



4.0

CODE OF CONDUCT

4.1 PURPOSE

4.1 The purpose of this S.P. Jain Institute of Management & Research [“SPJIMR”] Code of Conduct [“Code”] is to encourage the pursuit of academic and other excellence. SPJIMR aims to create an environment in which a participant, which includes a student [hereinafter referred to as a “participant”], faculty, staff, and individuals associated with SPJIMR, freely exchange thoughts and ideas, build their intellectual curiosity and celebrate SPJIMR's diversity. To create such an atmosphere, every participant must respect each other and act responsibly at all times. The effectiveness of this Code is entirely dependent on the commitment to the Code and abiding by it, both in letter and in spirit, by the participant.

4.2 DOs

Each and every participant: -

- 4.2.1** When writing for external platforms/ publications, you will mention that 'Views Are Personal'; wherever SPJIMR's name is mentioned in any article, it is imperative that the name of Bharatiya Vidya Bhavan [“BVB”] is also mentioned. The BVB affiliation should also be mentioned in all external communication;
- 4.2.2** Must strictly follow the rules framed for the use of facilities in the computer centre, library, classroom, hostel, campus, etc., besides strictly adhering to the Code. For e.g., eating food items / drinking beverages in the classroom, or speaking on a mobile phone in the class or library is prohibited. Individual discretion and sensitivity to others is expected at all times; Should be in proper attire, which is expected to reflect an environment that is efficient, orderly, and professional;
- 4.2.3** Must at all times wear their identity cards whilst they are on the SPJIMR campus/ premises and must produce them when demanded by the Dean, any faculty, staff member, or security;
- 4.2.4** Must respect and uphold the privacy, personal, and property rights of every participant and others in general. Respect for fellow participant/s and those in authority, along with respect for SPJIMR's rules and regulations and this Code, is expected at all times from each and every participant;
- 4.2.5** Must comply with the research ethics protocol as shared by the Office of Research & Innovation [ORI] department and/or the SPJIMR plagiarism-related policy [if and to the extent applicable];
- 4.2.6** Only vegetarian food will be provided within the SPJIMR campus;
- 4.2.7** Must secure and safeguard all their respective valuables and personal belongings. SPJIMR shall not be responsible for any loss, damage or theft of such items;
- 4.2.8** Must bear in mind that any recreational activity on SPJIMR premises can be held only after obtaining prior written permission from the admin-in-charge/ concerned authority of SPJIMR and must end before 10 p.m. [22:00 Hours IST]; details of the event must be stated while seeking prior written approval for the same;
- 4.2.9** Must promptly inform the Programme Chairperson if s/he is continuously sick for more than three [3] days. Every participant is expected to comply with the programme guidelines;

- 4.2.10** Must promptly report any incidence of infectious disease [For e.g., chicken pox, jaundice, tuberculosis, Covid-19, etc.] to the Administration Manager immediately, and adequate precaution should be taken to prevent the spreading of the infection. Everyone must follow health protocols and Covid appropriate behaviour, including social distancing, wearing masks, etc., as prescribed by the health/ municipal authorities from time to time;
- 4.2.11** Must restrict movement on the campus during night-time which does not follow the norms as mentioned in this Code, or which may potentially disturb others;

4.3 DON'Ts

The following acts or deeds by a participant, irrespective of whether it happens on the SPJIMR campus, off-campus [i.e., real world], or offline/ digital [i.e., cyber world] constitute violations of this Code:

