

iibm

सुप्रबन्धे भवति समृद्धिः

INDIAN INSTITUTE OF BUSINESS MANGEMENT

Buddh Marg, Patna-800001

info@iibm.in

www.iibm.edu.in

**Handbook on Human Value,
Code of Conduct
for
Students**

S. No	Contents	Page No
1	Preamble	1
2	About The College	2
3	Vision, Mission and Value	3
4	Objectives of Human value & Ethics	4
5	Human Value	5-13
6	Professional Ethics	14-16
7	Code Of Conduct	17-18

S. No	Contents	Page No
8	Behavior/ Conduct	19-23
9	Prohibited Acts/Items	24-26
10	Unauthorized Use or Access/ Misuse of Resource	27-29
11	Falsification/ Mis- Representation	30-31
12	Canvassing/ Solicitable	32
13	Process Outcome/ Consequences	32
14	Appeals	33
15	Authorisation	33



Preamble

At IIBM, we try to promote an environment that nurtures personal growth, academic development, and a sense of responsibility. The principles of integrity, respect, and accountability are reflected in our Code of Conduct because they are critical to preserving a constructive and upbeat environment for all community members.

It is our shared duty as staff, instructors, and students to maintain the highest standards of conduct and to help create a campus community that is respectful, safe, and inclusive. This Code of Conduct explains the expectations for ethical conduct, both inside and beyond the classroom, and serves as a guide for fostering an academic environment where all persons can thrive.

By upholding these values, we hope to make sure that IIBM continues to be a place where everyone may reach their full potential and where diversity, academic success, and respect for one another are valued. The principles and goals of a college's code of conduct are clearly outlined in this preamble.



About The College

Set out on an exceptional journey at Patna's top MBA, BBA, and BCA colleges. With a 45-year history of developing the next generation of management, computer science, and information technology executives, IIBM Patna, founded in 1979, is a shining example of educational achievement. IIBM Patna is dedicated to offering unmatched educational, training, and research opportunities as an independent institution approved by the Ministry of Education, New Delhi's AICTE for MBA programs and Aryabhata Knowledge University for BBA and BCA programs.



Vision, Mission and Values

Vision

We provide students with practical information to prepare them for future employment because skilled resources are in high demand. Visit IIBM to experience it.

Mission

At IIBM Patna, we mold destinies in addition to offering education. Make your ideal education a reality by joining us. With the best faculty and infrastructure for BBA, BCA, and MBA programs, discover the IIBM advantage now.

Values

- Honesty, integrity and transparency
- Value Indian Culture & Ethics
- Foster Innovation & Creativity
- Respect all Living being
- Value cater excellence, quality & service

Objective of Human Value

This guidebook aims to instill human values and professional ethics in students through the following objectives:

- To overcome the moral dilemma in the profession and to comprehend the moral principles that should govern it.
- To support moral judgments about the profession.
- To establish a set of moral values, attitudes, and behaviors that students should exhibit
- To raise awareness of professional ethics and human values
- To encourage loyalty and moral and social values.
- To respect others' rights

Human Value

Human values are the ideals, norms, or characteristics that people and cultures find significant and valuable. These principles influence how individuals conduct their lives, engage with one another, and make decisions. They can be influenced by social settings, religion, culture, and individual experiences.

Typical human values include the following:

1. **Respect:-** Respect is the ability to treat people with honor and dignity while also acknowledging their rights, convictions, and viewpoints.
2. **Compassion:-** Being concerned for the welfare of others, particularly those who are suffering, is a sign of compassion.
3. **Integrity:-** Behaving honorably, upholding high moral standards, and speaking the truth at all times.
4. **Empathy:-** Empathy is the capacity to comprehend and experience another person's emotions, which frequently results in support and kindness.

Human Value

5. **Justice :-** Justice is the preservation of equality and fairness as well as the unbiased treatment of everybody.
6. **Responsibility:-** Being responsible means accepting accountable for one's deeds, decisions, and commitments.
7. **Freedom:-** Respecting one's own rights, independence, and capacity for self-determination.
8. **Love** is the strong bond and concern for other people, marked by support and affection.
9. **Gratitude:-** Gratitude is the ability to recognize and value life's good things as well as other people's contributions.
10. **Courage:-** Courage is the ability to face difficulties, fears, and misfortunes with bravery and resolve.

These values, which might vary slightly among cultures and societies, frequently influence legislation, ethics, and social standards. Nonetheless, many of these ideals—like justice, kindness, and honesty—are regarded as universal guidelines for fostering constructive interpersonal relationships and societal peace.

