PRESTIGE INSTITUTE OF MANAGEMENT & RESEARCH, GWALIOR
AN AUTONOMOUS INSTITUTE ACCREDITED WITH UGC NAAC GRADE 'A'

Notice

Date: 10th June 2022

Code of Conduct Monitoring Committee (CCMC)

Purpose
The CCMC at PIMR Gwalior will ensure adherence to the Code of Conduct principles, address reported violations effectively, and promote a culture of integrity, accountability and respect across the institution.

Committee Composition
Chairperson Governing Body
- Sh. Dipin Jain

Member Secretary
- Dr. Nishant Joshi (Director)

Members
- Dr. Garima Mathur (Professor)
- Dr. Chanda Gulati (Assistant Professor)
- Dr Prabal Pratap Singh (Associate Professor)
- Dr. Raveendra Babu (Assistant Professor)
- Advocate F. A. Shah (Legal Advisor)
- Mrs. Anjali Batra (NGO Representative)
- Mr. Anand Chahuan (Alumnus)
- Ms. Shikha Rai (Alumnus)
- Ms. Sanskriti Singh (Student)
- Mr. Vivek Agrawal (Student)
- Ms. Pooja Bhadouriya (Staff)

Dr. Nishant Joshi
Director
Prestige Institute of Management
& Research, Gwalior (M.P.)

Organogram of Code of Conduct Monitoring Committee (CCMC)
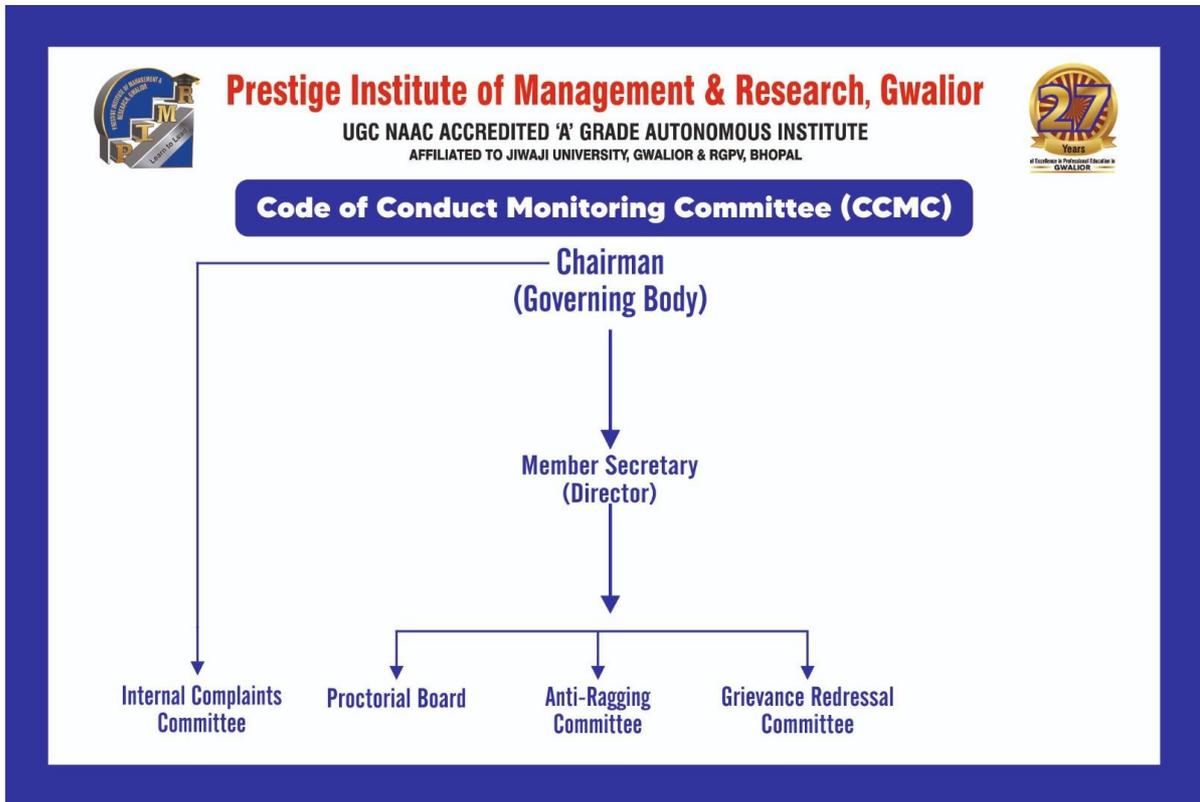
Key Responsibilities of Committee Members

