

Poornaprajna Institute of Management

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CODE OF ETHICS AND BEHAVIOURAL GUIDELINES

Contents

- Integrity 3
- Orientation 3
- Beginning of class..... 3
- Substance Abuse..... 4
- Cell Phones 4
- Family Spirit 4
- Anti-Ragging..... 4
- Community Service 4
- Discipline..... 5
- Attendance 5
- Skill Acquisition..... 5
- Respect for Institutional Property..... 5
- Safety..... 6
- Parents-Institution Linkage..... 6
- Conclusion 6

The code of ethics is part of a profession. The PIM is imparting higher, professional education, has in place a Code of Ethics to serve as a guideline for forming attitudes, perception, directing conduct and maintaining an environment of personal and institutional integrity.

All members of the PIM community are to abide by this code in letter and spirit, within and outside the Institute.

Integrity

The PIM believes in fosters personal, academic and professional integrity. Among other things, integrity calls for

- Being honest in examinations and assignments, avoiding fraud of any kind, including plagiarism, deliberate fabrication or falsification of data, unauthorized duplication and unwarranted authorship, piracy of projects, and the use of ghostwriters and unwarranted co-authorship.
- Using electronic gadgets to gain access to unauthorized and control information or objectionable websites are strictly prohibited.
- Promoting, safeguarding mutual respect between teacher and student, nondiscrimination, trustworthiness and avoiding all abuse of power and harassment.
- Not evading legitimate financial obligations.

Orientation

A student of PIM cultivates a spirituality that contributes to the development of a healthy personality. This requires

- Respect for all religions and faiths.
- Active participation in prayer and all-faith prayer sessions that organized every day

Beginning of class.

- A dress code expresses both professionalism and uniformity. A professional appearance helps to develop self-confidence and promote an environment of mutual respect and dignity. Hence the PIM may deem it fit to propose a dress code for the
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students' academic programmes. Wherever a dress code has been proposed by the Institute, all students shall abide by it.

Substance Abuse

Substance abuse such as tobacco, alcohol, drugs, etc., is contrary to the dignity of human beings and forms habits that destroy persons, families and society. They should not be brought into or used within the campus of the PIM.

Cell Phones

While cell phones have become very common, it is necessary that they be used judiciously. Their use during academic activities and official functions violates etiquette and manners. To prevent this, cell phones shall remain switched off in the institution, except in the canteens and the grounds.

Family Spirit

The fundamental characteristic of PIM is the family spirit. This is to be ensured by

- Cordiality in relationship between and among students and staff members.
- Harmonious living and respect for members of other communities and religions.
- Not taking part in divisive activities and partisan politics or forming associations which go counter to the spirit of harmonious living. While the institute fosters associations which have representatives from among the students, staff and management.

Anti-Ragging

Ragging and eve-teasing are activities which violate the dignity of a person and they will be met with zero tolerance. An Anti-ragging Committee is in place to prevent/deal with violations according to the civil laws in force.

Community Service

The PIM values community and neighborhood service as an integral part of education. Whenever the Institute organizes programmes to achieve this end, students are expected to take part in them whole-heartedly.

Discipline

Discipline is an essential aspect of the maturing process. The Institute shall provide an environment conducive to self-discipline. To maintain this environment,

- Students shall treat teachers and those in authority with due respect.
- Acts of indiscipline, insubordination and interference in administration are unacceptable.
- Acts of serious indiscipline will be dealt with by the Disciplinary Committee which comprises of institutional officials, faculty members and student coordinators.

Attendance

Regularity in attendance and punctuality are signs of one's commitment to learning. Hence,

- Any absence should be with prior sanctioned leave.
- In case of an emergency such as sickness, bereavement, etc., the parent or guardian must inform the concerned authority promptly.

Skill Acquisition

Education is more than acquiring knowledge. The PIM organizes programmes aimed at enhancing the skills required for an integrated personality. Active participation in these programmes is mandatory.

Respect for Institutional Property

Care and respect for common facilities and utilities are an essential component of social responsibility. In view of this, any willful damage to institutional property must be made good by the persons concerned.

- a) Ensuring that Institution resources, staff time, supplies, equipment, services, and travel budgets are used solely for Institutional-related purposes
 - b) Respecting and protecting Institution property.
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- c) Avoiding misrepresentation of institutional interests when establishing collaborative partnerships or pursuing cooperation programmes/projects.
- d) Giving all members of the academic community access and the right to a fair hearing in all cases of alleged abuse or misuse of power, discrimination or harassment as well as the right to appeal.
- e) Promoting a high level of commitment to institutional and individual social responsibility.

Safety

Safety of individuals is an important issue. Hence, one's own safety as well as that of others should be the primary concern of every student, especially in the institute. While the PIM makes every effort to provide a safe and secure environment for work and study, the responsibility for individual safety lies with each student. The Institute cannot be held accountable for careless accidents.

Parents-Institution Linkage

By getting their admission into a PIM, parents entrust them to the institution during the most crucial years of their lives - a period that prepares them to take on the responsibilities of adulthood. The PIM stands committed to providing them excellent education and integral formation. However, parents have an equal responsibility in this task. We expect that parents/guardians will frequently enquire and be informed about their ward's progress, come to the Institute when required and on important occasions in the life of the staff and students of the PIM.

Conclusion

This Code of Ethics lays down norms of behavior for the more important contexts of life in an institute. These guidelines, however, are not exhaustive. Any conduct that goes against the letter and spirit of these principles and norms will be considered a violation of this Code. This code invites every Poornapriyan to 'carpe diem' - seize the day, make timely use of every opportunity and experience 'life in its fullness'.

By adopting an Institutional Code of Ethics, the institution demonstrates its commitment to implementing these values and principles.