



Code of Conduct

Kohinoor Group over a period of 58 years have seven core values which have taken strong root in and define Kohinoor's culture. These are

- 1) Ethical Business Practices
- 2) Customer Focus
- 3) Employee Empowerment
- 4) Instant and Accurate Decision Making
- 5) Continuous Learning
- 6) Creativity and Innovation
- 7) Result Orientation

Kohinoor Education Trust a part of Kohinoor Group follows the core values of the parent organisation and ensures that these are followed by its institutions.

1) Kohinoor Business School (KBS):

KBS was established in the year 2010-11. KBS has over a period of 9 years has upheld and will continue to uphold levels of ethic and integrity in all its institutional activity.

The institute has developed its own code of ethical conduct in providing the services to its stakeholders. The institute believes in the following:

- 1) Integrity
- 2) Respect for others
- 3) Honesty
- 4) Transparency
- 5) Accountability
- 6) Fairness
- 7) Quality education
- 8) Compliance with rules and regulations of University of Mumbai, Director of Technical Education, Government of Maharashtra, All India Council for Technical Education and other regulatory authorities
- 9) Confidentiality and privacy: institute maintains confidentiality and privacy in all the matters related to institutional governance

2) Governing body

The functioning of the governing body is in line with the Kohinoor Education Trust aims and objectives as per the Public Charitable Trust under the Society's Registration Act 1935 and Bombay Public Trust Act 1950.

3) Teacher's Code of Ethics:

Code of Ethics as specified by UGC draft regulation number F.3-1/2009 dated 30th June 2010.

Faculty

Faculty is the backbone of an Educational Institute. The primary function is to teach, guide students, carry out research, consultancy, and training and support Institutional development activities. Each faculty is specialized in teaching specific subjects.

Major Responsibilities:

- Teaching the subject assigned by Chairperson / HOD.
- Determining teaching methodology, schedule and evaluation pattern on the basis of syllabus and guidelines.
- Timely completion of all the sessions.
- Keeping attendance record and discipline of students in the class.
- To ensure that Academic and examination guidelines are followed.
- Assisting the examination department in timely declaration of result by setting question paper and evaluating the answer papers within the schedule.
- Self-Assessment and action plan for self-development.
- Research publication and consultancy.
- Supporting and taking part in institutional development activities.
- Providing the inputs to Chairperson/Director for designing the curriculum and curriculum enrichment.
- Mentoring students.
- Establishing network with the Corporate / Voluntary sector etc.
- Providing support to Corporate Relations for Summer and final Placements and for Guest lectures
- Attending / Participating / Presenting the papers at National & International Level.
- Attending and participating in the major Institutional Activities.
- Any other Responsibility as assigned by the institutional head from time to time

General rules:

- 1) No teacher should involve himself/herself in any act of moral turpitude on his/her part which may cause impairment or bring discredit to the institution
- 2) Not to involve in any form of political activity
- 3) Not to participate in any strike or demonstration
- 4) Not to issues circulars or guidelines without the permission of the institutional head
- 5) HOD's are responsible for the performance of the faculty
- 6) Teachers are encouraged to undertake research and publication
- 7) To treat students with respect

4) Non-teaching staff code of ethics:**Major responsibilities**

- Should follow the institutional guidelines
- Carryout the duties and responsibilities as instructed by the authorities
- Adhere to the timings
- Adhere to the institutional discipline

General rules:

- 1) Follow code of ethics
- 2) Standard of integrity
- 3) Commitment
- 4) Not to involve in any form of political activity
- 5) Not to participate in any strike or demonstration
- 6) Not to issues circulars or guidelines without the permission of the institutional head

5) Student's guidelines- Code of Ethics:

5.1 Campus Code of Conduct

5.2 Dress Code

5.3 Security

Institute lays a great emphasis on discipline, good conduct, good behaviour & co-operation without which no student can achieve excellence in any field. Disciplinary action will be taken against students found indulging in any of the above activities. Anyone found indulging in ragging in any form within or outside the campus shall be instantly expelled (ref: The Maharashtra prohibitions of ragging act, 1999). Anti-ragging committee of the institute will take necessary Action for students indulging in ragging. However, the management reserves the rights to reinstate such students.

5.1. CAMPUS CODE OF CONDUCT

- A student should behave in a manner appropriate to the academic environment while in college or anywhere-outside. He/she should understand that they are the institute representative and project the image of the Institute, through their behavior. Students are expected to maintain the dignity and decorum of the classroom through appropriate dress code and behaviour.
- Any act of disrespect or discourtesy to the guests, teachers or the staff will be considered as an act of indiscipline.
- Ragging, Consumption of alcohol, Drugs, smoking, chewing of tobacco, gutka and paan is not permitted.
- Chewing gum in the campus is strictly prohibited.
- Wearing of I-Card is compulsory when on campus.
- Use of Cell phones into the class room, computer labs & library is strictly prohibited.
- Indiscipline & Use of Unfair Means: Students are supposed to behave in a manner which is in accordance with the institutional guidelines. The institute will take necessary action for an act of indiscipline, use of unfair means in assignments, exams, project work, etc. or damage to the Institute's infrastructure facilitates
- All committee meetings, functions, programs and seminars must be organized with the prior approval of the Faculty-in-charge/ Program Head.
- The Management of the institute reserves the right of expelling any student on the ground of non-compliance of the guidelines and regulations laid down from time to time. The decision of the Management will be final and binding.

5.2. Dress Code

- The students are required to dress in neat attire.
- Formals/Uniforms are mandatory for Guest lectures, Presentations and Workshops for which announcements will be made in advance.

5.3. Security

- Kohinoor Business School has deployed round the clock security guards, to keep a check around the campus. CCTV Cameras are installed across the campus
- The campus is fenced by proper boundary walls.
- The students are expected to abide with the campus security rules and cooperate with the security guards.

6) Various Committee to monitor the code of conduct on campus

1. Internal Complaints committee
2. Anti-Ragging Committee
3. Grievance redressal Committee

The committee members are

Grievance Redressal Committee	
Dr. A.A Attarwala	Director
Ms. Monica Eyles	AGM HR & Operations
Dr. Sandeep Sawant	Program Head PGDM
Dr. Bharati Deshpande	Program Head MMS
Dr. Vishnu Chaure	Sr. Manager Marketing and Corporate communication

Internal Complaints Committee (As per UGC guidelines for sexual harassment at work place)

Dr. Bharati Deshpande	Presiding Officer
Ms. Monica Eyles	Non-teaching member
Dr. Sandeep Sawant	Faculty
Prof. P.K. Mishra	Faculty
Ms. Jayashri Mawale	Non-teaching member
Ms. Nirmala Mehendale	NGO member (Kindness Unlimited)
Ms. RuchitaShette	Student Member MMS
Ms. Priya Dixit	Student Member MMS
Ms. LukitaPamula	Student Member MMS

Anti-Ragging Committee

Dr. A.A. Attarwala	Convenor
Dr.Sandeep Sawant	(Faculty Representative)
Dr. Bharati Deshpande	(Faculty Representative)
Ms. Monica Eyles	(Staff Representative)
Ms. Neha Sawant	(Staff Representative)
Ms. Jayashri Mawale	(Staff Representative)
Ms. Shradha Joshi	(Staff Representative)
Ms.Tejal Mane	(1 st Year MMS Student Representative)
Mr Aditya Patil	(2nd Year MMS Student Representative)
10. Ms Pooja Chavan	(1st Year PGDM Student Representative)
11. Mr. Ajit Sing	(2nd PGDM Student Representative)