- 4.3.1** Deceitful conduct of every kind, including giving, seeking, receiving, or obtaining any unfair advantage [including but not limited to plagiarism, collusion, cheating, or attempted cheating], deliberately furnishing misleading, false, or incomplete information to SPJIMR;
- 4.3.2** Deliberate impediment or disruption of teaching, research, administration, disciplinary proceedings, or other SPJIMR activities, or any other authorised activities on SPJIMR's campus/ premises;
- 4.3.3** Actions that do not comply with this Code, or SPJIMR's guidelines and norms, or disorderly abusive conduct towards any SPJIMR authority acting in the performance of his/ her duties;
- 4.3.4** Forgery, alteration, or unauthorised use of SPJIMR's letterheads/documents, records or instruments of identification, including but not limited to any e-mail id., website, mobile application, platform, etc., with intent to deceive or trick people;
- 4.3.5** Harassment of any kind including, but not limited to, assault, laying hands upon, intimidation, stalking, threatening with violence or offering to do bodily harm to another person, or any invasion of privacy.
- Harassment may also be of a verbal nature ; and include suggestive comments, insults, humour and jokes about sex or gender-specific traits and sexual orientations and every such act, deed, matter, or thing that creates a hostile and intimidating environment that damages an individual's ability to function normally;
- 4.3.6** Hazing in all its forms or any treatment of a demeaning, abusive, threatening, or alarming nature, including but not limited to any action deliberately taken or situation intentionally created so as to produce mental or physical discomfort, embarrassment, harassment, or ridicule and is habitually [but not necessarily], associated with conditions of group affiliation;
- 4.3.7** Inappropriate public display of affection/ intimacy;
- 4.3.8** Misuse or tampering with any equipment, including but not limited to firefighting equipment, closed circuit television cameras, smoke sensors, biometric access equipment, etc. Setting fires, open bonfires, failure to evacuate the building during a fire alarm or a safety drill, or violation of any fire safety policy;
- 4.3.9** Physical abuse of any person or behavior that threatens or endangers the health, safety, or mental well-being of any such person;

- 4.3.10** Pollution of every kind, including air, noise, littering the campus, desecrating the walls with graffiti, or disturbing the biodiversity in the campus; entry into the lake inside the campus is not permitted;
- 4.3.11** Possession, sale, distribution, manufacture, or use of any drugs that are not prescribed by a registered physician for personal use or are not legally available in the open market. Take careful note that possession, use, or distribution of any narcotic drugs and/or psychotropic substances is a violation of the Narcotic Drugs and Psychotropic Substances Act, 1985 [as amended], which is punishable with fines, and rigorous imprisonment that may in some cases extend up to twenty [20] years. The aforesaid Act is available at <https://www.indiacode.nic.in/handle/123456789/1791?samhandle=123456789/136>. The below-mentioned link more specifically sets out the offenses and corresponding penalties <https://dor.gov.in/narcoticdrugpsychotropic/punishment-offences>.
- SPJIMR is committed to complying with the due process of law;
- 4.3.12** Possession, use, or distribution of poppy straw, opium, marijuana, lysergic acid diethylamide, amphetamine, and cathinone stimulant, or other hallucinogens and/or narcotics [including what is called on the street as charas, ganja, hafim, crack, smack, meow meow/ white magic, etc.] by any person or paraphernalia such as hookah, bong, pipes, rolling papers, deseeding trays, roach clip, scales, or any item used to inhale/ingest illegal substances or any item used to disguise the use of drugs on SPJIMR campus/ premises, or during any of its activities [to the extent that off- campus activities are SPJIMR activities];
- 4.3.13** Possession or use of alcohol and the dispensation or distribution of alcohol to any individual [irrespective of the legally permissible age prevalent from time to time] is not permitted on the SPJIMR campus;
- 4.3.14** Borrowing money from peers, staff, or faculty or indulging in illegal activities like gambling etc., inside and outside campus;
- 4.3.15** Possession or use of firearms [including country-made], fireworks, explosives, weapons, or items deemed by SPJIMR to be weapons of any description for any purpose, including but not limited to airsoft guns, ball bearing guns, plastic pellet guns, air rifles, crossbows, swords and knives of every type and size;
- 4.3.16** Sending unsolicited e-mails or spam emails; assisting in any form [including by omission] any misuse of the hardware, software, mobile application, platform, or any other computer resources of SPJIMR, or assisting in any denial of service, or distributed denial of service;
- 4.3.17** Smoking on the SPJIMR campus is prohibited;
- 4.3.18** Pets should not be allowed/fed apart from the designated areas provided by the administration team;
- 4.3.19** Theft of, or damage to, SPJIMR property, campus/premises, or possession of such stolen property. Theft of, or damage to property of any other participant, or possession of such stolen property;
- 4.3.20** Use of any occupant's office when the occupant is away is strictly prohibited unless the same is being used with the prior written permission of the occupant;
- 4.3.21** Violation of any published SPJIMR regulations, including the Social Media Policy, computer resources use policy, the web policy, the e-mail policy, regulations relating to entry and use of SPJIMR campus/ premises and all policies, procedures, and the like;

4.3.22 Violation of any central/ federal, state, or municipal/local laws, on or off campus, in a way that adversely affects the functioning of SPJIMR.

