RIMRD

Rajgad Dnyanpeeth's

Rajgad Institute of Management Research & Development, Pune-43

Approved by AICTE, Recognized by DTE (Govt. of Maharashtra), Affiliated to Savitribai Phule Pune University

Code of Conduct for Students, Teaching and Non Teaching Staff

Code of Conduct for Students

We at RIMRD focused on:

☐ Discipline

☐ Code of Conduct

☐ Participation in Academics, Co-curricular, Extra –Curricular Activities

All students must remember following Do's and Don'ts. They are –

1. Be prepare for rigorous schedule of academic inputs, projects, assignments, presentations, examination and other activities planned throughout the year.

2. Follow disciplined culture with supportive behaviour.

3. Students are expected to follow academic time table.

4. Produce valid reason for absence from the institute.

5. All students shall abide to all the university rules and regulations as noted from time to time.

6. Attending institute organised formal functions, seminars, lectures is mandatory.

7. Student's character should be descent.

8. All students shall abide to all university rules and regulations as notified from time to time.

9. Students must carry their Identity cards every day when on campus and produce it on demand by any authorities of the Institute.

10. Attendance : Attendance of every student is mandatory and students must have minimum attendance of 75% per subject per semester.

11. Dress Code : To develop corporate culture students must wear uniform of the institute on specified days (Monday, Wednesday and Saturday) during various programmes organised by the institute and casual wear on Tuesday and Thursday.

12. Misbehaviour, habitual late coming, disobedience, absenteeism, consumption of drugs, Smoking, chewing of pan masala , alcohol in the premises, malpractices, cheating in the exam and such indecent activities unbecoming of a management student shall attract strict disciplinary action.

13. Ragging of any sort is strictly prohibited and will be dealt with seriously as per the provisions of the Maharashtra Ragging Prohibition Act 1999.

14. Absence from tests/examination/tutorials and non-submission of assignments in time will make a student ineligible for internal assessment.

15. Students should keep themselves abreast of day to day activities of the Institute and abide by all communications put up on the notice board. Students must read the notices carefully, check email and whatssup regularly.

16. Disrespect to guests, faculty and office staff will be considered as an act of indiscipline.

17. Causing any kind of damage to the Institute property, library books, periodicals, computers and other equipment, writing graffiti on the walls of the campus, benches or anywhere is an act of indiscipline. Such acts will attract severe punishments and students will have to bear the losses.

Library Rules

1. Library timing is 9.30 a.m. to 5:30 p.m. from Monday to Saturday.

2. Students must handle the books carefully.

3. The readers are required to maintain silence and discipline in the library.

4. The library will remain closed on general and national holidays.

5. Students must fill the name, class, and Roll No. and In and Out time in 'Student Entry Register' kept at the entrance of the Library.

6. Chairs and Tables should not be disturbed from their position.

7. Use of mobile phone is prohibited in the Library.

8. Students must always carry their Institute Identity Card with them while using the library facility. They have to show the same whenever asked by the library staff.

9. Download of any undesirable e-resources shall not be allowed and punishable if rule is violated.

10. Library Staff is not responsible for the loss of personal belongings of the students/faculty members.

11. The Library Attendants/Librarian at the entrance is authorized to examine all books/ Material passing into or out of the Library.

12. Every student will be issued only 2 books at a time for a maximum period of 7 days.

13. On expiry of the period, if student fails to return the book (s) will have to pay fine of Rs. 2/- per day for a week. The amount of fine can be varied from time to time at the discretion of the director.

14. Previous years question papers, Magazines/Journals, books in the reference section will be issued in the library only against depositing of identity Card.

15. Library cards are non-transferable, meaning thereby no issue will be made to a student against the library card of any other student.

16. Important Notices and information regarding the Library will be notified on the Library Notice Board.

17. The loss of Library card should be reported immediately to the librarian.

18. In case loss of books, it should be immediately reported to the Librarian with an application. The decision of appropriate fine will be decided by authorities.

19. All library books must be returned after the course or program is completed and within the due date fixed by the institute from time to time. The passing certificates and mark sheets will not be given without the clearance and No Dues Certificate from the librarian.

Computer Lab Rules

1. Students are NOT allowed to enter computer lab without ID cards.

2. Students are NOT allowed to enter with footwear in computer lab.

3. Students should write their details like Name, Class, In-Out time in the register as and when they enter the computer lab or leave the computer lab.

4. Student should familiarize themselves with computer lab timings and rules and regulations displayed on the notice boards from time to time.

5. Use of mobile phone in strictly prohibited in the computer lab.

6. Chatting, playing games is not allowed in the computer lab .

7. Students are not allowed to work in the computer lab during the lecture timing.

8. Students are NOT allowed to carry any kind of eatables, water bottles and any other belongings in the computer lab.

9. Students should logoff the terminal before they leave the terminal.

10. The computer lab is expected to be used only for academic purpose. Visiting internet sites that are unethical and NOT for academic purposes are strictly prohibited.