Human Value

1. Values Related to Right Conduct are:-

(a) Self-help abilities: maintaining one's belongings, food, cleanliness, modesty, posture, independence, and neat appearance.

(b) Social Skills: decent manners, decent behavior, good relationships, helpfulness, cleanliness, and a pleasant atmosphere.

(c) Ethical Skills:- Code of conduct, courage, reliability, responsibility, efficiency, inventiveness, initiative, persistence, timeliness, responsibility, respect, and responsibility

Human Value

2. Values Related to Peace are:-

Peace-related values are those that promote harmony, mutual understanding, and collaboration between people and communities. These principles seek to lessen hostility, encourage tolerance, and establish a setting in which individuals can coexist amicably and with dignity. The following essential principles are frequently linked to peace: Forgiveness, Non-violence, Empathy, Tolerance, Respect, Justice, Cooperation, Honesty, Solidarity, Humility, compassion, equality, dialogue and patience

Human Value

3. Values Related to Truth are:-

Truth-related values revolve around the quest of knowledge, honesty, integrity, and transparency. Building meaningful relationships, promoting trust, and upholding social and individual accountability all depend on these ideals. The following are some essential principles linked to truth: Honesty, Integrity, Accountability, Authenticity, Objectivity, Open Mindness, Fairness, Courage, Respect for other's truth, and Truth seeking. When combined, these principles create settings where the truth is respected and maintained. They inspire people to behave morally and responsibly and build relationships based on honesty, responsibility, and trust. Truth-based principles are fundamental in social and professional settings and are essential for maintaining one's integrity.

Human Value

4. Values Related to Love are:-

A variety of principles that influence our relationships with others and with ourselves are frequently linked to love.

Some of these values include:
Compassion, selflessness, forgiveness,
loyalty, communication, gratitude,
respect, trust, and patience.

Each of these principles cultivates a wholesome, caring relationship in which love can grow and develop throughout time.

Human Value

4. Values Related to Non-Violence are:-

A strong value that promotes harmony, compassion, and respect for all living things is non-violence.

- **Compassion:-** Being compassionate is sharing and comprehending the pain of others, which motivates one to take steps to stop harm and advance healing.
- **Respect:** Appreciating each person's inherent worth, irrespective of their upbringing, beliefs, or differences.
- **Patience:** The capacity to maintain composure under pressure and to refrain from hasty decisions that could endanger others.
- **Empathy:-** Empathy is the ability to identify and experience another person's feelings, developing a profound understanding that can direct behavior toward amicable resolutions.
- **Tolerance:-** Tolerance is the ability to embrace diversity and accept other people's viewpoints without becoming hostile, even if they differ from your own.

Human Value

4. Values Related to Non-Violence are:-

- **Forgiveness:-** Letting go of grudges and resentments in order to create an opportunity for healing and understanding rather than sustaining conflict cycles.
- **Mindfulness:-** Being mindful means trying to act carefully and prevent harm while being conscious of one's thoughts, words, and deeds at all times.
- **Justice:-** Justice is upholding equity and fairness, standing up for what is right, and using nonviolent tactics to promote change.
- **Humility:** Promoting a more tranquil, understanding atmosphere by admitting that everyone is prone to making mistakes and that no one is superior than another.
- **Love:** More broadly, non-violence stems from love—love for people, the environment, and life itself—which motivates us to defend and uplift others rather than injure them.

When these ideals are upheld, they contribute to the development of a peaceful world, lessen harm, and foster intercultural understanding.

Professional Ethics

The moral precepts and guidelines that direct people's actions and choices within a particular career are known as professional ethics.

Professionals are guaranteed to uphold honesty, decency, and accountability toward their clients, coworkers, and the community at large thanks to these ethics. The following are some fundamental principles of professional ethics:

- **Integrity:** Behaving morally and honestly even when no one else is around. This entails speaking the truth, keeping one's word, and accepting accountability for one's deeds.
- **Accountability:** Taking ownership of one's choices and deeds. This entails taking responsibility for errors and growing from them in a work environment.
- **Confidentiality:-** Maintaining confidentiality means protecting people's and organizations' privacy. Professionals must protect confidential information and only divulge it when compelled by law or ethics.

Professional Ethics

- **Transparency:** Being forthright and honest about choices, actions, and the justifications for them, particularly when they affect the resources or trust of others.
- **Respect for Others:** Showing dignity, justice, and respect to everyone, including superiors, coworkers, and clients. Respecting individual, professional, and cultural diversity is another aspect of this.
- **Competence:-** Being competent means having the abilities, know-how, and experience needed to carry out tasks to the best of one's abilities. To stay competent, professionals need to pursue ongoing education and training.
- **Fairness:** Ensuring that choices and behaviors are devoid of prejudice, partiality, or discrimination, and treating everyone justly and equally.
- **Social responsibility** is the dedication to make a constructive contribution to society, making sure that professional acts benefit both the community as a whole and individual clients.

