and with constraints of land space, it is necessary to construct rainwater harvesting structures in both the campuses. The construction of rainwater pits is to be carried out in an aesthetic manner, in accordance with the building structures, and with a multi utilitarian view. Such structures not only saves water but saves money and reduces our impact on the environment.

5. Water Efficiency

An integrated approach for water efficiency is as articulated below:

- Implementing standard metering infrastructure and procedures across campuses.
- Demand side optimization (improving efficiency through flow restrictors across campuses and arresting leakages)
- Improving recycling levels through ultra-filtration with eventual use for noncontact applications like landscaping and sanitation
- Integrating rain water harvesting into the consumption side of the campus water cycle.
- Improving water governance by building user awareness and involvement of water plumbers.

6. Initiatives by RBS

At RBS, we are working towards making our facilities more and more water sustainable. This has been achieved with the use of water efficient fixtures, waste water treatment technologies, rain water harvesting and smart metering for monitoring.

- **Aerators:** Installation of Aerators in all new wash basins across the campus. Aerators provide a constant flow rate of 0.5 GPM through variable pressure optimizing water use to great extent.
- **Flow regulator taps in urinals:** Installation of flow regulator taps in the mend urinal system by installing key valves in the Carmel block. This system doesn't require water for flushing. This in turn has reduced water consumption and energy related to pumping of the system.
- **Sewage Treatment Plants:** The treated water from the Sewage Treatment tested and are in conformance with the parameters specified by the respective pollution control boards.
- **Waste water reuse:** Entire waste water generated in the campus is treated at our sewage treatment plants. Recycled water is used for landscaping and flushing. We have installed Ultrafiltration and Reverse osmosis in both campuses. The water quality is monitored on a regular basis ensuring standards and safety of the employees.
- **Nanofiltration:** Conventional water softeners is being replaced by membrane softeners (Nanofiltration) which gives good quality softened water. Nanofiltration removes nearly all viruses, most of the natural organic matter and a range of salts. Nanofiltration removes divalent ions, which make water hard, so it is used to soften hard water.
- **Rain Water Harvesting:** Rainwater harvesting and integration into freshwater use is a significant improvement area for water sustainability across our campuses.
- **Student and Staff Participation:** Encouraging of students and staff to participate and share their view on the sensitive issues like water and waste.

7. Conclusion

The negative impact of climate change is causing water-related disasters such as floods Kerala, annually. Sustainable water management becomes an absolute necessary for sustainable living in the present environment. Rajagiri, with the help of its Water Conservation Policy aims to promote water conservation and its efficient use, as envisioned by the Ministry of Ministry of Water Resources of the Government of India in its National Water Policy.

8. Disciplinary Committee Policy

1. Introduction

Rajagiri Business School abides by the values of Service, Mutual Respect, Integrity, Learning and Excellence. A student handbook with a detailed code of conduct is provided to all the students to enable them practice these values. Breach of any of those codes of conduct may invite disciplinary measures against the students. For this purpose, a disciplinary committee is constituted by the Director of the school. The Program Chair heads the committee and two other faculty members are nominated by the Director. One of the members has to be a lady faculty. Any disciplinary issue other than that related to exams is referred to this committee.

2. Procedure:

1. Violation of any of the code of conduct mentioned in the student handbook is construed as indiscipline.
2. Any faculty member can initiate the disciplinary process against a student.
3. Once the matter is reported to the Program Chair, a mail is sent to the student(s) concerned and their explanation is sought.
4. The explanation of the student(s) is shared with the committee members.
5. A hearing is scheduled and the committee members as well as the student(s) are informed of the same.
6. The student(s) are given a hearing.
7. The committee can call any other person connected with the issue if they deem it fit.
8. Based on the explanation given by the students and the hearing of both parties, the committee arrives at a decision reg. the penal measure to be imposed.
9. The punishment can range from a written censure, monetary fine, remedial project with Rajagiri Outreach, temporary suspension or up to dismissal of the student from the program.
10. The decision of the committee is presented to the IQAC.
11. Upon ratification from the IQAC, the decision is mailed to the student by the Program Chair.
12. The student can appeal against the decision to the Director of the school.
The decision of the Director will be final.
