



**PRESTIGE**  
INSTITUTE OF MANAGEMENT & RESEARCH, GWALIOR  
NIRF | NAAC 'A' GRADE | AUTONOMOUS

## **CODE OF CONDUCT MONITORING COMMITTEE (CCMC)**

<b>1</b>	<b>Composition of Committee</b>
<b>2</b>	<b>Proceedings of the Committee</b>



# PRESTIGE INSTITUTE OF MANAGEMENT & RESEARCH, GWALIOR

AN AUTONOMOUS INSTITUTE ACCREDITED WITH UGC NAAC GRADE 'A'

## Notice

Date: 10<sup>th</sup> June 2022

### Code of Conduct Monitoring Committee (CCMC)

#### Purpose

The CCMC at PIMR Gwalior will ensure adherence to the Code of Conduct principles, address reported violations effectively, and promote a culture of integrity, accountability and respect across the institution.

#### Committee Composition

##### Chairperson Governing Body

- Sh. Dipin Jain

##### Member Secretary

- Dr. Nishant Joshi (Director)

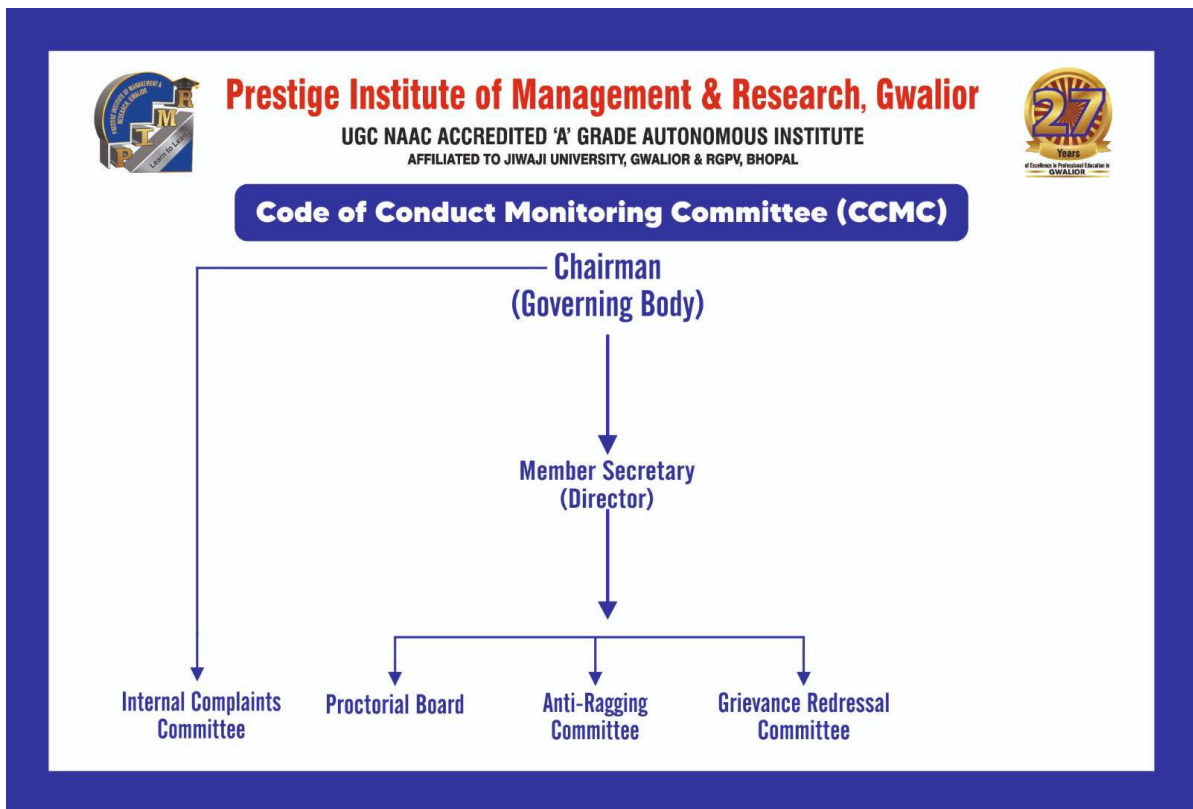
##### Members

- Dr. Garima Mathur (Professor)
- Dr. Chanda Gulati (Assistant Professor)
- Dr Prabal Pratap Singh (Associate Professor)
- Dr. Raveendra Babu (Assistant Professor)
- Advocate F. A. Shah (Legal Advisor)
- Mrs. Anjali Batra (NGO Representative)
- Mr. Anand Chahuan (Alumnus)
- Ms. Shikha Rai (Alumnus)
- Ms. Sanskriti Singh (Student)
- Mr. Vivek Agrawal (Student)
- Ms. Pooja Bhadouriya (Staff)

**Dr. Nishant Joshi**  
Director

Prestige Institute of Management  
& Research, Gwalior (M.P.)

## Organogram of Code of Conduct Monitoring Committee (CCMC)



### Key Responsibilities of Committee Members

Below are the key responsibilities typically assigned to the committee:

#### 1. Oversight and Enforcement of the Code of Conduct

- **Monitor adherence:** Ensure that employees, members, or stakeholders are following the principles outlined in the Code of Conduct.
- **Investigate violations:** Look into potential breaches of the Code of Conduct, investigate complaints, and determine appropriate actions.
- **Enforce consequences:** Recommend or implement disciplinary measures when violations occur, ensuring fairness and consistency.

#### 2. Review and Update the Code of Conduct

- **Regular updates:** Review the Code of Conduct periodically to ensure it remains relevant, comprehensive, and in line with legal and ethical standards.
