

RAJAGIRI BUSINESS SCHOOL

CODE OF ETHICAL CONDUCT

Preface

Rajagiri Business School is committed to maintaining the highest ethical standards in every sphere of activity. In order to set the basic standards of ethical behavior within the institution for faculty, staff and students, a Code of Ethical Conduct has been drawn up which defines the scope, applicability and the specific ethical standards required by the institution. It also sets down the consequences of unethical behavior in violation of the prescribed code.

Rajagiri 's commitment to the ethical conduct is part of its mission, and the values the institution upholds flows down from the vision and values of the Carmelites of Mary Immaculate (CMI) management and their founding father St Kuriakose Elias Chavara. The Code of Ethics documents the ethical standards the institution has set for itself, and its application will be undertaken in all seriousness. As an educational institution, Rajagiri Business School is committed to conducting its educational programmes adhering to the principles outlined in this Code.



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1. INTRODUCTION

The vision and mission of RBS reflect the institution's commitment to Ethics, Responsibility and Socially Sustainable Practices. RBS is committed to carrying out its teaching, research, consultancy and other non-academic activities within a comprehensive ethical framework based on its core values and incorporates social responsibility and sustainability values in all its activities. The Rajagiri Code of Ethical Conduct sets out the principles applicable to all teaching, research, consultancy and other non-academic activities conducted at, by or in the name of Rajagiri Business School. Ethical behaviour by all the participants - administrators, faculty, and students, is at the heart of our academic endeavor. This policy provides students, staff, faculty and administrator with a clear understanding of the desirable behaviour and values in the implementation of all activities at RBS and it helps support a culture of academic freedom and excellence.

Clearly, it is not possible to give a complete list of what is acceptable and what is not. Further this is not an exhaustive list of ethical code of conduct for all the members of the institution. This document, therefore, deals only with such items as we believe members of the institution should be well informed about. A detailed version of the code of conduct and responsible behaviour is available in faculty handbook, student handbook and the guidelines issued by the institution from time to time. This Code of Ethical conduct is not intended to replace any existing policies. This code of ethical conduct shall be amended and supplemented from time to time by the concerned authority.

2. CODE OF ETHICAL CONDUCT – FACULTY AND STAFF

2.1. Scope

Faculty and staff members play an important role in the functioning of the institution. As employees of a reputed CMI Institute of the country, faculty and staff are expected to uphold the values propagated by our founders. The behavior of faculty is closely watched and followed by the students and other stakeholders. It is most important to maintain a high degree of decorum and integrity in dealing with the different stakeholders especially the students. Non-teaching staff also interact with different stakeholders including the general public while discharging their duties. This code of ethical conduct applies to all employees of the institution, i.e. administrators, faculty and staff.

2.2. Applicability

Code of ethical conduct is intended to guide the faculty and staff in identifying and resolving issues of ethical conduct that may arise in the course of their various transactions and relationships with each other and other stakeholders. It is not the purpose of this code to address every situation, but merely to make the faculty and staff aware of the general scope and application of ethics in an institute of higher education. This code of ethics summarises the standard of conduct and integrity expected from the members of the faculty consistent with the mission and vision of this institution.

2.3. Ethical Standards

2.3.1. Matters of general conduct:

- No employee may accept outside employment that will impair his or her independence of judgment with regard to his/her stated duties at RBS or would encourage the disclosure of confidential information gained during the employment in RBS. Additionally, although an employee may use his/her expertise, he/she may not use his/her designation in RBS to obtain outside employment.
- An employee is not allowed to use his/her business address, telephone number, title or status in any way to promote, advertise or solicit personal business.
- Criticism of the Institute through any mass media (print or electronic) is not permitted. Frustrations or criticisms, if any, can be expressed during the discussion time in faculty council meetings or to the concerned authorities orally or as a written document.
- Dealing with the Press: Talking to the press (this includes all forms of interaction with print and electronic media) on any issue or matter should generally be avoided. If faculty or staff would like to express their views on an issue, they need to take prior permission of the Director.
- Joining a political party or canvassing in an election is banned. (Faculty/staff can contest an election in a professional body.)