Professional Ethics

- **Objectivity:-** Objectivity is the ability to make decisions free from bias, personal feelings, and outside influences by basing them on facts and evidence.
- **Collaboration:-** Collaboration is the ability to work effectively with people in one's field as well as in other fields to accomplish shared objectives and enhance results.
- **Professionalism:** Acting with integrity, accountability, and respect in all professional dealings. This involves upholding a high standard of demeanor and appearance at work.

These principles support professionals in resolving moral conundrums, fostering interpersonal trust, and maintaining the legitimacy of their field.



Code of Conduct

Applied To:-

**This Policy applies to the Behavior /
Conduct of:-**

- **Every single college student.**
- **A prospective student who plans to enroll at IIBM due to reported violations during the application procedure.**
- **Someone who has graduated, been officially disqualified, or been expelled from IIBM due to a violation or violations they allegedly committed before leaving the college.**

Code of Conduct

Location:-

An act or behavior which is demonstrated :-

- **Inside the Premise of College**
 - **Even Outside of the Premise**
- (a) In relation to the college or an activity or program that is approved by the college.**
- (b) In relation to an academic assignment or event connected to the institution, such as a field study, internship, project, research, seminar, or conference, among others.**
- (c) Our electronic platforms, which include but are not limited to different social media websites, emails, messengers, online forums, or any other place on a digital platform, have an implicit or explicit impact on individuals connected to IIBM.**

Behaviour/Conduct

Students are required to follow all rules and regulations established by the college including any changes. Students ought to conduct themselves in a way that supports the College's principles and standing. Every student is expected to treat every other student with respect and decency.

Inside The campus

1. Students are required to always carry their identity cards, or I-cards, and to present them to the appropriate authorities upon request.
2. Before beginning any scheduled absence from the college, students should obtain prior permission from the relevant authorities.
3. Students should educate themselves by reading the circulars that are issued throughout the semester or session. The most important ones are posted on the college website, while the others are shown on the notice boards of the corresponding departments.

Behaviour/Conduct

4. Students must abstain from ragging, which is prohibited on college campuses. The appropriate authority will take severe disciplinary measures for any noncompliance.

5. Any behavior that could offend a girl student's modesty, such as ogling, stalking, or eve teasing, is not tolerated at all. The appropriate authorities or designated committee of found guilty will investigate all reported events, and the accused shall face severe consequences. The complainants can speak with any member of the code of conduct committee to record such complaints.

6. 6. Students should not treat people differently based on their caste, religion, status, or other socioeconomic characteristics. Everyone should be treated with respect and decency.

7. Students should only eat and drink in the cafeteria or mess, as designated. It is not permitted to consume food or beverages in conference rooms, auditoriums, classrooms, etc.

Behaviour/Conduct

8. It is completely forbidden to etch or scribble on any part of the college campus, including walls, paintings, themes, and murals.

9. No fixtures, fittings, or installations on the university campus should be damaged, destroyed, or spoiled by students. Damage to any university property, whether intentional or unintentional, will result in the relevant authorities taking the necessary measures.

10. It is forbidden to litter, and any garbage should be disposed of in the green and blue dustbins that are placed throughout the college campus.

11. Making a scene, starting or participating in fights, preventing any work from getting done (both administrative and instructional), producing profanity, and handling drink or drugs while intoxicated or under the influence are all strictly forbidden.

Behaviour/Conduct

12. Any act of retaliation, coercion, or threat against a complainant, or any group of complainants who have filed a complaint or requested an investigation, with the explicit or implicit intent to urge the complainant to withdraw the complaint and retreat, should be reported to the Director/Chief Proctor's office. This includes intimidation, pressure, and continued actions by a student, student group, organization, employees, or visitors.

13. Disregarding valid instructions from the appropriate vehicles or officials will be considered willful violation of the code of conduct.

Inside The Classroom

14. Students are not permitted to use cell phones in class.

15. Students should maintain discipline and arrive for class on time.

16. Any form of verbal or physical abuse is unacceptable, and those who engage in it will face severe disciplinary measures from the appropriate authorities.

17. To be able to participate in the final semester, students must maintain a minimum attendance of 75% throughout the academic session or semester.

Behaviour/Conduct

Inside The Exam Hall

18. In order to prevent any negative consequences, such as disqualification of candidature as an examinee, suspension, or termination from the university, students must refrain from engaging in any form of malpractice or cheating during the exam.