4.3.23 Ragging: Participants are strictly prohibited from engaging in any disorderly conduct, whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other participant, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher, or a junior participant; or asking the participant to do by act or perform something which such participant will not do in the ordinary course and which has the effect of causing/generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or junior participant [which in common parlance is called “**Ragging**”].

SPJIMR has a Zero Tolerance policy towards Ragging;

4.4. POLICY ON PREVENTION OF SEXUAL HARASSMENT [POSH]

SPJIMR is committed to providing a safe environment for all participants. Sexual harassment includes any one or more of the following unwelcome act or behaviour [whether directly or by implication] namely:

4.4.1 Physical contact or advances;

4.4.2 A demand or request for sexual favours;

4.4.3 Making sexually coloured remarks;

4.4.4 Showing pornography, or sexting;

4.4.5 Any other unwelcome physical, verbal, or non-verbal conduct or gesture, sexual in nature.

4.4.6 For the removal of any doubt, it is further clarified that sexual misconduct includes sexting, sexual intercourse [natural or unnatural], or sexual touching [including disrobing or exposure], however minimal, with any object by a man or woman, upon another man or a woman, without valid consent. Valid consent is informed, freely and actively given, mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent is not valid if it results from the use of force, threats, intimidation, or coercion. Having sex with someone who you know to be, or should know to be, incapable of making a rational, reasonable decision about a sexual situation is a violation of this Code [For e.g. an intoxicated person or a person whose food/drink has been spiked, or someone with a mental or emotional impediment];

4.4.7 POSH Internal Complaints Committee [“ICC”]: All complaints received with regard to sexual harassment would be duly investigated by the ICC in existence, from time to time. The POSH policy is available on the SPJIMR website.

4.4.8 Any participant facing Sexual Harassment, can approach the Programme Chairperson, head of the department, any member of the human resources department, or any of the ICC members with a written or verbal complaint, depending upon the circumstances and exigencies of a particular case.

4.5 SOCIAL MEDIA POLICY

- 4.5.1** Social media communication can have an impact on the reputation of the concerned participant as well as that of SPJIMR. If your social media posts are likely to be controversial in nature, please forthwith remove your association with SPJIMR from your profile before posting.
- 4.5.2** Communications made in a personal capacity through social media by a participant must not:
Be from someone else, or from an account or handle that has been created by someone else, or from an account or handle that is managed by a third person and/or entity;
- 4.5.2.1** Breach any intellectual property rights, including but not limited to patents, trademarks, copyrights, etc.
- 4.5.2.2** Breach any personal, property, privacy, or confidentiality rights of any person and/or entity;
- 4.5.2.3** Breach any central/ federal, state, municipal/ local laws in any jurisdiction or territory;
- 4.5.2.4** Depict or encourage unacceptable, violent, illegal, or dangerous activities/behaviour;
- 4.5.2.5** Include anything that could be considered discriminatory against, or bullying, or harassment of, any individual;
- 4.5.2.6** Make offensive or derogatory comments or spew personal abuse, insult, spread hatred, communalism, or discriminate against any person, state, religion, country, race, caste, gender, disability, sexual orientation, belief, or age;
- 4.5.2.7** Post images that are discriminatory/offensive or post any link to such content;
- 4.5.2.8** Use SPJIMR's logo on personal social media sites.

4.6 COMPLAINTS

Any participant may initiate a complaint against the Dean, current participant, faculty member, or staff member for misconduct.

Complaints must be in writing and may be filed with any of the following:

- Office of the Dean;
- Office of the Programme Chairperson;
- hr.support@spjimr.org

Less serious offenses involving minor hostel violations will be heard and decided by the Hostel Warden.

