



**INDIAN INSTITUTE OF SOCIAL WELFARE
AND
BUSINESS MANAGEMENT**

**THE CODE OF CONDUCT
FOR THE STUDENTS**

MANAGEMENT HOUSE
College Square West
Kolkata - 700 073, India

I. Purpose of the Code

The purpose of the Code of Conduct is to assist the students in the discharge of their obligations to the Institute, the Management profession and the public at large.

The "Code of Conduct" is essentially a set of professional ethical standards that our students are expected to maintain with their fellow students, faculty, staff and the public generally. The code is based on the requirement of integrity, objectivity, independence, confidentiality, high technical standards, professional competence and above all on ethical behavior as a student in the arena of management.

II. Professional duty

IISWBM STUDENT SHOULD UPGRADE THE IMAGE AND PRESTIGE OF THE INSTITUTE.

IISWBM STUDENT SHOULD AVOID IMPROPRIETY AND THE APPEARANCE OF IMPROPRIETY IN ALL ACTIVITIES.

IISWBM STUDENT SHOULD ADHERE TO APPROPRIATE STANDARDS AS STUDENTS OF THE INSTITUTE IN ENGAGING IN OUTSIDE ACTIVITIES.

IISWBM STUDENT SHOULD AVOID THE RISK OF CONFLICT WITH OFFICIAL DUTIES AND SHOULD ALWAYS COMPLY WITH RULES OF THE INSTITUTE.

Specific Expectations are:

- ◆ By virtue of the professional education that is imparted in the students, it is their duty to be ethical in the discharge of their duties.

- ◆ You have a duty to uphold the law and to act on all occasions in accordance with the public trust placed in them.
- ◆ As a Student of IISWBM, you will be expected to maintain high standards of academic & administrative discipline.
- ◆ You will be abiding by all the rules and regulations of the Institute.
- ◆ You will strive to continually search for new truths & disseminate findings in management.
- ◆ Always promote fellow feeling, objectives, interest and image of the Institute.
- ◆ Enhance Best Practice on Management and learning while being receptive to new approaches, technologies and lifestyles that reflect the values of a democratic society.
- ◆ Create a balance between cooperative and individual learning styles.
- ◆ Respect for the Individual; Use teamwork, collaboration, and cooperation.
- ◆ To act in such a manner as to enhance the reputation of the Institute general and fellow students in particular.
- ◆ To maintain and furnish the Institute premises to a satisfactory standard and take care of the gadgets / instruments, other infrastructure.
- ◆ To be honest, ethical and sympathetic in all dealings with faculty, staff and fellow students and behave in a becoming manner.
- ◆ To uphold current policies, rules & regulations of the Institute in regard to admission, placement, examinations, academic curriculum, general conditions etc.

I. Dress Code

- ◆ Students are advised to wear formal and descent dress in the Institute premises.
- ◆ Wearing T shirt without collar is strictly restricted. Students are advised to tuck in, their shirts properly.
- ◆ Kitto shoes, Bermuda pants, $\frac{3}{4}$ trousers are not allowed for both male and female students.

II. Personal conduct

Students shall observe the general principles of ethical conduct identified by the authorities on Standards as students of IISWBM:

Selflessness

Students of IISWBM should take decisions solely in terms of the Institute interest. They should not do in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Students of IISWBM should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their professional duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Students of IISWBM should be accountable to their decisions and actions to their organization they work and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Students of IISWBM should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wide public interest clearly demands.

Honesty

Students of IISWBM have a duty to declare any private interests relating to their duties and to take steps to resolve any conflicts arising in a way that protects the professional interest.

Leadership

Students of IISWBM should promote and support these principles by leadership.

CODE OF ETHICS

As a student of IISWBM, I acknowledge that I have an obligation of the science and art of the course content. I will uphold standard of the management education, continually search for new truths and disseminate my findings. I will keep myself fully informed of developments in the field of management and co-operate with others in the use of common knowledge. I will also uphold the image of the Institute to the society at large by my acts and deeds.

That I have an obligation to my Institute whose trust I hold. I will endeavour to the best of my ability to guard the Institutes interests and act wisely, honestly and sincerely.

That I have an obligation to do all in my power to assure the progress and contentment of fellow students. I will at all times deal with them fairly and openly, sharing of my acquired knowledge and experience freely. I will go by the advice and guidance of the members of faculty at all point of time in the interest of building up my management career from this oldest management Institute of the country.

That I have an obligation to settle any possible grievance through peaceful means and by mediation of the Heads of the Department and members of Faculty / Officials.

That I shall attend all classes of the course, I am admitted to and in the event of my class attendance falling below required percentage of total classes held, I shall be liable to face disciplinary action including disqualifying me attending the course anymore by the Institute.

