



Khandesh College Education Society's

INSTITUTE OF MANAGEMENT & RESEARCH

NAAC ACCREDITED
ISO 9001 : 2015

AFFILIATED TO KBC NORTH MAHARASHTRA UNIVERSITY
RECOGNIZED BY (AICTE) NEW DELHI

Code of Conduct for Students

1. Every student during the term of course shall remain within the disciplinary jurisdiction of competent authority & the authority shall take appropriate action in case of indiscipline or misconduct on the part of the student
2. Definitions in this code of conduct:-
 - **"Institution"** means and includes the KCES's, Institute of Management and Research Jalgaon affiliated to North Maharashtra University, Jalgaon.
 - **"Student"** means and includes a person who is enrolled as such by the Institute for receiving instructions and / or qualifying for any degree or diploma or certificate awarded by the university. This includes external students, and candidates enrolled for autonomous courses conducted by Institute also.
 - **"Competent Authority"** for the purposes of this code of conduct means and includes, Director of the Institute / Coordinator of respective faculty, of the Institute for the concerned students and such other person vested with the authority by the principal for external students. Provided in respect of misconduct regarding University/ Institute examination. Director shall only be the competent Authority.

General Disciplinary rules:-

1. **Dress Code :-** Every student shall wear the prescribed uniform on all days of the week except Wednesday. On Wednesday students can wear any clean, suitable and presentable clothing.
2. Students shall abide by all the general and special rules framed by the Institute authorities, from time to time, with regard to their presence within the campus.
3. Students are admitted to the Institute, subject to the control of the authorities with regard to their conduct in Institute premises.
4. Students shall not remain absent for lectures and practical without proper permission of Coordinator. An application for leave of absence should be submitted to the concerned coordinator or Director.
5. No students will be allowed to take active part in any political activity, directly or indirectly, associated with anti-social activity with the aim of violence.
6. Students should not, in any way, disfigure the premises of the Institute and hostel building or tamper with the furniture, electric connections, library books, computer equipment's, etc.



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7. Every student must obtain Institute identity card within a month from the date of admission and get signed from competent authority. Otherwise, he / she will be subjected to a penalty of Rs.50.
8. Every student must have Institute identity card with him/her at all times in the Institute premises.
9. Students are strictly prohibited to smoke, consume drugs, narcotics, tobacco, Gutkha.in Institute premises. Not only this, but if a student, is found in possession of narcotics and drugs, he will be liable for punishment under the Mumbai Police Act. 1951.
10. Ragging and such similar activities are strictly prohibited. Breach of these and such other rules will make the students liable for expulsion from the Institute.
11. Use of a cell phone is prohibited in the classroom, auditorium, computer labs & library.

Obligations of the Students in accord with university ordinance:-

1) Every student shall all times -

- a) Conduct himself properly
- b) Maintain proper behavior
- c) Observe strict discipline both, within the campus of the Institution, Hostel and also outside in Buses, Railway trains or at public places or during Picnic or Educational Trips arranged by the Institution.
- d) Ensure that no act of his/her consciously or non-consciously brings the Institution or any establishment or authority connected with it into disrepute.
- e) Shall not lodge any complaint or make any representation regarding any matter connected with Institute to press or other outside Institution agency etc. without forwarding the same through the Director of the Institute

2) Any act of a student which constitute misconduct or indiscipline which terms shall means and include among others anyone or more of the acts jointly or severally mentioned there alter namely:

- a) Any act that directly or indirectly causes or attempts to cause disturbance in the lawful functioning of the Institution.
- b) Habitual un-punctuality in attending lectures, practical, tutorials & other courses as may be prescribed.
- c) Canvassing for or accepting contributions or otherwise associating himself with raising of any fund or any collections in cash or in kind pursuance of any object whatsoever without the previous sanction of the Competent Authority.
- d) Permitting or coming with any person not authorized to occupy any Hostel room, residential quarter or any accommodation or any part of the institution
- e) Securing admission in the Institution to any undergraduate or postgraduate programme or any other course by fabrication or by suppression of facts or information.
- f) Obstruction to any student or group of students in his or their legitimate activities as such whether in the class room, laboratories, fields, play-ground, gymnasium or places of social and cultural activity within the campus of the Institution.



