



ADHALRAO PATIL
INSTITUTE OF
MANAGEMENT AND
RESEARCH
CODE OF CONDUCT
HANDBOOK

INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

DISCIPLINE

1. The student must observe and strictly follow the disciplinary rules and regulations of the Adhalrao Patil Institute of Management and Research
2. The student should follow the academic calendar as per the instructions.
3. Any act of indiscipline or misbehavior by any student will attract severe punishment.
4. Damage to Adhalrao Patil Institute of Management and Research & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
5. Students shall only use the waste bins for disposing waste materials in classrooms, hostels and offices to make the college campus free from plastic and other litter.
6. Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished. Students are strictly prohibited to bring and park four wheeler i.e. cars in the campus of the Adhalrao Patil Institute of Management and Research
7. No person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.
8. Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus.
9. Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
10. All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents / Guardian of the students' and with the written consent of the management
11. Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College or hostels.
12. Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.

I-CARD

1. Every student must carry with him/her college and campus I-card every day while attending lectures and appearing for various examinations. The student should take his/her Identity Card and Library Card for Home Lending, from the Library at the beginning of the year.
2. I-Card will be available a week after he / she produces his / her Identity Card size photographs along with Admission Receipt.
3. The student should carry identity card with him / her regularly and the identity card should be produced when demanded by the authorized persons of the Adhalrao Patil Institute of Management and Research
4. At the time of issuing a book, the Identity Card must be presented along with the Library card. Without I- Card the reader may be refused the use of the Home Lending facility.
5. If student has lost library card or I-card, it should be reported immediately to the librarian with an application.

HUMAN VALUES

1. Be scrupulously honest in all academic activities and with all the stakeholders of the Adhalrao Patil Institute of Management and Research
2. Be attentive, fair and cooperative to your teachers and peers on various academic and nonacademic activities.

DRESS CODE

1. We believe in inculcating a sense of discipline, belongingness and commitment of the students by observing a dress code.
2. Students are expected to wear college uniform regularly.
3. Students are expected to wear formal dress while on college campus.

MOBILE PHONE

- 1 The student should switch off their mobile phones while in the classroom, Library etc. as per notification.
- 2 Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.
- 3 Mobile phone is strictly prohibited in the exam hall during the examination. If the mobile is seized by flying squad of Savitribai Phule Pune University, it will not be returned in any circumstance.
- 4 Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.
- 5 A candidate is permitted to bring the following items to an exam: pen, pencil, and, if specifically permitted, non-programmable calculators. All equipment brought to the examination must be placed on the candidate's desk and kept in view during the examination.
- 6 All students should follow the rules of university ordinance No. 257 dated on 5th October 2017 published by university examination department.

COMPUTER LAB

1. Strict discipline is followed in the Computer Lab.
2. Lab is available to access permitted websites only, other sites are not allowed.
3. Should not make changes in the settings also should not install any software.
4. Students should not connect any external device without prior permission.
5. Students are advised to take care of computers and peripherals in LAB. Students have to shut down the computers before leaving the LAB.

LIBRARY

1. Students have to register at library to get 'borrow card'
2. Every reader to the library has to entered on prescribed library entry register
3. Must keep a library card with him while making use of the library.
4. Shoes are not allowed in the library
5. Each borrow card is eligible to get two book at a time
6. The borrowed book needs to be returned within one week. After the initial one week fine will be levied.
7. A book may be reissued only after the same is returned. No automatic renewal is permitted.
8. The teachers doesn't have limit for borrowing the book
9. E-access has been provided in campus and required username and password has been given to students as well as faculty and displayed at in library appropriate place.
10. Mobiles and chit chat are not allowed in the library. Silence is to be maintained.
11. No Student shall use of i-Pad, Tab, MP3 Players inside the Library, If found the Librarian has the full authority to retain that equipment.
12. APIMR Library provides Liberia software.
13. APIMR Library supports multi-platform for bibliographic databases such as MS-SQL or any other RDBMS.
14. APIMR Library supports cataloging of electronic resources such as e-journals, eBooks and virtually any type of material.
15. APIMR Library highly versatile and user-friendly OPAC with simple and advanced search.
16. Management movies can be played in the Seminar Hall and library sessions for all the students and the faculty.

