



**Sheila Raheja School of Business
Management and Research**

**Code of Conduct
And
Professional Ethics**

**For
Students**



For Sheila Raheja School of Business
Management & Research


Director

Preamble

This document depicts the standard procedures and practices of the Sheila Raheja School of Management of Research (hereinafter referred to as the 'Institute') for all students enrolling with the Institute for pursuing varied courses. All students must know that it is mandatory upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

That the Institute's endeavor by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility.

All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the Institute.

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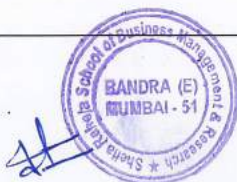



Director

1. ETHICS AND CONDUCT:

- 1.1 This Code shall apply to all kinds of conduct of students that occurs on the Institute premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.
- 1.2 At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that:
- He/she shall be regular and must complete his/her studies in the Institute.
 - In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the Institute subject to written consent of the Director.
 - As a result of such relieving, the student shall be required to clear pending dues and if a student had joined the Institute on a scholarship, the said grant shall be revoked.
- 1.3 Institute believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
- 1.4 All students must deter from indulging in any and all forms of misconduct including participating in any activity off-campus which can affect the Institute's interests and reputation substantially. The various forms of misconduct include:
- Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
 - Intentionally damaging or destroying Institute property or property of other students and/or faculty members
 - Any disruptive activity in a class room or in an event sponsored by the Institute.
 - Unable to produce the identity card issued by the Institute, or refusing to produce it on demand by campus security guards.
 - Participating in activities including:-
 - Organizing meetings and processions without permission from the Institute.
 - Accepting membership of religious or terrorist groups banned by the Institute/Government of India.
 - Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
 - Unauthorized possession or use of harmful chemicals and banned drugs.
 - Smoking on the campus of the Institute.

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- Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.
 - 6. Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.
 - 7. Theft or unauthorized access to others resources.
 - 8. Misbehavior at the time of student body elections or during any activity of the Institute.
 - 9. Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.
- 1.5 Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.
- 1.6 Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
- 1.7 Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- 1.8 Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
- 1.9 Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
- 1.10 Damage to, or destruction of, any property of the Institute, or any property of others on the Institute premises.
- 1.11 Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
- 1.12 Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.



A handwritten signature in blue ink, appearing to be "A. Raheja".

Director

2. JURISDICTION

- 2.1 The Institute shall have the jurisdiction over the conduct of the students associated/enrolled with the Institute and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which occurs on the Institute campus or in connection with the Institute related activities and functions.
- 2.2 Institute may also exercise jurisdiction over conduct which occurs off-campus, violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include:-
- Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.
 - Physical assault, threats of violence, or conduct, that threatens the health or safety of any person including other students of the Institute.
 - Possession or use of weapons, explosives, or destructive devices off campus.
 - Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
 - Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

The Institute, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the Institute shall consider the seriousness of the alleged offence, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off-campus.

3. ACTION AGAINST THIS MISCONDUCT:

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student.

The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

- 3.1 **WARNING** –Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
- 3.2 **RESTRICTIONS**–Reprimanding and restricting access to various facilities on the campus for a specified period of time.
- 3.3 **COMMUNITY SERVICE** – For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions



- imposed may lead to severe disciplinary action, including suspension or expulsion.
- 3.4 **EXPULSION**—Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student related activities or campus residences etc.
- 3.5 **MONETARY PENALTY**—May also include suspension or forfeiture of scholarship/fellowship for a specific time period.
- 3.6 **SUSPENSION**—A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.
- a. Ineligibility to reapply for admission to the Institute for a period of three years, and
 - b. Withholding the grade card or certificate for the courses studied or work carried out.

4. **APPEAL:**

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Director. The Director may decide on one of the following:

- 4.1 Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, or
- 4.2 Refer the case back to the committee for reconsideration.

In case of misconduct, the Director's decision shall be final and binding.

5. **ANTI-RAGGING:**

The Institute has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply as it is to the Institute and the students.



5.1 Ragging constitutes one or more of the following acts:

- a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness.
- b. Any student indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student.
- c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student.
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student.
- e. Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students.
- f. Any act of financial extortion or forceful expenditure burden put on a student by other students.
- g. Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- h. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student.
- i. Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

5.2 ANTI-RAGGING COMMITTEE:

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, Student Counselors, Faculty Advisors, and Chairperson of the concerned Department.

6. SEXUAL HARASSMENT:

The Institute's Policy on prevention and prohibition of sexual harassment at workplace, 2016 shall apply *mutatis mutandis* 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, emails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

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7. STUDENT GRIEVANCE PROCEDURE:

Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal Committee at the Institute. Further, any student who is aware of any violations must report the same to the duly constituted Committee. Grievance must be submitted in writing and should be made within 60 days from the day of the alleged violation. The respective Committee shall take cognizance of the grievance and enforce this Code to resolve the Grievance.

