



**ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S
INSTITUTE OF MANAGEMENT (IOM)
Kennedy Road, Near Pune RTO, Pune – 411001**

CODE OF CONDUCT



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MANAGEMENT PUNE-1**

**ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S
INSTITUTE OF MANAGEMENT (IOM)**

CODE OF CONDUCT

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1.1. GENERAL RULES AND CODE OF CONDUCT FOR STUDENTS:

- 1) The student should meet the requirement of 75% attendance per course per semester for granting the term as per the rules of Savitribai Phule Pune University.
- 2) Students should wear uniform on every Monday, Thursday and on all official occasions including guest lectures, industrial visit, various functions, placement related programs, exam period etc. Students should wear decent and presentable attire on the campus.
- 3) Student must put-on Institute I-Card in the Institute's Campus and during official visit to outside organizations. It is mandatory to produce I-card whenever demanded by any staff or security guards of the Institute.
- 4) Mobile phones should be switched off during lecture hour and on 'Silent mode' in the Institute premises.
- 5) Use of Internet for the purpose other than academic related activities is prohibited.
- 6) Student should park their vehicles in the student parking space only.
- 7) Students should read the notice board everyday.
- 8) If student wishes to remain absent due to any important reason like medical emergencies then he/she should submit application in writing to the respective Class Co-ordinator/Academic Co-ordinator.
- 9) Students should return all library books and clear all the dues at the end of each semester.
- 10) Students must appear for all the examinations like tests, assignments, presentations, role plays, term end examination etc. conducted by the Institute as a part of concurrent evaluation.
- 11) Writing on class room walls, desk, benches, door, toilet wall or pasting of posters on the wall are strictly prohibited.
- 12) Ragging or harassment in any form is strictly prohibited in the campus. The Institute has 'Zero Tolerance Policy' regarding ragging or harassment.
- 13) Creating disturbance in the academic, administrative, cultural, sports, social or other activities of the Institute, whether on campus or elsewhere in community will be liable for disciplinary action.
- 14) Distributing, displaying or publishing unauthorized print or non print matter in the form of poster, notice, signature campaign, electronic or Internet posting or any other publication either on Institute's premises or computer networks will be liable for disciplinary action.



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- 15) Indecent behavior or misconduct with any staff or students that is harmful to the dignity of any individual will be liable for disciplinary action.
- 16) Any type of misconduct during industrial visits and educational tours arranged by the Institute will invite serious disciplinary action.
- 17) Any act of theft of either Institute's property or staff and students' belongings will invite serious disciplinary action.
- 18) Students shall not cause damage of property or financial loss to the Institute. In the event the Institute suffers any damage or loss, financial or otherwise, the concerned student will be liable for compensation of such loss.
- 19) Smoking and use of alcohol/drugs/tobacco/gutka are strictly prohibited within the campus.
- 20) Possessing, distributing or using forbidden materials like alcoholic drinks, narcotic drugs, obscene videos, pictures and photographs in print or electronic form will be liable for disciplinary action.
- 21) Student should submit all the required documents related to admissions, scholarships, freeships etc. as per the requirement of the concerned authority to the office on time. The student will be solely responsible for any implications because of any non-submission of documents on time.
- 22) The rules and regulations regarding cancellation of admission, refund of fees, and return of documents is as per guidelines of DTE, Government of Maharashtra.
- 23) The student must follow all the rules and regulations of DTE, Government of Maharashtra, AICTE, New Delhi, Savitribai Phule Pune University or any other competent authority.
- 24) The student must follow all the rules and regulations of the Institute and the AISSM Society. The Society and the Institute reserve the right to make changes in rules and regulations as and when required.
- 25) The students should observe following code of conduct.
 - Regularity: Attend the college regularly. Attend the lectures, practical sessions and class test regularly.
 - Punctuality: Be on time for college, theory and practical sessions.
 - Study: Complete class work, assignments and journals regularly.
 - Examination: Do not use unfair means for examination.
 - Intimation: In case of absentees inform to your class teacher.
 - Behavior: Be honest, behave politely and treat others with respect.
 - Interference: Behave in a manner that will not interfere with the right of others.



