

## CODE OF CONDUCT FOR PARTICIPANTS

### 1. PURPOSE:

- 1.1. The purpose of this S. P. Jain Institute of Management and 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.

### 2. DO’S:

Each and every Participant :-

- 2.1. When writing for external platforms/ publications 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;
- 2.2. Must strictly follow the rules framed for use of facilities in the computer centre, library, hostel, campus etc. besides strictly adhering to the Code. For e.g. eating food items 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;
- 2.3. Should be in a proper attire which is expected to reflect an environment that is efficient, orderly, and professional;
- 2.4. Must at all times wear their identity cards whilst they are on the SPJIMR campus/ premises and must produce it when demanded by the Dean, any faculty or staff member;
- 2.5. 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;
- 2.6. 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];

- 2.7. Only vegetarian food will be provided within the SPJIMR campus;
- 2.8. 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;
- 2.9. 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;
- 2.10. 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;
- 2.11. 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;
- 2.12. Must restrict movement in the campus during night time which does not follow the norms as mentioned in this Code, or which may potentially disturb others;

### **3. DONT'S:**

- 3.1. The following acts or deeds by a Participant, irrespective of whether it happens on the SPJIMR campus, or off campus [i.e. real world], or offline/ digital [i.e. cyber world] constitute violations of this Code:
  - 3.1.1. 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;
  - 3.1.2. Deliberate impediment or disruption of teaching, research, administration, disciplinary proceedings or other SPJIMR activities, or any other authorized activities on SPJIMR's campus/ premises;
  - 3.1.3. Actions which 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;

- 3.1.4. 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;
- 3.1.5. 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;
- 3.1.6. 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;
- 3.1.7. Inappropriate public display of affection/ intimacy;
- 3.1.8. Misuse or tampering with any equipment, including but not limited to fire-fighting 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;
- 3.1.9. Physical abuse of any person, or behaviour that threatens or endangers the health, safety, or mental well-being of any such person;
- 3.1.10. 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;
- 3.1.11. Possession, sale, distribution, manufacture, 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 upto twenty [20] years. The aforesaid Act is available at [https://www.indiacode.nic.in/handle/123456789/1791?sam\\_handle=123456789/136](https://www.indiacode.nic.in/handle/123456789/1791?sam_handle=123456789/136)

The below mentioned link more specifically sets out the offences and corresponding

penalties

<https://dor.gov.in/narcoticdrugspychotropic/punishment-offences>.

SPJIMR is committed to complying with the due process of law;

- 3.1.12. 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, bongs, 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];
- 3.1.13. 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;
- 3.1.14. 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;
- 3.1.15. Sending unsolicited e-mails or spam mails; 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;
- 3.1.16. Smoking on the SPJIMR campus is prohibited;
- 3.1.17. Theft of, or damage to SPJIMR property, or campus/premises or possession of such stolen property. Theft of, or damage to property of any other Participant, or possession of such stolen property;
- 3.1.18. 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;
- 3.1.19. 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;
- 3.1.20. Violation of any central/ federal, state or municipal/local laws, on or off campus in a way that adversely affects the functioning of SPJIMR.
- 3.2. **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. POLICY ON PREVENTION OF SEXUAL HARASSMENT [POSH]:**

4.1. 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:

- 4.1.1. Physical contact or advances;
- 4.1.2. A demand, or request for sexual favours;
- 4.1.3. Making sexually coloured remarks;
- 4.1.4. Showing pornography, or sexting;
- 4.1.5. Any other unwelcome physical, verbal or non-verbal conduct or gesture, sexual in nature.

4.2. 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 which 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];

4.3. **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. 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.