- **Adapt to changes:** Incorporate changes in laws, regulations, or industry standards that impact the organization's ethics and behavior expectations.
- **Gather input:** Solicit feedback from employees, stakeholders, or external experts to enhance the Code of Conduct.

#### 3. Provide Training and Education

- **Training programs:** Develop and implement regular training sessions to educate employees and stakeholders on the Code of Conduct.

- **Raise awareness:** Ensure that the Code of Conduct is widely accessible, and its importance is communicated clearly to all involved parties.
- **Ethical decision-making:** Offer guidance on how to handle ethical dilemmas and promote an ethical work culture.

#### 4. Monitor Compliance

- **Track adherence:** Establish mechanisms to track compliance with the Code, including audits, surveys, and feedback channels.
- **Reporting systems:** Ensure that there is a safe and accessible system for individuals to report violations or unethical behavior anonymously if needed.
- **Proactive monitoring:** Conduct regular checks or assessments to identify any potential ethical issues before they become significant problems.

#### 5. Provide Support and Guidance

- **Advisory role:** Act as a resource for employees or members who need guidance on ethical issues or questions regarding the Code.
- **Confidential support:** Offer confidential advice and counseling on ethical concerns or dilemmas, ensuring protection against retaliation for reporting issues.

#### 6. Handle Complaints and Investigations

- **Review complaints:** Investigate complaints related to breaches of the Code of Conduct, maintaining confidentiality and fairness.
- **Resolution processes:** Facilitate the resolution of disputes or ethical concerns, ensuring that any corrective actions taken are proportional and appropriate.

#### 7. Reporting and Documentation

- **Recordkeeping:** Maintain accurate and thorough records of investigations, complaints, and actions taken regarding breaches of the Code of Conduct.
- **Reporting to leadership:** Regularly report to senior management or the board on the status of compliance, key issues, and any significant findings.
- **Transparency:** Provide transparency on the committee's actions, ensuring stakeholders understand the integrity of the monitoring process.