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- Respect: Be respectful to others while under jurisdiction of the college and while participating in college sponsored activities.
- Faith: Show fairness, courtesy and good faith towards others.
- Credit: Give credit where it is due. Accept as well as give honest and fair comments.
- Care: Utilize amenities provided by the college with care.
- Report: Report to appropriate college authorities in any hazardous illegal situations in the college.

1.2. SOCIAL MEDIA GUIDELINES FOR STUDENTS:

- 1) For all the activities that needs to be highlighted on the official social media pages of the colleges, student can/shall send the content in the standard form to the social media co-ordinators of the college. Upon preliminary moderation, the senior coordinators can selectively take a call to publish the posts on the official channels. This will ensure that all the important events, initiatives, student accomplishments can be entirely covered.
- 2) The students and individuals associated to AISSMS college through any of its institute needs to understand that they are perceived as the person of knowledge or expert about the organization. Any idea or comment passed on by the students will certainly have a direct or indirect effect on college's reputation. Be thoughtful before you post.
- 3) Pages other than the official pages shall avoid the use of the college online assets such as college website, logo or photographs of prominent personalities as their cover pages, background images etc.
- 4) On the internet have a respectful tone for your colleagues, faculties and your staff.
- 5) Remember that social media is not the place to post about any mismanagement or any dispute that you may have with any of the faculty, department or a rule. One needs to find the right point of contact offline or the person responsible for the same and avoid a straight post on social media.
- 6) Do not post anything that will come back to haunt you. Remember, that the employers might go through the college profiles and your personal profiles before selecting you for the interview or for the placement. Having inappropriate functioning of your social media accounts can lead to intangible effect on you and the organization.
- 7) Do not post offensive statements, pictures or videos on the web. A small joke by you could be someone's bullying or harassment. Any cases of such incidences will be acted upon by utter seriousness by the disciplinary committee of the organisation.
- 8) For the matters pertaining to education or pertaining to the college or the organization, you will be responsible to the created content in any form. Be mindful here.



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- 9) Using Fake Accounts & Names – Modern advanced tracking tools can quickly find out the source of the content. Being in the assumption that none will find you and hold you accountable for the posts creating hatred will land the individual in a serious legal engagement.
- 10) Spreading Rumors/Disrespect on the web – Remember that the social media pages are on a constant watch by the coordinators, senior coordinators, the management and at times the government law regulatory bodies. Avoid Rumors and messages of violence and hate through the organizational pages and groups and through your personal profiles.
- 11) Use of Logo – The logo stands for the college identity & misuse of it can have serious implications. Do not use logo of the college in any of the unofficial communication or unless approved and moderated by the social media coordinators.
- 12) Do not make any offensive or derogatory comments relating to sex, gender reassignment, race (including nationality), disability, sexual orientation, religion or belief or age.
- 13) Do not engage in online conflicts through or topics related to the organization online.

1.3. CODE OF CONDUCT FOR STAFF (Teaching & Non Teaching):

- 1) Every employee shall, at all times, maintain absolute integrity to duty and do nothing which is unbecoming of an employee of an educational institution.
- 2) Every employee shall abide by and comply with the rules and regulations of the institute and all orders and directions of his/her superior authorities, under whose superintendence or control, he/she is placed.
- 3) Every employee shall extend utmost courtesy to all persons with whom he/she deals with in the course of his/her duties.
- 4) Every employee shall endeavour to promote the interest of the Institute and shall not act in any manner prejudicial thereto.
- 5) No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain prior permission of the authority.
- 6) An employee of the Institute shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.
- 7) Obligation to maintain secrecy: Every employee shall maintain the strictest secrecy regarding the Institutes affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the



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public or of the Institutes staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.

1.4. CODE OF PROFESSIONAL ETHICS:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

a) Teachers should:

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Seek to make professional growth continuous through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- Maintain active membership of professional organizations and strive to improve education and profession through them.
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.
- Participate in extension, co-curricular and extra-curricular activities including community service.

b) Teachers and the Students:

- Respect the right and dignity of the student in expressing his/her opinion.
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.



