

DSS's

# GLOBAL INSTITUTE OF MANAGEMENT

Sr. No. 132/1, Nashik-Pune Highway, Velhale, Tal, Sangamner, Dist. Ahmednagar – 422 605.

# CODE OF CONDUCT HAND BOOK

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# **1. CODE OF CONDUCT FOR STUDENTS**

## **Dress Code and Grooming:**

- GIOM has defined the Dress Code for its MBA students. The students are expected to follow the dress Code strictly.
- The uniforms provided should be in proper maintenance, washed, ironed and neat.
- The disciplinary committee, faculty members ensure that students wear proper uniform as an when defined by the institute.
- The students should be attired in uniform whenever they represent the Institute in any of the events within and outside the campus.
- The students should be professionally groomed and present themselves befitting professional manner.

## **Identity Card:**

- Student should wear and display his / her identity card and produce it on demand by the authorities i.e. by any member of the staff or other authorized persons.
- If the identity card is lost, fresh identity card will be issued after collecting a fine.

## **Attendance & Exams:**

- GIOM expects students to be punctual and in attendance, to facilitate learning and development
- 80% attendance is required for granting of term
- Attendance is mandatory for lectures / labs / other compulsory activities / tutorials
- Students are required to take prior permission in writing from Course coordinator / Director / HOD for leave
- After Term End Exam, result is displayed within 7 days ,
- Retest is conducted for the students securing less than 40% (Cumulative) marks and the result of the same is declared within two days.
- Any student scoring less than 40% marks even after retest , appropriate action will be taken in consultation with Subject Matter Experts(SME's)

## **Use of Mobile Phones:**

- Use of Mobile Phones is strictly prohibited during the classes and examination
- Non Compliance shall invite strict disciplinary action

## **No Smoking/ Drinking Alcohol:**

- GIOM campus is a no Smoking, No Alcohol drinking zone.
- Non Compliance shall invite strict disciplinary action

## **Anti-Ragging:**

- Ragging is strictly prohibited in or outside the GIOM campus
- All students shall familiarize themselves with rules/regulations/guidelines code of conduct, anti-ragging measures and discipline of GIOM. All students admitted in the institute and their parents will submit an affidavit regarding anti-ragging within one month of their admission.
- Any student who suffers ragging or notices occurrence of ragging shall immediately report the event to concerned authority.
- Incidences of ragging can be reported to any member of Anti-ragging squad, Anti-ragging committee of the Institute.
- Students may report incidence of ragging either orally or in writing. They may also report the incidence in person or by phone. Anonymity of the caller will be maintained.
- Any victim of ragging not satisfied with the action taken by the Head of the Institution or by the University may submit an appeal in writing to report the event to the local police.

### **Library Rules and Regulations:**

- Library Timing is from 9:15 am – 5:15pm
- Book is not issued without library card/ Membership card.
- Student can be issued up to 3 books at one time for 7 days
- Students would return the books or renew it on or before date given on the due date slip of the book
- Rs 1/- fine would be charged per day on late returned book.
- Student can issue one CD per day and magazine/journal for two days.
- Student can issue syllabus and old Exam papers for one day. They have to return it back before 11:00am for next day.
- Student can issue the old issues of journals for 2 days.
- If a student loses/misplaces any book he/she has to replace the same new book
- If students want to demand particular book, which is not available in the library, they would fill book demand form, which is available in library.
- Students would enter their names in library log book before using the library facility.

### **Computer Lab:**

- External Memory devices / Pen drives would be scanned for virus before using it, if found making use of these devices in windows environment strict action would be taken against the user
- Internet facility can be used from as per the Lab timings. Students cannot use this facility during their Theory and practical sessions
- Sign the Usage / Log Register for Internet facility & Extra Practical (computer number)
- Do not Disturb the positions of monitor, CPU Keyboard ,Mouse
- Do not unplug power cables and Shut Down the computers after usage.
- Any problem with students' personal computers / Laptops will be entertained by Systems Administrator only with prior permission of Director
- Do not download the data other than education purpose.

- All the computers in the campus, including other connected computers are under supervision of system Administrator
- Students are not allowed to enter in Server room.