CLASS ROOMS

1. Use of mobile phones are not allowed in class rooms
2. Care should be taken for LCD projector and other equipment in class
3. To follow strict time table student should report class room on particular time as prescribed in time table
4. Dress code is made compulsory to enter in a class
5. Chitchat is not allowed in class except unless otherwise advised to do so
6. All students need to attend class regularly
7. All students are expected to show participation while any activity or event conducted in the classroom.
8. The audio systems are set up in the classrooms to have audio-visual impact of the Digital content used in the classroom.
9. During celebrating any event in the classroom, it is expected to keep cleanliness of the walls and classrooms while decorating.

SPORTS & GYM

1. Institute Identity card is compulsory to enter the sports ground and Gym
2. Students need to take care about trees and plants on the ground and equipment in the Gym
3. Cleanliness is required on the ground as well as in Gym to avoid making garbage
4. Sports equipment borrowed need to return to sport authority by the end of the day
5. Students are advised to follow couch instructions on ground and in gym

SWIMMING POOL

1. No student is allowed in swimming pool without permission of concern authority
2. Swimming Suit is compulsory at the time of entering into the pool. It can be provided by institute on request.
3. Swimming pool is available during college time
4. In summer swimming pool is kept open for outside persons

RAGGING

Ragging in any form is a serious offense. Any conduct by a student or a group of them, whether by words spoken or written, or by an act, which has the effect of teasing, treating or handling with rudeness a fresher or any other student, will be treated as ragging. Further, asking any student to do any act, which that student objects to do and which has the effect of causing or generating a sense of shame, torment or embarrassment (adversely affecting the physique or psyche of the student) will be treated as ragging. All such cases will be dealt with as per the Guidelines given by the Supreme Court of India. More details are placed on the Institute website in Anti-ragging Section.

ATTENDANCE

1. Student should be regular in attendance for all sessions during the day.
2. Student should have at least 75% attendance in the Lectures of every subject and 100% overall performance.
3. If the student is found irregular in attendance, disciplinary action will be taken.
4. The student coming late shall not be allowed to enter the class.
5. The student must report about the sickness to the Institute.
6. On no account will students be allowed to remain absent for any mid-semester, term-end examination conducted by the Institute or continuous assessment conducted by faculty in class.
7. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.
8. Leave Travel Concession as per the rules and regulations of Indian Railways and MSRTC will be allowed only for designated vacations, such concession forms will not be made available for travel in between vacations whatever be the reason.
9. The student should complete all the Practical's and Term – work such as Online Test, Assignments and Projects.

GENERAL

1. Loud/impolite talk/use of abusive language which offends the listener would be dealt with serious action.
2. Expected to spend their free time in the Library/Reading Room.

CODE OF CONDUCT FOR PROJECT

Students are instructed to follow the information and guidelines given by the project guide from time to time and make the timely submission of their projects completed in all respect.

INDUSTRIAL VISITS

1. All the students must wear ID cards and come in the regular dress code during the Industrial Visit.
2. If there is any violation during the Industrial Visit, the driver/staff in-charges have the authority to return the bus to the college immediately.
3. Any indiscipline or misbehavior during the Industrial Visits will be viewed very seriously and no further Industrial Visits will be allowed till the end of their course.
4. At least 85% strength is compulsory for Industrial Visits. Otherwise, the Industrial Visit will be cancelled.

INSTITUTIONAL CODE OF CONDUCT FOR STAFF

DISCIPLINE

- All staff of the Adhalrao Patil Institute of Management and Research is responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to Adhalrao Patil Institute of Management and Research assets including all kinds of physical assets, movable and immovable property.
- All the staff Members 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 progress of the Adhalrao Patil Institute of Management and Research.
- Staff should contribute to the vision, mission and goals of Adhalrao Patil Institute of Management and Research through engagement of working hours.
- Staff must be punctual, sincere and regular in their approach.
- Staff must attend all functions of the college as per the instructions of coordinators and Head of the respective departments.
- Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to:
 - gender/sexuality/age/marital status
 - pregnancy or likelihood of pregnancy
 - physical features, disability or impairment (physical disability or medical status)
- 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 College's affairs and the affairs of its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the

College'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.

- The Faculty Member should show no partiality to any segment / individual student.