8. GENERAL GUIDELINES:

- 8.1 Maintenance of Cleanliness of the premises is everybody's duty. Eating food and carrying / drinking beverages in the classroom is strictly prohibited.
- 8.2 Our campus is a non-smoking zone, violation of the same will be viewed seriously and appropriate action will be taken against an offender.
- 8.3 Due to space constraint in the campus, students are requested to park their vehicles outside the premises.
- 8.4 Any grievance about the administrative facility, classroom should be routed through the Class Representative who would take it up with the Director. In the absence of a satisfactory response from the class representative, the students may approach the Admin Office or Director.
- 8.5 During class the usage of cell phones is strictly prohibited, Student are allowed to use their mobile devices only during break times or before/after class, offenders would be imposed penalty of fine or his/her phone may be confiscated.
- 8.6 **The primary mode of communication to the students is the notice board. Students are required to view the notice boards daily to keep themselves informed, and not rely on rumor or hearsay about any matter.**
- 8.7 It is mandatory for Students to carry their Identity card during their stay in the campus; penalty will be imposed on those students who do not carry their Identity cards.
- 8.8 Students are requested to avoid any unsafe act or behavior in the campus. Fire extinguishers are placed in strategic areas to ensure the safety of everyone in our Institute.
- 8.9 Scribbling, writing, defacing, destroying or disrupting any wall, resources or property of the college is strictly prohibited and will be treated as serious offence liable for an appropriate disciplinary action.

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9. ATTENDANCE, PUNCTUALITY AND LEAVE GUIDELINES FOR ALL STUDENTS:

- 9.1 Minimum Attendance should be as per University norms failing which, the student will not be allowed to appear for forthcoming exams.
- 9.2 Students are expected to arrive on time for the start of their Classes. Late coming is not permitted. Faculties are empowered to close the doors of the classroom and debar latecomers from entering the classroom and mark absent for that particular lecture. They have also been advised to deal with students who habitually come late.
- 9.3 Students are required to remain present for all events of the Institute including Svagam, guest lecturers compulsory workshops, Master class and other events as intimated on the notice board. Record of attendance will be kept for action. The Institute reserves the right to declare compulsory attendance for any events on or off the campus. Absenteeism on events for which attendance is compulsory, will be viewed seriously.
- 9.4 Students are required to be in Mumbai city on all days of the semester. If they are leaving the city on personal or institutional work; they are required to obtain prior permission from the Director. This applies to those students who are representing the Institute for social, cultural and co-curricular events.
- 9.5 Students are requested to adhere to the deadlines for submission of project, reports assignments, forms and any other submission to the Institute or the faculty concerned.

10. EXAMINATION GUIDELINES:

- 10.1 Any breach of the following requirements relating to examination and assessments, whether committed intentionally or unintentionally will be regarded as "misconduct", and would be dealt with as per the disciplinary procedure of the University.
- 10.2 Students are not permitted to enter the examination room after the commencement of scheduled timings of the examination. Students must enter exam room in silence and put any bags in bag-zone. Students must arrive at the exam room at least 15 minutes before the exam is due to start. Students are not permitted to leave the examination room until half an hour after the start of the examination or during the last fifteen minutes of the examination.
- 10.3 Students are required to bring their Identify Cards and must be available to invigilator upon his request.
- 10.4 Food and/or drink will not be permitted in an examination room.
- 10.5 Programmable Calculators and mobiles are not allowed for the examinations. The invigilators are instructed to make thorough verification to avoid such things before the students enter the examination hall. Students are prohibited from carrying into the

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examination room books, writing papers, notes manuscripts electronic media/device, including electronic dictionaries, pages, tables, mobile handsets, mp3 players, personal digital assistants any form of store or recorded information.

- 10.6 Violation of the clause 11.5 above will be considered as a breach of Examination rules and would be dealt with appropriate action. Only a non-programmable calculator will be allowed.
- 10.7 Examination answer booklet should not be defaced, torn, removed or destroyed.
- 10.8 All notes, rough work and calculation must be done in the examination answer booklet.
- 10.9 Students should not communicate with any student other than an examiner or an invigilator during an examination.
- 10.10 An invigilator is empowered to exclude a student from an examination on the basis of misconduct and submit a written report on the circumstances to the Director immediately after the conclusion of the examination.
- 10.11 A student caught cheating/ breaching the rule of examination will be barred from appearing for the exam in the respective subject as well for the next two immediate papers.
- 10.12 A student who fails to attend an examination, will be considered as absent in that subject. Opportunity for re-examination will be given according to the University rules and regulations for re –registration and re-examination, if any.
- 10.13 Student, if allowed to appear for examination by the Director, will not be compensated for time lost due to late arrival, regardless of the examination being administered.
- 10.14 Students are not permitted to share any writing material, calculators during the exam.

