

STUDENT CODE OF CONDUCT



RAJGAD DNYANPEETH'S

**RAJGAD INSTITUTE OF MANAGEMENT RESEARCH AND DEVELOPMENT,
PUNE-43**

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.

STUDENT CODE OF CONDUCT

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 whatsapp 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.

STUDENT CODE OF CONDUCT

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.

STUDENT CODE OF CONDUCT

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.

STUDENT CODE OF CONDUCT

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 is 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.

Dr. D. B. Bharati

Director