



RAJAPALAYAM RAJUS' COLLEGE

A Linguistic Minority & Co-Educational Institution
Re-Accredited with B⁺⁺ Grade (3rd Cycle) by NAAC
(Affiliated to Madurai Kamaraj University)
RAJAPALAYAM-626117

Office: 04563-222767

E-mail: rrc1973@gmail.com

Website: www.rrc.edu.in

POLICY DOCUMENT
ON
CODE OF ETHICS
(for Faculty, Administrative Staff & Students)
2021 - 2022
(Revised)



MANUAL OF REGULATIONS AND POLICY – RAJAPALAYAM RAJUS' COLLEGE



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Preamble:

Rajapalayam Rajus' College is committed to upholding the highest standards of ethics, integrity, and accountability in all aspects of its operations. The Ethics Policy Document outlines the principles and guidelines that guide the behavior and conduct of all members of the college community, including students, faculty, staff and administrators.

Purpose:

The purpose of the Ethics Policy Document is to:

- Define the ethical standards and values that Rajapalayam Rajus' College expects from its community members.
- Establish guidelines for ethical decision-making and behavior.
- Provide a framework for addressing ethical concerns and conflicts of interest.

Core Principles:

- **Integrity and Honesty:** All members of the Rajapalayam Rajus' College community are expected to act with honesty, transparency, and truthfulness in all interactions, both within the college and with external stakeholders.
- **Respect and Dignity:** Rajapalayam Rajus' College values diversity and inclusivity. All individuals are expected to treat one another with respect, fairness, and dignity, regardless of gender, religion, nationality, or other characteristics.



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- **Academic Integrity:** Rajapalayam Rajus' College is committed to promoting a culture of academic honesty. Plagiarism, cheating, and other forms of academic dishonesty will not be tolerated.
- **Conflicts of Interest:** Any situation that may compromise or appear to compromise the objectivity or fairness of a decision or action should be disclosed promptly.

Reporting and Resolution:

If any member of the Rajapalayam Rajus' College community believes that an ethical violation has occurred, they are encouraged to report it through the appropriate channels. The college will take all reports seriously and will conduct a thorough investigation.

Protection from Retaliation:

No individual who reports an ethical concern in good faith shall be subject to retaliation or adverse action as a result of making such a report.

Consequences of Violation:

Violations of the Ethics Policy may result in disciplinary action, up to and including suspension or expulsion for students, termination of employment for staff and faculty, or legal action as deemed necessary.

Review and Revision:

The Ethics Policy Document will be reviewed periodically to ensure its continued relevance and effectiveness. Changes may be made with input from the college community.



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For Teaching Staff:

Ethics and values are essential for teaching faculty as they play a crucial role in shaping the learning environment, influencing students, and upholding the integrity of education.

1. Uphold the highest standards of integrity. This means being honest in all professional dealings, including grading, assessments, and reporting. Avoid plagiarism and academic dishonesty.
2. Teaching faculty should exhibit professionalism at all times. This includes being punctual, dressing appropriately, and maintaining a respectful and courteous demeanor with students, colleagues, and administrators.
3. Collaborate with colleagues to enhance the educational experience for students and to collectively address ethical issues or challenges within the institution.
4. Show care and empathy toward your students. Understand their individual needs and challenges and provide support when necessary.
5. Respect and promote academic freedom, allowing students to explore diverse ideas and perspectives within the boundaries of the curriculum.
6. Show respect for the dignity, diversity, and individual rights of all students. Avoid discrimination or bias based on gender, religion, disability, or any other characteristic.
7. Encourage students to engage with the community and promote social responsibility and ethical citizenship.
8. Promote environmental responsibility and sustainability in teaching and other practices.



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9. Commit to continuous professional development. Continuously reflect on the teaching methods, ethical choices and research in your field. Be open to improvement and adaptation.
10. Treat all students equally and provide them with equitable opportunities to learn. Avoid favoritism and ensure that all proceedings are fair and transparent.
11. Provide constructive and honest feedback to students, helping them to improve their performance.
12. Ensure the physical and emotional safety of students. Create a safe and inclusive learning environment where students feel comfortable expressing themselves and sharing their thoughts.
13. Protect the privacy of students and colleagues. Keep all personal and academic information confidential, sharing it only when required by law or with proper consent.