Note:

Internal and External assessment rules of examination will be planned and executed according to the guidelines prescribed by University of Mumbai.

11. LIBRARY RULES AND REGULATIONS:

- 11.1 Access to the Library is restricted to staff and students of SRBS who are in possession of a valid identification card issued by SRBS.
- 11.2 Students are requested to carry their identity/library card to avail the benefit of the Library, and must be produced whenever asked by the authorized person. The card is not transferable.
- 11.3 Bags are allowed in the Library at the discretion of the librarian on condition that they must be inspected by Library staff if requested and should be placed in the racks provided. For the security reasons, bags and other personal possessions should not be left unattended. The



Library has no responsibility in case of damage to or theft of personal property of the students.

- 11.4 Students are requested to maintain silence in the library area. The usage of mobile phones in the Library is strictly prohibited. Phones should be either switched off, or kept on silent mode. Failure to comply with these requirements may result in a fine and/or exclusion from the Library and confiscation of the mobile.
- 11.5 Smoking, consumption of food and drinks (with the exception of bottled water) and the use of personal audio equipment are not permitted in the Library.
- 11.6 Photography, filming, video-taping in the Library is not permitted.
- 11.7 Student will return the book/reading material taken or issued for library reading to the library staff before leaving the Library.
- 11.8 Students are required to comply with copyright regulation as displayed by the photocopiers.
- 11.9 Data retrieved from the Library's electronic resources should not be used for purpose other than teaching, research, personal educational development, administration and management of SRBS. Use of the data is not permitted for consultancy or services leading to commercial exploitation of the data. Users must also comply with the specific requirement of individual data providers Passwords must never be revealed to others.
- 11.10 **The removal of any material from Library must be properly authorized and recorded. Damage to or unauthorized removal of material constitutes a serious offence and may lead to a fine or disciplinary action.**
- 11.11 Issue and return for library books and any other material like CD, Journals can be borrowed as per the guidelines of library services.
- 11.12 Fines are charged on overdue items (current fines charges are available in Library) Students will normally be informed of overdue items. If fines or charges are outstanding, borrowing rights may be withdrawn and passwords for accessing electronic services withheld until such time as those fines are paid.
- 11.13 Users are responsible for material borrowed on their cards and will be required to pay for any damage to, or loss to the material, material borrowing rights shall be withdrawn for the students whose payments are outstanding.
- 11.14 Access to libraries and/or borrowing rights may also be withdrawn temporarily if fees/charges in other areas of the SRBS are outstanding.
- 11.15 **Issuance of the clearance certificate from the library is subjected to the payment of fine or any outstanding payable in the library.**



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12. PLACEMENT GUIDELINES FOR STUDENTS:

- 12.1 Dress code for all placement events –Formal Shirt with Tie /Scarf & Blazer.
- 12.2 Students are required to check the Placement Notice Board & their E-group /emails regularly for information updates.
- 12.3 Students should prepare their CV's in the prescribed Institute format. Information on the CV should be accurate & honest. Any discrepancies will lead to the immediate expulsion of the candidate from the Placement process.
- 12.4 Attendance for (Pre-Placement Talks) PPT is Compulsory. Absence from any company's PPT will automatically disqualify a student from applying to that company.
- 12.5 During a PPT students are expected to take their seats before the company arrives and all mobiles are to be switched off during PPT.
- 12.6 Students are expected to maintain decorum & abide by the Institute rules during the placement process.
- 12.7 Students are expected to read & come prepared with a Background & fact file on the Company conducting the PPT
- 12.8 Students who wish to drop out of the Placement process are expected to notify the Placement Officer immediately. For Students who have received Off Campus Offer Letters for Summer/Executive Placements should consult the Placement Coordinator before accepting the Offer.
- 12.9 No students are allowed to initiate any contact with Companies without the prior consent of the Placement Offer.
- 12.10 Students will not be permitted to refuse or seek alternate employment/internship, once they have accepted offer letter from a particular company.
- 12.11 Placement Information is confidential & any Breach of Confidentiality will lead to strict action.
- 12.12 The above guidelines are applicable to all fulltime MBA students of SRBS any student found violating these guidelines would be expelled from the Placement Process.
- 12.13 Placement Code of Conduct for all students eligible for Placements for the year will be announced well before the placement week. All students will be required to sign a declaration of adherence to this code.