### **General Rules:**

- All students are strictly prohibited from participating in any activities which will disturb the classes and/or cause threat to the peaceful atmosphere of the Institute campus.
- It is prohibited to organize or attend meetings other than the official ones which are specifically permitted by the Director.
- All expressions or activities which are immoral, antisocial, communal and anti-national are strictly prohibited in the Institute campus and are punishable.
- No student shall get involved in any political activities inside campus.
- Smoking, chewing pan masala, chewing gum etc. are strictly prohibited in the Institute campus. Entering the Institute campus, consuming liquor and other intoxicating drugs, is also strictly prohibited.
- Disfiguring/damaging / destroying the Institute property is strictly prohibited. No one shall distribute or circulate any notices, pamphlets, leaflets, etc., within the campus and shall not exhibit any type of banners, flags, posters, etc. without the prior sanction of the Director
- Unauthorized entry of outsiders into the campus is strictly prohibited. Unless permitted by the Institute authorities, students shall not bring or entertain outsiders inside the Institute campus.
- Nobody shall collect money from others in the campus.
- During the free hours students may utilize Library, Digital Library or Lab facility or they may sit inside their own class room without disturbing the nearby classes.
- The Institute will not be responsible for loss of valuables / cash brought by the students to the campus.

***Violations of code of conduct by student may result into Cancellation of admission, Withholding/withdrawing scholarship/free ship and other benefits, Debarring from appearing university examination, Deduction of Internal marks, Expulsion from the institute, Withholding results, Lodging of FIR with the Police or any other by Institute authority.***

### **2. CODE OF CONDUCT FOR FACULTY MEMBERS**

- Every faculty member shall, at all times, maintain integrity, be devoted, be punctual to duty and also be honest and impartial in his / her official dealings.
- Every faculty member shall, at all times, be well-mannered in his / her dealings with the management, with other members of staff, students and with all stakeholders.
- The faculty appointed in the Institute will be on probation for one/two year from the date of joining subject to the approval by the Savitribai Phule Pune University.
- On completion of probation period, the management may extend, if necessary, the probation for one more year after reviewing the performance of the faculty and his/her commitment to the institution.

- Unless otherwise stated specifically in the terms of appointment, every teacher is a full-time teacher of the Institute and may be called upon to perform such duties as may be assigned to him / her by the competent authority beyond the scheduled working hours and on holidays and Sundays.
- Every faculty shall be required to maintain the scheduled hours of work during which he / she must be present at the place of his / her duty. No teacher shall be absent from duty without prior permission. Even during leave or vacation, with the prior permission of the competent authority, whenever leaving the station, an teacher should inform the Director in writing.
- No any faculty member, except with the prior permission of the competent authority, engage, directly, or indirectly in any trade or business or any private tuition, or undertake any employment outside his official assignments.
- Every faculty member shall be governed by these rules and shall be liable for consequences in the event of any breach of the rules by him / her.
- Faculty member who commits any offence or dereliction of duty, or does an act detrimental to the interests of the Institute, is subject to an enquiry and punishment by the competent authority.
- All the faculty members shall handover their photocopies of certificates, documents, testimonials etc. to the Director at the time of joining duty.
- The institute gives utmost priority for discipline and every staff, is bound to follow the rules and regulations of the institute and maintain strict discipline.
- The institute takes note of serious misbehavior, insubordination, habitual tardiness, irregular work habits or obscenity which is punishable by fine, suspension or dismissal.
- The Institute is declared an alcohol-smoke-drug-free area and offenders face dismissal.
- Every faculty members shall discharge his/her duties efficiently & effectively as per the norms laid down by the AICTE, SPPU & Management from time to time.
- Every faculty members should report to the Institute at least 10 minutes before the commencement of Institute timing.
- All faculty members should prepare a lesson/teaching plan, notes, and academic file well in advance before commencement of the classes.
- Mentor-Mentee scheme must be followed and the mentor Faculty should take proper care of his/her group of students by guiding, motivating, counseling and monitoring their attendance and performance.
- Every faculty members should be responsible to conduct regular classes, tutorials, practicals if any on time and also take extra classes whenever necessary. Faculty should complete syllabus of allotted subjects well in advance.
- Every faculty members shall respect the right and dignity of every student in expressing his/her opinion.
- Every faculty members should work within the institutional policies and practices so as to satisfy the vision and mission of the institute/trust.
- All faculty members must refrain from any from harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.
- Faculty members shall follow the directions and instructions properly given by the Director.

