

POORNAPRAJNA INSTITUTE OF MANAGEMENT

Poornaprajna Campus, Udupi - 576102

Website: www.pim.ac.in

Phone: +91 820-2531401



**STUDENTS' HANDBOOK ON CODE OF ETHICS AND CONDUCT
ALONG WITH STANDARD PROCEDURES**

Contents

- 1. Preamble..... 3
- 2. Jurisdiction..... 3
- 3. Ethics And Conduct..... 4
- 4. Appeal 7
- 5. Academic Integrity..... 8
- 6. Anti-Ragging..... 8
- 7. Sexual Harassment 10
- 8. Student Grievance Procedure 10
- 9. Student Participation In Governance 10

STUDENTS' HANDBOOK ON CODE OF ETHICS AND CONDUCT ALONG WITH STANDARD PROCEDURES

1. PREAMBLE

This Handbook point toward the standard procedures and practices of the Poornaprajna Institute of Management (hereinafter referred to as 'PIM/Institute') for all students enrolling with the Institute for pursuing MBA Post Graduate Degree course. All students must be familiar with them that it is mandatory upon them to accept by this Code of Ethics and Behavior (hereinafter referred to as the 'Code') and the rights, responsibilities together with the restrictions flowing from it.

That the Institute's work by means of put into effect this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility.

All Students are requested to be well up to date with this Code, which can also be seen on the official website of the Institute (www.pim.ac.in)

2. JURISDICTION

- 2.1. The Institute means to take the jurisdiction over the behavior of the students connected /registered with the Institute and to take cognizance of all acts of bad behavior together with events of ragging or otherwise which are taking place on the Institute campus or in connection with the Institute connected events, purposes.
- 2.2. Institute may exercise jurisdiction over behavior which happens off-campus violating the ideal student behavior and discipline as laid down in this Policy and other regulations as if the conduct has occurred on campus which shall include
 - 2.2.1. Any harms of the Sexual Harassment Policy of the Institution against other students of the Institution.
 - 2.2.2. Physical attack, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute;
 - 2.2.3. Ownership or use of weapons, explosives, or destructive devices off campus
 - 2.2.4. Making, sale, or supply of banned drugs, intoxicating material, etc.
 - 2.2.5. Behavior which has a negative impact or constitutes a nuisance to members of the nearby off-campus public.

- 2.2.6. The Institution, while defining whether or not to exercise such off-site jurisdiction in the circumstances enumerated hereinabove, the Institute shall consider the importance of the alleged offense, the hazard of injury involved, whether the victim(s) are fellows of the college grounds public and/or whether the off-site conduct is part of a chain of actions, which occurred both on, and off-campus.

3. ETHICS AND CONDUCT

This rule shall apply to all kinds of behavior of students that occur on the Institute sites including in University-sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious moments or adverse impact on the Institute's Interests or reputation.

- 3.1 At the time of joining, individually student must sign a statement accepting this Code and by giving an undertaking that
 - 3.1.1.1. he/she intend to be regular and must complete his/her education at the Institution.
 - 3.1.1.2. In the case, a student is forced to discontinue studies for any genuine cause; such a student may be relieved from the Institution subject to written consent of the Director/Management/Principal (As per norms of Statutory Body applicable)
 - 3.1.1.3. As an outcome of such relieving, the student shall be required to clear pending bills, hostel/mess dues and if a student had linked the Institution on a scholarship, the said grant shall be withdrawn.
- 3.2 Institution has faith in upholding a well-organized and straightforward environment by making necessary behavioral values. All students must uphold institutional integrity, respect all persons and their rights and property and safety of others; etc.
- 3.3 All students must discourage from treating in any forms of misconduct including involvement in any activity off-campus which can affect the Institution's welfare and status significantly.
- 3.4 The number of methods of bad behavior consists of: Any act of discrimination (physical or verbal manner) grounded on a person's gender, caste, race, religion or spiritual beliefs, color, region, language, disability, or sexual alignment, married or domestic status, physical or mental incapacity, gender individuality, etc.

