

POLICY DOCUMENT ON CODE OF ETHICS

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Establishment: 8 May 2012

Last Amended: 8 Oct 2014

Date Last Reviewed: 15 May 2019

Responsible Officer: Principal in collaboration with HODs/ Director or Dean of School

1. Introduction

As a facility committed to upholding the ideal learning environment and the highest standard of academic performance, Marian is dedicated to excellence and integrity in all that it does. Marian's vision is "Full Flowering of Life in Abundance." Marian hopes to accomplish this by upholding the confidence of both the college community and the general public.

It is expected of Marian administrators, staff, and students to carry out their duties on behalf of the college with effort and professionally and to uphold the highest standards of honesty, integrity, and justice. This includes, but is not limited to, respecting others' rights and acting honestly in all interactions with other members of the college community and outside parties,

safeguarding the privacy of sensitive data, and abiding by all relevant laws, rules, and regulations.

2. Scope of the Policy

The administrators, staff members, and students of Marian college Kuttikkanam (Autonomous) are subject to this Code of Ethical Conduct. It is not meant to replace any specific college policies that have already been approved or could be adopted in the future, but it could serve as a supplement to them. The various administrative bodies of the college may occasionally change or add to this Code.

3. Purpose of the Policy

The highest standards of ethics, justice, and honesty have always been upheld by Marian and will remain so in all its affairs. In order to achieve this, this Code of Ethical Conduct aims to:

1. Highlight the College's dedication to moral behavior and legal compliance.
2. Outline fundamental norms of ethical behavior.
3. Offer reporting options for known or suspected ethical or legal infractions.
4. Assist in preventing and detecting wrongdoing.

4. Administration of The Code of Conduct and Professional Ethics Committee

1. Independent handbooks for students, teachers, administrators, and other staff should contain the code of conduct and professional ethics.
2. The college website ought to feature a copy of the Code of Ethics.
3. The founder's writings and beliefs are to be posted in the college hallways.
4. The college website must display the college's vision and mission.

5. Code of Conduct and Professional Ethics Committee

The members of the Committee will comprise of:

Fr. Dr. Roy Abraham	Principal
Fr. Dr. Shaiju K S	Hostel Director
HoDs	All Academic Departments
Mr Sunny Thomas	Office Superintendent
Dr. Binu Thomas	IQAC Coordinator
Ms. Lumy Joseph	Faculty in Charge, Grievance Redressal Committee
Mr. Sajan N Thomas	Code of Conduct Committee - Convenor

6. Responsibilities of the Code of Conduct and Professional Ethics Committee

1. Identifying the code of Conduct for the following stakeholders
 - Students

- Teachers
 - Administrators
 - Other staff
2. Incorporating the code of Conduct for the various stakeholders on campus in the form of dedicated Handbooks.
 3. Reviewing the Codes at regular intervals and reprinting the Handbooks whenever necessary.
 4. Periodic announcements to the stakeholders in the form of notices, circulars, etc. are used to check for compliance with the Code of Conduct.
 5. Assist the Disciplinary Committee in undertaking appropriate disciplinary actions in instances of violations of the specified code of Conduct.
 6. Plan and coordinate programme for students, teachers, administrators, and other employees in accordance with the IQAC professional ethics initiatives.
 7. Monitor the implementation of the Induction week for students, Inviting of Alumni for student interaction programs, Departmental grooming sessions, Placement Orientations and conducting of Exit surveys.
 8. Monitor the Annual Strategic Planning Exercise and Induction programme for the new Faculty members and other staff.



Principal
Marian College, Kuttikkanam