4.7 DISCIPLINARY PROCEEDINGS AGAINST A PARTICIPANT

- 4.7.1** Disciplinary proceedings are instituted/ commenced to enable participants to develop individual responsibility and encourage self-discipline, to foster respect for the rights of others, and in order to maintain the safe and efficient operations of SPJIMR.
- 4.7.2** Hearings or appeals in any disciplinary proceedings are not courts of law and are not governed by criminal or civil court procedures, and the only process to which a participant is entitled is the process provided for in this Code.

4.7.3 It is quite possible that some violations of the Code are also violations of the law, and participants may be accountable to both law enforcement agencies and SPJIMR for their actions. SPJIMR's disciplinary action will normally proceed, notwithstanding any external civil and/or criminal proceedings/ actions.

4.7.4 Constitution of the Disciplinary Committee: SPJIMR has already constituted a committee comprising one [1] representative [CP/DCP] each from PGDM(BM) / PGPM / PGEMP / GMP / PGPFMB /PGPDM, PGPGM. one [1] representative from SPJIMR's HR Department and one [1] representative from the Campus administration. To eliminate any bias or personal prejudice, the disciplinary committee shall comprise of at least three [3] faculty members [collectively the "Disciplinary Committee"], at least two [2] of whom are not from the participant's programme. The Disciplinary Committee shall elect one amongst themselves as the Chairman/ Chairperson of the Disciplinary Committee.

4.7.5 Intimation about disciplinary proceedings: The participant will be intimated about the commencement of the disciplinary proceedings and the time and place of the meeting or hearing as the case may be. Email correspondence will be considered as sufficient written notification in all instances where written notification is required. SPJIMR will hold the hearing and conduct the disciplinary proceedings, irrespective of whether or not the participant participates in the same.

4.7.6 Investigatory meeting: Prior to a formal hearing for violation of the Code, SPJIMR may, at its sole discretion, hold [but is not obligated to] an investigatory meeting. This meeting between the participant and the Dean, or the Dean's appointee, is to discuss the alleged violations of the Code. The participant will be notified at least two [2] days before the scheduled meeting.

4.7.7 Participation in disciplinary proceedings: The Disciplinary Committee shall at all times comply with the principles of natural justice and fair play. The Disciplinary Committee shall offer the participant every opportunity to refute the allegations made and submit necessary evidence to make his/ her case and examine witnesses, so long as they are not with any malafide intent, irrelevant or aimed at prolonging the disciplinary proceedings. Either minutes of the investigatory meeting/hearing, or alternatively a recording of the investigatory meeting/hearing will be made and will remain the sole property of SPJIMR.

4.7.8 Information for crime victims about disciplinary proceedings: Upon written request, SPJIMR will disclose to the alleged victim of any crime of violence or a sex offense, the results of any disciplinary proceeding conducted by SPJIMR against a participant, Dean, faculty member, or staff member who is the alleged perpetrator of a such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided by SPJIMR, upon request, to the next of kin of the alleged victim.

4.7.9 Outcome of the disciplinary proceedings: After the end of the disciplinary proceeding hearings, the Disciplinary Committee may recommend any one or more of the following:

- i. **Disciplinary warning** – An official written notification that the participant's behaviour is in violation of the Code and which also clarifies expected behaviour in the future. This sanction may or may not carry with it conditions or restrictions of privileges. For level 1 infractions, an oral warning will be given, and appropriate fines are levied.
- ii. **Restitution** – A participant is required to make monetary restitution for theft of or damage to SPJIMR property/ campus/ premises, or to that of any other participant, Dean, faculty, or staff member, or for expenses incurred as a result of the participant's action;
- iii. **Fines** – SPJIMR reserves the right to levy a fine for misconduct by the participant; iv. Denial of access to SPJIMR computer resources - A participant's access to SPJIMR's

computer network, e-mail, website, mobile application, etc. may be denied for violations pertaining to any misuse of the same, or violations pertaining to the Social Media Policy;

- iv. **Suspension** – A suspended participant may not attend classes, participate in participant activities, or live in the hostel facilities/ campus. A suspended participant may apply for reinstatement at the end of the period of suspension, and if reinstated, the participant may be placed on disciplinary probation for a period of time. Pending a hearing, the Dean, or his appointee may issue a temporary suspension in an emergency;
- v. **Expulsion** – Expulsion is the complete severance of the participant's association with SPJIMR and the SPJIMR alumni network.
- vi. **Break in studies** –If the participant is found to have mental health or physical health concerns or addictions of any kinds, programme management has a discretion to suggest break in studies for a year (up to two years).

