



KJ's Educational Institutes
Trinity Institute of Management & Research

Code of Conduct for Students

1. INTRODUCTION

TIMR is focused to develop human resources that are able and responsible towards the society. In the process of development towards effective management professional, discipline is the core of a personality. For being a successful manager and a responsible citizen they need to internalize the discipline of mind, without which their training is incomplete to be able to face the real world respectfully and differentially.

It is required that each student of TIMR 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. The entire staff of KJ's Education Society, other students and the visitors to the campus would be closely observing each of the students. In all matters of discipline, the norms presented in this document shall stand as a reference document.

2. THE CODE OF CONDUCT

2.1 General Discipline

1. Use of mobile phones in the academic block of the institute is strictly prohibited except for academic purposes. Violation of the rule will result in confiscation of SIM card. Use of net connectivity for non-academic purposes is not permitted during the institute hours.
2. Loud/impolite talk/use of unparliamentarily language which offends the listener would be dealt with seriously.
3. The behavior of the students at all times, within or outside the campus must reflect a sense of responsibility.
4. Vehicles are to be parked at appropriate places and properly locked at one's own risk.
5. Students are required to strictly observe the uniform code prescribed and wear ID cards at all time. Non-compliance will attract corrective action. .
6. Any student found in improper uniform will be sent back even during college hours and the student will him/herself, be responsible for the loss of attendance.
7. Students are required to show due regard for the rights and property of the TIMR. Any student found guilty of tampering/damaging the property, fixtures, equipment,

furniture, books, and buildings, vehicles etc. of the institute would attract punishment and compensation for loss caused.

8. Instigating or abetting collective insubordination will be viewed very seriously.
9. No society or association of the students will be started without the written permission of the concerned authority.
10. No person shall be invited to address or entertain the students of the college without the previous written permission of authorities.
11. Smoking, consuming alcoholic drinks and eating non-vegetarian food on Institute campus is strictly prohibited.
12. Eatables are not permitted in classrooms, computer lab, studio, hall, library and office area.
13. Littering in the campus will attract action by authority.
14. Cleanliness and hygiene of the institution should be taken on the highest priority by the students.
15. Any student misbehaving in class and/ behaving arrogantly towards the faculty and staff will be reported against to the authority. The nature of punishment will depend upon the severity of the offence and will be decided by the Director on a case to case basis.
16. Theft, gambling, sexual harassment, physical fights/ bouts with each other, smoking on KJEI and TIMR Campus, indecent behavior in public places will be dealt with severely by the authority. Any other offence not included in this list will be dealt with on a case basis by the Director.
17. Students residing in hostels - if caught with banned substances will face severe disciplinary action.
18. The institute prohibits political activities on the campus and forbids students from conducting and attending political meetings within the institute campus.

2.2 In the classroom

1. Students should come prepared for the class. They would be assigned reading material that they are expected to read before the class.
2. SPPU, Pune expects that the students should attend at least 75% of lectures and laboratory/ tutorial sessions for each subject in the semester. Failing which, the institute will not be able to grant the terms and will not be able to forward the student's

examination form and internal marks to the University of Pune. However, in the larger interest of improving oneself, the students should attend 100% of the classes.

3. Absence due to serious medical conditions or death in the family can be excused. The student needs to inform the Course coordinator and the concerned faculty of such absence on phone in emergency followed by the written application subsequently in next 48 hours. In other cases, the student need get sanctioned single day/ more days leave by the Director, at least 3 days (excluding Saturdays and Sundays and public holidays) before proceeding on the leave through the respective Course coordinators. If any student does not comply with this procedure, s/he may be penalized as per the discretion of the Director.
4. Students should turn off their cell phones or keep on silent mode prior to entering class/ seminar hall/meeting or conference room. Non-adherence to this pre-requisite will lead to confiscation of the cell-phone.
5. Students are encouraged to express their opinions and engage each other in healthy debate. However, they should always be courteous of their instructors and fellow students.
6. Students should be seated in the class at least five minutes prior to the commencement of class. Students who are late will not be allowed to enter the class after a class has commenced.
7. Students are not allowed to go out in between the lecture session.
8. If the lecture is unattended by a faculty for any reason, CR will communicate to Course-coordinator for further instructions. Under no circumstances, students are allowed to leave the classroom without permission.
9. Maintain silence, discipline and decorum in class, institute and labs.

2.3 Examination Rules

1. The students are expected to report 30 minutes prior to scheduled examination time. Institute will deny the entry to the examination in case of late arrival of the student. Students are not allowed to leave the examination hall (for any reason what so ever) till he/she submits his/her answer sheets. Students are not allowed to submit the answer sheet half an hour before the concluding time of the exam.
2. Students must carry Hall tickets during examination.
3. Students are not allowed to
 - a. Write anything on the question paper
 - b. Pass / ask for any type of stationary/ calculators

- c. Discuss anything once they enter the examination hall
 - d. Written chits or writing on hand, body or clothing.
 - e. Carry baggage /study material inside the exam hall.
4. Students are required to strictly observe the uniform code prescribed and carrying. Identity cards are compulsory. Students will be sent back if this is not adhered to.
5. Students are required to carry the required stationery for writing examination.
6. Any malpractice during examination would be viewed seriously and punished as decided by the Institute / SPPU authorities. Minimum punishment for the above is to debar the guilty student from three papers and communication to their parents. One who copies and one who helps the other are equally guilty and shall be punished equally; as per the Maharashtra Prevention of Malpractices at the Examination Act.
7. Copy case during midterm/ End term examination and class test will be viewed very seriously. In that case student will not be allowed for campus placement.
8. Mobile phones are not allowed in the examination hall.
9. Students should not indulge in any verbal/non-verbal conflict with the invigilator.
10. Students should not resort to any unfair means. SPPU rules pertaining to procedure to deal with cases of unfair means resorted to by the students will apply for any such case.