Outside The campus

19. Students who participate in any college-nominated event outside campus must adhere to the rules, regulations, and guidelines of the host institution or organization, but they must never inflict damage on the college's property, reputation, or image, its people, or its affiliates.

Prohibited Acts/Items

- Students must abstain from all actions that are considered unlawful by the law. Possession of firearms, explosives, drugs, poison of any kind, and potentially dangerous sharp objects.
- Students are expected to make sure that they are not in possession of any offensive books, images, audio, or videos at all. In whatever form—physical, video, painting, or publishing—will be reported to the relevant law enforcement organizations so that the appropriate action can be taken.
- Any kind of gambling is strictly forbidden.
- It is completely forbidden to consume or possess alcohol or alcoholic beverages. It is forbidden for any student to enter the institution intoxicated, and it is also forbidden for them to possess tobacco or tobacco-based items, such as pan masala cigarettes.
- On campus, single-use plastic is completely forbidden, and students are not allowed to use it.

Prohibited Acts/Items

- The act of physically or mentally abusing another student, whether freshmen or not, on the basis of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence, or economic background is known as ragging, and it is strictly forbidden. Violations of this code are punishable.
- Deliberate, careless, and/or unapproved destruction, damage, or vandalism of movable or immovable property on college property that either directly or indirectly belongs to the institution or its affiliates
- Impending university incidents, whether initiated by oneself or by others, are punishable, and those proven guilty will face the proper consequences. Sports, political, social, and cultural activities, as well as different academic programs including meetings, concerts, convocations, orientation, etc., are just a few examples of what to expect.

Prohibited Acts/Items

- If not prohibited by the scenario or the circumstances, throwing, dropping, or releasing any object or substance out of or off of university buildings is dangerous and should not be done.
- Making up an emergency report It is illegal to disregard safety procedures in an emergency, handle safety equipment improperly, endanger its functionality, or block its use.
- It is illegal to incite or investigate people to engage in physical or psychological abuse, threats, or harassment; such behavior may be reported to law enforcement agencies for a suitable individual.

Unauthorised use or Access misuse or resources /theft

- It is anticipated that students will assist the college with energy conservation. It is important to make sure that no appliance is left running while in use.
- Students are required to help with water consumption. Taps must never be left open after usage, and any leaks or malfunctions must be notified to the department's staff and authorities right once so that corrective action can be taken.
- Misuse of computers or other technology, including unauthorized access, use, alteration, destruction, disclosure, or theft of information, programs, or documents from IIBM or its affiliated entities.

Falsification / Misinterpretation

- **Students should refrain from spreading inaccurate or fake information, which can not only be deceptive but also have serious repercussions for both themselves and other people.**
- **Delivering inaccurate or deceptive education. official, law enforcement official, or purposefully leaving out data that are crucial to the information's intended use.**
- **It is strictly forbidden to act as a representative of the university to an individual, group, or organization without prior authorization, to engage in the authorized use of copyright material or intellectual property of the college or its affiliation, or to misrepresent oneself to any law enforcement agency, university official, or other person or entity.**

Falsification / Misinterpretation

This includes faked signatures, letterheads, and logos, seals, Id Card among other things or allowing someone else to use your identity for illegal purposes or malicious intent. It also poses in an attempt to obtain an advantage or benefit.

- It is forbidden for students to falsify, change, copy, reproduce, or misuse any records or documents, such as medical certificates, letters of appointment, letters of appreciation, recommendations, transcripts, contracts, financial aid, bills, examination results, admission, applications, or other materials, or transfer certificates or documents. Violations of these rules may result in severe disciplinary measures.

Canvassing/ Solicitation

- Unauthorized canvassing or solicitation activities include, but are not limited to, sending recruitment notices or advertisements, pasting, mailing, painting maneuvers or motifs, distributing pamphlets or publishing, using projectors or other AV devices, and using digital or physical media, such as blue and green or white boards in classrooms.

Process Outcome & Consequences

Students who are found to have broken this code of conduct will receive a thorough evaluation of the committee's findings and decision.

Appeals

- The respondent may file an appeal with the internal complaints committee after the findings and verdict have been reached and the offender has been properly informed of the next steps. It is assumed that the investigation was carried out impartially and that all pertinent data and witnesses were considered. Nonetheless, the respondent retains the right to appeal and enter a guilty plea.

Authority

The registrar is designated as the chief administrator of the Code and Conduct Policy and has the authority to carry out its implementation. For the administrator, the registrar is in charge of creating and carrying out policies and procedures. The registrar is in charge of creating and carrying out guidelines and protocols for the administrators of this code of conduct policy, as well as any modifications that may be required.