11. Portable media such as CD/DVD/portable hard disk are not allowed in the lab.
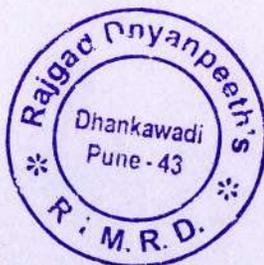
Examination Code of Conduct

1) The students must appear for exams including term end and all internal concurrent evaluation.

2) The students should participate in group activities, presentations, GDs, as every component and class activity will be evaluated

3) The students should have minimum 75% attendance to appear for the university examination

4) The students should actively participate in events or activities as the weightages are given to the participation in events or other activities.

5) The students get four attempts to pass in any subject as per the SPPU evaluation

6) In case of any exam related grievance the students can report to Chief Exam officer.

Code of Ethics

1) Respect the organization goals and help to achieve them.
2) The director is the ultimate disciplinary authority in the institute.
3) All institute activities are organized under the guidance and supervision of the director and HOD.
4) Prior permission from the director is essential to take part in inter – collegiate competitions.
5) The institute prohibits political activities on the campus and forbids students from conducting and attending political meetings within the institute campus.
6) Ragging is banned on the institute campus. Anyone found guilty of ragging and /or abetting ragging is liable to be punished as per the directive of the UGC and Govt. Any incident of ragging will be dealt with seriously. The culprits will be dismissed from the institute and a case will be filed with the local police authorities.
7) Strict silence must be observed in reading room and library.
8) Smoking and consumption of alcohol on the institute premises or entering the institute premises, after consuming alcoholic drinks is strictly prohibited.
9) No society or association shall be formed in the institute and no person will be invited to address a meeting without the HOD's or director prior permission.
10) No student shall communicate any information or write about matters dealing with the Institute administration to the Press.
11) Students are expected to take proper care of institute property and help the institute authorities in keeping the premises clean.
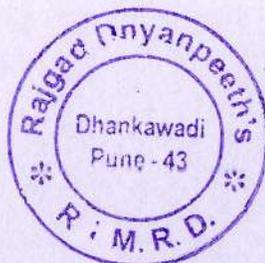
Code of Discipline for all staff

Working Hours: The working hours for institute are as follows

Monday To Saturday: 9:30 am To 5:30pm

1) Uniform and I-card: All staff should were uniform on every Tuesday and Friday. Formal dress code is compulsory for all staff other than Tuesday and Friday. If any particular staff member is found not wearing uniform, disciplinary action is taken against him / her.

2) Reporting on duty upon arrival: Every day staff members are required to register their attendance in the attendance muster.

3) Late arrival: Staff members are expected to report on duty 05 Minutes prior to reporting time on all working days. 5 minutes delay is permissible. For 3 late arrivals half day leave is considered.

4) Leaving the campus before time: In general, staff members are not allowed to leave the campus before the official working hours. Only in exception cases, staff members are allowed to leave early with permission of director of the institute.

5) On Duty leave: All staff members should apply for leave through ERP and also submit the printed form and take Head of the department / appropriate authority's authentication and submit the same to director for approval. The form, duly approved and signed by director should be submitted in institute office for records. The on duty form must be accompanied by suitable proof. Such proof must be submitted to institute office within two working days.

6) All staff should sign the muster daily.

7) It is mandatory for all staff to submit tax documents etc.

8) No staff shall take part in politics, or be associated with any political party or organization which takes part in political activity, nor shall subscribe, aid or assist in any manner any political movement or activity.

9) No staff should use institute asset for their personal use.

10) Mobile phones should be switched off in director cabin, administrative office, classroom, library and computer lab.

11) All staff must take sincere efforts interest in the welfare of students, institute and society

12) No staff shall communicate or write any information related to institute to social media or press without prior permission of institute authorities.

Duties and Responsibilities of Director

Academic:
- To provide academic and administrative leadership and guidance to teaching and non-teaching staff
- To monitor and conduct academic activities of the institute under the guidance of the management.
- To take institute and faculty feedback and accordingly take the remedial actions.
- To plan and take the necessary actions for improvement of institute results and academics
- To promote industry institution interaction and research & development activity.