#### 8. Encourage Ethical Culture

- **Promote a culture of ethics:** Advocate for ethical behavior across all levels of the organization by leading by example and encouraging open discussions on ethical issues.
- **Positive reinforcement:** Recognize and reward employees who exemplify the values outlined in the Code of Conduct.

By carrying out these responsibilities, the Code of Conduct Monitoring Committee helps maintain a healthy, ethical, and compliant work environment, reinforcing the importance of integrity within the organization.

## Operational Framework

1. Meeting Frequency
  - Conduct bi-annual meetings for reviews.
  - Convene additional meetings for urgent matters.
2. Complaint Handling Process
  - Set up an anonymous reporting channel (email or suggestion box).
  - Assign cases to sub-groups for investigation while maintaining confidentiality.
  - Resolve cases within a defined timeframe (e.g., 30 days)
3. Guidelines and Confidentiality
  - Adhere to institutional policies and maintain confidentiality of all reports and investigations.
4. Reporting Structure
  - Submit periodic reports to the Chairperson and Director.
  - Share an annual compliance report with key stakeholders.

## Awareness and Training Initiatives

1. Workshops and Seminars
  - Conduct sessions for students, faculty, and staff to familiarize them with the Code of Conduct principles.
2. Promotional Materials
  - Develop handbooks, FAQs, and posters emphasizing ethical behavior and reporting mechanisms.
3. Orientation Programs
  - Include a session on ethics and Code of Conduct in student and staff orientation.

At PIMR, Gwalior, the various committees ensure implementation the code of conduct among faculty, administrative staff, and students are:

- Proctorial Board
- Anti-Ragging Committee
- Grievance Redressal Committee
- Internal Complaints Committee

  
**Dr. Nishant Joshi**  
**Director**  
Prestige Institute of Management  
& Research, Gwalior (M.P.)



# PRESTIGE INSTITUTE OF MANAGEMENT & RESEARCH, GWALIOR

AN AUTONOMOUS INSTITUTE ACCREDITED WITH UGC NAAC GRADE 'A'

## Notice

**Date: 25<sup>nd</sup> June 2022**

Meeting of code of conduct committee is scheduled on 28<sup>th</sup> June 2022 at 11.00 am in the board room. All the committee members are requested to make it convenient to attend the meeting.

### Agenda:

1. To discuss about the programs which are going to organize for code of conduct awareness amongst faculty, staff and students, in the upcoming academic session.
2. Any other point on the permission of chair.

**Dr. Nishant Joshi**  
**Director**  
Prestige Institute of Management  
& Research, Gwalior (M.P.)

## Minutes of Meeting

Date: 28<sup>th</sup> June 2022

Time: 11.00 AM – 12.30 PM

Venue: Board Room

Attended by:

Dr. Nishant Joshi

Dr. Garima Mathur

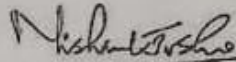
Dr. Chanda Gulati

Dr. Prabal Pratap Singh

Dr. Raveendra Babu

The meeting is chaired by Dr. Nishant Joshi (Director). Following points were discussed in the meeting:

- The institute is going to organize code of conduct awareness programs during orientation programs of students.
- Following committee members are responsible to conduct Code of conduct programs
  1. Dr. Garima mathur: for faculty
  2. Dr. Chanda Gulati: for Staff
  3. Dr. Prabal Pratap and Dr. Raveendra Babu: for students of all the courses.
- The training is mandatory for all new employees.
- Bi-annual sessions will be organized to keep faculty, staff and students updated on Code of conduct.



Dr. Nishant Joshi

Director

Prestige Institute of Management  
& Research, Gwalior (M.P.)



