



B. P. H. E. Society's
INSTITUTE OF MANAGEMENT STUDIES
(CAREER DEVELOPMENT & RESEARCH)



IMS Campus, Station Road, Ahmednagar - 414 001 (M.S.)

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NAAC Re-accredited Grade A+ Institute • 'Best Institute Award' by SPPU

CODE OF CONDUCT FOR STUDENTS

1. The student should obey the instructions given by the Director from time to time.
2. Student should be expelled from the institute when found disobeying the orders of Director and the faculty.
3. The student should be regular in attendance and his/her attendance for the day shall be marked only when he/she is present for all the sessions during the day. As per University rule 75% attendance is compulsory.
4. The student is required to submit the assignments failing which he/she shall be subjected to disciplinary action.
5. The student found irregular shall be expelled from the institute.
6. The student should carry identity card with him/her regularly and the identity card should be produced when demanded by the authority of Institute.
7. The student found guilty by an act of misconduct either in the Institute or outside shall be subjected to strict disciplinary action and may be expelled from the Institute.
8. The student should not cause any damage to the Institute's property. The damage caused shall be recovered from the student immediately.

9. The attendance for the tests and tutorials conducted in the institute is compulsory.
10. The student should read the notices displayed on the notice board regularly and the institute will not be responsible for the loss of any disadvantage due to negligence of reading notices on the part of the student.
11. A student who has not collected I-card, Handbook during the academic year will have to pay fine of Rs 100/-
12. The above rules of discipline are always subject to change, modification, omission or alteration as and when the Director feels it fit and proper and the decision of the Director shall be final
13. The student is required to submit final project/field work report in the stipulated time failing which their examination forms will not be accepted.


(Dr M.B.Mehta)
Director

CODE OF CONDUCT FOR TEACHERS

1. The Faculty Member should report to the college at least 10 minutes before the commencement of college timing
2. 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 Department/ Institution.
3. 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

1. Once the subject is allotted the staff should prepare lecture wise lesson plan.
2. The Staff should get the lesson plan and course file approved by HOD and Principal. The course file should be maintained as per the prescribed format.
3. The Staff should not involve himself/herself in any unethical practice while doing
 - a. continuous assessment
4. The Faculty Member must strive to prepare himself/ herself 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
5. The staff should get the feedback from students and act / adjust the teaching appropriately.
6. 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.
7. 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
 - a. 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.

Every teaching staff demonstrates a high standard in teaching and learning by:

1. Engaging students in their learning working to achieve high level outcomes for all students
2. Maintaining records to manage, monitor, assess and improve student learning
3. Using research and student achievement data to inform professional practice
4. Engaging in reflective practice and developing their professional knowledge and teaching skills
5. Supporting the personal and professional development of others
6. Providing constructive feedback to colleagues that is considered positively and become helpful for further growth and development
7. Assisting in developing and mentoring less experienced staff members
8. Accepting responsibility for their own professional learning and development

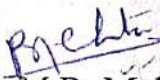
TEST/ASSIGNMENTS/MID

1. In problem oriented subject, regular tutorials have to be conducted.
2. The Tutorial problems to be provided to the students a week prior to the actual class
3. Test, prelim, midterm, submission and mock practical examination must be conducted as per the academic calendar.

APPRAISAL REPORT

1. All the staff members are required to submit their Self Evaluation Report at the end of every term of the academic year in the prescribed format.

1. Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Head of the Department/ Director
2. Faculty Members should attempt to publish research papers and articles in reputed International / Indian Journals, Magazines and Periodicals
3. Further they should also author and co author text books as per changing curriculum.
4. 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
5. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Director in academic, co-curricular or extracurricular activities


Mr. M.B. Mehta)
Director

Code of conduct for Non-Teaching Staff

Every staff employed in the Institute shall discharge his/ her duties efficiently and diligently and shall conform to the rules and regulations.

It shall be mandatory on the staff employed in the Institute to do any work in connection with an examination conducted by the University or any Institute, which he/ she is required to do as instructed by the director of the Institute.

No staff employed in a institute shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the Institute authorities shall be produced within a week.

All staff members should display the highest possible standards of professional behavior.

All staff members should be punctual and discipline towards their work.

Every staff members should maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.

Every staff members should cooperate with students, colleagues and superiors.

All staff members should maintain the image of the Institute through standards of dress, general courtesy etc.

All staff members should respect for the rights and opinions of others.

Every staff members should all norms and job details assigned by the Management, Director & Superior from time to time with full dedication.

All staff members must refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender /sexuality / age / marital status. Violations of code of conduct by the Teaching & Non-teaching staff are subject to Disciplinary action, Show Cause Notice, Memo, Enquiry Committee, Transfer to any other Institute, Suspension, Termination etc. or any other actions per he Competent Authority.

No Staff employed in a Institute shall engage directly or indirectly in any trade or business. In the case of remunerative work like private tuition etc. specific sanction of the Institute authorities in writing shall be abstained.

(a) No staff employed in the Institute shall send any application for employment under any other agency, except through the Director.

(b) Director shall not withhold any such application. It shall, however, be open to the Director to prescribe reasonable conditions for reliving him

14 When a staff employed in a Institute seeks to accept honorary work without detriment to his/her duties prior permission of the Director in writing shall be obtained.

15 Any staff employed in a Institute when involved in criminal proceedings shall inform the Director of each proceeding.

16 No staff employed in a Institute shall bring or attempt to bring any political or other influence on his/ her superior authority in respect of his/ her individual service interests.

17 No staff employed in a Institute shall engage himself / herself or participate in any activity which is anti- secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relation with foreign States, Public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.


DIRECTOR
Institute of Management Studies
Career Development and Research
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