Administration:
- To conduct the periodical meetings of the faculties for effective administration of the institute.
- To ensure compliance of all statutory obligations of UGC, AICTE, University and other relevant bodies
- To make the employee and students aware of the rules, policies and procedures laid down by the institute and see to it that they are enforced.
- To initiate recruitment of non-teaching staff & teaching staff as per rules laid down by Savitribai Phule Pune University.
- To seek permission of management for financial matters, policy development and program evaluation.
- To sanction the leave of the staff as per the norms.
- To communicate with University of Pune, Directorate of Technical Education, All India Council for Technical Education and University Grants Commission for compliance.
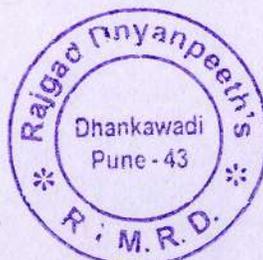
- To monitor, manage and evaluate administration of the institution, organize meetings of Governing Body and College Development Committee and maintain minutes of the meeting.
- To execute any other work assigned by the management.

Finance

- To recommend allocation of budget for the departments as requested by the Head of Departments to Governing body.
- To authorize for cash advances for urgent purchases required in the institute.
- To ensure that all financial transactions are conducted as per the norms.

## Duties and Responsibilities of HOD

Academic:
- To monitor and conduct academic activities of the department under the guidance of the Director
- To form academic monitoring committee and conduct meetings of AMC and check the progress of academics.
- To take stakeholders feedback and accordingly take the remedial actions
- To plan and take the necessary actions for improvement of academic results
- To coordinate concurrent assessment and conduction of practical/oral examinations as laid down by Savitribai Phule Pune University
- To distribute subjects to faculty for teaching
- To distribute portfolio among all teaching and non teaching staff.
- To appoint mentors and mentees
- To appoint student coordinators for all cells and committees
- To take semester wise review of work done by all cells and committees
- To check if all cells, committees organise various events such as guest lectures, seminars, competitions, co-curricular and extracurricular activities.

- To submit the files and documents to IQAC

Administration

- To maintain discipline and enforce rules as laid down by the institute, in the department.
- To monitor the day to day activities of the department.
- To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc. for the benefit of the student and faculty.
- To check whether ERP system is updated or not
- To conduct regular meetings with teaching and non teaching staff as well as the class representatives to sort out any issue and queries related to academics.
- To initiate recruitment of non teaching staff & teaching staff as per rules laid down by Savitribai Phule Pune University.
- To distribute the performance appraisal form and get it filled by all staff members on annual basis.
- To execute any other work assigned by the management/principal.
- To take annual academic requirements from all staff and budget if needed.
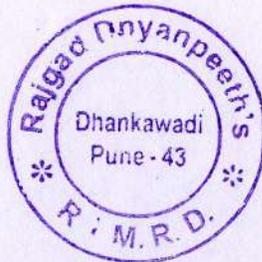
Duties of Professor, Associate Professors & Assistant Professors:

- To understand the objectives and quality policy of the institute

- To teach the course as per the teaching plan to the students

- To explain COs and POs to the students as per the course

- To conduct the lectures as per the time table slot. If any faculty found not taking lectures regularly without informing authorities then disciplinary action will be taken against such faculty.

- All faculty members should be punctual and regular for every lecture.

- Every teacher is a full-time teacher of the institute and may be called upon to perform such duties as may be assigned to him / her by the competent authority beyond the scheduled working hours and on holidays and Sundays

- No teacher, except with the prior permission of the competent authority, engage, directly, or indirectly in any trade or business or any private tuition, or undertake any employment outside his official assignments.

- To work sincerely to execute all duties towards academics which include planning and conduct of lectures and orals, preparation for the course assigned, conduct of internal exams and to maintain the course file and personal file in appropriate format.

- To use innovative teaching aids and adopt innovative teaching –learning methodologies.

- To counsel and mentor the students and conduct extra lectures/ revision lectures for slow learners.

- To organize/ coordinate/ attend various seminars/ workshops/ FDPs/ training programs.

- To actively participate and take initiative in all activities of institute such as co-curricular and extra curricular activities

- To participate proactively in research and development activities such as book publication, consultancy, publish research papers etc.

- Whenever any teacher wishes to put forth any claim or seeks redressal of any grievance, he / she must forward his / her case through the proper channel to the competent authority
- To perform other academic/ administrative duties assigned by Head of the Department /IQAC and Director of the institute.
- Submit the course files to HOD and IQAC for checking.

Training and Placement Officer:

- To collect and store bio-data of employable students and help them in getting jobs
- To maintain complete information regarding student appearing for placement activities
- To conduct placement activities smoothly
- To decide and arrange for personality development programs, soft skills training sessions for student
- To update and maintain the contact details of companies interested in recruitment activities
- To send invitation to industry and company for campus recruitment, to notify the students about the events and take necessary action
- To take feedback from industry about the students recruited
- To help students to explore new career options
- To provide career guidance to students on the basis of their aptitudes
- To identify companies for Summer Internship Project and place students

Duties and Responsibilities of Non-Teaching staff

Jr. Clerk:

- To provide secretarial support to the trust & the Director.
- To handle the accounts section, student section, scholarship section, examination section and stores and maintenance related activities of RIMRD.

