



Since 1994

**Marathwada Mitra Mandal's
INSTITUTE OF MANAGEMENT EDUCATION RESEARCH AND TRAINING
(IMERT), Pune**

**S. No. 18, Plot No. 5/3, CT5 No. 205, Behind Vandevi Temple, Karvenagar, Pune-
411052**



Code of Conduct

“ Student's Code of Conduct”



Marathwada Mitra Mandal's

Institute of Management Education Research & Training (IMERT)

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**Institute of Management Education
Research & Training (IMERT)**



VISION

IMERT endeavours to be an institute of preference for Quality Management Education.

MISSION

Our mission is to impart professional Management education by providing a conducive environment to every individual to evolve as an effective Management Professional, Entrepreneur and a Responsible Citizen.

OBJECTIVE

Welfare of Masses

Students' Code of Professional Conduct at IMERT

➤ Overview:

The code of professional conduct (“the conduct”) is meant to encourage and clarify appropriate classroom, interpersonal, and extra-curricular etiquette that is expected of each individual by their peers, the faculty and the institution. It is also intended to help describe the overall environment of excellence and professionalism that all students of the IMERT seek to establish and to continually enhance. It is the responsibility of each student of IMERT to uphold the spirit, as well as the principles, of the Code of Professional Conduct:

Expectations- Professional Standards of Conduct: In keeping with these shared expectations, IMERT-MBA students are expected to conduct themselves at all times in a professional manner.

➤ Preamble:

This code of conduct prescribes standards of personal and professional conduct which the University expects to be maintained by all students of the IMERT.

➤ Objective:

The objective of providing the code is to provide a clear set of guidelines on how students are expected to conduct themselves in their day-to-day work and how they are expected to behave towards each other. Adherence to these guidelines will help in providing an open, tolerant and friendly atmosphere that is conducive to learning. It also aims to promote high standards of discipline.

This code attempts to achieve the following:

▪ Conduct & Relationship:

1. Treat everyone with dignity, respect, privacy and help those in need.
2. Respect different cultures and customs.
3. Oppose all forms of prejudice and be particularly vigilant against prejudice with respect to gender, age, ethnic, national or social or economic condition.
4. Be sensitive to the rights of others.
5. Avoid injuring others, their property or reputation.
6. Avoid using words in oral, written or electronic communication that are unnecessarily aggressive or intimidating.

▪ Professional Practice:

1. Honour confidentiality.
2. Maintain high standards of professional competence.
3. Always identify the source of information to avoid claims of plagiarism.
4. Familiarise with relevant laws (e.g. health and safety) and Institute policies, procedures and Codes of Practice and act in accordance with them.

▪ Probity:

1. Act at all times with integrity and honesty.
2. Reject bribery or attempts to influence by unethical means and do not accept gifts or favours intended to buy influence.
3. Be alert to possible conflicts of interest and try to avoid them.

➤ **College Hours:**

The standard college hours for students from Monday to Saturday will be For Ist Shift ; 8.00am to 3.30pm and for IInd Shift 1.00pm to 8.30pm. Sundays may be reserved, for extra inputs by Industry experts. Any contingent change in the college hours will be communicated to the students well in advance. It is the responsibility of student to constantly adhere to the said timing. Students need to strictly abide by the schedule. In case of any delay in reporting to session student will be allowed to attend but will be marked absent for the respective session.

➤ **Dress Code:**

At IMERT, we believe in inculcating a sense of discipline and belonging in the students, by observing a strict dress code. Students are expected to wear formal dress throughout the week, **except** on FRIDAY which will be observed as 'casual-day'. Students are expected to maintain personal hygiene and grooming to match corporate standards. On the occasion of guest lectures, seminars, and like, students are expected to be dressed in College Uniform. The code for male and female students is as mentioned below.

Do's for Male Student:

- Dark Trouser, Light color Shirt, Tie in sync with your dress.
- Color of Socks should match your Trousers.
- Shoe and belt color should match, preferably Black.
- Use of Mild Perfume encouraged.

Do's for Female Students:

- Indian Formals / **Decent** Western Formals.
- Use of Mild Perfume encouraged.

Dont's:

- No Slippers (*even on casual day*)
- No Designer Tie.
- No Fancy Jewelry.

Faculty Incharge of Students' Discipline Committee will be entrusted with the responsibility and authority of monitoring and inculcating the sense of discipline in students. If any Student is found violating dress code rule he or she will be suspended from the session till the desired dress code is adhered.

