



Maratha Mandir's

Babasaheb Gawde Institute of Management Studies

CODE OF CONDUCT MANUAL

Code of Conduct for Students

The student code of conduct defines behaviour and rules expected of all MM BGIMS students. Behaviour considered misconduct is defined. Penalties are outlined. Students are subject to the consequences of misconduct. (That is breach of code of conduct) Disciplinary procedures are explained in a step-by-step manner and the procedure for appeal of decisions are stated.

It is each student's responsibility to know and comply with the Student Code of Conduct. In addition to this Code, students must adhere to other applicable rules and regulations. Students may obtain copies of the code of conduct from office on payment of nominal fee. Else, the student can borrow the same from the Library. The Institute reserves the right to change the code and procedures herein at any time during the student's term of enrolment.

All employees, students and associates of the Institute shall take responsibility for conducting themselves in ways that continue the pursuit of the Institute's mission. The student Code of Conduct shall emphasize specific student responsibilities.

By admission to or attendance at the Institute, a student accepts the responsibility to comply with the Student Code of Conduct and /or the Rules and Regulations of the Institute. Violation(s) of the Student Code of Conduct shall be subject to appropriate disciplinary action / sanction. The code of conduct is classified into: Academic Misconduct, General Misconduct and Students dress Code and Student Attire.

Any student found to have engaged in the following conduct while within the Institute's jurisdiction, will be subject to disciplinary action.

Academic Misconduct

Any activity that tends to compromise the academic integrity of the Institute, or subvert to the educational process will be treated as academic misconduct.

Examples of academic misconduct include, but are not limited to:

1. Violation of course rules as contained in the course syllabus, imposed by affiliating body or other information provided to the student
2. Violation of program regulations as established by Institute from time to time
3. Knowingly providing or receiving information during examinations such as course examinations and candidacy examinations or the possession and /or use of unauthorized materials during those examinations
4. Knowingly providing or using assistance in the examinations, on field work, or on a course assignment unless such assistance has specifically been authorized
5. Submitting plagiarized work for an academic requirement. Plagiarism is the representation of another's work or ideas as one's own; it includes the unacknowledged word-for-word use and / or paraphrasing of another person's work, and / or the inappropriate unacknowledged use of another person's ideas
6. Submitting substantially the same work to satisfy requirements for one course that has been submitted in satisfaction of requirements for another course, without permission of the instructor of the course for which the work is being submitted
7. Falsification, fabrication, or dishonesty in reporting laboratory and/or project results
8. Serving as, or enlisting the assistance of a substitute for a student in the taking of examinations
9. Alteration of grades or marks by the student in an effort to change the earned grade or marks
10. Alteration of academically-related Institute's forms or forms of University of Mumbai or records, or unauthorized use of those forms
11. Engaging in activities that unfairly place other students at a disadvantage, such as taking, hiding or altering resource material, or manipulating of grading system
12. Creating disturbance when in class or outside to fellow students and/ or staff / during continuance of class (Lectures / Guest Lectures/ Events)

13. Staying away from class, even when present in the institutional premises except when permitted by authority for some special cause
14. Reporting late or in the midst of lectures or practical sessions or leaving in the midst of lectures or practical sessions
15. Arranging speech of either internal or outside expert on any subject without permission of proper authority
16. Forming any association, arranging any function or trip and collecting any subscription / fund for trip, educational visit, get together, study notes, charity etc. without permission of proper authority
17. Attending private tuitions with institutional staff without the permission of proper authority
18. Keeping mobile phones in operative mode in the institute premises except canteen.
19. Keeping Walkman / radio/ any other audio device in operative mode in the institute premises
20. Untimely entry or exit from the class or laboratory without permission of the staff in-charge
21. Breaching library rules set by the institution

General Misconduct

Any activity that tends to subvert the discipline or good behaviour will be treated as general misconduct.

Examples of general misconduct include, but are not limited to:

1. Taking or threatening action that threatens or endangers the safety, physical or mental health, or life of any person, whether intentionally or as a result of recklessness or gross negligence
2. Physical contact or other non-physical conduct of a sexual nature
3. Actual or threatened damage to or destruction of Institute's property or property of others, whether done intentionally or with reckless disregard
4. Use, storage or possession of dangerous weapons or devices including but not limited to firearms and fireworks
5. Dishonest conduct, including, but not limited to, knowingly reporting a false emergency; knowingly making false accusation of misconduct; misuse or falsification

