



Shri Shivaji Maratha Society's Institute of Management & Research

CODE OF CONDUCT FOR STAFF

Code of conduct and Code of Ethics given below applies to all the teaching and non teaching staff. Staff should be aware that breaching the Code of Conduct will considered as serious offence.

CODE OF ETHICS

1. All the teaching and non teaching staff should sustain highest Quality in their work.
2. All the staff must take sincere and compassionate interest in the welfare of Students, College, Society and Country.
3. College expects trust, openness, honesty and fairness in all relationships and transactions.
4. All the staff is accountable for pursuit of knowledge, personal growth and development of self, Department, College, University, and Country.
5. All the staff should respect and value the dignity and uniqueness of the human being.
6. All the staff should work hard to fulfill the mission and vision of college.
7. All the staff should keep in mind that we expect you to foster an environment which reflects the college values of clean, caring, learning, Respectful, happy work environment during their interactions.



CODE OF CONDUCT FOR STAFF

1. Wearing college ID-Card is compulsory for all the staff.
2. Formal Dress code is compulsory for all from Monday to Friday. Tie for male faculties and Dupatta for Female faculties is mandatory with formal dress code. On Saturday Casual wear is allowed.
3. Conducting the lectures is core responsibility of Faculty and this should not be compromised for any other cause. If any Faculty found not taking lectures regularly without informing the authorities, Management will take actions against such Faculty.
4. Written permission should be taken if any Faculty wants to adjust lecture slots.
5. Faculties must be punctual and regular for every lecture and strive to maintain good quality in lecture delivery.
6. Staff should treat everyone with respect and equality and dignity.
7. No internal or external politics will be entertained from any staff members.
8. Staff should take prior written permission for leaves for any emergency or illness you should inform the authorities without any delay.
9. Staff should act fair, transparent, Impartial and unbiased in every action and decision.
10. Keep all the records accurate, up to date and confidential unless authorities ask you to disclose in written communication.
11. Participate actively and take initiatives in all the activities of college (Extra-curricular Activities, community services, Exam duties) needed to improve the education system.
12. Employees should not use any college asset for personal use if essential take the prior written permission of higher authority.
13. Possession or consumption of cigarette drugs, tobacco, alcohol substances are strictly banned in the Campus premises. Smoking, drinking, gambling is strictly not allowed in campus premises.
14. Sexual Harassment is a major issue in the college. Serious actions will be taken against those who found involved.
15. We do not promote or support any political activity in college campus so staff should not involve themselves in any such activity.



16. Mobile phones should be switched off in administrative office area, Director Cabin, Library, Computer Lab, and during Lectures.
17. No Staff shall communicate or write any information regarding the college or university in any manner to the press or Media or Social Network without Prior Permission from the college authorities.
18. Make every effort to develop Professional work attitudes and habits.
19. All the staff must take sincere and compassionate interest in the welfare of Students, College, Society and Country.
20. Staff shall not harm, damage or destroy or cause any loss in any manner to College properties.
21. Staff should not pamper in gossip or spread rumors.




Director
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To lay down proper rules and regulations to enforce discipline in the Campus this will be compulsory on all the students studying in the college. Institute of Management and Research has approved this Code of conduct for implementation with instant effect.

The code of conduct is established to foster and protect the missions of the college, to foster the scholarly students in a safe and secure learning environment, and to protect the people, properties and processes that support the college and its missions. It is necessary that the College should cultivate higher values of honesty, integrity, responsibility, mutual respect for persons and property, respect for human rights among its students.

The Code shall be applicable to all the students admitted to the college.

CODE OF CONDUCT FOR STUDENTS

1. All students must wear identity cards.
2. Students must follow decent and formal dressing. From Monday to Friday only formals are allowed. On Saturday casuals are allowed but it should be decent.
3. Attendance for all the lectures, activities and institutional programs is compulsory for all the Students.
4. Assignments, case studies and any field work assigned by the faculties are compulsory for all the students.
5. Mobile phones should be switched off in administrative office area, Director Cabin, Library, Computer Lab, and during Lectures.
6. In case of leaves or absentees (illness, family problem) students must inform the authorities and must produce the necessary medical certificate within 7 days.
7. No Student shall communicate or write any information regarding the college or university in any manner to the press or Media or Social Network.
8. It is sole responsibility of Students to read the notice boards and emails. No student can blame any staff or faculty for missing any important updates related to academics.
9. Students are not allowed to occupy or use Director Room, Faculty room, Conference rooms or administrative department without prior permission from the concerned authority.
10. To promote and maintain an energetic academic, intellectual, cultural and social atmosphere which is consistent with the objectives of the college.
11. Strive to develop Professional work attitudes and habits.
12. To respect the laws of the country, human rights and to conduct in a responsible and dignified manner at all times.
13. To respect the cultural and social values nurtured and followed by People of this Country.



14. Students must report any violation of this Code to the functionaries under this Code.
15. Malpractice of any kind will not be allowed during the Online / internal / University Examination.
16. Possession or consumption of cigarette drugs, tobacco, alcohol substances are strictly banned in the Campus. Smoking, drinking, gambling is strictly not allowed in campus.
17. No student shall enter or leave the classroom when the session is on without the permission of the teacher.
18. Students shall not harm, damage or destroy or cause any loss in any manner to College properties.
19. Students must behave and conduct themselves in the college premises in a noble and courteous manner and show due respect to the authorities, employee, elders and classmates.
20. Students must not participate in cheating or plagiarizing their work or the work of others.
21. Students should not use of disrespectful language or offensive gestures in any situation.
22. Follow instructions from all Teaching and not –teaching staff of the College.
23. Student's should not pamper in gossip or spread rumors.
24. Students must spend their free time in the Library.
25. Students shall not hang around along the corridors or crowd in front of the Administrative offices. Students shall no sit on places such as stairs, balcony or canteen during lecture time etc.
26. We promote and follow "Clean and Plastic free Campus ", Students shall only use the waste bins for dispensing waste materials within the Campus.
27. Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.
28. Use of Internet from Computer Lab or College WIFI or from own mobile for the purpose other than academic related activities is banned in campus.
29. Students are responsible for any textbooks, library books, or any equipment loaned to or used by them. If misused or damaged, students will be responsible for charges to repair or replace. If repayment is not received, students will have in-college privileges removed or suspended.
30. We do not promote or support any political activity in college campus so students should not involve themselves in any such activity.
31. Involvement in any criminal offence under Indian Legal System will result in suspension or expulsion from the college.
32. Ragging in any form is strictly prohibited within the premises of the college. Any individual or group who indulge in an act or practice of ragging constitutes gross indiscipline and such individual / groups shall be dealt with as per the ordinance. This includes individual or collective acts or practices that involve physical assault or threat or use of physical force, which violate the status, dignity and honor of any student. Any complaints regarding ragging should be brought to the notice of the Anti Ragging Committee members.
33. Sexual Harassment is an important issue in the university. In case of such issue the students are requested to contact the Sexual Harassment Cell.




Director

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