

Pratibha Institute of Business Management
Chinchwad, Pune

Internal Quality Assurance Cell

Code of Conduct for Students

This Handbook indicates the standard procedures and practices of the Pratibha Institute of business Management(hereinafter referred to as the ‘Institute’) for all students enrolling with the Institute for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the ‘Code’) and the rights, responsibilities including the restrictions flowing from it. That the Institute can provide a system which promotes student growth through individual and collective responsibility.

An institute’s code of conduct is a set of rules which is commonly written for students of the institute, which protects the culture and informs the students of the institute’s expectations. This code shall apply to all kinds of conduct of students that occur on the institute premises including in university sponsored activities, functions hosted by other recognized student organizations and any off campus conduct that has or may have serious consequences or adverse impact on the institute’s interest or reputation.

All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the Institute. They are as follows:

1. He/she shall be regular and must complete his/her studies in the Institute.
2. In the event, a student is forced to discontinue studies for any legitimate reason; such a student may be relieved from the Institute subject to written consent of the Director
3. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute’s interests and reputation substantially. Any act of discrimination (physical or verbal conduct) based on an individual’s gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
4. Students are expected not to Intentionally damaging or destroying Institute property or property of other students and/or faculty members

5. Students are expected not to do Any disruptive activity in a class room or in an event sponsored by the Institute
6. Students are expected to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards.
7. Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities. Students are expected to use the social media carefully and responsibly.
8. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
9. Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
10. 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.
11. 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, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
12. During class hours a student cannot go out of the classroom without the permission of the teacher concerned. The use of mobile phones is strictly prohibited in the class.
13. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
14. A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 9.30 a.m. to 5.00 p.m.
15. All the students are expected to be present in the class well -within time Silence shall be observed during class hours.
16. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.

- 17.** Students shall come to the college in approved uniforms with formal shirts tucked into trousers with leather belt and formal shoes or semi covered chappals. Hawai type rubber or plastic chappals are not permitted.
- 18.** Every student shall wear clean, neat and formal dress, fitted to our culture and tradition. Casual wear such as T-Shirts, shorts and torn jeans must be avoided.
- 19.** All the students are expected to attend all college functions in college uniform unless otherwise specified.
- 20.** All the students shall wear their identity cards, well displayed.
- 21.** All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
- 22.** Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
- 23.** For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
- 24.** Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours. However under normal circumstances students shall retreat to their residences by 6.00PM.
- 25.** Access to academic buildings beyond the above timing and on holidays without written permission from the concerned HoD will be treated as a case of indiscipline.
- 26.** Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
- 27.** Consumption of intoxicants / psychotropic substances in any form or smoking or using chewinggum, panmasala etc. are strictly prohibited.
- 28.** Visitors are not allowed to meet the students in the classrooms.
- 29.** Students should take care of their belongings. The institution will not be responsible for any loss.
- 30.** It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.

- 31.** Carefully handle the furniture, equipments, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property. Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
- 32.** Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
- 33.** Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners etc. in the campus without the permission of the competent authority.
- 34.** Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
- 35.** Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
- 36.** Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College and outside the college.
- 37.** Ragging in any form is a serious offence and it will be dealt with severely. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
- 38.** 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.
- 39.** Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
- 40.** The college expects students of both sexes to foster a healthy and decent relationship both on campus and off campus. The very spirit of co-education lies in facilitating such a relationship. Any behaviour contrary to this spirit is deemed unlawful and punishable.

Students must deter from participating in activities which are not considered suitable for the reputation of the institute including:

- Organizing meetings and processions without permission from the Institute.
- Accepting membership of religious or terrorist groups banned by the Institute/Government of India
- Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
- Unauthorized possession or use of harmful chemicals and banned drugs
- Smoking on the campus of the Institute
- Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute
- Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles. Rash driving on the campus that may cause any inconvenience to others
- Theft or unauthorized access to others resources
- Misbehaviour at the time of student body elections or during any activity of the Institute.
- Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.

41. If there is a case against a student for a possible breach of 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 misconduct.

- **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.
- **RESTRICTIONS** -Reprimanding and restricting access to various facilities on the campus for a specified period of time.
- **COMMUNITY SERVICE** - For a specified period of time 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.

- **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.
- **MONETARY PENALTY**- May also include suspension or forfeiture of scholarship for a specific time period.
- **SUSPENSION**- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority.
- **APPEAL**: If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Director.

Code of Conduct for Teaching Staff

The Code or Professional Ethics for university and college teachers (1989) that has been adopted by the University Grants Commission (Appendix VI) shall be applicable to the teachers (Including Directors, Librarians) of the University, the affiliated colleges and the Recognised institutions. The institute follows the Savitribai Phule Pune University earlier known as UNIVERSITY OF POONA STATUTES (Under Section 42 and / or 73 of the Poona University Act, 1974) (As modified up to the 01.04.1992) http://www.unipune.ac.in/pdf_files/law/teacher.pdf

Teaching is a noble profession. It shapes the character, caliber and future of an individual. He / She can inspire, hope, ignite them and instill a love of learning among the students. Besides, the teachers have to

- 1.** Report to duty on time
- 2.** Remain on duty during college hours.
- 3.** Adhere strictly to the laws and regulations of the college.
- 4.** Respect and maintain the hierarchy in the Administration.
- 5.** Uphold the honour and dignity of the teaching profession.
- 6.** Provide an innovative and quality education to pupils.
- 7.** Be impartial and discriminative against students.
- 8.** Interact with the students in a friendly manner.
- 9.** Abide by the rules and regulations of the institution.
- 10.** Abide by the procedures to ensure student's safety.
- 11.** Collaborate with fellow teachers.
- 12.** Be responsible and interact positively with parents and other stakeholders in educating the students.
- 13.** Be good counselors and facilitators.
- 14.** Help, guide, encourage and assist students in their learning
- 15.** Manage their private affairs in a manner consistent with the dignity of the profession
- 16.** Seek to make professional growth through education and research.
- 17.** Express free and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of knowledge.
- 18.** Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.

19. Cooperate and assist in carrying out functions relating to the educational responsibilities of the institute and the university such as : assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of university and college examination, including supervision, invigilation and valuations.
20. They are also expected to give their full cooperation by participating in extension, co-curricular and extra-curricular activities including community service.

Code of Conduct for Non-Teaching Staff

The following traits are expected from the Non-teaching staff. He / She must

1. Report to duty on time
2. Remain on duty during college hours.
3. Adhere strictly to the laws and regulations of the college.
4. Respect and maintain the hierarchy in the Administration.
5. Maintain honesty, integrity, fairness in all activities.
6. Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public
7. Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
8. Must not intercept or misappropriate college money.
9. Must not be absent from duty without official approval or approved sick leave.

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