- of Institute's documents by actions such as forgery alteration or improper transfer; submission to a official of information known by the submitter to be false
6. Theft or attempted theft or the unauthorized use or possession of Institute's property or services or the property of others
 7. Failure to comply with legitimate directives of authorized officials, law enforcement or emergency personnel, identified as such, in the performance of their duties, including failure to identify oneself when so requested; or violation of the terms of a disciplinary sanction
 8. Use, production, distribution, sale, or possession of drugs prohibited under law.
 9. Use, production, distribution, sale, or possession of alcohol on or within the jurisdiction of the Institute or its activities
 10. Unauthorized entrance to or presence in or on the Institute premises
 11. Carrying on any religious or community activity without the written permission of the Principal
 12. Disorderly or disruptive conduct that unreasonably interferes with Institute's activities or with the legitimate activities of any person
 13. Doing, requiring or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation or continued membership or participation in any group that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include, but are not limited to, use of alcohol, creation of excessive fatigue, and paddling, confining, punching or kicking in any form
 14. Violation of dress code and student attire
 15. Abuse of any system of the Institute, including but not limited to: Failure to obey the summons of a judicial body or authority; Falsification, distortion, or misrepresentation of information before a judicial body; Disruption or interference with the orderly conduct of a judicial proceeding; Institution of a judicial proceeding knowingly without cause
 16. Attempting to discourage an individual's proper participation in, or use of , a system; Attempting to influence the impartiality of a member of the Institute prior to, and/or during the course of a disciplinary proceeding; Harassment (verbal or physical) and / or intimidation of a member of a judicial body prior to, during, and / or after a disciplinary proceeding; Failure to comply with one or more sanctions imposed under

the code of student conduct; and Influencing or attempting to influence another person to commit an abuse of a system

17. Violation of other regulations, policies, or rules, or violations of law. These regulations, policies, or rules include, but are not limited to, those which prohibit the misuse of computing resources, sexual harassment, and rules for student groups or organization
18. Participation in a disturbance with the purpose to commit or incite any action that presents a clear and present danger to others, causes physical harm to others, or damages property. Proscribed behaviour in the context of a riot includes but is not limited to: Knowingly engaging in conduct designed to incite another to engage in riotous behaviour; and Actual or threatened damage to or destruction of Institute's property or property of others, whether done intentionally or with reckless disregard; and Failing to comply with a directive to disperse by officials, law enforcement or emergency personnel; and Intimidating, impending, hindering or obstructing a official, law enforcement or emergency personnel in the performance of their duties

Student's Dress Code & Student's Attire

Student's dress and grooming should be such that it does not detract from the educational process or have a detrimental effect on the governance and discipline of the Institute. Therefore, students are expected to meet reasonable standards in their dress and grooming, while on the premises of the Institute & outside while representing the Institute.

Examples of inappropriate items but not limited to:

1. Sun glasses
2. Tank tops or bare skin at the midriff clothing
3. Transparent clothing
4. Sagging pants below the hip bone
5. Sweat pants or exercise wear
6. Clothing that displays reference to tobacco products, alcoholic beverages, drugs or other illegal items
7. Clothing that depicts violence or is associated with gang activity
8. Clothing that contains sexual innuendo
9. Wallet chains; heavy or oversized jewellery worn around the neck, wrist, or waist

10. Hat or other head coverings except head covering for females and Sikhs wearing turbans
11. Clothing with holes or tears
12. Skirts, culottes (skorts), and dresses shall be no shorter than mid-thigh (fingertip length)
13. Kurta, Pyjamas for male students & burkha for female students

Code of Conduct for Teaching Staff

1. Every faculty shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms lay down by the Institute Management from time to time
2. Every faculty shall update his/her knowledge and skills to equip him/her professionally for the proper discharge of duties assigned to him/her
3. Every faculty shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time
4. No faculty shall absent himself/herself from duties at any time without prior permission from higher-ups
5. No faculty shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the Institute Management
6. No faculty shall associate with any political party or take part in any other organizational actively, which is not inline with the duties and ethics of the teaching profession
7. No faculty shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters
8. No faculty shall participate in any strike or demonstration and /or indulge in any criticism of Institute Management policy or of the Government for any reason whatsoever
9. No faculty shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the Institute Campus
10. No faculty shall incite, provoke or instigate any students or any other member of the staff into any form of action against the Institute Management, or that seeks to disrupt the academic activities of the Institute

11. No faculty shall by act or deeds degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession
12. Every faculty in the service of the Institute shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.
13. The Institute Management may, however, at its sole discretion provide an opportunity to the teaching staff for presenting his/her case through a personal hearing before taking a final decision. The decision of the Institute Management will be final and binding and will not be subject to any appeal to any individual or forum.