➤ **Internal Assessment for Core & Elective Subjects:**

Sr.No	Evaluation Parameter	Marks Assigned
1	Attendance	80
2	Evaluation by Faculty	7
3	Internal Examination	7
4	Online Exam	80

❖ **Attendance:**

At IMERT, students should maintain an **aggregate** attendance of **85%** for each subject on monthly basis. Attendance includes Guest Lectures, Seminars and events organized at institute as well as group level.

• Irregularity in class attendance or repeated monthly short fall in attendance, will be a gross violation of rules of conduct & discipline, and may include punishment asunder:

○ Term Not Granted (TNG) for respective semester

• While calculating attendance percentage, **the sanctioned personal leaves, if any, will also contribute towards total absenteeism.**

Leave, if any to be availed, should be pre-planned and informed well in advance to respective **faculty mentor**. Leaves due to medical reasons will be considered only after submission of doctor's certificate and **medical reports**. Authenticity of such medical reports may be verified by the institute through its own sources. In case of emergency medical leave for long duration (3 or more days), Institute must be intimated of the same in writing during the leave period by the students **with counter sign of his/her parents / guardian**.

The Cumulative attendance is the sum of *physical attendance* and *absence on account of institute work*. The attendance will be compiled every week on Saturday and will be displayed on the Notice Board on **following Monday**. In case of any discrepancy the students are required to approach the faculty member concerned on Monday and get it rectified. Complaints regarding such discrepancies will not be entertained beyond Monday. In case of visiting faculty members the students should approach them, on the day of their next visit to campus.

Attendance is linked with Internal Marks as per the following norms:

a) 10 Marks are reserved for Attendance for each Subject's internal evaluation.

b) Each student will be given 10 Internal Marks depending upon his/ her percentage attendance for the semester as follows:

- | | |
|-----------------------------------|----------|
| a. If attendance 85% or above | 08 Marks |
| b. If attendance is 75% to 84.99% | 06 Marks |
| c. If attendance is 65% to 74.99% | 04 Marks |
| d. If attendance is 50% to 64.99% | 02 Marks |
| e. If attendance is below 50% | 00 Marks |

c) While calculating attendance percentage the sanctioned personal leaves if any will also contribute towards total absenteeism.

d) A student will have to fill and submit Time Sheet to Academic Co-ordinator in case he/ she has remained absent in lectures on account of participation in Event/ Activity/ Programme of the institute or on behalf of the institute. Such a Time Sheet must be duly authorized by the faculty member in charge of such Event/Activity/ Programme.

❖ Identity Card:

Purpose: IMERT urges students to understand the spirit of wearing of identity cards and to comply with rule as it is:

- A symbol of belonging to a premiere institution of MMM, i.e. IMERT.
- A means of identification in the event of accidents, medical and other emergencies.

After admission and the commencement of the batch each student is issued an identity card by the Administration department.

The identity card will contain the student's name, batch details, permanent registration number (P.R.N) course details and expiry date along with a recent passport size photograph duly stamped and signed by the Director.

Students are required to carry their identity cards at all times. They may be asked to produce the identity card on demand by personnel authorized by IMERT for the purpose of identification.

In case of loss of the identity card, a duplicate identity card will be issued on a written request subject to the approval of the Director and payment of applicable fee of Rs 200/- .

Identity card must be surrendered to the Institute's Administration Department at the end of the course while obtaining final clearance.

❖ **Discipline:**

Any act of indiscipline/insubordination or misbehavior by any student will attract severe penalties/punishment.

- 1) Use of mobile phones in the academic block of the institutes is strictly prohibited. Violation of the rule will result in confiscation of the phone, including the SIM Card.
- 2) Loud / impolite talk / use of unparliamentarily language which offends the listener would be dealt with seriously.
- 3) Damage to institute & campus property due to negligence / lack of care would attract punishment and compensation for loss caused and may also result in termination from the program.
- 4) Instigating or abetting collective insubordination will be viewed very seriously.
- 5) No society or association of the students will be started without written permission of the concerned authority.
- 6) No person shall be invited to address or entertain the students of the college, without the previous written permission of the authorities.
- 7) Theft, Gambling, Sexual harassment, Physical fights / bouts with each other, smoking on IMERT campus, indecent behaviour in public places will be dealt with severely by the the institute. Any other offence not included in this list will be dealt with on a 'case-to-case basis' by the Director and may result in termination from the program.