- Do not keep your cell phone in classroom. Keep your cell phones in the silent mode within the Institute Campus.

***Violations of code of conduct by the Teaching staff are subject to Disciplinary action, Show Cause Notice, Memo, Suspension, Termination etc. or any other action as per the Component Authority.***

### **3. CODE OF CONDUCT FOR NON-TEACHING/SUPPORT STAFF**

- The support staff should acquaint themselves with the Institute policies and adhere to them to their best ability.
- Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.
- They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the Institute Authority.
- The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within Institute premises.
- They should not hamper the functioning of the Institute by engaging themselves in political or antiseccular activities.
- They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.
- They should be punctual as their prior presence is required daily for the commencement and smooth functioning of Institute activities.
- They should also be responsible for the proper use and maintenance of Institute equipment's and furniture.
- No support staff should be under the influence of drugs or alcohol during office hours.
- The support staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.
- They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
- The support staff should show no discrimination on basis of gender, caste or religion.
- Interactions between support staff and students are frequent as for example during counselling, admissions, disbursement of financial aid, examinations and so on. On a regular basis the students come into contact with support staff in library and computer lab. It is expected that they behave in a helpful, friendly and patient manner towards the students.
- The support staff should give due respect to the decisions made by the Institute authorities. Any matter of contention should be settled amicably and not through antagonistic behaviour, as the progress of an institution depends upon mutual goodwill and trust.
- The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.

- The Support Staff are the first to come into contact with the guardians of students as during examinations. They must keep in mind the fact that their behaviour will be considered to reflect that of the institution. They should thus interact patiently and politely.
- Every staff members should follow all norms and job details assigned by the Management, Director & Superior from time to time with full dedication.

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#### **4. CODE OF CONDUCT FOR DIRECTOR:**

- Uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
- Protect the collective interest of all stakeholders of the institution so that each and every member can perform freely and contribute their highest for the institution.
- Nourish and enforce meting equal treatment to all the stakeholders in the Institute so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the Institute.
- Maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
- Create and maintain an unbiased gender-free atmosphere within the periphery of the Institute so that all the stakeholders enjoy equal opportunities.
- Generate and maintain required alertness among all the stakeholder of the Institute so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated.  
(The Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013 will provide the redressal measures of issues related to sexual harassment within the boundary of Institute campus.)
- Initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the Institute and hence to build mutual confidence amongst them.
- Maintain and promote academic activities in the Institute in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
- Create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
- Uphold, upkeep and enforce discipline in the behavioural manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.
- Promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus adds to the societal dynamism simile to essence-of-life.
- Endeavour for the upkeep of tranquillity of the region surrounding the Institute so that academic practices comes to gradual prevalence and only prevail, eventually.
- Promote and maintain harmonious relationships of the Institute with the adjoining society/community in order to ensure spontaneous flourish and prosperity of all the students of the institution.

- As the academic head of the institution, the Director should ensure the existence of an academic environment within the Institute and should endeavour for its enrichment by encouraging research activities. Thus, the Director should put best efforts to bring in adequate infrastructural and financial support for the Institute.
- The Director should encourage the faculty members of the Institution to take up research projects, publish research papers, arrange for regular seminars and participate in conference/symposium/workshop/seminars.

## **5. CODE OF CONDUCT FOR GOVERNING BODY**

- The governing body of the college is responsible for ensuring the effective management of the institution and for planning its future development.
- The governing body should act to approve the mission and strategic vision of the institution, long-term academic plans and ensure that these meet the interests of stakeholders, including students, local communities, Government and others representing public interests.
- The body is formed to monitor institutional performance and quality assurance arrangements which should be, where possible and appropriate, benchmarked against other institutions.
- Governing body should ensure compliance with the statutes, ordinances and provisions regulating their institution, including regulations by statutory bodies, such as AICTE, DTE, SPPU as well as regulations laid out by the State government.
- The governing body should ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.
- The governing body should actively monitor that the Institution implements the requirements of State and National Governments for reservations of seats and staff positions and provide required support to minority groups.
- The general principle of transparency of the governing body applies that students and staff of the institution should have appropriate access to information about the proceedings of the Governing body. All sorts of agendas of meetings, draft minutes (if cleared by the chair) and the signed minutes of governing body meetings together with the papers considered at meetings should generally be available for inspection by staff and students.