



# The Code of Conduct

Janseva Samiti Sanchalit

Shri M. D. Shah Mahila College of Arts and Commerce  
Malad West , Mumbai – 400 064.



**SHRI M. D. SHAH MAHILA COLLEGE OF ARTS AND COMMERCE,  
MALAD, MUMBAI – 64.**

## **The Code of Conduct**

The Code of Conduct outlines principles, policies and some of the laws that govern the activities of the college and to which our stakeholders (faculty, staff and students) and others who represent the college must adhere. The Code provides guidance for professional conduct. The success and reputation of the college in fulfilling its mission depends on the ethical behavior, honesty, integrity and good judgment of each member of the community. All employees (faculty, staff, and students) and other individuals representing the college are expected to inform themselves about and comply with college policies and regulations pertaining to them. Sources include, for employees, the Policy of Appointment, Reappointment, Promotion and Tenure and the document on Funding for Faculty Development

### **Accuracy of Records and Reporting**

The records, data and information owned, used and managed by the college must be accurate and complete. The accuracy and reliability of financial reports is of vital importance to the business operations of the college. Therefore, all employees and individuals representing the college must record, allocate, and charge revenues and costs accurately and maintain supporting documentation as required by established policies and procedures.

### **Antitrust**

Faculty and staff may not share information with other entities (e.g., higher education institutions) in matters affecting the financial or administrative decisions of the college for the purpose of encouraging joint decision-making which may violate antitrust laws.



### **Compliance with Laws and Regulations**

Employees and individuals representing the college must transact college business in compliance with all Maharashtra University Act, 1994, state, and local laws and regulations related to their positions and areas of responsibility. All employees and individuals representing the college should recognize that noncompliance may have adverse financial and other consequences for them and for the college. Individuals are responsible for keeping current with changes in applicable laws and regulations, and managers and supervisors are responsible for monitoring compliance in their areas.

### **Compliance with Contractual, Grant, and Other Obligations**

The college frequently enters into contractual and other formal obligations with outside entities. These obligations may include, but are not limited to, research and other grants and contracts, commercial contracts, software licenses and memoranda of understanding. All employees and individuals representing the college are expected to act in good faith and adhere to all obligations assumed by the college. See the Contracting Guidelines and the Policy on Signature Authority on the web site of the General Counsel and the Code of Conduct for Shri M. D. Shah Mahila College of Arts and Commerce, Malad College Vendors and Institutional Purchasers on the web site of the College Council on Community Policy.

### **Computer Use and Copyright**

The college provides computer resources, including office computers, individual computer accounts, electronic mail, and remote access to administrative information systems, to faculty and staff for their use while engaged in college business. The college has established policies for the use of these resources and expects community members to be familiar with and abide by them. Community members are required by the college to comply with the copyright law as it applies to print and electronic materials and be familiar with the principle of fair use.





**Conflict of Interest**

All employees and individuals representing the college should strive to avoid the perception of or actual conflicts of interest that might compromise their integrity and objectivity. Conflicts, including those of a financial, personal, or professional nature, must be disclosed. Members of the community should strive to eliminate or manage such conflicts in an appropriate manner.

**Confidential Information**

Members of the college community (including former employees) may be privy to confidential information. Such information may relate to students, job applicants, employees, finances, intellectual property, research sponsors or future planning. All confidential information should be protected by safeguarding it when in use, storing it properly when not in use, and discussing it only with those who have a legitimate business need to know.

An employee should never release any confidential information without clearance from her or his department head. Questions regarding the release of confidential information should be directed to the department head or the Office of Human Resources.

**Consequences of Violation**

Material violations of this Code, of Maharashtra University Act, 1994, state, or local laws and regulations, or of related college policies and procedures may carry disciplinary consequences up to and including dismissal.

**Ethical Conduct**

All employees and individuals representing the college should conduct themselves ethically, honestly and with integrity. They should act with due recognition of their positions of trust and loyalty to the college and its students. When in doubt about the propriety of a proposed course



of action, they should seek counsel from colleagues, supervisors, or administrators who can assist in determining the right and appropriate course.

### **Fair Employment Practices and Diversity**

The college believes that diversity in our faculty and staff is critical to our success as a global institution, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool. Advancement at the college is based on performance. We are fully committed to equal employment opportunity and compliance with the full range of fair employment practices and nondiscrimination laws. In addition, retaliation against individuals for raising claims of discrimination is prohibited.

