



Arihant Education Foundation's
**ARIHANT INSTITUTE OF BUSINESS MANAGEMENT
(AIBM)**

(Affiliated to Savitribai Phule Pune University, Approved by DHE and AICTE, New Delhi)
Campus: S. No. 276/1/2, 277/1/2, 278/2, Bavdhan (Bk.), Behind Crystal Honda Showroom, Pune-411021,
Maharashtra

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INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

DISCIPLINE

- The student must observe and strictly follow the disciplinary rules and regulations of the Institute.
- The student should follow the academic calendar as per the instructions of Head of the Department.
- Any act of indiscipline or misbehavior by any student will attract severe punishment.
- Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
- Students shall only use the waste bins for disposing waste materials in classrooms and offices to make the college campus free from plastic and other litter.
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels.
- Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
- All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents.
- Unauthorized entry of outsiders into the campus is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College.
- Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.

I-CARD

- Every student must carry college I-card every day while entering college premises, 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




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- The details required for the ID Cards should be submitted on time to avoid further delay.
- Student should provide correct details for the ID Cards. (Specially care should be taken while mentioning the blood group, Emergency Contact no and Address)
- The student should collect his / her 1- Card within 5 days from the date disbursement notice. 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 Institute.
- 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.
- If student has lost library card or I-card, it should be reported immediately to the coordinator with an application.
- Student will be charged in case of reissuing the lost ID Card.

HUMAN VALUES

- Be scrupulously honest in all academic activities and with all the stakeholders of the institute.
- Be attentive, fair and cooperative to your teachers and peers on various academic and non-academic activities.
- Believe in loving, sharing and caring.

MOBILE PHONE

- The student should switch off their mobile phones while in the classroom, Laboratory, Library etc.
- 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.

RAGGING

ACTION TO BE TAKEN AGAINST STUDENTS INDULGING AND ABETTING IN Ragging as per the Directions of Hon'ble Supreme court of India.

MAHARASHTRA ACT NO. XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999. (As modified up to the 29th August 2012)

- Cancellation of admission and also debarred from taking admission in any institution in India.



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- Suspension from attending classes.
- Withholding/Withdrawing scholarship/ fellowship and other benefits.
- Debarring from appearing in any test/examination or other evaluation process.
- Withholding results.
- Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- Suspension / expulsion from the institution.
- Collective punishment if larger numbers of students are involved in the act of ragging.
- An FIR filed without any exception with local police station

ATTENDANCE

- Student should be regular in attendance for all sessions during the day.
- Student should have at least 75% attendance in the Lectures in every subject as per university rule to be eligible for appearing the examination
- If the student is found irregular in attendance, disciplinary action will be taken.
- The student coming late shall not be allowed to enter the class.
- The student must report about the sickness to the Institute.
- On no account will students be allowed to remain absent for any mid-semester, termend examination conducted by the Institute or continuous assessment conducted by faculty in class.
- The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.
- The student should complete the entire Practical and Term work such as Journals, Assignments and Projects.

CODE OF CONDUCT FOR TEACHING-STAFF

DISCIPLINE

- The Faculty Member should report to the college sharp at commencement of college timing
- Once the subject is allotted the staff should prepare lecture wise lesson plan.
- The work plan/Teaching plan of teaching staff should be ready before the beginning of regular classed of semester.
- 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 Faculty must ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Head of Department/ Institution/ Coordinator/ Committee.
- Self Involvement of staff in every assigned activity, task or committee is must.



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- Faculty member should follow the hierarchy for reporting activities, issues, suggestions, demands etc.
- Faculty should obey the Deadline given for the tasks.
- Syllabus should be completed within given time span.
- The activities of the Faculty should be in syne with the Academic Calendar.
- Faculty shall strictly conduct the lectures as per the timetable.
- Clashes of lectures if any should be immediately resolved from the time table department.
- It is the responsibility of the faculty to engage the students or to adjust the lecture with other faculty in their absentee for any reasons.
- Mobile usages should be kept to minimum in college and should strictly avoid during Invigilation.
- Lastly Faculty is highly expected to be part of solution of problem than rather to be part of problem.

LEAVES

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

CONTINUOUS ASSESSMENT

- Faculty should conduct internal exams as per the schedule mentioned in the Academic Calendar.
- Paper checking should be done as per the guidance and within the deadline given by the Internal CAP Director under the policy/guideline of Savitribai Phule Pune University.
- The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- Faculty shall maintain all the necessary record of Internal as well as External marks Evaluation.
- 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 Head of the departments or student counselor and inform him / her about the habitual absentees, slow learning and any objectionable behavior of the student.



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- Every Faculty Member should maintain academic record book of the assigned subject.

CLASSROOM TEACHING

- The staff should engage the full 45 minutes lecture and should not leave the class early.
- The staff shall use "Information Communication Technology (ICT)" for effective delivery of lectures.
- The staff should encourage students asking doubts/questions.




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