2.3.2. Compliance with the law

RBS is subject to numerous laws and regulations that govern the various activities of the institute as an employer and an institution of higher education. All faculty members and other staff of the institution are expected to familiarise themselves with the central, state and local laws and regulations that apply to their activities and conduct themselves in compliance with such laws and regulations. Noncompliance, even when inadvertent, can have severe consequences to the members involved and the institution, including loss of funding, reputational harm and, in extreme cases, criminal prosecution or sanctions. All employees are expected to adhere to all laws and regulations applicable to the institute.

2.3.3. Use of resources and assets of the institution

The resources and assets of the institution are meant and reserved for institution purposes. It is expected that all members of the institute shall use the resources for the benefit of the institution and will refrain from abuse or misuse of resources.

2.3.4. Conflict of interest

RBS faculty/staff should avoid any situation, activity or practice that creates or appears to create any conflicts between personal interests and RBS institution interests. All actions and decisions made by RBS staff/faculty while discharging their professional responsibility should be made solely on the basis of the interests of the institution.

2.3.5. Harassment and discrimination

As an employee, you are expected to be honest, impartial in dealing with others, and sincere in your work. Make sure that you treat all students and other members of the institution with fairness and respect and do not show any favoritism.

2.3.6. Consulting ethics

The institution has provided a conducive environment for the members of faculty to take up consultancy projects. The core values of our consulting are integrity, insight and impact. This should reflect in the consultancy assignments that are undertaken. Private consultancy is a serious breach of the code of conduct. Similarly, you should not take up remunerative assignments outside the Institute without explicit permission from the Director of RBS. Faculty taking up consultancy assignments should inform the Director and the Office of the Corporate Relations. All assignments undertaken should also adhere to revenue share model (60:40) agreed upon by the management and the faculty.

2.3.7. Intellectual activity/research ethics

The institution has a well framed Research and Publication Policy which encourages as well as incentivises members of the faculty to undertake research in their area of interest and publish the same in reputed journals. It's the responsibility of the faculty to ensure that research work carried out by them should be ethical and adheres to sustainable as well as responsible management practices.

2.3.8. Plagiarism

Plagiarism includes, but is not limited to, the practice of taking someone else's work or ideas and passing them off as one's own. In research based publications, all joint authors are responsible equally for any offence of plagiarism. Punishment can be severe, including termination of service.

2.3.9. Confidential information

Many faculty and staff of the institution may have access to confidential information proprietary or private information of many types, including student records, staff records, institution agreements/contracts record and other information subject to contractual or legal obligations of confidentiality. Information may be deemed confidential pursuant to various policies of the institution. Unauthorised release of confidential information is prohibited. If a staff is unsure whether certain information is deemed confidential, he/she should seek advice from his/her supervisor, prior to releasing such information.

2.3.10. Reporting known or suspected violation of ethical behaviour

To passively observe dishonest behaviour is to condone it and to encourage it. To avoid condoning or encouraging such behaviour, faculty have the responsibility to take action that will prevent dishonest acts from occurring now or in the future. Appropriate actions include trying to prevent the party from unethical behaviour and reporting the observed behaviour to the officials. Staff are encouraged to report any known or suspected act of violation to the immediate reporting officer or the higher officials of the institute.

2.4. Sexual Harassment of women at the workplace

This section is primarily meant for male faculty. As a teacher you would interact with a lot of female students. Likewise you would interact with female colleagues and other staff. Your behaviour in all such interactions must be impeccable. The Supreme Court of India defines sexual harassment as unwelcome sexual behaviour, whether directly or by implication, such as through:

- Physical contact and advances.
- Demand or request for sexual favors.
- Sexually coloured remarks (this includes coloured jokes in a mixed company, or a class room, or even within hearing distance of a female member of the community).
- Showing pornography.
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Except where such an act amounts to a specified offence under the Indian Penal Code (which then has to be dealt with by the Police under applicable law), a victim of sexual harassment (or one who perceives sexual harassment to oneself) may lodge a complaint to the Director.

2.5. Consequences of Violations

Violations of this Code or any other applicable law or regulation, contractual or other obligation of the institution policy or procedure may carry disciplinary or other consequences, including dismissal.