#### **5. SOCIAL MEDIA POLICY:**

- 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.
- 5.2. Communications made in a personal capacity through social media by a Participant must not:
  - 5.2.1. 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;
  - 5.2.2. Breach any intellectual property rights including but not limited to patents, trademarks, copyright etc.
  - 5.2.3. Breach any personal, property, privacy or confidentiality rights of any person and/ or entity;
  - 5.2.4. Breach any central/ federal, state, municipal/ local laws in any jurisdiction or territory;
  - 5.2.5. Depict or encourage unacceptable, violent, illegal or dangerous activities/ behaviour;
  - 5.2.6. Include anything that could be considered discriminatory against, or bullying, or harassment of, any individual;
  - 5.2.7. 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;
  - 5.2.8. Post images that are discriminatory/offensive, or post any link to such content;
  - 5.2.9. Use SPJIMR's logo on personal social media sites.

## **6. COMPLAINTS:**

- 6.1. Any Participant may initiate a complaint against the Dean, current Participant, faculty member, staff member for misconduct.
- 6.2. Complaints must be in writing and may be filed with any of the following:
  - 6.2.1. Office of the Dean;
  - 6.2.2. Office of the Head of the Programme;
  - 6.2.3. [hr.support@spjimr.org](mailto:hr.support@spjimr.org)
- 6.3. Less serious offenses involving minor hostel violations will be heard and decided by the Hostel Warden.

## **7. DISCIPLINARY PROCEEDINGS AGAINST A PARTICIPANT:**

- 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.

- 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.
- 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.
- 7.4. **Constitution of the Disciplinary Committee:** SPJIMR has already constituted a committee comprising one [1] representative [PH/APH] each from PGDM / PGPM / PGEMP / GMP / PGPFMB /PGMPW, 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.
- 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.
- 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.
- 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 also 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.
- 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.

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:-

7.9.1. **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;

7.9.2. **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;

7.9.3. **Fines** – SPJIMR reserves the right to levy a fine for misconduct by the Participant;

7.9.4. **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;

7.9.5. **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;

7.9.6. **Expulsion** - Expulsion is the complete severance of association of the Participant with SPJIMR and the SPJIMR alumni network.

## 8. **Hostel Guidelines:**

Hostel authorities are responsible for room allotment and their decision is final and binding. The Institute hostel accommodation is strictly for its participants. Participants who are allocated rooms must at all-time adhere to the following guidelines:

Each Participant :

8.1 Will be held responsible for their allocated room and its upkeep as well as the upkeep of the hostel and its environment.



- 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)
- 8.3 Must ensure that at the time of clearance the allotted hostel room, furniture and fixtures should be functional.
- 8.4 Must refrain from interchanging any furniture/ fixture from one point/location in the hostel to another, such activities will lead to strict action
- 8.5 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.
- 8.5 Must refrain from playing of excessively loud music (including any musical instrument) within hostel premises as it is prohibited.
- 8.6 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
- 8.7 Must refrain from giving tips in cash or kind to the staff of the hostel as it is strictly prohibited
- 8.8 Must refrain from using any of electrical appliances such as immersion heaters and electric stoves/heaters / induction cooktop which are not allowed in the allocated hostel room, such appliances if found will be confiscated and suitable fine thereof will be imposed.
- 8.9 Must refrain from buying any furniture, clothes stand for drying etc..If these are found in the room / outside the room, it will be confiscated and suitable fine / action will be taken
- 8.10 Must refrain from misbehavior with hostel authorities, security personnel and the staff employed at the hostel for maintenance which demeans such person;
- 8.11 Must extend full cooperation to authorized 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.

**9. General Guidelines:**

- 9.1 Parcels: The food & other deliveries must be collected at the time of delivery by you personally or in your presence. The Institute will not be responsible for the loss of the parcels.
- 9.2 Refrigerator: Health is wealth, the cooked food kept for longer duration in 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.
- 9.3 Participants with family or local guardians (including father, mother, uncle, aunt, sister, brother, 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.
- 9.4 Male participants are not allowed to enter ladies' hostel / floors and vice versa.
- 9.5 Prior to the arrival of guests/visitors invited by the participants, residing in hostels, permission of the hostel authorities should be taken by email. 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.
- 9.6 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.
- 9.7 For any routine maintenance work (Civil, Carpentry and Electrical) required in the rooms or premises please write an email to the appointed authority at the maintenance office.
- 9.8 A laptop connection point is provided in each hostel room. The rules and regulations relating to this are circulated separately.
- 9.9 The area around the lake is considered a SILENT ZONE from 10 pm to 6 am and 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.
- 9.10 No pets are allowed in the rooms