Below are the key responsibilities typically assigned to the committee:

1. Oversight and Enforcement of the Code of Conduct

- **Monitor adherence**: Ensure that employees, members, or stakeholders are following the principles outlined in the Code of Conduct.
- **Investigate violations**: Look into potential breaches of the Code of Conduct, investigate complaints, and determine appropriate actions.
- **Enforce consequences**: Recommend or implement disciplinary measures when violations occur, ensuring fairness and consistency.

2. Review and Update the Code of Conduct

- **Regular updates**: Review the Code of Conduct periodically to ensure it remains relevant, comprehensive, and in line with legal and ethical standards.
- **Adapt to changes**: Incorporate changes in laws, regulations, or industry standards that impact the organization's ethics and behavior expectations.
- **Gather input**: Solicit feedback from employees, stakeholders, or external experts to enhance the Code of Conduct.

3. Provide Training and Education

- **Training programs**: Develop and implement regular training sessions to educate employees and stakeholders on the Code of Conduct.

- **Raise awareness**: Ensure that the Code of Conduct is widely accessible, and its importance is communicated clearly to all involved parties.
- **Ethical decision-making**: Offer guidance on how to handle ethical dilemmas and promote an ethical work culture.

4. Monitor Compliance

- **Track adherence**: Establish mechanisms to track compliance with the Code, including audits, surveys, and feedback channels.
- **Reporting systems**: Ensure that there is a safe and accessible system for individuals to report violations or unethical behavior anonymously if needed.
- **Proactive monitoring**: Conduct regular checks or assessments to identify any potential ethical issues before they become significant problems.

5. Provide Support and Guidance

- **Advisory role**: Act as a resource for employees or members who need guidance on ethical issues or questions regarding the Code.
- **Confidential support**: Offer confidential advice and counseling on ethical concerns or dilemmas, ensuring protection against retaliation for reporting issues.

6. Handle Complaints and Investigations

- **Review complaints**: Investigate complaints related to breaches of the Code of Conduct, maintaining confidentiality and fairness.
- **Resolution processes**: Facilitate the resolution of disputes or ethical concerns, ensuring that any corrective actions taken are proportional and appropriate.

7. Reporting and Documentation

- **Recordkeeping**: Maintain accurate and thorough records of investigations, complaints, and actions taken regarding breaches of the Code of Conduct.
- **Reporting to leadership**: Regularly report to senior management or the board on the status of compliance, key issues, and any significant findings.
- **Transparency**: Provide transparency on the committee's actions, ensuring stakeholders understand the integrity of the monitoring process.

8. Encourage Ethical Culture

- **Promote a culture of ethics**: Advocate for ethical behavior across all levels of the organization by leading by example and encouraging open discussions on ethical issues.
- **Positive reinforcement**: Recognize and reward employees who exemplify the values outlined in the Code of Conduct.

By carrying out these responsibilities, the Code of Conduct Monitoring Committee helps maintain a healthy, ethical, and compliant work environment, reinforcing the importance of integrity within the organization.

Operational Framework

1. Meeting Frequency
   - Conduct bi-annual meetings for reviews.
   - Convene additional meetings for urgent matters.
2. Complaint Handling Process
   - Set up an anonymous reporting channel (email or suggestion box).
   - Assign cases to sub-groups for investigation while maintaining confidentiality.
   - Resolve cases within a defined timeframe (e.g., 30 days)
3. Guidelines and Confidentiality
   - Adhere to institutional policies and maintain confidentiality of all reports and investigations.
4. Reporting Structure
   - Submit periodic reports to the Chairperson and Director.
   - Share an annual compliance report with key stakeholders.

Awareness and Training Initiatives

1. Workshops and Seminars
   - Conduct sessions for students, faculty, and staff to familiarize them with the Code of Conduct principles.
2. Promotional Materials
   - Develop handbooks, FAQs, and posters emphasizing ethical behavior and reporting mechanisms.
3. Orientation Programs
   - Include a session on ethics and Code of Conduct in student and staff orientation.

