



PRESTIGE

INSTITUTE OF MANAGEMENT, GWALIOR

UGC NAAC ACCREDITED 'A' GRADE AUTONOMOUS INSTITUTE



Policy Document on Code of Conduct



RANKED
AMONGST TOP 125
MANAGEMENT INSTITUTIONS
IN INDIA BY NIRF, MINISTRY OF
EDUCATION GOVT. OF INDIA



UGC APPROVED
AUTONOMOUS
INSTITUTE



ACCREDITED
'A' GRADE INSTITUTE



Permanently
Affiliated to Jiwaji
University, Gwalior
NAAC A++



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CODE OF CONDUCT FOR STUDENTS

We at Prestige value self-discipline. We repose a lot of trust and faith in students. A detailed code of conduct that needs to be adhered by every student gives the students advance notice to abstain from misconduct.

General Code of Conduct

1. Every student shall fulfill at least 75% attendance in the classrooms, failing which he/she will be debarred from appearing in examinations/internal assessments and participating, in activities organized/sponsored by the institute.
2. The Institute has declared to impose a dress code. The students are advised to take a sample of the uniform from the institute's Office. However, students are allowed to wear formal dress on Wednesday & Saturday.
3. Using cellular phones inside the premises is not permitted. Violation of this rule will attract strict disciplinary action. If a student continues to use the cellular phone even after a warning, his/her cellular phone will be seized.
4. The consumption of tobacco products such as Cigarettes, Bidis, Pan Masalas, Gutkhas, etc. is strictly prohibited inside the premises and will attract strict disciplinary actions including heavy fines.
5. The misuse/mishandling of the institute's resources such as library books, computer labs, equipment, and furniture, etc. may attract heavy fines and may lead to T.C & Rustication.

Maintenance of Discipline

Every student admitted in the Institute shall exhibit good behavior at all times, show diligence in studies, maintain decorum and dignity, take a proper interest in co-curricular and extracurricular activities, and observe all rules to maintain discipline in the Institute.

Any students found guilty of breach of discipline shall be punishable by rule 13 of ordinance 7 of Madhya Pradesh Vishwa Vidyalaya Adhiniyam, 1973.

- **Please refer to Student's Handbook for detailed instructions**

Code of Conduct for Teachers

Preamble

This policy should be read with the “Service Rules and Conditions”. Our core values embed the spirit of:

1. Being Academically Accomplished
2. Emotionally Balanced
3. Morally Upright
4. Socially Responsible
5. Ecologically Sensitive
6. Professionally dedicated

Scope

Staff and students in the Institute are expected to be involved in the activities that uphold the scope of its motto supporting the vision and mission of the Institute. Each staff and student should conduct oneself respectfully towards oneself and others with actions that are a part of the Institutional code of conduct prescribed in the handbook:

I. Teachers and Their Responsibilities: Every member of the staff at the Institute is required to conduct himself/herself according to the ideals of the profession.

1. Adhere to conduct all their activities as per the institutional code of conduct.
2. Pursue professional growth through continuous study and research.
3. Opt for an active member of professional organizations for education and profession through them
4. Dedicatedly carry out the responsibilities listed in the job descriptions, including teaching, tutorial, practical, seminar, and research work.
5. Work together and support the institution in completing tasks associated with its educational mandate, including student counseling and advising, as well as examination, supervision, evaluation, and mentoring.
6. Participation in extracurricular activities that promote civic participation and community service.

II. Teachers and The Students

Teachers are expected to:

1. Respect students' rights and dignity when voicing their thoughts.
2. Handle students with impartiality and fairness.
3. Motivate pupils to raise their performance.
4. Help and mentor students by being accessible to them even after class hours.

III. Teachers and Colleagues

Teachers are expected to:

1. Treat other professionals the way you would like to be treated.
2. Be considerate to other educators and offer support for their professional development.
3. Refrain from reporting to higher authorities any unfounded accusations made against coworkers.

IV. Teachers and Authorities:

Teachers are expected to:

1. Comply with the current regulations in the performance of their professional duties.
2. Abstain from taking on any additional jobs or commitments, such as private tutoring or coaching sessions, as they could potentially impede their ability to fulfill their professional obligations.
3. Work together with the authorities to improve the institutions and formulate policies.

V. Teaching and Non- Teaching

Teachers are expected to:

1. Treat non-teaching employees as equal teammates and coworkers in a collaborative effort inside the organization.
2. Work together and cooperatively on matters that are relevant to both teaching and non-teaching

VI. Teacher and Guardians:

Teachers are expected to:

1. Ensure that the institution maintains regular contact with the guardians, and their wards and sends reports of their performance to the guardians wherever necessary.

VII. Teacher and Society

Teachers are expected to:

1. Work to improve the quality of education.
2. Perform duties of citizenship.

Reporting and Compliance:

PIMR, Gwalior is committed to alleging adherence to set standards enshrined in the Code of Professional Ethics formulated in alignment with

the UGC code for engagement of Staff with students, Colleagues, Authorities, non-teaching staff, Guardians, and society.

Under the leadership of the Director of the Institute, functional committees will take cognizance of the profess, practice, and implementation of the code and support all other connected committees constituted for maintaining an ethical code of conduct at the campus.

The Institute has various committees to monitor the overall code of conduct like the Grievance Redressal Cell; Anti-ragging committee, Internal Complaint Committee, and Proctor Board. Depending on the nature of the code of conduct or unethical issues the matter is passed to concerned committees.

Code of Conduct for Administrative Staff

- All administrative staff of the institute are expected to carry out their responsibilities with diligence and efficiency, adhering to the guidelines established by the relevant authorities.
- All administrative staff should conduct themselves in the most professional manner possible.
- All administrative staff need to be disciplined at work and on time.
- All administrative staff are required to uphold the proper standards of secrecy when it comes to student and staff relations as well as other delicate concerns.
- All administrative staff ought to collaborate with pupils, coworkers, and supervisors.
- All administrative staff should diligently adhere to all rules and job specifications that are periodically imposed by management and superiors.
- All administrative staff are required to abstain from any harassment or illegal discrimination based on accepted standards regarding gender, sexual orientation, age, or marital status.

Code of Conduct for Governing Body

The function of the governing body is to ensure that the organization fulfills its overall purpose, achieves its intended outcomes and operates in an efficient, effective and ethical manner.

The members would

1. Work in the best interest of the Institute.
2. Work co-operatively with fellow members in carrying out their responsibilities.
3. Act honestly and in good faith at all times in achieving institute's intended outcomes.
4. Maintain the confidentiality of information.