❖ **Tentative Exam Schedule:** (Subject to change as per examination schedule of S.P.P.U)

Sr.No	Exam	Tentative Schedule
1	Sem-I &Sem-III Internal Exam	November
2	Sem-I &Sem-III University Exam	December
3	Sem-II &Sem-IV Internal Exam	April
4	Sem-II &Sem-IV University Exam	May

The schedule of the concurrent internal evaluation shall be announced from time to time.

➤ **Due Date for Fees Payment:**

1st year students should pay complete fees at the time of admission and the students availing bank loan facility must complete fee payment latest by 31st August of respective academic year.
2nd year students should pay complete fees by 10th August of respective academic year

➤ **Mentorship Program:**

IMERT has a strong mentorship program to assist and guide students on various fronts.

- Mentor will be the ***first point of contact*** for student's grievance redresal or guidance required, if any.
- Leave will be sanctioned only when the student fill the leave application provided in the Student Manual and relevant signatures availed by the student. This form must be submitted to student co-ordinator.
- In case of any important communication with Director of the institute, it should be routed through respective mentor.

➤ **Grievance Redressal Cell**

IMERT is seriously concerned *to the genuine grievances* of its students. Grievances are manifestation of the dissatisfaction and if not promptly addressed may cause frustration. Keeping this in view a formal Grievance Mechanism is introduced to serve the following objectives:

- a) to settle grievances of the students in shortest possible time
- b) to ensure that the aggrieved person derive satisfaction.

Grievance Procedure

- If any student has a grievance, may petition the Grievance Committee for redress.
- The plaintiff can submit the complaint through a mail / email addressed to the Secretary of the committee or in person.
- The petition shall be written and shall set forth in detail the nature of the grievance and against whom (person/department) the grievance is directed.

Withdrawal of Complaint

The complainant may withdraw the complaint at any time by submitting a written statement of withdrawal to the Committee Secretary.

➤ **Anti-Ragging:**

Ragging is prohibited as per the decision of the Supreme Court of India in Writ Petition No. (C) 656/1998.

Maharashtra Prohibition of ragging Act 1999 which is in effect from 15th May 1999 has following provisions for Action against Ragging:

(Provisions of the Maharashtra Prohibition of Ragging Act, 1999).

a. Ragging within or outside any educational institute is prohibited.

b. Penalty : Whoever 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 which may extend to two years and shall also pay fine of thousand rupees.

c. Dismissal of student: Any student convicted of an offence under penalty for ragging shall be dismissed from the educational institution and such other educational institution for a period of five years from the date of order of such dismissal.

AICTE has framed regulation which has been notified vide F.No.37-3/Legal/AICTE/2009 dated July I, 2009. This is also (available on AICTE web portal aicteindia.org) on curbing the menace of ragging.in AICTE approved Technical Institution, in order to *prohibit, prevent and eliminate* the scourge of ragging in AICTE approved Technical Institutions.

Every Student, Parent/Guardian must submit separately, an affidavit as per Clause 5, Sub-clause 3 & 4 of AICTE regulation. Another affidavit must also be submitted along with application by Students availing accommodation as per Clause 5, Sub-Clause 6 of AICTE regulation cited above.

➤ **Drugs and Alcohol Policy:**

Students of IMERT are strictly prohibited to consume *or carry any kind of drugs and alcohol during their stay at the Institute*. Violation of this policy will lead to **cancellation of admission**.

➤ **General Norms:**

- **Smoking & consumption of Tobacco / Alcohol** is banned in and around campus and Hostel premises.
- **All information** is conveyed to the students from the **notice board, and college Email-Id**; therefore it is **responsibility of students to update** from required source.
- **Submission** of projects reports/reports, forms etc. must be done on or before the due date as provided to the student.
- Students should **carry their Identity cards** at all times and wear formal attire (Girls: Salwar-Kamiz/Sari; Boys: Formal trouser and Shirt with tie) on all days except Saturday.
- Friday will be observed as **“Casual Dress” day**.
- Students are provided with uniform and this has to be worn on all IMERT events (Seminars, Campus Interview, Company Visits, Viva and Special Occasions). Instructions to this effect will be given in advance.
- Use of Mobile phone/ Tablet or any other electronic gadget is strictly prohibited in the class rooms. If found violating the rule, gadget will be confiscated.
- Behavior of students, inside and outside the campus should be in consonance with the brand image of IMERT. Any complaint in this regard will be viewed seriously.
- Students are expected to arrive and be seated prior to the start of each class session. They should wear their Identity Cards in all classes at all times.
- Classroom interaction will be conducted in a spirited manner, but always while displaying professional courtesy and personal respect.
- Students are expected to complete the readings, case preparations and other assignments prior to each class session and be prepared to actively participate in class discussion.
- IMERT has official Facebook page. Students must maintain decorum and ethics in their presence on facebook page and responses thereupon.
- Students are responsible towards all IMERT Properties and facilities; damage to any material or equipment by student/s will be responsibility of

the student/s concerned and they will have to bear the cost of the same.