At PIMR, Gwalior, the various committees ensure implemention the code of conduct among faculty, administrative staff, and students are:

   - Proctorial Board
   - Anti-Ragging Committee
   - Grievance Redressal Committee
   - Internal Complaints Committee

Dr. Nishant Joshi
Director
Prestige Institute of Management
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Notice

Date: 25nd June 2022

Meeting of code of conduct committee is scheduled on 28th June 2022 at 11.00 am in the board room. All the committee members are requested to make it convenient to attend the meeting.

Agenda:
1. To discuss about the programs which are going to organize for code of conduct awareness amongst faculty, staff and students, in the upcoming academic session.
2. Any other point on the permission of chair.

Dr. Nishant Joshi
Directorirector
Prestige Institute of Management
& Research, Gwalior (M.P.)

Minutes of Meeting

Date: 28th June 2022
Time: 11.00 AM – 12.30 PM
Venue: Board Room

Attended by:
Dr. Nishant Joshi
Dr. Garima Mathur
Dr. Chanda Gulati
Dr. Prabal Pratap Singh
Dr. Raveendra Babu

The meeting is chaired by Dr. Nishant Joshi (Director). Following points were discussed in the meeting:

- The institute is going to organize code of conduct awareness programs during orientation programs of students.
- Following committee members are responsible to conduct Code of conduct programs
    1. Dr. Garima mathur: for faculty
    2. Dr. Chanda Gulati: for Staff
    3. Dr. Prabal Pratap and Dr. Raveendra Babu: for students of all the courses.
- The training is mandatory for all new employees.
- Bi-annual sessions will be organized to keep faculty, staff and students updated on Code of conduct.
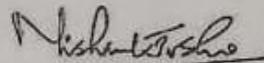
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Proctorial Board Committee for Academic Year 2022-23

Proctorial Board	
Name	**Status**
Dr. Prabal Pratap Singh	**Proctor**
Dr. Sneha Rajput	Member
Dr. VS Bhadoria	Member
Mr. Ashish Yadav	Member
Mr. Mahendra Singh Yadav	Member
Mr. Hariom Awasthi	Member
Dr. Indira Sharma	Member

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Anti-Ragging Committee for Academic Year 2022-23

Anti-Ragging Committee	
Name	**Status**
Dr. Nishant Joshi	**Chairman**
Dr. Raveendra Babu A.	Coordinator
Mr. K.K. Yadav	Member
Mr. Satish Bansal	Member
Dr. Indira Sharma	Representative of Girls Hostel- Member
Dr. Amitabha Maheshwari	Representative of Boys Hostel- Member
Dr. Gaurav Jaiswal	Member
Dr. Richa Banerjee	Member
Mr. BS Kushwaha	Representative of Civil- Member
Smt Hemlata Sikarwar	Assistant Sub Inspector - Member of Police
Mr. Satender Sharma	Representative of Local Media - Member
Smt Anamika Sharma	Representative of NGO - Member
Mr. Braj Mohan Sisodia	Representative of Parents - member
Ms. Vandana Shree	Representative of Student Senior - Member
Mr. Priyanshu Pal	Representative of Junior Student - Member

Dr. Nishant Joshi
Director Director
Prestige Institute of Management
& Research, Gwalior (M.P.)

Grievance Redressal Committee for Academic Year 2022-23

Grievance Redressal Committee	
Name	**Status**
Dr. Nishant Joshi	**Chairman**
Dr. Garima Mathur	Coordinator
Dr. Navita Nathani	Member
Dr. Gaurav Jaiswal	Member

Dr. Nishant Joshi
Director Director
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Internal Complaint Committee for Academic Year 2022-23

Internal Complaint Committee	
Name	**Status**
Dr. Tarika Singh	**Presiding Officer**
Dr. Chanda Gulati	Co-Coordinator
Dr. Indira Sharma	Member
Ms. Deepshikha Chavhan	Member
Ms. Nikita Shrivastava	Member
Dr. Rashmi Sikarwar	Member
Ms. Anamika Shrivastava	Member
Ms. Shalini Bhadouriya	MBA 4th Sem- Student
Mr. Naveen Sagar	MBA 4th Sem- Student

Dr. Nishant Joshi
Director Director
Prestige Institute of Management
& Research, Gwalior (M.P.)