- g) Suppressing material, information or supply of false information to the Institution for seeking any privilege.
 - h) Possessing or using any firearms, lethal weapons, explosives or dangerous or corrosive substance on the premises of the Institutions.
 - i) Possessing or consuming any poisonous or stupefying drug or intoxicant in any form in the Institution.
 - j) Ragging, bullying or harassing any student in the Institution or outside thereof.
 - k) Including in any act as would cause annoyance or embarrassment to any other student or member of the authorities of the Institution or staff-member or any member of the family of the staff.
 - l) Indulging in any act of violence, assault, intimidation or threatening in the institution or Hostel or outside thereof
 - m) Destroying or attempting to destroy or tamper with any official record or document of the Institution.
 - n) Conduct, unbecoming of the student at any meeting or special functions or sports and cultural activities arranged by the Institution or any other public place.
 - o) Stealing or damaging any farm produce or any property belonging to the Institution, staff member of the Institution or any other student.
 - p) Instigating violence, participating in any violent demonstrations or violent agitation or violent strike in the Institution.
 - q) Instigating or participating in any Gherao (encirclement) of any official or staff member of the Institution.
 - r) Violation of any of the rules and regulations of the Institution or orders of the Competent Authority.
 - s) Gambling in any form in the Institution.
 - t) Disorderly behavior in any form or any act specifically forbidden by the Competent Authority with respect to a charge against him.
 - u) Refusal to appear to give evidence before Enquiry Officer appointed by the Competent Authority' with respect to a charge against him.
 - v) Any act violating any provision of KBC North Maharashtra University Act, Statutes Ordinances, and Rules made there under.
 - w) Conviction in the Court of Law for criminal offence involving moral turpitude.
 - x) Any other act not specifically mentioned here before which whether by commission or omission as would in the circumstances of the case be considered by the Competent Authority as an act of misconduct and/or indiscipline.
- 3) The competent authority may impose any one or more of the following punishments on the students found guilty of misconduct or indiscipline proportion thereof.
- a) Warning/ Censure/ Reprimand
 - b) Fine not exceeding Rs.500/
 - c) Cancellation of the Scholarship / award / prize /medal, awarded to the student by the Concerned Institution, with respective effect.
 - d) Expulsion from the concerned Institution



- e) Debarring from admission to a course or courses of study in the concerned Institution. Debarring from appearing for examination or examinations conducted by the Institution concerned for a specific period not exceeding five years.
- f) Cancellation of the result of the student concerned to the examination of the concerned Institution in which he has appeared.
- g) Rustication from Institution for the period not exceeding five years.

4) If the Competent Authority is satisfied that there is a prima case for inflicting penalties Mentioned in above pointit may itself or through other person/persons authorized by it For this purpose shall make enquiry in the following manner

- a) Due notice in writing shall be given to the student concerned about his alleged act of misconduct/ indiscipline.
- b) Student charged shall be required, within 15 days of the notice, to submit his written representation about such charges.
- c) If the student fails to submit his written representation within the specified time limit the enquiry may be held Ex-party.
- d) If oral evidence of the witness against student is recorded by the Enquiry Authority, the student charged shall be given an opportunity to cross examine the witness concerned.
- e) If the student charged desires to see the relevant documents such documents as are being taken into consideration or are to be relied upon for the purpose of proving the charge may, at the discretion of the Enquiry Authority, be shown to him after the notice as provided in sub clause (a) above is furnished to him.
- f) The student charged shall be required to produce document, if any, in support of his defense. The Enquiry Authority may admit relevant evidence, documentary or otherwise at any stage before the final orders are passed.
- g) Legal practitioner shall not be allowed to appear on behalf of the student charges in the proceedings before the Enquiry Authority.
- h) Enquiry' Authority shall record finding on each implication of misconduct or indiscipline and the reasons for such finding and submit the report along with proceedings to the competent Authority. The Competent Authority on the basis of findings shall pass such orders as it deems fit. Provided procedure prescribed above need not be followed and all or any of its provisions may be waived in the following circumstances.
 - i) When the student charged admits the charges in writing.
 - j) When the order of punishment is to be based on facts, which have laid to the conviction of the student charged for the offence involving moral turpitude.
 - k) When the student charged has absconded or for any other reason it is impracticable to communicate with him.
- l) If the punishment of rustications is imposed on a student by Principal of the Institute/ Head of the Institution/ Head of the Teaching Department of Institute or such other person to whom the authority is vested by the Principal. If the punishment is imposed by the Principal the student shall be entitled to prefer an appeal to the Grievance and redressal committee of the Institute within thirty days