- 3.5 Intentionally damaging or destroying Institution assets or property of other students and/or of faculty members
- 3.6 Any troublemaking activity in a classroom or in an event supported by the Institution
- 3.7 Incapable of producing the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards
- 3.8 Partaking in activities including
 - 3.8.1 Forming meetings and processions without permission from the Institution.
 - 3.8.2 Accommodating membership of religious or terrorist groups banned by the Institution/Government of India
 - 3.8.3 Illegal possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
 - 3.8.4 Illegal ownership or use of unsafe elements and banned drugs
 - 3.8.5 Smoking in the campus of the Institution
 - 3.8.6 Having, Consuming, distributing, selling of alcohol in the Institution and/or throwing empty bottles in the campus of the Institution
 - 3.8.7 parking a vehicle in a no parking zone or area reserved for parking another type of vehicles
 - 3.8.8 Reckless driving in the campus that may cause any awkwardness to others
 - 3.8.9 Not revealing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause prevention to the academic progress.
 - 3.8.10 Theft or unauthorized access to other properties
 - 3.8.11 Misconduct at the time of student body elections or for the duration of any activity of the Institution.
 - 3.8.12 Appealing in unsystematic, vulgar, or rude behavior, together with, but not limited to, creating awkward noise; or joining in a riot or group interruption in the Institute.

- 3.9 Students are anticipated not to work together, on behalf of the Institute, with media representatives or call media persons to the campus without the authorization of the Institute authorities.
- 3.10 Students are not allowed to either audio or video record lectures in classrooms or activities of other students, faculty, or staff without prior consent.
- 3.11 Students are not allowed to provide audio and video clippings of any activity on the site to mass media without prior consent.
- 3.12 Students are anticipated to use social media carefully and correctly. They cannot post derogatory annotations about other individuals from the Institution on the social media or spoiling in any such related activities having grave ramifications on the reputation of the Institute.
- 3.13 Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. Of Institute property or facilities, offices, classrooms, computer networks, and other restricted facilities and interference with the work of others is punishable.
- 3.14 Damage to, or destruction of, any property of the Institute, or any property of others in the Institute premises.
- 3.15 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.
- 3.16 Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, 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,
- 3.17 If there is a case contrary to a student for a potential breach of the 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 one or more of the following disciplinary actions based on the nature of the misconduct.

- 3.18 **Warning-** Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
- 3.19 **Restrictions** -Reprimanding and restricting access to various facilities on the campus for a specified period.
- 3.20 **Community Service** - For a specified period to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.
- 3.21 **Expulsion** - Expulsion of a student from the Institute permanently, indicating prohibition from entering the Institute premises or participating in any student-related activities or campus residences etc.
- 3.22 **Monetary Penalty-** May also include postponement or forfeiture of scholarship/other services for a specific period.
- 3.23 **Suspension-** A student may be postponed for a stated period which will necessitate prohibition on contributing to student-related events, classes, programs, etc. Moreover, the student will be forbidden to use various Institution facilities unless consent is obtained from the Competent Authority. The postponement may also follow by possible dismissal, along with the following additional penalties.
- 3.24 **Disqualification** to reapply for admission to the Institut,e for a period of three years, or as per statutory norm (university)

4. APPEAL

If the negligent student is aggrieved by the imposition of any of the punishments above, he/she may appeal to the Director/Management/ University whichever applicable. The Director/ Concern Authority may decide on one of the following:

- 4.1 admit the excellent word of the group and carry out the punishment as recommended by the Committee or alter and impose any of the sentences as specified in this Code which is adequate with the gravity of the proved misconduct, Or
- 4.2 Refer the case back to the board for review.

In any case, the Director's verdict is final and compulsory in all the cases where there is possible misconduct by a student.

5. ACADEMIC INTEGRITY

As a reputed institution for Management and research education, the Institution values academic honesty and is committed to fostering an intellectual and moral atmosphere based on the principles of academic trustworthiness. Academic Integrity encompasses honesty and responsibility and responsiveness relating to ethical standards for the conduct of Management education. The Institution has belief in that in all educational work, the ideas and assistance of others must be acknowledged appropriately. Academic truthfulness is vital for the success of the Institute, and its missions, and hence, damages of academic integrity constitute a serious offense.

6. ANTI-RAGGING

The Institute has a comprehensible and an effective anti-ragging policy in place which is based on the AICTE/ 'UGC Regulation on *Curbing the Menace of Ragging in Higher Educational Institutions, 2009* [hereinafter referred to as the Regulations]'. The Regulations have been outlined by the Hon'ble Supreme Court of India to stop and prohibit ragging in all Indian Educational Institutions and Colleges. AICTE/UGC Regulations shall apply to the Institute and the students.