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13. GUIDELINES FOR THE USE OF COMPUTING FACILITIES:

- 13.1 SRBS invests significant resources in computing resources for students. To ensure maximum access, computing resources must be used in a responsible manner.
- 13.2 Students are advised to read these regulations carefully. Failure to comply with these regulations will result in the withdrawal of your right to use these facilities and may lead to further disciplinary action. Please also note that the regulations and guidelines are subject to change without any prior Notice.
- 13.3 **Provision of computing Resources:**
- 13.3.1 The students of SRBS are provided with computing facilities to support their learning and research activities. The usage of this facility that affects the primary objective or acts against the interest of SRBS is prohibited. In the event of non-approval of usage of the computing facilities, SRBS reserves the right to withdraw access to computing facilities at any time.
- 13.3.2 Use of SRBS computing facilities for students' commercial gain is prohibited.
- 13.3.3 The use of the computing facilities is governed by various applicable laws enacted by the Government of India (or any compact authority set up by the Government of India) and the rules formulated by SRBS.
It is the student's responsibility to ensure that the student's activities do not contravene the provisions of laws.
- 13.3.4 Authority of Information Systems Staff: Students are advised to comply with all the instructions issued by any information Systems Staff about the use of SRBS computing facilities. Indecent behavior with the staff is not permitted.
- 13.3.5 Disciplinary Proceedings; in the event of a breach of these regulations, the access to some or all of the computing facilities may be withdrawn keeping in abeyance the outcome of disciplinary proceedings. This may seriously affect the student's ability to complete the course of study satisfactorily.
- 13.4 **These guidelines describe the reasonable and appropriate behavior required by the regulations for the use of Computing Facilities at SRBS.**
- 13.4.1 Students are advised to log entry and exit time in the register maintained in the lab. Bags shall be kept in the racks provided in the lab.
- 13.4.2 Do not request resources or access right that you are not entitled too.
- 13.4.3 Once logged in do not leave IT facilities unattended in an unlocked room. You must log out at the end of the each logged in sessions and switch off the system unless prevented by system failure. Failure to do so may leave the account for




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other to use. The institution accepts no responsibility for any loss to a user consequent upon a failure to logout correctly at the end of a session.

- 13.4.4 Do not remove, borrow connect or disconnect equipment without permission.
- 13.4.5 Do not deliberately introduce any virus, worm, Trojan horse or other harmful or nuisance program or file into IT facility, nor take deliberate action to circumvent any precautions taken or prescribed by the institution to prevent this.
- 13.4.6 Do not in any way cause any form of damage neither to the institution's IT facilities, nor to any of the accommodation or services associated with them.
- 13.4.7 Do not hack, access, copy, delete or amend or attempt so to do the computer account, information or resources of another user or of a system administrator without that person's permission.
- 13.4.8 Do not deliberately create, display, produce, store, circulate or transmit defamatory or libelous material.
- 13.4.9 Do not transmit unsolicited commercial or advertising material.
- 13.4.10 Do not deny service to other users including deliberately or recklessly overloading access links or switching equipment.
- 13.4.11 Every student must adhere to the terms and conditions of all license agreements relating to IT facilities including software, equipment, services, documentation and other goods.
- 13.4.12 The IT facilities are only for academic and research purpose.
- 13.4.13 Do not interfere with the legitimate use by others of the IT facilities.
- 13.4.14 Do not load games software or play games on the IT facilities.
- 13.4.15 No eatables to be taken in any computer lab or near any public access IT facilities.
- 13.4.16 You must respect the rights of others and should conduct yourself in a quite and orderly manner when using IT facilities.
- 13.4.17 You must obtain prior permission to use computers for commercial or outside work including the use of IT facilities to the substantial advantage of other bodies such as employers for student placements.
- 13.4.18 **Important:** In the event that the guidelines are not followed and there is a consequent damage to any computing facility, SRBS reserves the right to charge




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Students the cost of rectification of such damage and/or take further disciplinary action.

- 13.4.19 In case, the student want to use the computer lab post lab hours they should request for the same through an written application to the Director at least 24 hours in advance. Minimum strength of students should be 12.

14. DRESS CODE:

Many corporate and international personalities are visiting SRBS, it is therefore important to follow guidelines for dress-code and appearance:

- 14.1 Students are required to wear formals for their classes.
- 14.2 Wearing of ID cards in campus is Compulsory.
- 14.3 Students are required to dress in Blazer, Tie/cravat/Scarf during various functions/seminars/events.
- 14.4 Students are expected to wear formals on the days specified by the institute.
- 14.5 All students are required to wear formal shoes every day. Any other form of footwear (e.g. slippers, floaters, sandals etc.) are not allowed.

Male Students

- 14.6 Male students are expected to come well groomed with short hair & clean Shave.

Females Students

- 14.7 Female Students should avoid wearing sleeveless top/shorts/deep necks, capris.

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