4.8 HOSTEL GUIDELINES

Hostel authorities are responsible for room allotment; their decision is final and binding. The Institute hostel accommodation is strictly for its participants. Participants who are allocated rooms must adhere to the following guidelines at all times. Noncompliance with hostel guidelines will lead to disciplinary action (Level 1/2/3) and suitable fines.

Each participant:

- 4.8.1 Will be held responsible for their allocated room and its upkeep as well as the upkeep of the hostel and its environment.
- 4.8.2 Must switch off all the electrical/electronic appliances, such as lights, A/C, etc., when not in use as well as when they leave the room, and keep it locked (at all times)
- 4.8.3 Must carry the room key with them at all times, in case the room key is misplaced, forgotten in the room, or lost; appropriate fines will be levied.
- 4.8.4 Must ensure that at the time of clearance, the allotted hostel room, furniture, and fixtures should be functional.
- 4.8.5 Must refrain from interchanging any furniture/ fixture from one point/location in the hostel to another.
- 4.8.6 Must refrain from sharing their room with any person/participant other than the roommate allocated by the hostel authorities. Room partners may be changed in every contact/phase by the hostel authorities.
- 4.8.7 Must refrain from playing excessively loud music (including any musical instrument) within hostel premises as it is prohibited.
- 4.8.8 Must treat the hostel admin and maintenance staff with due courtesy at all times and not use the services of housekeeping staff for personal work.
- 4.8.9 Must refrain from giving tips in cash or kind to the staff of the hostel as it is strictly prohibited.
- 4.8.10 Must refrain from using any electrical appliances, such as immersion heaters and electric stoves/heaters/induction cooktops, which are not allowed in the allocated hostel room; such appliances, if found, will be confiscated.

- 4.8.11** Must refrain from buying any furniture, clothes stand for drying, etc. If these are found in the room / outside the room, they will be confiscated.
- 4.8.12** Must refrain from misbehaviour with hostel authorities, security personnel, and the staff employed at the hostel for maintenance, which demeans such person.
- 4.8.13** Must extend full cooperation to authorised members of the Institute who reserve the right to enter allocated hostel rooms for the purpose of inspection when such inspection is done from time to time. If any prohibited substances are found in any of the rooms, all the occupants will be treated as defaulters and strict disciplinary action will be taken, which may even lead to expulsion from hostel/programme.

4.9 GENERAL GUIDELINES

- 4.9.1.** Participants with family or local guardians (including father, mother, uncle, aunt, sister, brother, and in-laws) residing in Mumbai have to submit the details to the hostel authority and would need to seek permission every time they visit their guardians.
- 4.9.2** Prior to the arrival of guests/visitors invited by the participants residing in hostels, permission from the hostel authorities should be obtained by email (at least 24 hours in advance). The guests/visitors will need to sign the Check-in and Check-out registers provided with the security guard-on-duty. The guests/visitors are required to meet participants in common areas such as the cafeteria and common lounge. The guests/visitors cannot stay overnight on – campus.
- 4.9.3** Male participants are not allowed to enter the ladies' hostel
- 4.9.4** No pets are allowed in the rooms and common areas.
- 4.9.5** Parcels: The food & other deliveries must be collected by you personally or in your presence at the time of delivery. The Institute will not be responsible for the loss of the parcels.
- 4.9.6** A laptop connection point is provided in each hostel room. The rules and regulations relating to this are circulated separately.
- 4.9.7** Any grievances regarding issues associated with hostels shall be addressed to the Hostel Authorities or Admin Staff.
- 4.9.8** For any routine maintenance work (Civil, Carpentry, and Electrical) required in the rooms or premises, please email the appointed authority at the maintenance office.
- 4.9.9** The area around the lake is considered a SILENT ZONE from 10 pm to 6 am, hence no form of noise, including birthday celebrations and cake-cutting is allowed in the area. Participants can use the area in front of the B26 building for celebrations and cake-cutting. However, sitting silently and peacefully in the lakeside area is allowed without any time restriction.
- 4.9.10** Participants should obtain a hostel clearance certificate from the hostel in charge on completion of the programme and hand over possession of the room to the authorities.