9.11 Any grievances regarding issues associated with hostels shall be addressed to the Hostel Authority or Admin Staff

## 10. Cleaning & Maintenance

10.1 Participants should ensure that all valuables are kept under a lock-in key. The rooms will be opened every day even in the absence of the participant for housekeeping purposes

10.2 Deep cleaning of the rooms will be scheduled every weekend.

10.3 No wet clothes should be dried on the furniture in the rooms or in the corridors at the premises.

10.4 Waste to be put in the bins as per its segregation category. (Wet, Dry & Hazardous)

10.5 No participants should cook food in the room.

For any assistance kindly contact :

In charge of all hostels :

1. Mr Pralhad Poojary – Manager, Central Administration. ([pralhad.poojary@spjimr.org](mailto:pralhad.poojary@spjimr.org))

Ladies Hostel

2. Ms Noorin Pethani ([noorin.pethani@spjimr.org](mailto:noorin.pethani@spjimr.org))
3. Mr Deepak Khair ([Deepak.khair@spjimr.org](mailto:Deepak.khair@spjimr.org))
4. Mr Shubham Mishra ([Shubham.mishra@spjimr.org](mailto:Shubham.mishra@spjimr.org))

Men's Hostel

5. Mr Nitesh Agre ([Nitesh.agre@spjimr.org](mailto:Nitesh.agre@spjimr.org))
6. Mr Bhavesh Waghela ([Bhavesh.waghela@spjimr.org](mailto:Bhavesh.waghela@spjimr.org))
7. Yashwant Ramani ([yashwant.ramani@spjimr.org](mailto:yashwant.ramani@spjimr.org))

## 11. MISCELLANEOUS:

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:

- 11.1.1. 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;
- 11.1.2. Neither analyse, disassemble for reverse engineering, nor otherwise attempt to identify the intrinsic nature of the Confidential Information, and
- 11.1.3. Limit the disclosure of the Confidential Information to a '*strictly to know basis*'
- 11.1.4. **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:-
  - 11.1.4.1. Corresponds to that furnished by SPJIMR to any third party on a non-confidential basis; or
  - 11.1.4.2. Corresponds in substance to that furnished to the Receiving Party by a third party having no obligation of confidentiality to SPJIMR; or
  - 11.1.4.3. Is already in the Receiving Party's lawful possession at the time of disclosure;
  - 11.1.4.4. Is through no act on the part of the Receiving Party, generally available to the public;
  - 11.1.4.5. Is disclosed pursuant to the requirements of any applicable laws, order of a Government Authority, Court or Tribunal.
- 11.2. **Posters on the Campus:** The SPJIMR Cultural Committee/ Assessment and Development of Managerial and Administrative Potential committee needs to approve all banners, posters, and advertisements to be posted by Participants. SPJIMR reserves the right to remove posters that damage SPJIMR property or violate SPJIMR values. The Participant must properly remove and dispose-off the posters after the event, or within three [3] weeks of posting, whichever is earlier. No external organizations may place advertisements on SPJIMR campus/ premises without the prior written permission of the Dean, or his appointee.
- 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.

- 11.4. **Counselling Assistance:** Participants facing issues – personal, academic or professional, can reach out or refer their peers to a team of certified psychologists which ensures confidential and judgment-free environment. Participants can write to [vishwas@spjimr.org](mailto:vishwas@spjimr.org) and can be assured of confidentiality.
- 11.5. **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.
- 11.6. **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](http://www.spjimr.org) and review this Code for the latest information.
- 11.7. For any questions, or concerns about this Code; you can email [hr.support@spjimr.org](mailto:hr.support@spjimr.org)

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**DOCUMENT HISTORY:**

Version	Date	Author	Reviewed By	Approved By	Date of Next Review
1.0	June 1st, 2023	Sonia Shetty	Daya Sajnani	Management Committee	June 1, 2024