Code of Conduct for Non-Teaching Staff

1. Every staff employed in the Institute shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations
2. It shall be the duty of the staff employed in the institute to do any work in connection with an examination conducted by the University or any institute, which he/she is required to do
3. No Staff employed in the Institute shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the institute authorities shall be produced within a week
4. No Staff employed in the Institute shall engage directly or indirectly in any trade or business. In the case of remunerative work like private tuition etc., specific sanction of the institute authorities in writing shall be obtained
5. No staff employed in the institute shall send any application for employment under any other agency, except through the secretary
6. The secretary shall not withhold any such application. It shall, however, be open to the committee to prescribe reasonable conditions for relieving him
7. When a staff employed in the Institute seeks to accept honorary work without detriment to his/her duties prior permission of the secretary in writing shall be obtained
8. Any staff employed in the Institute when involved in criminal proceedings shall inform the committee of each proceeding

9. No staff employed in a institute shall engage himself/herself in any political activity. He/She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement
10. No staff employed in the Institute shall contest or participate in or canvas for any candidate in any election
11. No staff employed in the Institute shall bring or attempt to bring any political or other influence on his/her superior authority in respect of his/her individual service interests
12. No staff employed in a institute shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relation with foreign States, Public order, decency or morality or which involves contempt of court, defamation or incitement to an offence
13. No staff employed in the Institute shall indulge in any critics of the policies of the Government either directly or indirectly or participate in activities which bring disrepute to the Government.

Procedures: Initiation and Investigation of Code Violations

1. Initiation: Person (s) witnessing or experiencing what they believe to be a possible code violation should provide an authorized official with the information. The Institute will review all information and/or complaints received and may conduct a preliminary investigation of the alleged violation.
2. Investigation: The police or other appropriate law enforcement agency shall have primary responsibility for the investigation of acts that involve suspected violation of laws, but any individual should not directly approach any such external body including police without the prior written permission of the appropriate authority. The principal, Director, HOD's and Administrative Officer and other designated personnel are authorized to investigation alleged violations of the code of conduct. During the Investigation, the individual allegedly involved in misconduct may be sent a letter describing the alleged violation, requesting the individual to make an appointment to discuss the matter, and specifying a date by which the appointment must be made. Any person believed to have information relevant to an investigation may also be

contacted and requested to make an appointment to discuss the matter. Failure to comply with such a request to make and keep such an appointment may result in a disciplinary hold being placed on the individual's registration/ records and/or the initiation of charges for system abuse. Upon completion of an investigation, the investigator will decide upon an appropriate course of action, which may include, but is not limited to, taking no further action, deferring further action with or without conditions.

3. A written complaint alleging a violation of the code of conduct must be filed with the Director, Coordinator of Code of Conduct Committee and Administrative Officer of the Institute within six (6) months of the identification by any person of the individual allegedly committing the violation. A complaint may be made to the Chairman or Hon. Secretary of the Institute if not action is taken on the complaint made to the Principal.
4. Individual shall be notified of the charges in writing, unless a more effective form of notification is deemed appropriate. Charges may be presented in person, by placement on notice board or permanent address on file in the office of the Institute. All students/ staff members are required to maintain an accurate and current local and permanent address with the Institute. Failure of the accused individual to respond to the initiation of charges or schedule a preliminary meeting shall in no way prevent the Institute from conducting a hearing in the absence of the accused individual.
5. In all cases, an individual charged with one or more violations of the code has the right to a hearing. However, in a case where a charged individual admits such violations in writing, the individual may request in writing to have a decision as to appropriate action made administratively by a hearing officer rather than have the charges referred to a hearing officer or panel for a hearing. If a hearing is to be held, written notification will be provided. Although the procedural requirements are not as formal as those existing in criminal or civil court of law, to ensure fairness, the principles of natural justice will be observed.
6. The Hearing Officer may be the Director, Coordinator of Code of Conduct Committee or the Administrative Officer or a Panel of two or all the said persons.

Penalties and sanctions

1. Sanctions would be commensurate with the violation (s) found to have occurred. In determining the sanction(s) to be imposed the hearing officer or panel should take into account any mitigating circumstances and any aggravating factors including, but not limited to, any provocation by the subject of the conduct that constituted the violation, any past misconduct by the individual, any failure of the individual to comply fully with previous sanctions, the actual and potential harm caused by the violation, the degree of intent and motivation of the individual in committing the violation, and the severity and pervasiveness of the conduct that constituted the violation. Impairment resulting from voluntary use of alcohol or drugs (i.e. other than medically necessary) will be considered an aggravating, and not a mitigating, factor.
2. One or more of the following courses of action may be taken when an individual/student has been found to have violated the code of student conduct.
 - a. Informal admonition.
 - b. An oral or written admonition issued by the officer.
 - c. Formal reprimand.
 - d. Conduct probation: This probationary condition is for a specified period of time but without loss of privileges. Further violation of Institute's policies during the probationary period will be viewed not only as that act in itself, but also as a violation of the probation, which could result in suspension or removal.
 - e. Suspension: Suspension is a sanction that terminates the individual/ student's employment/ enrolment for a specified period of time. Satisfactory completion of specified stipulations may be required for readmission at the end of the suspension period. Suspension may be interim, pending investigation
 - f. Removal: Removal is a sanction which permanently separates an individual from the Institute without opportunity to re-enrol in the future.

For Babasaheb Gawde Institute of Management Studies




Dr. Vidya Hattangadi
Director