4.10 CLEANING AND MAINTENANCE

- 4.10.1** Participants should ensure that all valuables are kept under a lock-in key. The rooms will be opened daily, even in the participant's absence.

- 4.10.2 Deep cleaning of the rooms will be scheduled every weekend.
- 4.10.3 No wet clothes should be dried on the furniture in the rooms or in the corridors at the premises.
- 4.10.4 Waste to be put in the bins as per its segregation category. (Wet, Dry & Hazardous)
- 4.10.5 No participants should cook food in the room.
- 4.10.6 Refrigerator: Health is wealth; the cooked food kept for a longer duration in the refrigerator increases the chances of food poison. Hence, it must be consumed within 24 hours. After that, it will be removed from the refrigerator by the Hostel Authorities.

4.11 MISCELLANEOUS

4.11.1 Confidentiality: Any participant [**“Receiving Party”**] may become privy to certain proprietary information of SPJIMR including, but not limited to, courses or programs, research, reports, curriculum, syllabus, pedagogy, teaching methodology, teaching material and teaching aids, trade secrets, questionnaire's, ideas, documents, databases, files, drawings, plans, sketches, equipment, commercial, technical or business information and the like [**“Confidential Information”**]. All Confidential Information remains at all times SPJIMR's sole property. SPJIMR is entitled to specific performance and injunctive relief as remedies for any breach or threatened breach of any provision of this Clause without the necessity of posting bond or proving actual damages. Receiving Party will and will cause its employees, subcontractors, and their employees to:

Hold the Confidential Information in confidence and not to disclose it to any third party, using the same degree of care to prevent the disclosure, as s/he uses in protecting and preserving her/his own confidential information of like kind, but in no event less than a reasonable degree of care;

Neither analyses, disassemble for reverse engineering, nor otherwise attempt to identify the intrinsic nature of the Confidential Information, and; Limit the disclosure of the Confidential Information to a 'strictly to know basis'.

Exceptions: The commitments set forth in the preceding sub-clause will not extend to any portion of the Confidential Information which, as established by relevant documentary evidence satisfactory to SPJIMR:

- i. Corresponds to that furnished by SPJIMR to any third party on a nonconfidential basis or
- ii.

Corresponds in substance to that furnished to the Receiving Party by a third party having no obligation of confidentiality to SPJIMR; or

- ii. Is already in the Receiving Party's lawful possession at the time of disclosure; iv. Is through no act on the part of the Receiving Party, generally available to the public;
- iii. Is disclosed pursuant to the requirements of any applicable laws, order of a Government Authority, Court or Tribunal.

4.11.2 Posters on the campus: Participants should ensure that all banners, posters, and advertisements should be approved by the Central communication team before being posted. SPJIMR reserves the right to remove posters that damage SPJIMR property or violate SPJIMR values. The Participant must properly remove and dispose of the posters after the event or within three [3] weeks of posting, whichever is earlier. No external organisations may

place advertisements on SPJIMR campus/ premises without the prior written permission of the Dean or his appointee.

4.11.3 Good Samaritan provision: In order to encourage a participant to help another fellow participant who is experiencing a drug or alcohol emergency by contacting the appropriate administrative department/authority in critical situations or emergency assistance, any such reporting participant [i.e., Good Samaritan] will not be subject to disciplinary action by SPJIMR. This provision is not meant to promote unlawful drug, substance abuse, or alcohol use among participants. Rather, it is intended to provide a Good Samaritan provision within the Code to encourage responsible reporting to the appropriate authority when a participant is in need of help. Accordingly, it is expected that any reporting will be done in good faith. The Dean or his appointee will investigate the circumstances involving the request for assistance. Reporting pursuant to this provision will be monitored, and the Dean retains the authority to pursue, in accordance with the Code and applicable law, disciplinary action against the participant who violates the same and/or contact the parents of such participants who abuse it.