By adhering to these ethics and values, teaching faculty can create a positive and ethical learning environment that nurtures the growth and development of students while upholding the integrity of education.

For Administrative Staff:

Administrative staff in the college play a critical role in maintaining the overall functioning and ethical standards of the institution.

1. Uphold the highest standards of integrity in all administrative activities. Be honest, transparent, and accountable for your actions and decisions.



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2. Treat all students, faculty, and colleagues equally and without discrimination. Ensure that administrative processes, such as admissions, financial aid etc is fair, unbiased and maintain transparency.
3. Respect the privacy and confidentiality of student and employee records, financial information, and other sensitive data. Share such information only with authorized individuals or as required by law.
4. Provide clear and easily understandable information to students, faculty, and the public regarding college policies, procedures, and finances.
5. Demonstrate professionalism in all interactions, communications, and appearance. Uphold a positive and respectful demeanor when dealing with students, faculty, and colleagues.
6. Take responsibility for your actions and decisions. Admit mistakes when they occur and take steps to rectify them.
7. Ensure that resources are used efficiently and for the benefit of the college community.
8. Commit to ongoing professional development and improvement in your role.
9. Stay informed about best practices in higher education administration and strive to enhance your skills and knowledge.
10. Ensure that administrative processes are inclusive and accessible to individuals of all backgrounds and abilities.
11. Promote environmental sustainability and responsible practices within the college's administrative functions.



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12. Encourage administrative staff to engage with the college community and support initiatives that enhance the college's relationship with its local community and society at large.
13. Safeguard the accuracy and integrity of institutional data, ensuring that it is used for legitimate purposes and is not manipulated or misused.

By adhering to these ethics and values, administrative staff can contribute to the effective and ethical operation of the college, fostering a positive environment that supports the educational mission and the well-being of all stakeholders.

For Students:

Ethical conduct is essential for students in colleges as it helps create a positive and respectful learning environment, fosters personal growth, and prepares students for responsible citizenship.

1. Students should come to the College, in clean, tidy and smart dress.
2. All students must be in their respective Class room at least 5 minutes before the start of the College.
3. They must be regular and punctual in attending classes as well as other activities connected with the college.
4. Students are requested to stand for the morning prayers in the PAS to be broadcasted and for the College pledge.
5. They should be in their seats when the first bell rings and stand up as a mark of respect when the teacher enters the class room. They must sit only after they are asked



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to do so or after the teacher takes his / her seat. No student should leave the class room without the permission of the teacher.

6. Students must maintain discipline in the Class room, Laboratory, Library, Playground, etc. throughout their presence in the College. Any objectionable behavior is punishable.
7. Students will not be permitted to leave their class or attend it late under the pretext of paying fees or taking books from the library. Time fixed for such purposes during the working hours must be adhered to.
8. Ragging, eve teasing, sexual harassment and comments are strictly prohibited. Indulgence of such acts is punishable under law.
9. Students are expected to read notices put up on the College Notice Board. Ignorance of any notice thus displayed will not be accepted as an excuse for failing to comply with directions contained in it.
10. Cigarette smoking / Consumption of Alcohol / Drugs / Gudka and those involving in any anti-social activities or Politics in the Campus will be punished severely.
11. Scribbling on walls, benches, desks, trees, rest room or damaging the College property is strictly prohibited. Action will be taken and fine will be collected.
12. Students are responsible to take care of their belongings. Institution is not responsible for any loss.
13. No meeting of any kind shall be held in the college without the previous written permission of the Principal.