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**Proctorial Board Committee for Academic Year 2022-23**

<b>Proctorial Board</b>	
<b>Name</b>	<b>Status</b>
<b>Dr. Prabal Pratap Singh</b>	<b>Proctor</b>
Dr. Sneha Rajput	Member
Dr. VS Bhadoria	Member
Mr. Ashish Yadav	Member
Mr. Mahendra Singh Yadav	Member
Mr. Hariom Awasthi	Member
Dr. Indira Sharma	Member

**Dr. Nishant Joshi**  
**Director**  
Prestige Institute of Management  
& Research, Gwalior (M.P.)





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**Anti-Ragging Committee for Academic Year 2022-23**

<b>Anti-Ragging Committee</b>	
<b>Name</b>	<b>Status</b>
<b>Dr. Nishant Joshi</b>	<b>Chairman</b>
Dr. Raveendra Babu A.	Coordinator
Mr. K.K. Yadav	Member
Mr. Satish Bansal	Member
Dr. Indira Sharma	Representative of Girls Hostel- Member
Dr. Amitabha Maheshwari	Representative of Boys Hostel- Member
Dr. Gaurav Jaiswal	Member
Dr. Richa Banerjee	Member
Mr. BS Kushwaha	Representative of Civil- Member
Smt Hemlata Sikarwar	Assistant Sub Inspector - Member of Police
Mr. Satender Sharma	Representative of Local Media - Member
Smt Anamika Sharma	Representative of NGO - Member
Mr. Braj Mohan Sisodia	Representative of Parents - member
Ms. Vandana Shree	Representative of Student Senior - Member
Mr. Priyanshu Pal	Representative of Junior Student - Member

**Dr. Nishant Joshi**  
Director

Prestige Institute of Management  
& Research, Gwalior (M.P.)



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**Grievance Redressal Committee for Academic Year 2022-23**

<b>Grievance Redressal Committee</b>	
<b>Name</b>	<b>Status</b>
<b>Dr. Nishant Joshi</b>	<b>Chairman</b>
Dr. Garima Mathur	Coordinator
Dr. Navita Nathani	Member
Dr. Gaurav Jaiswal	Member

**Dr. Nishant Joshi**  
**Director**  
Prestige Institute of Management  
& Research, Gwalior (M.P.)



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**Internal Complaint Committee for Academic Year 2022-23**

<b>Internal Complaint Committee</b>	
<b>Name</b>	<b>Status</b>
<b>Dr. Tarika Singh</b>	<b>Presiding Officer</b>
Dr. Chanda Gulati	Co-Coordinator
Dr. Indira Sharma	Member
Ms. Deepshikha Chavhan	Member
Ms. Nikita Shrivastava	Member
Dr. Rashmi Sikarwar	Member
Ms. Anamika Shrivastava	Member
Ms. Shalini Bhadouriya	MBA 4th Sem- Student
Mr. Naveen Sagar	MBA 4th Sem- Student

**Dr. Nishant Joshi**  
**Director**  
Prestige Institute of Management  
& Research, Gwalior (M.P.)



# PRESTIGE INSTITUTE OF MANAGEMENT & RESEARCH, GWALIOR

AN AUTONOMOUS INSTITUTE ACCREDITED WITH UGC NAAC GRADE 'A'

## NOTICE

Date: 5<sup>th</sup> July 2021

This is to inform that all the members of Code of conduct monitoring committee that there will be a meeting at the board room on 8<sup>th</sup> July 2021 at 3.00 PM. All the members are requested to attend the meeting.

### Agenda

1. To discuss about SOP's to be followed for code of conduct.
2. To discuss actions which are need to be taken for strict compliances of code of conduct among faculty, staff and students.
3. To discuss about the events which are going to be held to educate the students about anti-ragging and Discipline committee.
4. Any other issue.

**Dr. Nishant Joshi**  
Director  
Prestige Institute of Management  
& Research, Gwalior (M.P.)



# PRESTIGE INSTITUTE OF MANAGEMENT & RESEARCH, GWALIOR

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## Minutes of Meeting

The meeting of the Code of conduct monitoring committee was held on 8<sup>th</sup> July 2021 at 3.00 PM at Board room. All the members of the Code of Conduct Committee members attended the meeting and had detailed discussion on the activities to be carried out for the academic year July 2021- June 2022.