2.4 Library Rules

- 1. Every student entering the Library must present his/her own Identity Card as well as Library card, otherwise the use of the Library will be denied.
- 2. The Library Attendant at the entrance and the counter are authorized to examine everything that passes into or out of the library.
- 3. Readers are responsible for any damage or injury done to the reading materials or any other property of the Library, and shall be required to replace such books/property as has been damaged or injured or be required to pay the full value thereof as determined by the Library Authorities.
- 4. Readers shall not write or mark (by underlining, putting brackets, etc.) on the reading materials. The Library property and furniture is to be handled with utmost care.
- 5. Students should maintain silence in the Library.
- 6. Reference Material (Newspaper/ Periodicals) will be issued but it should not be taken out of the Library.

7. Home Reading books will be issued only against Reader's ticket for a week. 8. On failure of returning home reading books by due dates, a fine of Rs 20/- per day will be charged. On failure of returning reference material, a fine of Rs 50/- per day will be charged.
8. If a book is lost by a student, he/she should replace it with a new copy of the same book to the library.
9. The loss of Tickets should be reported immediately to the Librarian. After submitting written application. Duplicate ticket will be issued against a fine of Rs.25/- for Readers Ticket.
10. Eatables and beverages are not allowed in the library premises.
11. Smoking, spitting, eating, loud conversation and similar objectionable practices are forbidden in or near the Library.

2.5 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 will be treated as ragging. All such cases will be dealt with as per the directive of the UGC and Government and The Supreme Court of India.

The Anti-Ragging Committee, as constituted by the Director and headed by students affairs advisors shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by students affairs advisors, and can have as its members.

A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- a) Suspension from attending classes and academic privileges.
- b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c) Debarring from appearing in any test/ examination or other evaluation process.
- d) Withholding results.
- e) Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- f) Suspension/ expulsion from the hostels and mess.
- g) Cancellation of admission and Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

- i) In cases where larger numbers of students are involved and the persons committing the act of ragging are not identified, the institute shall resort to collective punishment
- j) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities.

The Anti-Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

An Appeal against the any of the orders of punishment enumerated hereinabove shall lie to:

- i) In case of an order of an institution, affiliated to or constituent part, of the Institute, to the Director of the Institute.

2.6 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 or any other mode of communication.

The Institute's Policy on prevention and prohibition of sexual harassment at workplace, 2014 shall apply to the students of the Institute.

Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

Utmost care needs to be taken by each student, to ensure that his/her behavior is impeccable towards persons of opposite gender. I

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.

Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized herein above can approach the Student Grievance Redressal cell at the Institute.

Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Director. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation.

The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

2.7 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.

2.8 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.

2.9 Extra-Curricular Activities

Students are encouraged take active part in games, debates, dramatics and such other co-curricular activities, as they are absolutely essential for the development of the student.

The Institute encourages participation of the students in extra-curricular activities, without affecting academic performance. Participation in extra-curricular activities shall never lead to poor academic performance. It is the responsibility of the student to perform well in academics. In case festivals/ activities arranged by the students, they should ensure that:

- (a) All financial transactions, receipts and expenditure, are duly accounted for.
- (b) A detailed financial statement of income and expenditure shall be submitted, along with all supporting vouchers to the Faculty In-charge of the event within 2 weeks of the completion of the event.
- (c) Any advance taken by a student towards any activity co/ extra-curricular should be settled with the accounts assistant/faculty- in -charge within four days from the completion of the activities.
- (d) All expenditure is incurred within the budget approved before the event to avoid any difficulty in settling the bills.
- (e) In any case if funding sought from outside agencies or individuals as sponsorship of festival events. All such funding should be available before the start of the festival. No student should sign any MOUs with any sponsor of any event. All such documents should be examined and duly signed by an authorized signatory of the Institute.
- (f) Any student allowed to represent the institute in any activity will not do anything, which will affect the prestige and reputation of the institute.
- (g) No student shall collect any money or contribution for picnic, trip, and Educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the HOD or Director.

2.10 Administrative matters

1. Students applying for certificates, testimonials, etc. which requires the Director's signature on any kind of document or application should first contact the Institute office. Students should not bring any paper directly to the Director for his/her signature
2. Students receiving Government or Institute Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behavior, regular attendance and satisfactory progress and good results at the Institute and University Examinations.

3. It is the responsibility of the students to read the notice boards regularly for important announcements made by the Institute office from time to time. They will not be excused or given any concession on grounds of ignorance or not reading notices.

Matters not covered by the existing rules will rest at the absolute discretion of the Director. The Director is the ultimate disciplinary authority in the institute.

3. DISCIPLINARY ACTION

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.

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 Savitribai Phule Pune University Examination Norms. A 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 misbehavior, 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.




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