



# ***NEVILLE WADIA INSTITUTE OF MANAGEMENT STUDIES & RESEARCH***

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## ***Code of Conduct for Students***

### **INTRODUCTION**

NWIMSR is required to develop human resources that are assets to the society. In the process of development from graduate student to effective management professional, discipline is the core of personality. For being a successful manager and a responsible citizen critical trait that they need to internalize is the discipline of mind, without which their training is incomplete to be able to face the real world respectfully and objectively.

It is required that each student of NWIMSR is given a Code of Conduct to observe; each student should follow the procedures laid therein, and strive to internalize the same at the earliest. This document describes some of the salient aspects of the said Code of Conduct. In general, any behavior that negatively affects the progress and/or smooth functioning of the Institute (including life of a fellow stakeholder of the Institute) constitutes violation of the Code of Conduct. In all matters of discipline, the norms presented in this document shall stand as a reference document. Should there be newer situations than those articulated in this document, the decision of the Committee constituted to review the same, shall form the basis for the Institute administration to take an objective decision on the matter.

### **2. THE CODE OF CONDUCT**

Each student shall conduct herself or himself in a manner befitting the dignity of NWIMSR, an institute of national importance. Each student is expected to be involved only in such activities that are likely to maintain the prestige of the Institute. Each student shall show due respect and courtesy to staff members, faculty members, and administrators, and due affection to fellow students. Due attention and courtesy shall be paid to visitors to the Institute and all residents of the Campus. Some of the desirable traits of students include: courtesy and decorum; becoming conduct (both within and outside the Institute); not damaging and/or removing Institute property or belongings of fellow students; allowing fellow students to pursue their studies without disturbance; adopting only fair means during examinations; embracing with grace the rules and regulations of the Institute; and calm and seemly behaviour. It is enjoined upon all students to abide by all rules and regulations, formulated and implemented by various bodies and offices of the Institute. Some salient aspects of the Code of Conduct pertaining to different aspects of student life are discussed in sections below.

## **2.1 Ragging**

Ragging in any form is a serious offense. Any conduct by a student or a group of them, whether by words spoken or written, or by an act, which has the effect of teasing, treating or handling with rudeness a fresher or any other student, will be treated as ragging. Further, asking any student to do any act, which that student objects to do and which has the effect of causing or generating a sense of shame, torment or embarrassment (adversely affecting the physique or psyche of the student) will be treated as ragging. All such cases will be dealt with as per the Guidelines given by the Supreme Court of India. More details are placed on the Institute website in Anti-ragging Section.

## **2.2 Sexual Harassment**

Harassment includes, but is not limited to, striking, laying hands upon, intimidation, threatening with violence or doing bodily harm or invasion of privacy. It can be of verbal nature and include suggestive comments, insults, humour and jokes about sex or gender-specific traits, and sexual propositions, whether done directly or through email or any other mode of communication.

Utmost care needs to be taken by each student, to ensure that his/her behavior is impeccable towards persons of opposite gender. In particular, any unwelcome behavior towards female students and employees, whether spoken, written, gestural or physical, directly or indirectly, would be dealt with as per the national law on Prohibition of Sexual Harassment at work places.

## **2.3 Interaction with Media**

No student is allowed to interact with media persons, whether from the print, radio, television or online industry, to convey any kind of information about the Institute. Internet facility is given by the Institute for educational use only, and should not be misused. Internet resources are intended only for educational purposes. Each student is responsible for ensuring that he/she does not violate the Cyber Laws of the country and of the Institute.

**2.5** Hostel Life Rules and regulations laid down for conduct in Hostels have to be strictly adhered to by each student. Norms for Hostel Management are available as a separate document.

## **2.6 Conduct at the Institute**

At all times, students should be polite amongst themselves and towards staff and faculty members. Students are bound to comply with guidance and directions of Institute officials; any disorderly or abusive conduct toward them or interfering in their performing their duties, is as a serious offense. Equally serious are offenses, like adopting unfair means in examinations, plagiarism in assignments and dissertations, disrupting classes, fabricating information to the Institute, forging or altering Institute documents, and damaging Institute property. Each student should be on constant watch to ensure that his/her behavior does not harm anybody, directly or indirectly, and that laws of the country are upheld at all times.

Behavior of no student should constitute any form of harassment or treatment that is demeaning, abusive, threatening, including criticism based on an individual's race, creed, ethnicity, national origin, religion, and gender. Further, all students are expected to take advantage of efforts of Institute towards providing an ecosystem that conducive for academic excellence and overall development of students.

The Institute has established norms and procedures for addressing any legitimate grievance of students. Any attempt to sidestep the established procedure by organized activity will be a serious violation of the Code of Conduct.

**2.7 Extra-Curricular Activities** The Institute encourages participation of all students in extra-curricular activities, without affecting academic performance. It is the responsibility of students to ensure that their participation in extra-curricular activities does not hamper their studies. Hence, participation in extra-curricular activities can never be cited as a reason for poor academic performance. Further, special care should be taken to ensure that no extra-curricular activity encourages any kind of negative behavior. Students organising festivals should ensure that:

(a) All financial transactions, receipts and expenditure, are duly accounted for; a detailed financial statement of income and expenditure shall be submitted, along with all supporting vouchers Faculty In-charge of the event within 2 weeks of the completion of the event.

(b) All expenditure is incurred within the budget approved before the event to avoid any difficulty in settling the bills.

(c) Some funding may be sought from outside agencies or individuals as sponsorship of festival events. All such funding should be available before the start of the festival. In this connection, no student should sign any Memorandum of Understanding (MOUs) with any sponsor of any event. All such documents should be signed by an authorized signatory of the Institute. Even when the authorized signatory signs such a document, it should be examined to be legally sound, to avoid problems like delayed payment.

### **3. DISCIPLINARY ACTION**

A student shall invite disciplinary action from the Institute, if he/she violates the Code of Conduct; the actions may include reprimand, disciplinary probation, fine, debarring from examinations, withdrawal of scholarship and/or placement services, and even expulsion from the Institute. In particular,

(a) Involvement of a student in ragging may lead to his/her expulsion from the Institute.

(b) The Junior and Senior Supervisor has the power to debar a student from continuing to write the rest of the examination, in which he/she is detected to be using unfair means, as per SavitribaiPhule Pune University Examination Norms. An faculty has the power to take appropriate action against a student, who misbehaves in class; and

(c) The Warden of a Hostel has the power to reprimand, impose fine or take any other suitable measure against a student resident, who violates either the Code of Conduct or rules pertaining to the Hostel.

In other cases, the matter shall be reported to the Student Disciplinary Action Committee duly constituted by the Institute, which shall investigate alleged misbehaviours, complaints, etc., and recommend suitable course of action to the Director. Violation of the Code of Conduct by an individual or of a group of students can be referred to this Committee by a student, staff member, faculty member.

A student, who feels aggrieved with the punishment awarded, may appeal to the Director stating clearly the case and explaining her/his position, and seeking reconsideration of the decision.

Dr. Anandrao B. Dadas  
(Director, NWIMSR)