- To check the websites of the competent authority such as AICTE/DTE/SSS/SPPU on regular basis.
- To submit the annual report of the institute to the Savitribai Phule Pune University.
- To follow the rules regulations of AICTE/DTE/SSS/SPPU designed for higher educational institute.
- To arrange selection committee interviews for various teaching positions in the institute and submit file for approval to the university.
- To ensure that the students' original documents are kept safe and returned to students after student pass out from the institute.
- To execute the admission process, scholarship form filling process and University Examination process of students as per the guidelines issued by competent authority
- To put regular and reminder notices on the websites regarding administrative matters related to students, documents, scholarships, examination and fees of the students.
- To conduct installation of new equipment's and maintenance of existing equipment's.
- To handle student grievance and taking remedial actions.
- To supervise and execute attendance monitoring, salary payments to faculty & staff.
- To maintain general discipline, safety, cleanliness of premises, dress code etc.

Accountant:
- To Manage all accounting transactions
- To prepare budget forecasts
- To handle monthly, quarterly and annual closings
- To reconcile accounts payable and receivable
- To ensure timely bank payments
- To compute taxes and prepare tax returns

- To manage balance sheets and profit/loss statements
- Audit financial transactions and documents
- To reinforce financial data confidentiality and conduct database backups when necessary
- To maintain the record of all financial transaction in accounts file
- To record all daily transactions in Tally ERP software.

- To do all academic and administrative expenses with permission of director.
- To conduct internal audit at regular internal and external audit at the end of academic year and give all necessary and required information to Chartered Accountant for preparation of audit report.
- To regularly disburse the salaries of all teaching and non teaching staff.
- To maintain proper record of income tax paid, provident fund and
- To maintain the dead stock register and maintenance register.
- To comply with financial policies and regulations

Librarian:

- To implement all library rules as defined by the management.
- To formulate vision ,mission and objectives of library
- Librarian is responsible for overall functioning of the library
- To carry out annual maintenance of Libworld software and carry out all functions of library through Libworld software
- To procure books, daily newspapers, journals, magazines, videos, CD's, audio cassettes, e books , online resources etc. recommended by faculty members
- To renew the subscription of journals and magazines and periodicals and memberships related to library.
- To strengthen the services of Digital Library
- To arrange for NPTEL MOOC Courses and act as SPOC for Swayam online courses.
- To display all technical articles, literature and new arrivals.
- To conduct periodic stock taking
- To maintain proper records of library

Computer Lab Assistant:

- To plan proper utilization of IT resources
- To prepare proposal and send to approval with permission of director
- To ensure that IT and other equipment infrastructure maintenance is carried out regularly.
- To prepare the maintenance file with all record and also prepare maintenance register

- To renew the licenses of the software on timely basis.
- The committee shall conduct the meeting at the beginning of academic year and take requirement from staff regarding, computer hardware, software's, printers, additional infrastructure etc.
- In case of new equipment purchase, the committee in consultation with the Director, shall invite three quotations, prepare comparative plan and send for the approval to the management
- In case of repair and maintenance, committee shall take the estimate from respective vendor or annual maintenance contractor and get the work done.
- A computer Lab technician shall look after day to day routine and maintenance activity of computer lab such as installation of antivirus, formatting of computer, network problem, printer problem and CCTV problem.
- To renew software license at regular interval
- To maintain and regularly update dead stock register of computer lab
- A computer lab technician shall also look after biometric attendance system.
- To provide lab facility on time to conduct online examination, campus recruitment, training etc. to faculty & students
- To look after computer networking problem, printer problem and resolve the issues.
- To generate the requirement for computer peripherals of the computer lab and give it to infrastructure committee
- To maintain dead stock register of the computer lab.
- To co-ordinate the development of institute website with the vendor
- To ensure that all NAAC related links and uploads are available on website.

Peons:
- To ensure the seating arrangement in the office is hygienic and clean before commencement of office hours.
- To maintain cleanliness of classrooms, faculty room, seminar hall, director room, whole premises etc.
- To carry files from one desk to other as per instructions of faculty members and clerks.

- To operate and maintain photocopy machine

- To do work related to pantry such as prepare tea/coffee etc. and keep it clean.

- To do the work assigned by director, teaching and other clerical staff in the office

- To make the arrangements of the meetings

- To provide tea/coffee/refreshment to the guests and all employees in the office

- To attend the bell of the Director/HOD of the institute
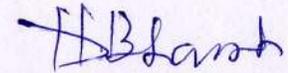
Dr. D. B. Bharati
Director

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