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- Inculcate among student's scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace.
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- Pay attention to only the attainment of the student in the assessment of merit.
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- Aid students to develop an understanding of our national heritage and national goals and imbibe ethics, human values and sense of social responsibilities among students.
- Refrain from inciting students against other student, colleagues or administration.

c) Teachers and Colleagues:

- Treat other members of the profession in the same manner as they themselves wish to be treated.
- Speak respectfully of other teachers and render assistance for professional betterment.
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities and
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

d) Teachers and Non-Teaching Staff:

- Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
- Teachers should help in the function of joint staff councils covering both teachers and the non-teaching staff.

e) Teachers and Guardians:

- Try to see through teacher's bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

f) Teachers and Society:

- Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided.
- Work to improve education in the community and strengthen the community's moral and intellectual life.
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.



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- Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

g) Teachers and Authorities:

Teacher should:

- Discharge their responsibilities according to the existing rules and adhere to procedures and method consistent with their profession in initiating their steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental of the professional interest.
- Refrain from undertaking and other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- Co-operate in the formulation of policies of the institution by accepting various office orders and discharge responsibilities which such offices may demand.
- Co-operate through their organizations in the formulation of policies of the other institutions and accept office orders.
- Co-operate with authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- Should adhere to the conditions of contract.
- Give and expect due notice before a change of position is made.
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable responsibilities of academic schedule.

1.5 RIGHTS AND OBLIGATIONS OF STAFF (Teaching and Nonteaching):

- Expression:** Employees have the right to express themselves within their work areas as long as the Expression does not disrupt the vision, mission and objectives of the Institute.
- Professional Development:** Employees have the right to seek training and additional work-related skills. The college will pursue training and staff development strategies within its resources.
- Problem Resolution:** Employees have access to problem resolution in procedures. Procedures for such disputes are contained in various appropriate policy documents available.
- Safety:** Employees have the right to a safe and healthy workplace and to be informed of any hazardous working conditions.
- Civility:** Employees have the right to be treated with civility by all authorities, colleagues and subordinates. The College will pursue available strategies within its resources for reducing tensions that may cause incivility.



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- f) **Freedom from Violence:** Employees have the right to be protected from violent behavior. Violent behavior toward faculty, staff, students, or visitors to the College is neither condoned nor acceptable. Such behavior may provide immediate grounds for dismissal for cause and legal action.
- g) **Freedom from Sexual Harassment:** The employee has the right to work without sexual harassment. The College has a responsibility to educate its staff about the procedures used to protect accused and accuser.
- h) **Freedom from Discrimination:** The employee has the right to be treated without bias. The College has the responsibility to treat with equal concern and fairness all persons without regard to their race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, marital status, citizenship status, veteran status, disability, or any other criterion specified by central, state or local laws.

1.6 SOCIAL MEDIA GUIDELINES FOR STAFF:

- 1) Faculties and staff shall actively participate in promoting the initiatives that college undertakes and highlights on its social media pages.
- 2) Faculties and staff understand that they are an integral part of the college and all the actions by them on/off social media are perceived as the college activities and of college culture.
- 3) Responsibility and Accountability: By being an integral part of the organization, your personal profile and your personal comments on your individual page can also have a direct or indirect effect on the reputation of the college/event. Be thoughtful of what you post.
- 4) Activities pertaining to thought leadership of the institute needs to be encouraged by writing blogs, sharing research papers, industry articles etc.

1.7 CODE OF CONDUCT FOR DIRECTOR:

Director of an Institute is a well-respected leader and has far reaching influence on the students and teachers of the institute. The Head of the Institute is held to high ethical standards and is required to adhere to a strict code of conduct.

a) **Make Ethical Decisions:**

- Head of the Institute should make all their decisions based on the best interests of the students.
- Head of the Institute should never put their interests above the greater good of the college they serve.
- Be fair in their disciplinary actions for both staff and students.
- Follow due process and respect the rights of all human beings.

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b) Honour Commitments:

- Head of the Institute must stand by their word.
- They need to honor all aspects of their employment contract.

c) Maintains Professional Boundaries:

- Head of the Institute must refrain from inappropriate conduct and relationships with students and staff.

d) Objective Leadership:

- Head of the Institute should empower all staff members and students to reach their maximum potential. This is done by allowing teachers to practice reasonable educational freedom without interference. This also means allowing students to be creative in their educational pursuits by honoring their commitments to their own culture and heritage.

e) Honesty:

- Head of the Institute must apply active and passive honesty.
- He/She must never withhold vital information that should be made public.
- Head of the Institute must also timely report acts of alleged abuse to the proper authorities.

