

KYDSC Trust's
Institute of Management & Science

Sakegaon-Bhusawal



Code of Conducts
Handbook

Institute Codes of Conduct for Students:

1. The Institute shall have the jurisdiction over the conduct of the students associated /enrolled with the Institute and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the Institute campus or in connection with the Institute related activities and functions.

2. Institute may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include

- Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.
- Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute;
- Possession or use of weapons, explosives, or destructive devices off campus
- Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

3. This Code shall apply to all kinds of conduct of students that occurs on the Institute premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's interests or reputation.

4. At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

- he/she shall be regular and must complete his/her studies in the Institute.
- In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the Institute subject to written consent of the Deans
- As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the Institute on a scholarship, the said grant shall be revoked.

5. Institute believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.

6. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation substantially. The various forms of misconduct include:

7. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.

8. Intentionally damaging or destroying Institute property or property of other students and/or faculty members
9. Any disruptive activity in a class room or in an event sponsored by the Institute
10. Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards
11. Students are not permitted to either audio or video record lectures in classrooms or actions of other students, faculty, or staff without prior permission.
12. Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
13. Damage to, or destruction of, any property of the Institute, or any property of others on the Institute premises.

Institute Codes of Conduct for Teachers:

1. All faculty members have equal rights to share their ideas, plans for Institute development.
2. Any faculty don't have any right to expose any confidential data, records and information out side the campus or share with others institutions without the permission of Director.
3. Leave only sanction in emergency/situational/medical reasons after the decision of Director.
4. Dress code and professionalism compulsory to all faculty members.
5. High ration of absenteeism will affect to performance appraisal of faculty.
6. To reach and exit to/from Institute as per incoming and outgoing time is mandatory.
7. Individual attention to maintain disciplines in students is mandatory.
8. To update skills with higher research in self, students and institute credits.
9. To participate/ present work in Conferences is compulsory activity.
10. To motivate, lead and guide students for higher research is mandatory.
11. Strictly use Institute resources for academic and research purpose only.
12. Every faculty instructed to deliver guest lectures and presentation to others institutions.
13. Use only formal communication in campus.
14. Try to use fewer papers for office and academic works.
15. Every faculty must to report daily, monthly and semester wise syllabus completion to Director and complete in time.

16. Conducts Mock test, Internal Exams, Seminars and competition for students on regular basis.
17. Do not signature any documents in or other institutions without notice and permission of Director.
18. Maintain corporate relations with MNCs/INCs for student's induction and placement.
19. Use energy effectively and follow norms of green computing in computer laboratory.
20. Take initiative and participation in Social activities, social welfare, ISR, CSR, UBA, Digital India, Make in India, Human right & values, IPR & plagiarism and likewise activities.

Institute Code of Conducts for Director:

1. The Director is the academic and administrative head of the institute and works for the growth of the institute. He will implement the policies approved by the Board of Governors, the highest decision making body of the college. He shall achieve coordination among various statutory committees and non- statutory bodies including Academic Council.
2. He is the ex-officio member of Board of Governors, Chairman of Academic Council, Chairman of Finance committee and also Chief Controller of the Examinations. He monitors admissions, examinations, evaluation for smooth functioning of the system.
3. He is authorized to nominate Directors, Coordinators, members and other administration functionaries in various committees. He is responsible according extension or changes various functionaries in the administration, with the approval of Academic Council.
4. To conduct the meetings of the Board of Governors as per the stipulated guidelines
5. To hold Academic Council meetings as per the norms.
6. To coordinate and motivate the faculty, administrative authorities and the supporting staff, so that to play their respective roles more effectively.
7. Shall work for the common goal of providing effective technical education and guiding to enable the students to carve out promising career and lifelong learning.
8. He is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of technical education in particular.
9. He, along with all the staff working under him, is singularly and collectively responsible to the Board of Governors, Academic council, University, State Government,

AICTE/UGC/DTE, students and parents for the smooth and effective functioning of the college.

Code of Conducts for Non-Teaching Staff:

1. Code and conduct of non-teaching staff are mainly governed by KYDSC Trust's, IMS Sakegaon and NMU, Jalgaon.
2. During the period of service all the members of the staff shall employ themselves honestly and efficiently under the order of the Head of the Institution
3. No. members of the staff shall engage in any political activity within the college campus
4. All the members of the staff must attend punctually at the appointed time and shall not leave before the college closes for the day
5. All the members of the non-teaching staff must sign regularly in the attendance register which is to be maintained by the head of the institution
6. Attending for duty 15 minutes later than the appointed time without prior permission shall be recorded as late attendance
7. For every three days of late attendance in a calendar month an employee will lose one day casual leave for which he is eligible
8. The normal working period for those in the category of clerical staff shall be 9.30 am to 5.00 pm with half an hour lunch break on all working days
9. In pursuance of the general interests of the college all staff shall be required to attend duties on any national and festival holidays in case, function to celebrate such occasions are organized by the college

Anti -Ragging Measures - Anti-Ragging Committee:

The following Anti Ragging Committee has been constituted at Mahindra ÉcoleCentrale as per UGC Regulations F, 116/2007(CPP•JII) dated June 17, 2009;

The Director of the Institute
3 to 4 Faculty members of the Institute
Student Representatives not exceeding three Members

During the first month of the semester for the new incoming batch, the institute would organize an anti-ragging squad comprising of faculty and staff of the institute. This squad visits campus each day.

Other Measures:

The institute endeavors to prevent ragging by creating awareness among the students through posters, discussions, providing information on the institute website and by displaying notices on all notice boards of the institute and hostels.

Medical Facilities:

The Institution takes utmost care of life students and their health. The state of the art medical facilities coupled with a comprehensive insurance scheme ensure the safety and well-being of all students, whether they are on or off campus.

Emergency Contact:

The contact number in case of an emergency, Coordinator Student Affairs: 93

The number is to be used only in case of an emergency. Call for any other issues made on this number will be termed as indiscipline.

PUNISHMENT AND PENALTIES:

One or more of the following programs of action may be taken when a student has been found to have violated the student code of conduct:

- 1. Warning:** A written letter of reprimand resulting from a student's misconduct.
- 2. Suspension:** Suspension is a sanction that terminates the student's enrollment at the Institution for a specified period of time.
- 3. Monetary Fines:** Monetary Fines is a sanction in which a student is required to deposit amount as penalty or any amount deposited by him is forfeited or adjusted, resulting from misconduct. It also includes Restitution which means making compensation for loss, injury, or damage.
- 4. Confiscation.** Confiscation means confiscation of goods used or possessed in violation of Institution regulations.
- 5. Restriction of Privileges** - Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to a student facilities, placement programs, Institution events for a defined period of time.

JURISDICTION
For
Ragging & Sexual Harassment

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- c) Possession or use of weapons, explosives, or destructive devices off campus
- d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

3. The Institute, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the Institute shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off-campus.