### **Gifts and Gratuities**

To avoid undue influence in decisions related to contractual relationships with vendors or others, all employees and individuals representing the college should not personally accept any material gift, gratuity, or other payment, in cash or goods, of \$25 or greater, from a vendor currently doing business with the college or seeking to do so. If questions arise about the materiality of a proposed gift or gratuity, the proposed recipient should seek advice from the Head and Top Management. Note: Members of the college's Board of Trustees and investment committee as well as officers of the college comply with a similar policy.

### **Harassment and Intimidation**

The college prohibits sexual or any other kind of harassment or intimidation, whether committed by or against a student, faculty member, supervisor, co-worker, vendor or visitor. Harassment has no place in our community, whether based on a person's race, sex, color, creed, religion, national/ethnic origin, age, handicap, sexual orientation or disabled veteran/Vietnam-era veteran status. See also the Policy on Sexual Harassment in Section 104 of the Administrative Staff

Handbook and the Statement of Principle on Sexual Relationships between Faculty and Students in the Code of Faculty Legislation and Administrative Practice.

### **Internal Controls**

Internal controls are a keystone of sound business practices. These controls include adequate segregation of duties, diligent application of preventive and detective control systems, and conscientious compliance with authorization, reporting, and other established practices. Internal controls are critical to ensure efficient operations, strong fiscal management, accurate financial reporting, asset protection, and compliance with laws and regulations. All employees and individuals representing the college are expected to maintain and support the college's internal control structures.

### **Obligation to Report Suspected Violations**

Faculty, staff and students are strongly encouraged to promptly report suspected violations of these standards, of laws and regulations, or of related college policies and procedures, to their supervisor, the Associate VP of Human Resources and Administrative Services, of the Faculty, Principal, or the Secretary to the Board of Trustees, depending upon the nature of the violation. Individuals who supervise others should ensure that their direct reports have received adequate instruction with respect to their obligations under this Code.

### **Safeguarding/Protecting Assets**

All employees and individuals representing the college are responsible for safeguarding the tangible and intangible assets of the college under their control. College assets, including those from the government and donors, must not be used for personal benefit. Assets include cash, securities, business plans, customer information, vendor information, intellectual property, and physical property. Employee actions in the course of their work should reflect and be consistent with the college's tax-exempt status.



## **Safety in the Workplace**

The safety of people in the workplace is a primary concern of the college. The college must conduct its activities with all of the necessary permits, approvals, and controls, especially in regards to the handling and disposal of hazardous and regulated materials and waste. All employees and individuals representing the college who work with or around these materials must be familiar with all rules, regulations, and policies that apply to them.





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**STUDENT CONDUCT & SOCIAL RESPONSIBILITY:**

**Code of Student Conduct**

*"The Honor Basis of the Community: The basis of democratic self-government at SHRI M. D. SHAH MAHILA COLLEGE OF ARTS AND COMMERCE College is individual integrity. The honor system offers the responsibility of freedom. It assumes a mature concern on the part of each student for her own behavior and for that of her fellow student; and it demands the honesty and courage to acknowledge personal failure when it occurs."*  
SHRI M. D. SHAH MAHILA COLLEGE OF ARTS AND COMMERCE College Handbook, 1970

SHRI M. D. SHAH MAHILA COLLEGE OF ARTS AND COMMERCE is a community founded on individual integrity and respect for others. Your behavior affects you, those around you, and the SHRI M. D. SHAH MAHILA COLLEGE OF ARTS AND COMMERCE environment. As noted in the Statement of Student Ethics, students have freely associated themselves with SHRI M. D. SHAH MAHILA COLLEGE OF ARTS AND COMMERCE College in a relationship based on mutual trust, personal respect and individual integrity. As a result, living successfully in this community will always depend on balancing the greatest possible freedom for the individual with a sensitivity to and respect for the rights of others. This code is based on the conviction that ethical student conduct is crucial to a supportive and inclusive community that fosters achievement and learning.

Joining the SHRI M. D. SHAH MAHILA COLLEGE OF ARTS AND COMMERCE community entails both rights and responsibilities. These rights and responsibilities include:

1. a willingness to discuss, negotiate and take responsibility for personal conduct and the conduct of one's invited guests.
2. a dedication to free inquiry and to the exchange of ideas and criticism, while maintaining respect for the opinions and individuality of others
3. a commitment to the creation of a sustainable college and world
4. an embrace of academic integrity and honest academic conduct

The provisions below describe unacceptable conduct and behaviors. Engaging in these prohibited acts violates the standards of individual integrity, self-respect, respect for the rights and property of others and the responsible behavior which have been adopted in the college community. While engaged in activities at any of the institutions that are part of the Five-College consortium, SHRI M. D. SHAH MAHILA COLLEGE OF ARTS AND COMMERCE students are subject to the policies and regulations of the institution where the activity takes place, in addition to the





policies of SHRI M. D. SHAH MAHILA COLLEGE OF ARTS AND COMMERCE College. Violations of the Code of Student Conduct at SHRI M. D. SHAH MAHILA COLLEGE OF ARTS AND COMMERCE College or the policies of the other Five-Colleges will be heard by the student-run College Judicial Board. Violations of Academic Honesty are adjudicated by the host institution.