1.8. UNIVERSAL DECLARATION OF HUMAN RIGHTS:

Preamble:

Whereas recognition of the inherent dignity and of the equal and inalienable rights of all members of the human family is the foundation of freedom, justice and peace in the world, Whereas disregard and contempt for human rights have resulted in barbarous acts which have outraged the conscience of mankind, and the advent of a world in which human beings shall enjoy freedom of speech and belief and freedom from fear and want has been proclaimed as the highest aspiration of the common people,

Whereas it is essential, if man is not to be compelled to have recourse, as a last resort, to rebellion against tyranny and oppression, that human rights should be protected by the rule of law,

Whereas it is essential to promote the development of friendly relations between nations, Whereas the peoples of the United Nations have in the Charter reaffirmed their faith in fundamental human rights, in the dignity and worth of the human person and in the equal rights of men and women and have determined to promote social progress and better standards of life in larger freedom,



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Whereas Member States have pledged themselves to achieve, in cooperation with the United Nations, the promotion of universal respect for and observance of human rights and fundamental freedoms;

Whereas a common understanding of these rights and freedoms is of the greatest importance for the full realization of this pledge;

Now, therefore, The General Assembly, Proclaims this Universal Declaration of Human Rights as a common standard of achievement for all peoples and all nations, to the end that every individual and every organ of society, keeping this Declaration constantly in mind, shall strive by teaching and education to promote respect for these rights and freedoms and by progressive measures, national and international, to secure their universal and effective recognition and observance, both among the peoples of Member States themselves and among the peoples of territories under their jurisdiction.

a) Article 1:

All human beings are born free and equal in dignity and rights. They are endowed with reason and conscience and should act towards one another in a spirit of brotherhood.

b) Article 2:

- Everyone is entitled to all the rights and freedoms set forth in this Declaration, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status.
- Furthermore, no distinction shall be made on the basis of the political, jurisdictional or international status of the country or territory to which a person belongs, whether it be independent, trust, non-self-governing or under any other limitation of sovereignty.

c) Article 3:

Everyone has the right to life, liberty and security of person.

d) Article 4:

No one shall be held in slavery or servitude; slavery and the slave trade shall be prohibited in all their forms.

e) Article 5:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

f) Article 6:

Everyone has the right to recognition everywhere as a person before the law.

g) Article 7:

All are equal before the law and are entitled without any discrimination to equal protection of the law. All are entitled to equal protection against any discrimination in violation of this Declaration and against any incitement to such discrimination.

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h) Article 8:

Everyone has the right to an effective remedy by the competent national tribunals for acts violating the fundamental rights granted him by the constitution or by law.

i) Article 9:

No one shall be subjected to arbitrary arrest, detention or exile.

j) Article 10:

Everyone is entitled in full equality to a fair and public hearing by an independent and impartial tribunal, in the determination of his rights and obligations and of any criminal charge against him.

k) Article 11:

- Everyone charged with a penal offence has the right to be presumed innocent until proved guilty according to law in a public trial at which he has had all the guarantees necessary for his defence.
- No one shall be held guilty of any penal offence on account of any act or omission which did not constitute a penal offence, under national or international law, at the time when it was committed. Nor shall a heavier penalty be imposed than the one that was applicable at the time the penal offence was committed.

l) Article 12:

No one shall be subjected to arbitrary interference with his privacy, family, home or correspondence, nor to attacks upon his honour and reputation. Everyone has the right to the protection of the law against such interference or attacks.

m) Article 13:

- Everyone has the right to freedom of movement and residence within the borders of each State.
- Everyone has the right to leave any country, including his own, and to return to his country.

n) Article 14:

- Everyone has the right to seek and to enjoy in other countries asylum from persecution.
- This right may not be invoked in the case of prosecutions genuinely arising from non-political crimes or from acts contrary to the purposes and principles of the United Nations.

o) Article 15:

- Everyone has the right to a nationality.
- No one shall be arbitrarily deprived of his nationality nor denied the right to change his nationality.

p) Article 16:

- Men and women of full age, without any limitation due to race, nationality or religion, have the right to marry and to found a family. They are entitled to equal rights as to marriage, during marriage and at its dissolution.
- Marriage shall be entered into only with the free and full consent of the intending spouses.