- Parking of vehicles is at owners risk and must be done in designated parking area.
- While visiting the other campuses or colleges, or on the educational visits, tours it is important that students display proper attitude and behavior. Likewise, on Annual day events and like, we should be enjoying, but well-mannered, and behaving ourselves.
- Faculty or authority disobedience will attract severe penalty depending on nature.
- On the special events and occasions separate guidelines, regulations may be issued as per the requirement, which one needs to observe.

❖ **Communication to students:**

- Any changes affecting the students or class schedule will be communicated to the students via the Notice Boards, ERP or other modes of communication. It is important that the students keep themselves abreast of any changes of timetable details and other announcements.
- It is the responsibility of the students to update themselves with these communications made from time to time, irrespective of whether they are attending or not attending sessions.

❖ **Examination:**

- Students are required to strictly observe the dress code prescribed and carrying Identity cards is compulsory. Students will be sent back if this is not adhered to.
- Students are expected to carry Hall tickets during examination.
- Students are required to carry the required stationary for writing examination.
- Mobile phone should not be carried in the examination hall.
- Students should not resort to any unfair practices as per IMERT rules will be applicable for the same.
- All other rules of SPPU will prevail.

➤ **Library Rules and Regulations:**

Library is the center of all academic activities of the institute, as such; it is to be center of the requirements of students and faculty. In order to achieve these objectives, following rules and regulations shall be applicable to all its members without exception.

1. At all time, complete silence shall be maintained in the library.
2. Smoking, chewing pan, consuming alcoholic drinks, tobacco, spitting and such other unhygienic acts are prohibited in the library and its surroundings.
3. All the members using the library shall show discipline and avoid arguments, quarrels, and exchange of un-parliamentary words among themselves or with the staff members.
4. The library is an asset, hence it is to be used very carefully and preserved for posterity, as such, damage to its property like books, furniture, walls, portraits etc. shall be scrupulously avoided, in case of miscreants being found indulging in such act of indiscipline, the same shall be dealt with strictly, as an act of misconduct.

Library Timings: 9.00AM to 7.00 PM (MON - SAT)

• **Procedure for Membership:**

1. The membership of the Library shall be confirmed to the student by issuing a library card to him/her.
2. The member who losses his / her library card must pay a fine of Rs. 100/- and get the same re-issued from the librarian.
3. The library card shall be used exclusively by the member to whom it belongs. The library card is not transferable.

• **General Precautions:**

Huge cash, valuables and such other undesirable items should not be brought in the library. Member having such items may be denied entry to the library.

• **Issue of books to students:**

Three books for ten days at a time shall be issued to student on library card. Fine shall be levied for delay in returning the books.

• **Signing of register:**

Any student or the faculty member has to write his name and sign in the register with and in and out time.

Circulation:

1. Books for student members will be issued on library card only for ten days. If the student fails to return the book in ten days, fine of Rs. 5/- will be charged per day.
2. Reference books and periodicals will not be issued for home reading as a rule. Reference books and periodicals will not be issued against library card for reading room only.

Issue of Clearance Certificate:

After the student completes the course or if a student leaves the institute, he has to obtain a clearance certificate from the librarian, which will be issued to him after verifying following aspects:

1. Dues, outstanding if any have been paid by him.
2. A library card has been surrendered to the library.

Loss of books or cards: in the event of loss of membership card, the same shall be reported to the librarian in writing immediately. The members, whose membership card has been lost, shall be held responsible for the book issued to them. In case, member loses the book or damages the book, cost of replacement with a fine of 50% of the cost shall be recovered from the member.

Rights of Librarian:

The librarian reserves the rights of preventing any member to enter in the library, reissue or recall any issued books as per need. In this case, the decision of the librarian will be final and binding.

Modification and deletion of rules:

The Management of Marathwada Mitra Mandal and Director of IMERT reserves the rights to modify, delete any or all the clauses of the rules above if necessary.

Dr. Shubhangee Ramaswamy
Incharge Director