Being dedicated to the advancement of learning and to the pursuit of truth, SHRI M. D. SHAH MAHILA COLLEGE OF ARTS AND COMMERCE College and its students, faculty and staff prohibit the following behaviors:

- ALCOHOL

Use, possession or distribution of alcoholic beverages, except as expressly permitted by the law and college regulations and/or public intoxication

Related Policies:

College Policies Regarding Alcohol

Policy on Substance Abuse and Substance Use

Social Events

- COLLEGE POLICIES

Violation of published college policies, rules or regulations

Related Policies:

Academic Honor Code (All cases are heard by the Academic Honor Board)

Academic Policies

Guest Policy

Residential Life Policies

SHRI M. D. SHAH MAHILA COLLEGE OF ARTS AND COMMERCE College Technology Policies

Smoking Policy

Student Handbook Policies

- CONDUCT THAT THREATENS OR ENDANGERS A PERSON

Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and other conduct which threatens or endangers the health or safety of any person or which unreasonably interferes with, impedes or harasses other students in the pursuit of their education

Related Policies:

Equal Opportunities Policy



Sexual Assault Policy  
Sexual Harassment Policy and Procedures

- CONDUCT THAT IS OFFENSIVE

Intentional conduct that is offensive, not respectful, voluntary and understood to be behavior of a kind which targets specific individuals because of race, sex, color, religious creed, national or ethnic origin, age, disability, gender identity, gender expression or sexual orientation.

When sanctioning, the offensiveness should be measured by its gravity, whether it is intended to be offensive and not respectful, whether it is repeated even after the student engaging in the behavior has been clearly told that it is offensive to another, and by the effect the behavior has on the community and the student or students to whom it is directed.

- DISHONESTY

Acts of dishonesty

Examples:

1. Lying or furnishing false information to any college official, faculty member or college office
2. Forgery, alteration or misuse of any college document, key, identification or record
3. Abuse of or interference with the Student Government Association policies and procedures, including tampering with the election of any college or SGA-recognized student organization

Any instance of Academic Dishonesty is adjudicated by the Academic Honor Board.

- DISRUPTION

Disruption or obstruction of teaching, research, administration, disciplinary proceedings, college activities on or off campus, or other authorized non-college activities when the act occurs on college premises

Related Policies:

Policies Concerning Freedom of Expression and Dissent  
Statement of Academic Freedom and Freedom of Expression



- STATE, LOCAL LAW AND FIVE-COLLEGE POLICIES

Violation of Maharashtra University Act, 1994 , state or local law on SHRI M. D. SHAH MAHILA COLLEGE OF ARTS AND COMMERCE College premises, at college-sponsored or college-supervised activities, or elsewhere, as such conduct adversely affects the college community.

The College Judicial Board and the administration reserve the right to hear and impose sanctions, pending actions by courts or other tribunals outside of the college, including those actions occurring in any of the Five-Colleges.

Examples:

Copyright

Illegal Downloading

Lewd and Lascivious Behavior

- FAILURE TO COMPLY

Failure to comply with directions of college officials or law enforcement officers acting in the performance of their duties, and the failure to identify oneself to these persons when requested to do so; failure to comply with judicial hearing bodies

- FIREARMS

Illegal or unauthorized possession of firearms, ammunition, explosives, weapons or dangerous chemicals on college premises

Related Policies:

Crimes against Public Peace

Firearms Policy

- ILLEGAL DRUGS

Use, possession or distribution of narcotics, other controlled substances or drug related paraphernalia, except as expressly permitted by law

Related Policies:

Policy on Substance Abuse and Substance Use





- **HAZING**

Hazing, defined as any act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation into, admission to, affiliation with, or continued membership in a group or organization

Related Policies:

Hazing - Prohibition Statute of the Commonwealth of Massachusetts  
Pranks and Hazing Policy

- **THEFT OR ABUSE OF PROPERTY**

The attempted or actual theft of and/or damage to the property of the college, the property of a member of the college community or of other personal or public property

- **UNAUTHORIZED ENTRY OR USE**

Unauthorized entry to or use of college premises, and failure to report lost or stolen keys or access cards

## **INFORMATION RELATED TO LIVING IN A DIVERSE COMMUNITY**

At SHRI M. D. SHAH MAHILA COLLEGE OF ARTS AND COMMERCE College we are committed to maintaining a community in which our diverse student body can live and work in an atmosphere of tolerance, civility and mutual respect for the rights and sensibilities of each individual, regardless of one's economic status, ethnic background, political views, sexual orientation or other personal characteristics and beliefs. The student-run College Judicial Board serves to uphold these standards, handling complaints of alleged bias by providing a timely response to bias incidents and helping students navigate other college procedures where necessary.

