

Deccan Education Society's

Chintamanrao Institute of Management Development and Research, Sangli

Code of Conduct for Students:

General Rules:

1. The identity card with photograph affixed, must be carried by the student at all the times while on the campus and must be produced on demand.
2. Student should have minimum 75% attendance in theory and practical.
3. The absence from the institute without leave will be considered a breach of discipline.
4. Student must appear for all the tests and examinations and show satisfactory progress.
5. Students are advised to read all the notices displayed on the notice boards.
6. Students must follow library rule and regulation
7. Student must update ERP Record on regular basis.
8. The conduct of the student in the premises of the institute as well as in their classes should Cause no disturbance to fellow students or other classes.
9. No society or association must be formed in the institute or in the hostels and no person should be invited to address a meeting without director's prior permission.
10. No trips should be arranged without prior consent of the director.
11. Students are expected to take proper care of the institute's property. Any damage done to the property of the institute by disfiguring the walls, doors, fittings or breaking the furniture, etc. is a breach of discipline.

Hostel Rules:

1. Application for accommodation in the hostel is to be made to the director at the time of admission.
2. Once a student is accommodated in the hostel, he / she will have to pay the prescribed hostel fees for both the terms even if he /she wants to leave the hostel on any account during the year.
3. No student will ordinarily be allowed to have a guest in the room to stay for the night. All guests must leave the hostel before 8.30 p.m.
4. No student can under any circumstances remain absent from the hostel without permission of the rector. Absence from the hostel at night without the prior permission of the rector is the serious breach of discipline.
5. Every case of illness must be immediately reported to the rector.
6. No function or celebration can be organized without prior permission of the rector and the director.

Rules for Parking:

- a. All vehicles should be parked in the parking area provided by the institute.
- b. A vehicle should be properly locked and parked.
- c. A vehicle without a lock will not be allowed in the parking.
- d. The institute will not be held responsible for vehicle held outside parking area of the institute.

Anti-Ragging Notice:

1. The college has an anti-ragging cell to prohibit ragging into the institution.

Maharashtra Prohibition of Ragging Act 1999

2. Ragging within or outside of any educational institution is prohibited. Whosoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term up to two years and / or penalty which may extend to ten thousand rupees.
3. Any student convicted of an offence of ragging shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from date of order of such dismissal.

Examination Rules:

1. The student must have minimum 75% attendance in theory and practical of the respective subject.
2. Student must appear for all internal as well as university examinations.
3. In case the student is unable to appear for examination due to medical or other reason beyond his/her control, he/she should make the case known to the examination section and the director for consideration of matter with satisfactory documents to support his/her case.
4. Student must read the scheduled timetable of examination carefully and check regularly the changes made in time table if any.
5. Student must be present in the examination hall ten minutes before the start of examination.
6. The student should obey the instructions given by the supervisor in the examination hall.
7. Student should not speak or communicate in any way with any other candidate in the examination hall during the examination.
8. Exchange of writing materials, mathematical instruments etc, is strictly prohibited
9. Student must not enter an examination hall more than half-an-hour after the start of an examination.
10. Also student must not leave an examination hall less than half-an-hour before the end of an exam.

11. Student must not carry notes, blank papers, books, calculator, mobile phone or any other electronic data storage device with them during the exam. All rough work must be done in the exam booklets provided during the exam.
12. A warning bell will be given ten minutes before the close of the examination; at the second bell student must stop writing and be ready to hand over the answer-books to the supervisor. Student must not leave the seat until all answer-books are collected by the supervisor.

Code of Conduct for Teachers:

- a. Communicate clearly with the students in writing the instructions for each assignment.
- b. Be updated in the knowledge of subject and the current affairs.
- c. Prepare thoroughly the lecture to be delivered in advance.
- d. Conduct lectures and practical's as per the time table.
- e. Use modern tools of teaching to make the lectures more interesting (Audio/ Visual Aids).
- f. Attendance of the students should be recorded regularly.
- g. Complete the syllabus in stipulated time.
- h. Conduct all the examinations as per the scheduled time table.
- i. Evaluate all the examinations in the stipulated time.
- j. To conduct examinations that minimizes the opportunity for scholastic dishonesty.
- k. Be polite to the students- listen their problems and should make efforts to solve them.
- l. Be in contact with the parents / guardians of the students.
- m. Take the prior approval of leave from respective authority and make the alternative arrangements for the lecture and practical.
- n. Follow the rules, regulations and instructions of the institute from time to time.
- o. To consistently be on guard for plagiarism.
- p. Should maintain all the record on ERP software.

Code of Conduct for Support Staff:

- a. Commence work on time.
- b. Use all work hours productively and ensure that their activities in the workplace do not impede the effective operation of their department.
- c. Maintain a supportive environment for while performing their assigned duties.
- d. Respect confidentiality in all matters.
- e. Understand the job scope, practices, and procedures relating to their position.
- f. Ensure accuracy and thoroughness in the performance of their assigned duties.
- g. Meet targets regarding work to be performed to the best of their ability.
- h. Manage time effectively.

- i. Be well-organized.
- j. Demonstrate ability to solve problem within the scope of their position.
- k. Demonstrate ability to work independently when appropriate.
- l. Show initiative.
- m. Notify their in-charge if they are unable to come to work. Submit leave application to the in-charge if want to avail vacation.

Code of Conduct for Director:

- a. Review current academic programmes, collaborative programmes and Human resources management of the institute.
- b. Admission authority for the institute to implement admission process as prescribed by state government/DTE.
- c. Development and implementation of strategic plan for short term and long term development of the institute and sustainable quality improvement.
- d. Plan and facilitate guidance, counseling and other students' services at institute level.
- e. Maintaining support services, academic facilities etc.
- f. Discuss and approve financial estimates, annual reports, accounts and audit reports time to time. Maintain necessary records of the institute in stipulated formats.
- g. Demonstrate care and commitment to academic excellence and plan to organize faculty and supporting staff development programs.
- h. Promote interactions with all stake-holders; facilitate students' placements and students development programs.
- i. To act as a chief officer in-charge for examinations.
- j. To facilitate industry interactions.
- k. To plan and implement the activities to take care of hygiene, safety and housekeeping in the institute.
- l. Take teaching load prescribed as per the norms issued time to time by state government.
- m. Communicate regularly with all members of the institute.
- n. Evaluate the performance of faculty and supporting staff.
- o. Improve Institution's image in the society.
- p. To lead the accreditation activities of institute for various quality standards.

Code of Conduct for Governing Body:

- 1. To ensure that the institute is well run, meets the needs for which it has been set up.
- 2. To use reasonable care and skill in their work as members of the governing body and must seek professional advice where appropriate
- 3. To regularly attend meetings of the governing body and the committees on which they serve, and acquire appropriate knowledge to contribute effectively to decision making
- 4. Make such provisions, as may enable institute to undertake specialized studies with proper provision for laboratories, libraries, museums and equipment.

5. Establish departments, colleges, schools, institutes of higher learning, research and specialized studies, hostels.
6. Present the budget estimates as received from the finance and accounts committee with modifications, if any, to the principal for its final approval.
7. Provide infrastructure, premises, furniture, apparatus and other means needed for the smooth conduct of the work of the institute.
8. Consider the perspective plan for the academic development of the institute.
9. Take overall responsibility for student welfare.