LEAVES

- Staff shall get casual leaves, medical leaves; earned leaves and vacations as per Rules of SPPU and Central Office of Adhalrao Patil Institute of Management And Research.

Adhalrao Patil Institute of Management and Research

CODE OF CONDUCT FOR TEACHING-STAFF

DISCIPLINE

- The Faculty Member should report to the college at least 10 minutes before the commencement of college timing.
- The work plan of teaching staff should ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Institution.

LEAVES

- Whenever a Faculty Member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

CONTINUOUS ASSESSMENT

- Once the subject is allotted the staff should prepare lecture wise lesson plan.
- The Staff should get the lesson plan and course file - approved by HOD and Director. The course file should be maintained as per the prescribed format.
- The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- The Faculty Member must strive to prepare him/ her academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- The staff should get the feedback from students and act / adjust the teaching appropriately.
- The staff should interact with the coordinators and Head of the departments or student counselor and inform him / her about the habitual absentees, slow learner student, objectionable behavior etc.
- Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate

himself/herself actively in such extra- curricular activities.

- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Director in academic, co-curricular or extra-curricular activities.
- Every Faculty Member should maintain academic record book.

CLASSROOM TEACHING

1. The staff should engage the full 60 minutes lecture and should not leave the class early.
2. The staff should use "Information Communication Technology (ICT)" for effective delivery of lectures.
3. The staff should encourage students asking doubts / questions.
4. The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
5. The staff should motivate the students and bring out the creativity / originality in the students and should make him/her available for doubt clearance.
6. Every teaching staff demonstrate a high standard in teaching and learning by:
 - engaging students in their learning
 - working to achieve high level outcomes for all students
 - maintaining records to manage, monitor, assess and improve student learning
 - using research and student achievement data to inform professional practice
 - engaging in reflective practice and developing their professional knowledge and teaching skills
 - supporting the personal and professional development of others
 - providing constructive feedback to colleagues that is considered positively and become helpful for further growth and development
 - assisting in developing and mentoring less experienced staff members
 - accepting responsibility for their own professional learning and development

TEST/ASSIGNMENTS/MID-TERM/MOCK

1. In problem oriented subject, regular tutorials have to be conducted.

2. The Case problems to be provided to the students a week prior to the actual class.
3. Test, prelim, mid-term, submission and mock practical examination must be conducted as per the academic calendar.

RESEARCH

- Research head should plan and supervise research work/ projects, monitor progress planning and supervising research, supporting team members, implementing new methodologies, and writing reports. When a project has concluded, they present research findings.
- Research head should coordinate with the research scholars of APIMR-PGRC
- Faculty Members should attempt to publish research papers and articles in reputed International / Indian Journals, Magazines and Periodicals. Further they should also author and coauthor textbooks as per changing curriculum.
- Faculty must encourage and support AIMR student for research. They should motivate and provide proper guidelines to write and publish research papers.
- Head of department should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals / Conferences.

CODE OF CONDUCT FOR SUPPORTING STAFF

ADMINISTRATIVE STAFF

- Confidential report of the department should be part of personal file of that employee and should be kept confidential by staff members working with this Department.
- Staff should take additional responsibilities if required as assigned by Director.

ACCOUNTANT

- Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Accountant should establish tables of accounts, and assign entries to proper accounts.
- Accountant should report to the Director regarding the financial status of the college at regular intervals.
- Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- Accountant should provide all the necessary account statements and documents for various committees of the Adhalrao Patil Institute of Management and Research
- Accountant should provide all necessary accounting documents and financial statements for yearly account audits.

STUDENT SECTION

- Student section should
 - ✓ Ensure the eligibility of the students and prepare related documents to submit them to Savitribai Phule Pune University within prescribed time limit.
 - ✓ Ensure the student document verification by Savitribai Phule Pune University

within time limit

- ✓ Submit the student Prorata, eligibility and student insurance to Savitribai Phule Pune University
- ✓ Ensure timely submission of examination forms to Savitribai Phule Pune University
- ✓ Ensure caste certificate/caste validity from concern divisional office
- ✓ Provide all necessary student data to prepare various committee reports

CLERK

- Clerk should maintain service book of all staff of the Adhalrao Patil Institute of Management and Research
- Clerk should maintain college level/department level all document files.