6.1. Ragging means one or more of the following acts:

- 6.1.1. any behavior by any student or students whether by words spoken or written or by an act which has the outcome of teasing, treating or handling with rudeness any student;
- 6.1.2. pampering in rowdy or unmanageable happenings by any student or students which causes or is likely to cause frustration, suffering, physical or psychological damage or to elevation fear or nervousness thereof in any other student;
- 6.1.3. Demanding any student to do any act which such student will not in the normal course do and which has the result of causing or creating a sense of shame, or torment or humiliation to touch the body or psyche of such a student unfavorably;
- 6.1.4. any act by a senior student that stops, disrupts or disturbs the systematic educational activity of any student;
- 6.1.5. abusing the facilities of a student for completing the academic tasks assigned to an individual or a group of students;
- 6.1.6. any act of financial blackmail or forceful expenditure burden put on a student by other students;
- 6.1.7. any act of physical exploitation together with all alternates of it: sexual abuse, stripping, compelling obscene and vulgar acts, gestures, causing bodily harm or any other danger to health or person;

6.1.8. any act or exploitation by verbal words, emails, post, public insults which would also include originating perverted pleasure, vicarious or sadistic joy from actively or passively joining in the discomfiture to any other student;

6.1.9. any act that disrupts the mental health and confidence of any other student with or without a set appealing place to derive a sadistic pleasure or presenting off power, authority or superiority by a student over any other student.

6.2. Anti-Ragging Committee:

The Anti-Ragging Committee, as set up by the Director and regulated by students activity advisors shall examine all complaints of anti-ragging and derive out using way of endorsement based on the nature of the incident. The committee shall be headed by student's activities advisors and can have as its members, the Deans, Student Counselors, Faculty Advisors, and Head of the Institution

6.3. Anti-Ragging Squad

To concentrate aid to students, an Anti-Ragging Squad, which is a smaller body, has also been created comprising of some associates of the campus community. The said Squad shall hold onto a vigil on ragging instances taking place in the public and take on patrolling roles. Students may note that the Squad is on the go and alert at all times and are authorized to examine places of prospective ragging, and also make surprise raids in hostels and other hotspots in the Institution. The Team can also investigate incidents of ragging and make endorsements to the Anti-Ragging Committee and intend to work under the guidance of the Anti-Ragging Committee.

A student set up guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- a) Suspension from appearing classes and academic rights.
- b) Withholding/ withdrawing scholarship/ and additional benefits.
- c) Expelling from appearing in any test/ examination or another evaluation process.
- d) Withholding results by University.
- e) Expelling from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/ her work.
- f) Suspension/ expulsion from the hostels and mess.
- g) Elimination of admission.

- h) Expulsion from the institution and consequential debarring from admission to any other institution for a specified period.
- i) The Anti-Ragging Committee of the Institution is going to take apt judgment, together with the imposition of punishment, depending on the facts and conditions of each happening of ragging and nature and gravity of the incident of ragging.
- j) Any Plea against the any of the orders of punishment itemized hereinabove shall be to the Director of the Institute.

7. SEXUAL HARASSMENT

The Institution's Policy on stoppage and prevention of sexual harassment at workplace, 2016 shall apply *mutatis mutandis* to the students of the Institution which can be caught into and go done by the students at notice board/ website Students should note that sexual wrongdoing or harassment involves a range of behavior, including but not restricted to sexual assault, unwanted touching or obstinate unwelcome remarks, e-mails, or pictures of an offensive or degrading sexual nature, which may create harassment, which shall be subject to of the circumstances of each case.

8. STUDENT GRIEVANCE PROCEDURE

Any student of the Institution pained by any acts of sexual harassment, misconduct or ragging as defined and brief hereinabove can approach the Student Grievance Redressal cell at the Institution. Further, any student who is cognizant of any damages must report the same to the Cell. The Cell shall be made up of associates as allotted by the Director. Said grievance need be in writing and have a duty to be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the complaint and update the Committee made to put into effect this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

9. STUDENT PARTICIPATION IN GOVERNANCE

Students are members of the Institution; they have a vital concern in the governance of the Institution. The Code, guidelines and the different processes laid down herein endorses that the principle of student participation in governance in both organizational and educational areas is vital, and it is pivotal that Students essential be, at all occasions, be encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the participation of students at all levels. Therefore, all students who are a part of the Institution and who are going to be enrolled in the Institution are guided to uphold the policy and inform the Institute of any damages and support independently and collectively to increase the quality and efficiency.