



KRISTU JYOTI COLLEGE OF MANAGEMENT AND TECHNOLOGY

An ISO : 9001 - 2015 Certified Educational Institution
Affiliated to M.G. University, Kottayam
Approved by AICTE, New Delhi

CODE OF CONDUCT AND ETHICS POLICY

Kristu Jyoti College of Management and Technology (KJCMT) gives emphasis to the overall development of human personality based on the tenets of honesty, compassion, truth, *ahimsa*, social harmony, religious tolerance and national integration. The college enforces a Code of Conduct and Ethics to ensure efficient administration of discipline process of both student and staff. This policy indicates the standard procedures and practices for appropriate conduct and ethical standards for the entire faculty and all the students. In this way the college aims to keep up with the trust of both the parental and public community. This has been designed to provide all the stakeholders of the college a broader view of the institutional rules, regulations and guidelines for the smooth conduct of academic and co-curricular activities, along with the attainment and fulfilment of interdisciplinary social responsibilities at different levels.

1. Objectives

- **Honesty and Fairness** - KJCMT envisions honest and fair conduct among faculties and within the student community. Both the teaching faculty and student community are expected to uphold utmost standard and fair way of conduct inside the college premises. The fair kind of behaviour must be extended to the non-teaching staff, alumni and parents.
- **Utilization of Institutional Properties** - Every individual within the college premises has their individual obligation to use the institutional resources in a wise manner. These properties include buildings, grounds, equipment, materials, assets, electricity and



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water resources inside the campus. Institutional properties shall not be misused or damaged.

- **Avoiding Conflicts of Interest** - All stakeholders are expected to act for the betterment of the institution while discharging their duties and are required to avoid situations where their personal interest conflicts or appears to conflict with their ability to take decisions. All are supposed to maintain professionalism in their sphere of action by engaging productively in their assigned duties.
- **Prohibition of Ragging** - Any act, conduct or practice related to ragging is strictly prohibited. The Principal of the college is authorized to take immediate action on any information on incidence of ragging. Any student involved in ragging freshers will be subjected to stringent disciplinary action.
- **Consequences of Neglect** - Individuals must be aware of norms of Code of Conduct issued by the institution. This concerns to all stakeholders associated with this college. Any kind of breach of any code wilfully or due to negligence shall be liable for disciplinary action. If the act of violation goes to a farther extent it can lead to legal proceedings.
- **Confidentiality** – Stakeholders of the institution must safeguard the information related to the college in a confidential manner. Any teaching or non-teaching staff shall not disclose or use any confidential information gained in the course of employment in the institution for personal gain or for the advantage of any other person.



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2. Adherence to the Policy

A Code of Conduct and Ethics Cell was formed for proper implementation of this policy. The Cell oversees that the code of conduct and ethics are followed by all stakeholders.

- At the time of admission, a signed undertaking is obtained from each student and respective parent/guardian stating that code of conduct and ethics shall be adhered to during the course of study.
- An Opening Day is organised prior to commencement of regular classes in each academic year and is attended by newly admitted students and their parent/guardian attend this. College authorities announce norms of conduct and ethics to be followed within the campus.
