

Naipunnya Business School (NBS)

CODE OF ETHICS AND CONDUCT ALONG WITH STANDARD PROCEDURES

1. PREAMBLE

1.1 NBS endeavors 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.

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

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 are taking place 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

- a) Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.
- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute;
- c) Possession or use of weapons, explosives, or destructive devices off - campus
- d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- e) 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 offense, 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. **Ethics and Conduct**

3.1 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.

3.2 At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

- a) he/she shall be regular and must complete his/her studies in the Institute.
- b) 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.
- c) As a result of such relieving, the student shall be required to clear pending hostel/mess dues.
- d) And if the student had joined the Institute on a scholarship, the said grant shall be revoked.

3.3. 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.

3.4 All students must deter from indulging in any and all forms of misconduct including partaking in any activity off -campus which can affect the Institute's interests and reputation substantially. The various forms of misconduct include:

3.5 Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.

- 3.6 Intentionally damaging or destroying Institute property or property of other students and/or faculty members
- 3.7 Any disruptive activity in a class room or in an event sponsored by the Institute
- 3.8 Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards
- 3.9 Participating in activities including
 - 3.9.1 Organizing meetings and processions without permission from the Institute.
 - 3.9.2 Accepting membership of religious or terrorist groups banned by the Institute/Government of India
 - 3.9.3 Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
 - 3.9.4 Unauthorized possession or use of harmful chemicals and banned drugs
 - 3.9.5 Smoking on the campus of the Institute
 - 3.9.6 Possessing, Consuming, distributing, selling of alcohol in the Institute and/ or throwing empty bottles on the campus of the Institute
 - 3.9.7 Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
 - 3.9.8 Rash driving on the campus that may cause any inconvenience to others
 - 3.9.9 Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.
 - 3.9.10 Theft or unauthorized access to others resources
 - 3.9.11 Misbehavior at the time of student body elections or during any activity of the Institute.
 - 3.9.12 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.

- 3.10 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.
 - 3.11 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.
 - 3.12 Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
 - 3.13 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.
 - 3.14 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.
 - 3.15 Damage to, or destruction of, any property of the Institute, or any property of others on the Institute premises.
 - 3.16 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.
 - 3.17 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,
- 4 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.

- 4.1 **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.
 - 4.2 **RESTRICTIONS** -Reprimanding and Restricting access to various facilities on the campus for a specified period of time.
 - 4.3 **MONETARY PENALTY-** May also include suspension or forfeiture of scholarship/ fellowship for a specific time period.
 - 4.4 **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.
- 5 **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:
- 5.1 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
 - 5.2 Refer the case back to the committee for reconsideration.
- In any case the Director's decision is final and binding in all the cases where there is a possible misconduct by a student.

6 **Academic Integrity**

Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards of academics. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Institute and its research missions, and hence, violations of academic integrity constitute a serious offence.

6.1 Scope and Purpose

A. This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the Institute and are required to adhere to the said policy.

The purpose of the Policy is twofold:

- To clarify the principles of academic integrity, and
- To provide examples of dishonest conduct and violations of academic integrity.

NOTE: These examples are only illustrative, NOT exhaustive.

B. Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

C. The principles of academic integrity require that a student,

- properly acknowledges and cites use of the ideas, results, material or words of others.
- properly acknowledges all contributors to a given piece of work.
- makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
- obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
- treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.