



Abhinav Education Society's

Institute of Management & Business Administration

Approved by AICTE, New Delhi, Recognized by DTE (Govt. of MH) & affiliated to Savitribal Phule Pune University, Pune

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CODE OF CONDUCT HANDBOOK





Code of Conduct for Students

- As per SPPU norms, it is mandatory that minimum attendance of student should be 75% per semester per course.
- A student who fails to maintain attendance will not be allowed to appear for university examination of respective course/semester.
- The students are expected to wear identity card issued by the institute in the college all the time and is to be produced when asked by the institute authorities.
- Student should carry Identity card during Industrial visit, Seminar, workshop or any other program where you will be representing the Institute.
- Students must come to the institute in a formal dress prescribed by the institute. As and when instructed by the institute they are supposed to be in uniforms.
- Ragging in any form is strictly prohibited within the premises of the institute. Any individual or group of individuals who indulge in an act or practice of ragging constitutes gross indiscipline. All such cases will be dealt with as per the Guidelines given by the Supreme Court of India.
- Damage to the property of the institute like tampering of furniture, equipment's, instruments, books, periodicals, walls, windows panels, vehicles, trees and plants, etc., would lead to disciplinary action as felt suitable by the institute. The damage caused shall be recovered from the student immediately.
- Smoking/alcohol consumption in the premises is strictly prohibited.
- Use of mobile phone in the class, computer laboratory and library during working hours is not allowed.
- It is the responsibility of student to read the notices regularly displayed on the notice board.
- The computer lab is expected to be used only for academic purpose.
- Students should demonstrate respect for all college staff, visitors and fellow students.
- No student should be involved in any anti-social activities on or off the campus.
- Strict action will be taken against misbehavior and malpractice during the examinations conducted by the institute and the University.
- Student should maintain cleanliness in the campus.
- Failure to comply with the Code of Conduct would invite disciplinary action.





Code of Conduct for Teaching Staff

Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct him / her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he / she should seek to inculcate among students must be his / her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Seek to make professional growth continuous through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- Maintain active membership of professional organizations and strive to improve education and profession through them;

Duties towards Institute

- The roles and responsibilities assigned to teaching staff & Code of Conduct will be as per statute of Maharashtra Universities Act, 1994, Ordinances and Rules and Regulations laid down by the Savitribai Phule Pune University, State Government of Maharashtra and Camp Education Society from time to time.
- Employee will not engage himself in any other job paid full time, part time otherwise during the continuance of your service, without the permission of the Management.
- Employee appointment may be terminated by giving One Month's notice or One Month pay in lieu of notice period by the either side.
- If employee found absent continuously more than 15 days without prior permission, employee's services with stand terminated automatically. If employees are found guilty of violation of any terms and condition mentioned above, employee would be liable for disciplinary action and punishment as





decided by the Society and as provided in the status. During the period of services employee shall not directly or indirectly do such things, which are subversive to the interest of the Society/ University/ College/ Students.

Duties towards Students

- Teachers should respect the right and dignity of the student in expressing his / her opinion;
- Teachers should deal just and impartially with students regardless of their religion, caste, creed, political, economic, social and physical characteristics;
- Teachers should understand the difference in aptitude and capabilities among students and strive to meet their individual needs;
- Teachers should encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among the students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- Teachers should be affectionate to the students and not behave in a vindictive manner towards any of them for any of the reason;
- Teachers should pay attention to only the attainment of the student in the assessment of merit;
- Teachers should make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- Teachers should aid students to develop an understanding of national heritage and national goals and
- Teachers should refrain from inciting students against other students, colleagues or administration.

Teachers and colleagues:

Teachers should:

- Treat other members of the profession in the same manner as they themselves wish to be treated;
- Speak respectfully of other teachers and render assistance for professional betterment;
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.





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Teachers and Non-Teaching Staff:

- Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.





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Code of Conduct for the Director

Director as the head of Institute is responsible for addressing and resolving all issues concerned with the stakeholders of college. This code of conduct provides an explicit definition of the standards of professional conduct expected from the Director as a Head of College.

Responsibility of the Director:

Subject to the supervision and general control of the management, the Director being Academic and Administrative Head of the Institute, shall be responsible for-

- Academic growth of the institute.
- Participation in the teaching, research, curricular and extra-curricular activities of the institute.
- Admission of students and maintenance of discipline of the Institute.
- The overall administration of the Institute.
- Liaisoning with regulatory authorities and stakeholders of the Institute.
- Administration and supervision of curricular, co-curricular/extracurricular, students' welfare activities of the Institute.
- Observance of the Act, Statutes, Ordinance, Regulation, Rules and other Orders issued there under by the University authorities and bodies, from time to time.
- Supervision of the examination, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examination of Institution.
- Overall supervision and smooth conduction of the University Examinations.
- Any other work relating to the Institute or recognized Institution relating to the administration of the Institute as may be assigned to him/her by the Management from time to time.



Code of Conduct -Non-Teaching Staff

- All staff members of the Institute are responsible for protecting and taking reasonable steps to prevent the theft or misuse or damage of Institute assets.
- All the staff members should treat to all students impartially irrespective of religion, community, caste, creed, and gender, economic and social status.
- All the staff should follow the rules and regulations of the Institution as prevalent from time to time.
- All staff shall devote their time and their best efforts for the development of the Institute and attainment of vision, mission and goal of the institute.
- Staff must be punctual, sincere and regular.
- Staff must attend all functions of the college as per the instructions of coordinators and Head of the institute.
- Staff must avoid doing from any form of harassment or unlawful discrimination.
- Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
- Every staff should maintain the confidentiality regarding the institute's affairs and should not to reveal, directly or indirectly, any information of confidential nature either to a member of the public or of the institute's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- All the staff members should respect and co-operate the faculty members for accomplishing institute's objectives.




DIRECTOR
AES's Institute of Management &
Business Administration, Akole