## **MEDIATION**

We recognize that disagreements and conflicts of various degrees of seriousness are inevitable. The college strongly encourages informal resolution of disputes or disrespectful interactions. Many issues are best resolved by direct communication between the individuals involved, sometimes with the help of a third party. Community members are expected to engage in good faith attempts to mediate their differences. To that end all members of the community are encouraged to consult with academic department chairs, deans, human resources staff members, residence life staff members, and student affairs staff members to discuss concerns and seek resolution to differences through mediation.

If informal strategies do not result in a resolution the formal complaint process described below can be used.





## **THE COLLEGE JUDICIAL BOARD AND THE COLLEGE ADMINISTRATION**

The student-run College Judicial Board ensures that students uphold the standards adopted for the student community. The College Judicial Board hears cases of alleged infractions of non-academic rules and makes decisions about the outcomes of these cases. The College Judicial Board carefully considers the nature of the complaint and the board's responsibility to the complainant, the student who is the subject of the complaint and the greater college community. The College Judicial Board has the authority to enforce decisions and to impose penalties or sanctions. The primary goals of such sanctions is education and rehabilitation.

The administration plays an important role in ensuring that the standards specified in the Code of Student Conduct, and this handbook, are maintained. Hearing advisors guide and provide continuity from year to year for the College Judicial Board. The administration generally refers cases of alleged infractions of the code to the Judicial Board, taking administrative action only when circumstances make that the best option and following consultation with the College Judicial Board. The board may also refer cases to the dean of students for action. Its jurisdiction and procedures are outlined and referenced in Article X of the Student Government Association Constitution and Article VII of the Bylaws.

## **INTERIM SUSPENSION**

In addition to adjudicating certain violations, the dean of the college, or the dean's designee, may impose a college or residential suspension prior to a student's hearing before the College Judicial Board (sometimes referred to as an "interim suspension"). During an interim suspension, a student may be denied access to college houses, to the college campus (including classes), and/or to all other college activities and privileges for which the student might otherwise be eligible, as the dean, or the dean's designee, may determine to be appropriate.

## **INVESTIGATION IN CONDUCT VIOLATIONS**

At any time the College Judicial Board may decide to invoke a formal investigative process in addition to receiving the complaint and the response from the parties involved in a matter alleging a violation of the Code of Student Conduct.

An investigation generally will include interviews with: (1) the complainant; (2) the respondent; (3) witnesses, if any; and others as determined by the investigator. The investigator will also review documents provided by either the complainant or the respondent and will gather other relevant documents. Investigators will be trained and will treat all in the process with respect and with neutrality. The investigator is responsible for managing the process with reasonable speed under the circumstances.

All students are expected to cooperate fully in efforts to investigate and enforce this policy. Records of the investigation will be held by only the investigator until findings are made and shared with the College Judicial Board.

## **CONDUCT THAT IS OFFENSIVE**

When a formal complaint of an alleged violation of the Code of Student Conduct



describes *Conduct that is Offensive*, an investigation, usually by the dean of the college or the dean's designee, is required and findings will be presented to the College Judicial Board as part of the hearing process. According to the Student Government bylaws the College Judicial Board will include four (4) SHRI M. D. SHAH MAHILA COLLEGE OF ARTS AND COMMERCE community members in addition to the usual College Judicial Board members, for hearings of *Conduct that is Offensive*.

In such cases the normal procedures of the College Judicial Board will be followed, with the addition of the four (4) SHRI M. D. SHAH MAHILA COLLEGE OF ARTS AND COMMERCE community members to the hearing board. The normal procedures will include: referral of a case, review of the incident, notification of complaint, investigation, and hearing.

### **ACADEMIC HONOR CODE**

All SHRI M. D. SHAH MAHILA COLLEGE OF ARTS AND COMMERCE students are expected to abide by the standards of responsible behavior and honesty while engaging in academic activities. The Academic Honor Board is the committee of students and faculty responsible for upholding the Academic Honor Code and hearing cases of alleged infractions of academic rules and regulations. Its jurisdiction and procedures are outlined below and referenced in Article X of the Student Government Association Constitution and Article VI of the Bylaws.