PEON

- Peon should report the college half an hour before the college time. Peon should maintain cleanliness of classrooms, Computer lab, library and staff rooms.
- Peon should do all the work assign by the Head of the department and other staff members.
- Peon should not leave the office until and unless the higher authority permits.

CODE OF CONDUCT FOR HEAD OF DEPARTMENT

- The work load (teaching and departmental) of all the staff should be fixed by the Head of the department.
- The Head of the department should ensure that the work load of the teacher should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows:
 - Head of Department/ Professor 8 hours / week
 - Associate Professor 12 hours / week
 - Assistant Professor 16 hours/week.
- The Head of the Department should be responsible for academic planning and academic audit of the department and implementation of academic policies approved by the Director.
- The teaching load should be allotted by the HOD after taking into account of the Faculty Member's interests/choices.
- The Head of the Department should arrange the weekly meetings of the staff to appraise the progress of academic and administrative work.
- The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The Head of the Department should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals / Conferences.
- The Head of the Department should arrange for feedback responses from the students, and the parents on quality-related department processes.
- The Head of the Department should write confidential report for all staff members of his/her department and submit it to the Director.

CODE OF CONDUCT FOR DIRECTOR

- The Director should oversee and monitor the administration of the academic programme and general administration of the Adhalrao Patil Institute of Management And Research to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- The Director should plan the budgetary provisions and go through the financial audited statements of the Adhalrao Patil Institute of Management And Research
- The Director has authority to take all the necessary actions as and when required to maintain discipline in the Adhalrao Patil Institute of Management and Research
- The Director should form various college level committees which are necessary for the development of the Adhalrao Patil Institute of Management and Research
- The Director should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The Director should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
- The Director should provide leadership, direction and co-ordination within the Adhalrao Patil Institute of Management and Research
- The Director should periodically review this Code of Conduct.
 - ✓ As it deems necessary to ensure that this Code of Conduct conforms to applicable Laws
 - ✓ Meets or exceeds Adhalrao Patil Institute of Management And Research standards and any weaknesses
 - ✓ Any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.
- The Director is responsible for the development of academic programmes of the Adhalrao Patil Institute of Management and Research
- The Director should convene meetings of any of the authorities, bodies or committees, as and when required.

- The Director should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- The Director should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- The Director should ensure that the long-term and short-term development plans of the Adhalrao Patil Institute of Management And Research in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- The Director should forward confidential report of all staff members of the Adhalrao Patil Institute of Management And Research and submit it to the Management.
- The Director shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.

Adhalrao Patil Institute of Management and Research

CODE OF CONDUCT FOR COLLEGE DEVELOPMENT COMMITTEE

- There shall be a separate College Development Committee comprising of the following members, namely:-
 - ✓ Chairperson of the management or his nominee
 - ✓ Secretary of the management or his nominee
 - ✓ One Head of department, to be nominated by the Director
 - ✓ Three teachers in the college, elected by the full-time amongst themselves out of whom at least one shall be a woman
 - ✓ One non-teaching employee, elected by regular non-teaching staff from amongst themselves
 - ✓ Four local members, nominated by the management in consultation with the Director, from the fields of education, industry, research and social service of whom at least one shall be alumnus
 - ✓ Coordinator, Internal Quality Assurance Committee of the college
 - ✓ President and Secretary of the College Students' Council
 - ✓ Director of the college - Member - Secretary.
- The College Development Committee shall meet at least two times in a year.
- Elected and Nominated members shall have a term of five years from the date of election or nomination. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Director and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.
- The College Development Committee shall,-
 - ✓ Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, which enable college to foster excellence in curricular, co-curricular and extra-curricular activities
 - ✓ Decide about the overall teaching programmes or academic calendar of the college
 - ✓ Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts
 - ✓ Take review of the self-financing courses in the college, if any, and make recommendations for their improvement

- ✓ Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college
 - ✓ Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research
 - ✓ Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process
 - ✓ Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college
- Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval
 - Formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
 - Make recommendations regarding the students' and employees' welfare activities in the college
 - Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations
 - Frame suitable admissions procedure for different programmes by following the statutory norms
 - Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
 - Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college
 - Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc
 - Recommend the distribution of different prizes, medals and awards to the students.
 - Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university
 - Perform such other duties and exercise such other powers as may be entrusted by the management and the university.