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- The family is the natural and fundamental group unit of society and is entitled to protection by society and the State.

q) Article 17:

- Everyone has the right to own property alone as well as in association with others.
- No one shall be arbitrarily deprived of his property.

r) Article 18:

Everyone has the right to freedom of thought, conscience and religion; this right includes freedom to change his religion or belief, and freedom, either alone or in community with others and in public or private, to manifest his religion or belief in teaching, practice, worship and observance.

s) Article 19:

Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers.

t) Article 20:

- Everyone has the right to freedom of peaceful assembly and association.
- No one may be compelled to belong to an association.

u) Article 21:

- Everyone has the right to take part in the government of his country, directly or through freely chosen representatives.
- Everyone has the right to equal access to public service in his country.
- The will of the people shall be the basis of the authority of government; this will shall be expressed in periodic and genuine elections which shall be by universal and equal suffrage and shall be held by secret vote or by equivalent free voting procedures.

v) Article 22:

Everyone, as a member of society, has the right to social security and is entitled to realization, through national effort and international co-operation and in accordance with the organization and resources of each State, of the economic, social and cultural rights indispensable for his dignity and the free development of his personality.

w) Article 23:

- Everyone has the right to work, to free choice of employment, to just and favourable conditions of work and to protection against unemployment.
- Everyone, without any discrimination, has the right to equal pay for equal work.
- Everyone who works has the right to just and favourable remuneration ensuring for himself and his family an existence worthy of human dignity, and supplemented, if necessary, by other means of social protection.

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- Everyone has the right to form and to join trade unions for the protection of his interests.

x) Article 24:

Everyone has the right to rest and leisure, including reasonable limitation of working hours and periodic holidays with pay.

y) Article 25:

- Everyone has the right to a standard of living adequate for the health and well-being of himself and of his family, including food, clothing, housing and medical care and necessary social services, and the right to security in the event of unemployment, sickness, disability, widowhood, old age or other lack of livelihood in circumstances beyond his control.
- Motherhood and childhood are entitled to special care and assistance. All children, whether born in or out of wedlock, shall enjoy the same social protection.

z) Article 26:

- Everyone has the right to education. Education shall be free, at least in the elementary and fundamental stages. Elementary education shall be compulsory. Technical and professional education shall be made generally available and higher education shall be equally accessible to all on the basis of merit.
- Education shall be directed to the full development of the human personality and to the strengthening of respect for human rights and fundamental freedoms. It shall promote understanding, tolerance and friendship among all nations, racial or religious groups, and shall further the activities of the United Nations for the maintenance of peace.
- Parents have a prior right to choose the kind of education that shall be given to their children.

aa) Article 27:

- Everyone has the right freely to participate in the cultural life of the community, to enjoy the arts and to share in scientific advancement and its benefits.
- Everyone has the right to the protection of the moral and material interests resulting from any scientific, literary or artistic production of which he is the author.

ab) Article 28:

Everyone is entitled to a social and international order in which the rights and freedoms set forth in this Declaration can be fully realized.

ac) Article 29:

- Everyone has duties to the community in which alone the free and full development of his personality is possible.
- In the exercise of his rights and freedoms, everyone shall be subject only to such limitations as are determined by law solely for the purpose of securing due recognition and respect for the



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rights and freedoms of others and of meeting the just requirements of morality, public order and the general welfare in a democratic society.

- These rights and freedoms may in no case be exercised contrary to the purposes and principles of the United Nations.

ad) Article 30:

Nothing in this Declaration may be interpreted as implying for any State, group or person any right to engage in any activity or to perform any act aimed at the destruction of any of the rights and freedoms set forth herein.

1.9. UNIVERSAL/MORAL VALUES OF LIFE:

Moral values are important in life because: Moral values reflect an individual's character and spirituality. They help in building good relationships in personal as well as professional lives. They can help in eradicating problems like dishonesty, violence, cheating and jealousy from one's life.

It would serve society well if the following seven moral values are followed:

- Unconditional Love and Kindness
- Honesty
- Hard Work
- Respect for Others
- Co-operation
- Compassion
- Forgiveness



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