

Students Code of Conduct

1. Introduction

This Code of Conduct specifies the regulations that govern the conduct of the students within and outside of the premises of the Postgraduate Institute of Management (PIM), so far as their conduct and behaviour would affect/mar the good image of the Institute

2. Health and Safety

- 2.1 Students must always keep in their possession the Institute Identity Card while they are within the Institute.
- 2.2 Institute Identity Card and must be shown to any member of the staff of Institute whenever requested.
- 2.3 If the Identity Card is lost, it must be immediately reported to the office of the Senior Assistant Registrar (SAR).
- 2.4 All students should take responsibility for the safety of their personal property.
- 2.5 Suspicious packages must be immediately reported to the receptionist or security personnel.
- 2.6 Students should not involve in any action that may cause injury to, or impair the safety of, either themselves or others in the PIM premises.
- 2.7 Students should not bring visitors into the Institute premises without the permission of the Director or SAR.
- 2.8 Smoking is prohibited within the PIM premises.
- 2.9 Pets are not allowed within the PIM premises.
- 2.10 Students should not litter the PIM premises. All garbage must be put into the relevant bins.
- 2.11 Students must wear a decent and acceptable dress when visiting the PIM premises. Students should not wear shorts, three-quarter trousers, transparent tops/blouses, mini or very short skirts, skinnies, sarongs, and rubber slippers which are considered as not appropriate to the PIM when attending.
- 2.12 If informed by any faculty member that the dress is unacceptable, the student should immediately leave the PIM premises.

3. Classrooms, Lobby, Passages and Canteen

- 3.1 Students should be punctual to classes of the institute since late arrivals disrupt other students who are already in the class. In this Code of Conduct, classes include lectures, seminars, guest lectures, laboratory sessions or any other gathering where knowledge is imparted.
- 3.2 Late comers after the valid arrival time may be refused entry, and if so, they should leave immediately.
- 3.3 If a student wishes to leave a class before valid departure time, prior approval of the lecturer should be obtained except for sudden illness or in other unforeseen circumstances.
- 3.4 All mobile phones and other electronic devices must be switched off in the class (except in

exceptional circumstances and with permission of the lecturer). Laptops and other auxiliary aids required due to disability can be used with the permission of the Lecturer.

- 3.5 Video or tape recording of any session should not be done without the permission of the Lecturer.
- 3.6 Students should not talk amongst themselves whenever anyone is addressing the class.
- 3.7 Food or drinks are not allowed to be taken into the classrooms.

4. Library and IT Laboratories

- 4.1 Students should strictly follow the relevant policy statements stated in Library Policy and IT Policy of the Institute, which can be downloaded from the Institute website. Breach of the policy statements indicated in these policies is a punishable offence.
- 4.2 Removing keyboards, mouses, VGA cables or any other peripherals from the PCs in the IT laboratory or library is strictly prohibited.
- 4.3 Plug-in routers, switches, phone charges, pen drives and other personal hardware are not allowed inside the IT laboratories without the permission of the teacher/IT Manager.
- 4.4 Playing computer games and watching movies inside the Library and the IT laboratories are not allowed.
- 4.5 Use of any software with the aim of cracking passwords, monitoring traffic, defacing website or causing harm to the network is strictly prohibited.
- 4.6 To ensure that work is not lost, and to protect their personal data, students are strongly advised to save their work frequently and not leave their computer account open.
- 4.7 Mobile phones and other electronic communication devices should be set to silent mode and calls cannot be made or received in the library or IT laboratories.
- 4.8 Food and drinks are not allowed in the library or laboratories.
- 4.9 Inappropriate use of IT equipment, the internet and social media are punishable offences.

5. General Conduct and Behaviour

- 5.1 Students must follow formal instructions given by faculty members and other staff of the PIM.
- 5.2 Students should not engage in any conduct that prevents or disrupts, or is intended to prevent or disrupt the following:
 - a) Teaching, learning, assessment or research
 - b) Administration
 - c) Discharge of duties or activities by any staff member or authorised visitor
 - d) Conduct of any meeting or activity
- 5.3 Students should not obstruct the access of staff, students or authorized visitors to PIM premises.
- 5.4 Unauthorized occupation of any part of the PIM premises is not allowed.
- 5.5 Parking of vehicles obstructing the vehicles of staff and other students, and in unauthorized places is prohibited.
- 5.6 Students should not allow another person(s) to access the Institute building, services or facilities using student ID card.
- 5.7 Students should not involve in damaging, defacement, or misappropriation of the property of

PIM.

- 5.8 Students should not publish, distribute, broadcast or webcast posters, notices, signs or any publication which are offensive, intimidating, threatening, indecent or illegal.
- 5.9 Unauthorized use or misuse of the PIM premises and property is prohibited.
- 5.10 Students should not involve in fraud, deceit, deception or dishonesty in relation to the Institute, its staff or students.
- 5.11 Students should not make frivolous, false, malicious or vexatious complaints to the lecturers and administrative officers and other staff of the PIM.
- 5.12 Abusing, invading, or attempting to abuse or invade, the integrity, secrecy or privacy of any files or confidential material of the Institute, including information held in the computer systems of PIM are prohibited.
- 5.13 Bullying, abusing or harassing any student or member of the staff of PIM physically, verbally, in writing, via email or via social media are prohibited.
- 5.14 Violent, indecent, disorderly, intimidating, threatening or offensive behaviour or language (whether expressed orally, in writing or electronically) within the PIM premises or whilst engaged in any Institute activity is prohibited.
- 5.15 Involving in any sexual, religious, ethnic, racial or other kind of harassment to any student, member of the staff or any authorized visitor to the Institute is prohibited.
- 5.16 Possession, use or supply of alcohol, drugs, any other intoxicant or weapons are prohibited.
- 5.17 Anti-social behaviour resulting in due to intoxication is prohibited.
- 5.18 Gambling of any sort within the IIT premises is prohibited.
- 5.19 Students should not breach the bylaws, rules and/or regulations of the PIM and should strictly adhere to PIM policies, which can be downloaded from its website.
- 5.20 Behaviour within or outside of the Institute premises, which may bring the PIM or any staff member of PIM into disrepute is prohibited.
- 5.21 Students should not involve in any conduct resulting in receiving a formal police caution, or other penalty imposed by the police, notwithstanding that the student is not subsequently charged or convicted of an offence.
- 5.22 Students should declare any criminal conviction to the Institute.

6. Sanctions

Any student who breaches this Code of Conduct shall face disciplinary action. The sanctions shall range from verbal warning to cancellation of registration.

7. Review of the Code of Conduct

This Code of Conduct may be reviewed at any time by the Board of Management of PIM.

8. Effective Date

This Code of Conduct will come into effect from 1st October 2021.