4.11.4 SPJIMR sustainability

DOs

- a) Segregate waste at source: Use the wet, dry, and hazardous bins correctly.
- b) Carry reusable items: Water bottles, cutlery, and containers.
- c) Switch off lights, fans, and appliances when not in use.
- d) Use water mindfully: Close taps tightly and report leaks.
- e) Dispose responsibly: Use sanitary bins and e-waste drop points as designated.
- f) Walk or cycle within campus to reduce your carbon footprint.
- g) Support green initiatives: Participate in clean-up drives, plantation, and awareness events.

DON'Ts

- a) **Don't mix waste:** No dumping of wet and dry waste together.
- b) **Don't use single-use plastics:** Say no to plastic straws, bags, and cups.
- c) **Don't leave food uneaten:** Take only what you can finish.
- d) **Don't waste water or electricity:** Be aware of your consumption.
- e) **Don't litter:** Keep classrooms, hostels, and common areas clean.
- f) **Don't ignore issues:** Report any sustainability violations or facility damages.

4.11.5 SPJIMR Recreation Centre: Do's & Don'ts

DOs

- a) **Follow operating hours** – Use the facility between **6:00 AM and 12:00 AM** (closed on Mondays for maintenance).
- b) **Attend group classes on time** – Late arrivals will not be allowed to enter.
- c) **Show respect** – Maintain decorum, be courteous, and report any damages immediately.

- d) **Seek guidance from authorised trainers** – Only trainers employed by **SPJIMR** are permitted.
- e) **Report issues to RC staff** – Direct any concerns or queries to the **RC team**.
- f) **Use equipment responsibly** – Vacate courts/tables at the **end of the booking time**.
- g) **Keep phones on silent** – Calls should be taken **outside**, and **earphones** must be used for audio/video.
- h) **Maintain hygiene** – **sanitise equipment** after use and bring a **hand towel** for sweat.
- i) **Use designated shoe racks** – Remove **outside shoes** before entering and place them in the **shoe rack** at the entrance.
- j) **Stay hydrated** – Bring a **personal water bottle** (only water is allowed).
- k) **Use locker rooms** – Change clothes in designated areas.
- l) **Wear appropriate sports gear** – Use **sports shoes** and necessary safety gear while playing.
- m) **Follow emergency protocols** – **First aid** is available on the 2nd floor, and an **on-campus doctor** is accessible for medical assistance.

DON'Ts:

1. **No outside shoes allowed** – Bare feet and outside shoes **are strictly prohibited** in playing areas.
2. **No food allowed** – Eating inside the Recreation Centre is not permitted.
3. **No inappropriate postures** – Avoid sitting improperly or placing feet on tables, chairs, or sofas.
4. **No loud conversations** – Keep noise levels low in **passages** and **avoid video** calls.
5. **No unauthorised trainers** – External trainers **are not allowed** to conduct sessions.
6. **No jewellery or valuables** – Avoid carrying **ornaments, accessories, or valuables** to the RC.
7. **No equipment misuse** – Do not use equipment **without supervision** or exceed your booking time.
8. **No calls inside playing areas** – Calls **must be taken outside**, and **video calls are discouraged**.
9. **No beverages other than water** – Only **water** is permitted inside the RC.
10. **No late entry for group classes** – **Late arrivals will not be allowed to join the session**.

4.11.6 Material shifting facility:

We have official tie-ups for bulk luggage's with **Safe-Ex** and **Gati** for courier services. You may contact them directly for your needs. Please note that the institute is **not responsible** for any **personal couriers** or **belongings** sent or received through these or any other services.

4.11.7 Lost and found:

The institute is **not responsible** for any of your **personal belongings**. It is your **own responsibility** to ensure their safety and security. Please be advised that **CCTV footage will**

not be shared for tracing any lost items—CCTV is strictly used for **institutional security purposes only**.