The following points were discussed in the meeting:

1. The Director addressed regarding the agenda of the meeting.
2. The Committee has proposed SOP of code of conduct. In the presence of all the committee members the SOP of Code of Conduct has approved.
3. Code of conduct SOP should be circulated among all.
4. The Director instructed to circulate SOPs and Code of Conduct guidelines among faculty and staff.
5. It is informed to class mentors to instruct all their mentees that it is obligatory on the part of each and every student to adhere to the rules and regulations of the college for maintaining good standard, discipline and decorum.
6. The orientation events and guest list will be prepared by Dr Garima mathu, Dr Prabal Pratap Singh and Dr Raveendra Babu by 11<sup>th</sup> July 2021.

**Dr. Nishant Joshi**  
**Director**  
Prestige Institute of Management  
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**PRESTIGE INSTITUTE OF MANAGEMENT & RESEARCH, GWALIOR**  
AN AUTONOMOUS INSTITUTE ACCREDITED WITH UGC NAAC GRADE 'A' AND NBA (AICTE)

**MINUTES OF MEETING**

**Date: 1<sup>st</sup> July 2021 Time: 3.00 PM to 4.30 PM**

**Agenda:**

- I. Inform newly joined faculties regarding faculty service rules.
- II. Inform newly joined faculties regarding students' code of conduct.

**Issues discussed**

1. All the newly joined faculties are informed regarding service rules. Director Sir gave clarity on related issues.
2. Faculties informed about students' code of conduct and every faculty assured that students should be well informed about all academic and non-academic rules of the institute in the orientation classes. Meeting attended by:

**LIST OF FACULTY UPDATED AS ON 01.07.2021**

FACULTY		Sign	FACULTY		Sign
S.No	Name Faculty Member		S.No	Name Faculty Member	
1	Prof & Principal Dr. Nishant Joshi		33	Asst Prof. Akash Gupta	
2	Prof. Dr. Navita Nathani		34	Asst Prof. Dr. Indra Sharma	
3	Prof. Dr. Tanka Singh		35	Asst Prof. Kamona Tansari	
4	Prof. Dr. Garima Mathur		36	Asst Prof. Shobha Ghoshan	
5	Assoc Prof. Dr. Prabal P Singh		37	Asst Prof. Gungun Dwivedi	
6	Sr.Asst Prof. Nitin Paharia(IT)		38	Asst Prof. Dr. Rajkumar Sharma	
7	Sr.Asst Prof. Dr. Gaurav Jaiswal		39	Asst Prof. Dr. Shivani Sharma	
8	Sr Asst Prof. Dr. Amitabha Maheshwari		40	Asst Prof. Dr. Manita Sharma	
9	Sr Asst. Prof. Dr. Sneha Rajput		41	Asst Prof. Madhura Singh	
10	Asst. Prof. K.K. Yadav (IT)		42	Asst Prof. Dr. Reetu Kumari	
11	Asst. Prof. Satish Bansal (IT)		43	Asst Prof. Shubhangi Gupta	
12	Asst Prof R. K. Patilwal IT		44	Asst Prof. Khyati Nayak	
13	Asst. Prof. Dr. Nischay Kr Upamannu		45	Asst Prof. Vivek Shrivastav	
14	Asst. Prof. Sanjay Gupta		46	Asst Prof. Dr. pooja G. Luhya	
15	Asst. Prof. Dr. V.S. Bhatoriya		47	Asst. Prof. Anshika Saxena	
16	Asst Prof. Dr. Richa Baherjee		48	Asst Prof. Sitwela Shrivastava	
17	Asst Prof. Dr. Chanda Gulati		49	Asst Prof. Saideep Shrivastava	
18	Asst.Prof. Smrita Bhadoria IT		50	Asst Prof. Vishesh Upmanu	
19	Asst. Prof. Prof. Pinkv Sodhi IT		51	Asst Prof. Nishi Puriyani	
20	Asst. Prof. Rajesh Gupta IT		52	Asst Prof. Nishi Jain	
21	Asst. Prof. Dr. Nandan Velankar		53	Asst. Prof. Sumran Rollora	
22	Asst. Prof. Praveen Aronkar		54	Asst Prof. Amit Kumar Mishra	
23	Asst. Prof. Abhay Dubay		55	Asst Prof. Ashwani Kr Gupta	STAFF
24	Asst Prof. Pranshuman Parashar		56	Asst. Prof. Manish Dalma	STAFF
25	Asst. Prof. Dr. Abhay Singh Chauhan		57	Asst. Prof. Prashant Singhal	STAFF
26	Asst. Prof. Brahmanand Sharma		58	Mr. Amit Kumar Konchar	STAFF
27	Asst. Prof. Dr. Raveendra Babu A		59	Asst. Admin Officer C.K. Dumbre	STAFF
28	Asst. Prof. Rishita Sengar		60	Asst. Prof. Nitin Shrivastava	STAFF
29	Asst. Prof. Dr. Kahan Singh Rathore		61		
30	Asst. Prof. Dr. Sonal Saxena		62		
31	Asst. Prof. Mahendra S Yadav		63		
32	Asst. Prof. Harim Awasthi		64		

