

UNDERTAKING

Code of conduct for SDCPGBM Students

The code of Conduct and disciplinary policies for students of the Shree Dhanvantary College of Post Graduate Business Management have been formulated to provide a clear statement of the institute's expectations from students in respect of academic matters and individual behavior.

The institute is committed to treat students, both academically and individually, in a fair and transparent manner. All students in return, are expected to comply with the requirement set down in this Code of Conduct.

The student discipline system is designed for an educational system and does not function as a court of law. SDCPGBM may initiate disciplinary proceeding against student(s) violating the Code of Conduct of the institute outlined herein and the law of the country.

The Code of Conduct applies to all students of SDCPGBM, Surat. In respect of all actions and activities relating to or impacting on the institute or its students and employees.

Meaning of Good Conduct:

1. Recognizing the cultural and communal harmony and its diversity (at campus) and not by any mean shall discriminate against others on the basis of their age, ethnic origin, race, colour, caste, nationality, minority, culture, language, religious faith, sex, gender, ability or disability, mental health status, through verbal and physical abuse.
2. Acting responsibly, being honest, being considerate, respectful and courteous towards others in all academic and individual activities during the course. Behaving in a respectful manner towards others so that they do not feel that they are being harassed.
3. Abiding by the law of the land.

Institute's Expectations:

All Students should:

- Observe and maintain the highest academic, ethical, and professional standards of conduct.
- Obey all the rules, regulations and procedures of the institute.
- Show respect to institute's property and shall take care of environment by proper use of all properties including buildings, spaces and facilities and disposing of litter responsibly.
- Ensure that they use institute's resources in a lawful and ethical manner and for academic purpose only.
- Conduct themselves with dignity, accountability, cooperative attitude and honesty.
- Attend all of their classes regularly and read all official correspondence from the institute including notices, circulars and emails.

- Act ethically and honestly during preparation, conduct, submission and publication of academic work. And shall ensure that they don't use any unfair means.
- Ensure that they do not participate in or encourage discrimination or harassment or bullying against any of fellow students and employees.
- Refrain from consumption / possession of any form of controlled substance, narcotic, tobacco , alcohol and smoking in the campus.
- All students should adhere to the Hostel rules/instruction.

Use of Social Media

- As social media platforms are public forums which can be used for sharing knowledge, students of the institute are encouraged to use social media tools. However, they shouldn't indulge in using social media for spreading hatred and posting inflammatory content (defamatory, discriminatory, harassing, threaten and obscene in nature) which may disturb harmony and academic environment of the institute.
- As any post even made in personal capacity on social media has risk to become public in view of the nature of social media, the students of the SDCPGBM should be careful and maintain highest ethical standards and integrity in behavior while posting any material on personal social media accounts.
- No posts should be made on social media which violates the code of conduct and the law of the land.

Grounds for Disciplinary actions

All students are responsible for conducting themselves in a manner that helps to enhance the environment of learning, wherein the rights and dignity of each member of the campus is respected and retained.

A student found responsible for the violation of any clause outlined in this section is subject to disciplinary actions.

- Any violation of policies, rules or regulations of Institute.
- Conduct that disturbs the academic and official activities of the institute.
- Damage, defacement/destruction, theft and unauthorized use of institute's property.
- Consumption /possession /sale of any form of controlled substance, narcotic or drug dangerous or prohibited chemicals, any explosive device or material, tobacco, alcohol and smoking.
- Ragging in any form.
- Plagiarism in any form.
- Use of mobile phone which disturbs in the classroom, library, computer and other labs.
- Disorderly conducts including, verbal abuses/physical abuses or inappropriate behavior/activity.

- Discrimination against any member of campus community through biased/discriminatory or prejudicial behavior to person's race, colour, caste, language, nationality, gender, religion, disability, age or sexual orientation.
- Pursue or undertake any employment or fulltime parallel studies during the period of perusal of institutes PGDM Program.
- Students who are short of attendance or regularly fail to participate in academic activities or habitually fail to meet assignment deadlines may be debarred from the classes/examination.

Disciplinary procedure

The students are not allowed to obstruct or interfere with the normal activities of the institute. Any breach of the code of Conduct will be taken seriously and where necessary, dealt with the disciplinary procedure.

The disciplinary procedure includes the stages of disciplinary actions according to the seriousness of the violation. The procedure will be progressive in nature and can have a range of disciplinary actions like formal warnings (verbal/written) to suspension or expulsion.

Nature of Violation and Scope of Disciplinary Action

Disciplinary proceeding or action could be conducted based on the nature of violation.

1. **Institute Level:** in case of issues pertaining to violation of rules and regulation of the institute; the issues that can affect the SDCPGBM community and issues which may have serious implications on the students at large, the Disciplinary Committee will investigate the allegations and recommend disciplinary actions.
2. **Academic Level:** The disciplinary issues related to general conduct of students in class rooms shall be dealt by the respective Academic Head. If the violations are of serious nature, Academic Head or students may approach the disciplinary committee.
3. **Hostel Level:** if the disciplinary issues matters are minor in nature and restricted to hostel, Hostel warden will deal with the matter and give appropriate punishment. Other matters, which have major implications at the institute level, will be referred to the Disciplinary Committee.
4. **Sexual Harassment against Female student:** At campus we believe in zero tolerance on issues of sexual harassment of female at workplace. Institute has constituted an Institutional Grievance Committee (IGC) which looks into cases of sexual harassment against female studying in SDCPGBM. Students are encouraged to go through carefully the provision of the law (posted at institute's website and AICTE) to have an understanding of what comprises sexual harassment and the legal provisions against those found guilty of the act. For registration of a complaint, the concerned student is required to fill in *online grievance form* from institute's website and can also approach directly to chairperson of the committee or any member of committee personally or can

send a written complaint via confidential letter to the chairperson. Strict confidentiality as per the law is maintained in dealing with such cases. The name of the committee members is notified on SDCPGBM website.