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14. No notice of any kind shall be circulated among students or posted on the notice board without the previous written permission of the Principal.
15. Bringing of Mobile phones and cameras is strictly prohibited within the campus. If any student is found to possess them the same will be confiscated.
16. The College reserves the rights to suspend / dismiss any student on the grounds of disobedience or objectionable behavior towards the Teachers and Staff.
17. Students must wear the ID issued by the institution in the Campus and produce it on demand by the Security Guard or staff.
18. Students are not allowed to come late to the Class room, if late they will be considered as absentees.
19. Students are not allowed to leave campus during class hours. In case of emergency prior permission should be obtained from the HOD / Principal with the proper communication from the parents.
20. Students should co-operate to keep the campus and class room clean.
21. Bicycles and other vehicles must be parked safely in proper places. Vehicles found in unauthorized places will be impounded and released only on payment of fines.
22. Play fields must not be trespassed when games are on.
23. Day scholars should not enter the hostel. Hostel students should not stay in the rooms during class hours unless under genuine medical ground with the knowledge of the Hostel Warden / Deputy Warden.



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24. Students witnessing games are expected to show sportsmanship in their appreciation and encouragement. They must not indulge in jeering or shouting that will disconcert any player.
25. While attending college or other public function they should conduct themselves in such a way as to bring credit to themselves and to the institution.
26. Students are forbidden from entering the Office Room and the Staff Room during unspecified hours.
27. Care must be taken in handling the property of the College and any damage caused casually or wantonly will entail serious disciplinary action and recovery of cost.
28. Careful handling of apparatus in the laboratory and furniture in the class room is insisted on. All Breakages and losses are to be reported at once to the teachers and the cost or the things broken or lost will be recovered from the students concerned.
29. No furniture should be removed from one room to another or to another place in the same room, without the prior permission of the Principal.
30. Students having vehicles should park their vehicles in places allocated for them (Girls / Boys). It is advisable to wear helmet for their own safety. Students found to carry more than one pillion rider will be penalized.
31. For the betterment of the students' future, English must be followed as a spoken language in the College Campus.
32. Loitering on the verandah, indulging in noisy talk, crowding round in pathways, whistling, doing anything unbecoming of a student are strictly forbidden.



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33. Representation of complaints and grievances may be made to the Principal through the Heads of Departments or the tutor-in-charge as the case may be.
34. Under the Government's Educational Rules the Principal has full powers to inflict the following punishments for the breach of conduct and behavior in the interest of the students and institutions whenever necessary
- (a) Fines (b) Cancellation of attendance (c) Withholding of certificates
- (d) Suspension (e) Expulsion.
35. The Principal's decision shall be final in matters of punishment of the student for violation of any one of the rules of the College.

DRESS CODE FOR STUDENTS:

BOYS:

36. Formal Pant and Shirt, Should be strictly followed. Short shirts, T.Shirts, Multicolor Jeans, Low hip pants, Shorts and shirts with troublesome slogans / symbols should be strictly avoided.
37. Boys should come to College with proper haircut.
38. Wearing of unnecessary bands in the wrist, valuable chains and jewelery must be avoided.

GIRLS:

39. Normal chudidhar with a proper plait of hair is advised. Over coat provided by the College should be worn (within the) College campus.
40. Short tops, Leggings panty wear, T-Shirts are strictly prohibited while coming to College.



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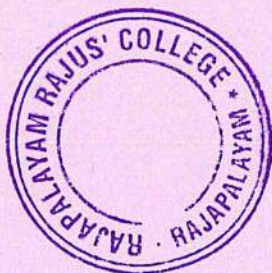
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41. Girls should avoid wearing unnecessary costly ornaments, bringing of cosmetics and fancy imitation jewelry.

42. Girls students are not to stay in class rooms during leisure hour / lunch hour.

CODE OF CONDUCT AND ETHICS COMMITTEE:

Core Committee	Monitoring Committee
1. Mr.N.Ramesh (Co-ordinaor)	1. Dr.C.Ramakrishnan (Co-ordinaor)
2. Dr.E.L.Ramar	2. Dr.R.Ramaraj
3. Dr.S.David Laurence	3. Mr.P.R.Ramji
4. Mr.A.Gnana velayutham	4. Mr.C.Mythiliraj
5. Dr.S.K.Kannan	5. Dr.R.A.Jeyakumar
6. Mr.S.S.Ravichandran (Office)	6. Mrs.S.Deepalakshmi
	7. Mrs.Kavitha



D. Vercateey
PRINCIPAL
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