Seminar Hall - 2

*Nishant Joshi*  
Director  
Prestige Institute of Management  
& Research, Gwalior (M.P.)



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## Notice

**Date: 20<sup>th</sup> Aug 2020**

The online meeting of all the faculty members will be held at the Board room on 25<sup>th</sup> Aug. 2020 at 4.30 PM to consider the agenda items as given below. All the faculty members are requested to attend the meeting.

1. To discuss about the programme to be held on code of conduct.
2. To finalize the dates and events for the orientation programme.
3. To assign the related work to the concerned staff.
4. Any other issue.

**Dr. S.S. Bhakar**

**Director**  
Prestige Institute of Management  
Gwalior (M.P.)



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**Minutes of Meeting**

Date: 25<sup>th</sup> Aug. 2020

Time: 4.30 PM

Online mode on Zoom Platform.

Following points were discussed in online meeting:

1. UG students' orientation program will be held on 22<sup>nd</sup> Sept. 2020 on virtual mode only.
2. The e-copy of code of conduct should be circulated among all the new students by class mentors.
3. It is informed to monitor the students continuously in online classes and if anyone found violating the rules shall be informed and can take necessary actions.

**Dr. S.S. Bhakar**

DIRECTOR

Prestige Institute of Management  
Gwalior (M.P.)



## Prestige Institute of Management, Gwalior

Agenda for video conferencing meeting with hon'able vice chairman, PES on April 03, 2020 at 5:00 pm