4.11.8 Laundry services:

The institute offers both paid and self-service laundry options for the convenience of students:

1. **Third-party paid laundry service:** A professional laundry service is available on campus at a cost. Students can avail of this service for regular laundry needs.
2. **Washing machines on hostel floors:** Each hostel floor is equipped with self-service washing machines that students can use free of charge. This facility is temporary which can be withdrawn with prior communication.
3. **Paid washing machine facility in a hostel building:** Additionally, one of the hostel buildings has a dedicated area with paid washing machines for students preferring that option.

4.11.9 Emergency protocols – SPJIMR Campus

In case of any emergency, students are expected to stay calm, act responsibly, and follow the guidelines provided below. Immediate response and accurate reporting are crucial.

Emergency contacts

Situation	Team	Name	Contact Number
Medical Emergency	Campus Medical Officer	Dr. Prajay Luniya	9870515450
Fire Emergency	Central Administration Lead Manager/ Security Control Room	Mr. Pralhad Poojary / Balkrishna Tiwari	9821293922 /8601529211
Security Threat / Theft / Suspicious Activity	Central Administration Lead Manager /Chief Security Officer	Mr. Pralhad Poojary / Balkrishna Tiwari	9821293922 /8601529211
Natural Disaster (Earthquake/Flood)	Central Administration Lead Manager	Mr. Pralhad Poojary	9821293922
Mental Health Crisis	Campus Counsellor	Ms. Dimple Wagle	9820519373
Hostel Electrical Faults / Power Issues	Maintenance Team	Nitesh/ Rajendra/ Shubham/ Rutuja	8850121427/ 9004323490/ 8291616388/ 8693099771
General Emergency	Central Administration Lead Manager	Mr. Pralhad Poojary	9821293922

Immediate steps to follow in an emergency

- 1) **Stay calm:** Do not panic. Take deep breaths and assess the situation.
- 2) **Alert authorities:** Contact the appropriate emergency number listed above.

- 3) **Move to safety:** Evacuate if necessary. Follow instructions from security/administration.
- 4) **Help Others:** Assist others only if you are not putting yourself at risk.
- 5) **Report:** Clearly state your name, location, and nature of emergency when calling.
- 6) **Follow Instructions:** Cooperate with campus authorities and follow official guidance.

Fire emergency protocol

- 1) Trigger the nearest fire alarm.
- 2) Evacuate immediately using staircases (not elevators).
- 3) Assemble at the designated Emergency Assembly Point.
- 4) Do not re-enter the building until cleared by officials.

Flood or earthquake protocol

- 1) Move to higher ground in case of flood.
- 2) During earthquakes: Drop, Cover, and Hold under sturdy furniture.
- 3) Stay away from glass, windows, and heavy objects.

Medical emergency protocol

- 1) Call the Medical Officer or hostel warden immediately.
- 2) Do not crowd the person in need.
- 3) If trained, offer basic first aid till help arrives.
- 4) Keep emergency medical records handy if you have any chronic condition.

Mental health emergency

- 1) Reach out to the Wellness Cell or Counsellor confidentially.
- 2) For urgent situations, call the designated mental health helpline.
- 3) Respect privacy and do not share sensitive issues without consent.

Security issues

- 1) Report thefts, fights, harassment, or suspicious activities to the Security Control Room.
- 2) Do not engage physically—observe and report.
- 3) Anti-ragging and gender sensitisation contacts are also available in the manual.

4.11.10 Reach out to the faculty: Participants can reach out to faculty members for any personal or professional matters. If the faculty member thinks it necessary, s/he may direct the participant to SPJIMR's counselling cell.

4.11.11 Changes/modifications to this Code: SPJIMR reserves the right to amend [in part or in full] any portions of this Code as it deems fit in its sole discretion. Participants are encouraged to periodically visit SPJIMR's website at www.spjimr.org and review this Code for the latest information.

4.11.12 Informing parents/guardians: The Institute holds the right to inform parents/guardians of any suspicious activity, health concern, or academic and other matters if needed without the participant's consent.

For any questions or concerns about this Code, you can email hr.support@spjimr.org 4.11.12
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