Academic Rules and Discipline:-

1. On all working days the lectures sessions are scheduled to start at or around 9:00 am as per mentioned timetable or as per Schedule determined by the teaching faculty. The each session will be of 60 minutes. The specific schedule for each lecture session will be mentioned in the timetable displayed on the notice board.
2. Students are expected to be in the classrooms at least 5 minutes before start of a lecture session.
3. No student can enter or leave the lecture session while the lecture session is in progress, without the permission of the concerned faculty,
4. Students must conduct themselves in an appropriate manner during a lecture session so as NOT to disturb the proceedings of an ongoing session.
5. During the progress of various lecture sessions all students should maintain discipline in the campus premises.
6. A student is expected to attend all lecture sessions barring unforeseen circumstances.
7. 75% attendance is mandatory for appearing in the end term examination. There will be no relaxation of this rule and the decision of the management will be final.
8. Some days are likely to be earmarked for guest lectures, debates, cultural activities, Group assignments; workshop etc. students are expected to attend all guest lectures, industry seminars, cultural functions etc. organized by the college. Unauthorized absenteeism from such program would invite disciplinary action.
9. Resorting to unfair means of any type in any evaluation process or examination is a serious offence. Any such act will attract serious punishment ranging from cancellation of the concerned examination to rustication from the college. The decision of the management will be final in all such cases.
10. During the program, students are NOT expected to take any leave barring unforeseen circumstances that include:
11. Students are expected to take leave in writing from the concerned faculty whose lecture session is being missed. If any test or examination is held during such period. However, the discretion in this regard will vest with the concerned faculty

Library Code of Conduct:

1. Students should wear ID cards in the library.
2. Library book will be issued to the students only against the library cards.
3. Every student will be issued only 2 books at a time for a maximum period of 7 days and as per the due date stamped on a borrowed book. On Expiry of the period, if student fails to return the book (s) will have to pay fine of Rs 10/-per day for a week and Rs 2 per day further. The amount of fine can be varied from time to time at the discretion of the director.
4. Library cards are non-transferable, meaning thereby no issue will be made to a student against the library card of any other student.
5. The library is expected to be used only for issuance/ return of the books as well as for study.
6. All library books must be returned after the course or program is completed and within the due date fixed by the college from time to time. The passing certificates and mark sheets will NOT be given without the clearance and No Dues Certificate from the librarian.



7. Student should familiarize themselves with library timings and rules and regulations displayed on the notice boards from time to time.

Computer Lab Code of Conduct:

1. Students are NOT allowed entering IT lab without ID cards.
2. Students should write their details like Name, Class, In-Out time etc in the register as and when they enter the IT lab or leave the IT lab.
3. Student should familiarize themselves with IT lab timings and rules and regulations displayed on the notice boards from time to time.
4. A student is NOT allowed to work in the IT lab when he/she has a lecture session. In case of any breach of this rule, disciplinary actions will be taken.
5. The IT lab is expected to be used only for academic purpose only. Visiting internet sites that are unethical, banned and NOT for academic purposes is strictly prohibited.
6. Similarly chatting of any type or playing computer games is strictly prohibited, if any student is found to indulge in any such activities, it will attract disciplinary actions.

Shilpa K. Bendale

Prof. Dr. Shilpa K. Bendale
Director