Time slot	Agenda point
4:55PM-5:00PM	Faculty and admission staff will join the meeting without any delay. Necessary arrangement of waiting room will be created in zoom schedule to enable your easy and timely joining the meeting
5:00PM-5:04PM	Dr. S. S. Bhakar will open the meeting
5:04pm - 5:10pm	Opening remarks of hon'able Vice Chairman Dr. Davish Jain
5:10pm - 5:14pm	Prof. Navita Nathani will explain how the online classes are going on for Management Programs with necessary statistics regarding the number of classes held and overall satisfaction level of the students Note:- In case due to any connectivity issue with Prof. Navita Nathani, Dr. Garima Mathur will take care of this point
5.14 pm - 5.18 pm	Prof. Tarika Singh will explain how the online classes are going on for Management Programs with necessary statistics regarding the number of classes held and overall satisfaction level of the students Note:- In case due to any connectivity issue with Prof. Tarika Singh, Dr. Amitabha Maheshwari will take care of this point
5.18pm - 5.22 pm	Prof. Nitin Paharia will explain how the online classes are going on for Management Programs with necessary statistics regarding the number of classes held and overall satisfaction level of the students Note:- In case due to any connectivity issue with Prof. Nitin Paharia, Prof K K Yadav will take care of this point
5.22 pm - 5.26 pm	Dr. Prabal Pratap Singh will explain how the online classes are going on for Management Programs with necessary statistics regarding the number of classes held and overall satisfaction level of the students. Details on visits of law students to High Court, Prisons, participation in moot courts also need to be included Note:- In case due to any connectivity issue with Dr. Prabal Pratap Singh, Prof. Hariom Awasthi will take care of this point
5.28 pm – 5.30	Attendance Coordinator MBA (FT), MBA Integrated, BBA and BTM to discuss the attendance in online Classes (Management)
5.30 pm – 5.32	Attendance Coordinator, Commerce to discuss the attendance in online Classes (Commerce)
5.32 pm – 5.34	Attendance Coordinator, Law to discuss the attendance in online Classes (Law)
5.34 pm – 5.36	Attendance Coordinator, Computer Applications to discuss the attendance in online Classes (Computer Applications)
5.36 pm – 5.40	Details of Extension activities conducted during July – January session by Ms Pinky Sodhy (The presentation should includes details on Workshops conducted, seminars conducted, Club activities, Publications of faculty members Note: Abhay Singh Chauhan will provide support in the presentation and complete the presentation in case of connectivity issues
5.40 pm – 5.45 pm	Dr. Vani Agarwal will make presentation on the activities of Students club organized during July-Jan session
5.45 pm – 5.55 pm	Prof. Abhay Dubey will present the Placement details along with planning for summer placements. He will also explain the training programs conducted/scheduled. He will discuss the EML conducted in last academic session and Retract Club Activities conducted in July-January session other than Retract club and students club Note: in case of connectivity issues, Ms. Sikha will take care of this activity
5.55 pm – 6.05 pm	Professor Nitin Paharia will make presentation on preparation for promoting the

  
S. S. Bhakar  
DIRECTOR

Prestige Institute of Management  
Gwalior (M.P.)

	programs offered by the Institute and the admissions process, he will be supported by Coordinator social networking and his team and coordinator hoardings (Prof. Chandrakant Dantre)
Links for the meetings	<p><b>First Meeting:</b> Meeting ID: 750-855-651 Meeting Password: 805592 Join URL: <a href="https://us04web.zoom.us/j/750855651?pwd=amNpcXZpSGZ2VURVc21hY3I4djFadz09">https://us04web.zoom.us/j/750855651?pwd=amNpcXZpSGZ2VURVc21hY3I4djFadz09</a></p> <p><b>Second Meeting:</b> Meeting ID: 370-169-203 Meeting Password: 805592 Join URL: <a href="https://us04web.zoom.us/j/370169203?pwd=Y2VPQVdEMHNmZzVYbkswnVWZkZ4dz09">https://us04web.zoom.us/j/370169203?pwd=Y2VPQVdEMHNmZzVYbkswnVWZkZ4dz09</a></p> <p><b>Third Meeting:</b> Meeting ID: 578-892-130 Meeting Password: 805592 Join URL: <a href="https://us04web.zoom.us/j/578892130?pwd=WmJFU0RObUgyaGFDUGhhUW5mRGJVQT09">https://us04web.zoom.us/j/578892130?pwd=WmJFU0RObUgyaGFDUGhhUW5mRGJVQT09</a></p>
As zoom will allow us only 40-45 minutes for the each meeting we have scheduled three consecutive meetings. The link for all the meetings is being shared with all faculties and staff in advance. You are advised to join the second meeting link immediately and on completion of time of third meeting time join the third meeting link.	

  
**DIRECTOR**

Prestige Institute of Management  
Gwalior (M.P.)