3. CODE OF ETHICAL CONDUCT – STUDENTS

The motto of RBS is “Learn, Serve, and Excel” which is embedded in all the activities of the institution. The institution believes in the holistic development of students and not just material gains. As a CMI (Carmelite of Mary Immaculate) institution, Rajagiri’s ethos is imbued with a tradition of ethical, moral and social responsibility. This code of ethical conduct is a guideline for students on how to behave and act in ethical and socially responsible ways.

3.1. Scope

All students are required to adhere to the rules and regulations set by RBS. Students are brand ambassadors of RBS and are expected to maintain high degree of decorum and integrity in dealing with both academic and non-academic endeavours. This Code of Ethics applies to all the students enrolling for PGDM of Rajagiri Business School (RBS). This shall apply to all kinds of conduct of students that occurs on the Institute premises, functions organised by recognised students organisation like FORMS and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute’s Interests or reputation.

3.2. Applicability

This code is intended to guide the students in identifying and resolving issues of ethical conduct that may arise in the course of their various transactions and relationships with each other and other stakeholders. All students must know that it is of utmost importance to abide by this Code of Ethical conduct and the rights, responsibilities including the restrictions derived from this. This code of ethics summarises the standard of conduct and integrity expected from the students consistent with the mission and vision of this institution.

3.3. Ethical Standards

3.3.1. Matters of general conduct:

- Each student must commit to abiding by the code at the time of admission and give an undertaking that -
 - He/she shall be regular and must complete his/her studies in the Institute.
 - In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the Institute subject to the written consent of the Director.
 - As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the Institute on a scholarship, the said grant shall be revoked.
- The institute believes in promoting a safe and healthy climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.

- All students must refrain from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation substantially.
- Students are not permitted to use audio or video systems to record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
- Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission. Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent is prohibited.
- Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the institute on social media or indulge in any such related activities that could have grave ramifications on the reputation of the Institute.
- Students should refrain from indulging in any form of harassment which is defined as a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.
- Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.
- Joining a political party or canvassing in an election is banned. (You can, of course, contest an election in a professional body.)

3.3.2. Compliance with the law

RBS is subject to numerous laws and regulations that govern the various activities of the institute as an employer and institution of higher education. All students of the institution are expected to familiarise themselves with the central, state and local laws and regulations that apply to their activities and conduct themselves in compliance with such laws and regulations. Noncompliance, even when inadvertent, can have severe consequences to the members involved and the institution, including loss of funding, reputational harm and, in extreme cases, criminal prosecution or sanctions. All students are expected to adhere to all laws and regulations applicable to the institute.

3.3.3. Use of resources and assets

The resources and assets of the institution are meant and reserved for institution purposes. It is expected that all students of the institute shall use the resources for the benefit of the institution and will refrain from abuse or exploitation or misuse of resources.

3.3.4. Conflict of interest

RBS students should avoid any situation, activity or practice that create or appears to create any conflicts between personal interests and RBS institution interests.

3.3.5. Intellectual activity/research ethics

It is the responsibility of the students to ensure that research work carried out by them should be ethical, and adheres to sustainable as well as in responsible management practices. All individual assignments require students to submit work which is their own and they should have neither received nor given help to their colleagues.

3.3.6. Plagiarism

Plagiarism includes, but is not limited to, the practice of taking someone else's work or ideas and passing them off as one's own. In project submissions and other group submissions, all team members are responsible equally for any offence of plagiarism. Punishment can be severe, including dismissal.

3.3.7. Reporting known or suspected violation of ethical behaviour

To passively observe dishonest behaviour is to condone it and to encourage it. To avoid condoning or encouraging such behaviour, students have the responsibility to take action that will prevent dishonest acts from occurring now or in the future. Appropriate actions include trying to prevent the party from unethical behaviour and reporting the observed behaviour to the officials. Students are encouraged to report any known or suspected act of violation to the batch coordinator or the higher officials of the institute. However if any students, who for any reason, feels uncomfortable in reporting ethical violation through official channels, may send an anonymous report to the higher officials.

3.4. Sexual Harassment

Students should note that sexual misconduct or harassment encompasses a range of behaviours, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which depends on the circumstances of each case.

Any student of the Institute aggrieved by any acts of sexual harassment as defined and summarised herein can approach the Students Grievance Redressal cell. Further, any student who is aware of any violations must report this to the Cell.

3.5. Consequences of Violations

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest disciplinary actions based on the nature of misconduct.