



Navjeevan Education Society's,  
**NAVJEEVAN INSTITUTE OF MANAGEMENT**  
Shivshakti Chowk, 4<sup>th</sup> Scheme, CIDCO, Nashik-422-008.  
Phone No.:-0253-2393827, Fax:-0253-2390319  
Web site:-navjeevanmba.com, Email ID:-navjeevan.mba@gmail.com

## **NIM - PROFESSIONAL CODE OF CONDUCT**

### **RULES & CODE OF CONDUCT FOR STUDENTS, TEACHERS & SUPPORT STAFF**

#### **A. GENERAL CODE OF CONDUCT:**

- All students, Teachers & support staff are expected to follow rules & regulations so as to ensure the smooth functioning of the Institution. Violation of the rules will lead to suitable disciplinary action as per the rules of UGC, Navjeevan Institute of Management (NIM) and other relevant statutory bodies.
- Students are required to display/carry the ID cards given by the Institute during their stay in the NIM Campus.
- All students, Teachers & support staff must follow the dress code of formal Attire as prescribed by NIM. Students & Teachers are expected to avoid any form of attire or behavior which could be considered indecent/unsuitable.
- While in the campus, students' behavior must not at any point be a disturbance to the conduct of lecture.
- Drinking alcohol/any related substance, Smoking and gambling in any form within the campus premises are strictly prohibited. A strict action shall be taken against such a person.
- Cell phones/Mobiles phones or other such device should be used only in common area in the campus.
- No students, Teachers or support staff shall communicate or write any details regarding NIM in any manner to the Press or Media without prior approval of NIM Authorities.
- 75% attendance is mandatory for all the students as per Savitribai Phule Pune University (SPPU) rules.
- In case of illness or any other issues, students, Teachers & support staff must inform NIM Director and must produce the necessary valid medical certificate within 7 days.
- Any unwelcome behavior of any student brought to the notice of the NIM Management will invite disciplinary action against the concern person.
- Prior permission/approval from the NIM Authority is required to be taken for organizing any Get together/ Function/ Party or any other event and to use of Institute facilities.
- Ragging in any form is strictly prohibited within the premises of the Institute/department/classroom as well as on public transport. Anti-Ragging Cell is formed by

NIM every year with Faculty and Students Representative to help address the issues, if arises, in proper manner.

- Any individual or group of individuals 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 Anti-Ragging committee members. The names and the telephone numbers of the members are displayed in the Campus.
- Students are expected to read the notices displayed on the notice board on regular basis.
- Sexual Harassment in any form is highly prohibited in and off NIM Campus. In case of such issue, the students, Teachers & support staff are requested to contact the Grievance Addressal committee. The names and the telephone numbers of the members are displayed in the Campus.

## **B. ACADEMIC RULES AND DISCIPLINE:**

- No student can enter or leave the lecture session while the lecture session is in progress, without the permission of the concerned faculty.
- Students must conduct themselves in an appropriate manner during a lecture session so as NOT to disturb the proceedings of an ongoing session.
- During the progress of various lecture sessions, all students should maintain silence in the campus premises.
- Teachers are expected to do Fair Evaluation at all the time for all the students of the Institute. 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 Institute. The decision of NIM Management will be final in all such cases.
- Students are expected to take a leave approval in writing from NIM Director. If any test or examination is held during such period, a student is NOT entitled for a re-examination. However, the discretion in this regard will vest with NIM Director/University.

## **C. ADMINISTRATIVE DETAILS, RULES & REGULATIONS**

### ***a. Admission:***

- Admission of student to NIM MBA Program will be confirmed upon payment of the first installment of fees and submission of necessary documents on or before the due dates prescribed by the statutory bodies.
- The necessary documents include the following -
  - ✓ Attested copy of all Academic certificates (school / college / University etc.) including Original for verification.
  - ✓ Other Certificate (Cast, Validity, Domicile, Nationality etc.)

***b. Fees Payment:***

- Students are expected to pay full fees or minimum first installment in the beginning of the academic year or at the time of admission.
- In case Students has some financial problems, then student has to take prior permission from the Director.
- Easy Installments option has been offered to students by NIM in good faith of students.
- It is expected to clear all fees by student before university examination.

***c. Fees Refund:***

- As per the guidelines of Admission Regulating Authority & Fees Regulating Authority.

***d. Readmission and Deferment:***

- Students applying for additional specialization will be considered as a fresh admission.
- They are expected to comply with the fees structure prescribed.
- If any student cancels the admission after the exam form submission his entire fees will be forfeited.
- In case a student wants to discontinue from the batch for any reason, who was originally enrolled, and now wishes to continue the MBA Program in the subsequent batch in the next year, then student will have to approach the Director office for further details.
- The candidate may be allowed for readmission after the payment of full pending fees & current fees fixed by the Shikshan Shulka Samiti.
- Re-admission will however be subject to availability of seats and will be at the sole discretion of the Director.

***e. Class Attendance:***

- As per guidelines by SPPU, student must maintain minimum 75 % of the attendance in all semesters.

**D. LIBRARY:**

- Students should wear/show ID cards in the library.
- 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 25/- per day further. The amount of fine can be varied from time to time at the discretion of the director.
- Library cards are non-transferable, meaning thereby no issue will be made to a student against the library card of any other student.
- The library is expected to be used only for issuance/ return of the books as well as for study. Any other type of activities including Group discussions etc. will NOT be permitted inside the library premises.

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

## **LIBRARY RULES:**

### Circulation Issue System:

Books are issued on presentation of the library card. Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.

### Validity of Cards:

Validity of Institutional Membership is from 1st July to 30th June (Academic Year).

### Loss of Card:

Member will have to pay Rs.50/- for getting duplicate borrower card. Loss of borrower card should be reported to the librarian in writing.

### Overdue Charges:

Two books will be issued to the students for 7 days only. The fine will be charged @ Re.2 per day per book from the due date till the book is returned to library.

### Book Lost:

If the books are lost, then the borrower shall replace the books of the same edition or latest edition or pay double cost of the book after consulting the librarian.

### Care of Library Books:

Students are required to handle the books/ Journal very carefully; marking with pencil; writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case user shall be held responsible unless these are brought to the notice of the library staff at the time of issuing of book.

### Reference section:

This section includes Encyclopedia, Dictionaries, Hand books, and reference books etc. which are only available for reference. User can make use of these resources.

### Journal Section:

In these section journals, general magazines and News letter are available. They are arranged alphabetically. The latest issues are displayed on display rack.

### Working Hours of the Library:

Monday to Saturday 8 am to 5 pm. (Reading hour : 8 a.m. to 9 p.m.)  
Sunday Open: 10 am to 4 pm

#### **E. COMPUTER LABORATORY RULES:**

- Students are NOT allowed entering Computer lab without ID cards.
- 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 Computer lab.
- Students are NOT allowed to work in Computer lab when he/she has a lecture session. In case  
1. of any breach of this rule, disciplinary actions will be taken.
- Students are NOT allowed to carry any kind of eatables, water bottles and any other belongings in the Computer lab.
- The Computer lab is expected to be used only for academic purpose. Visiting internet sites that are unethical, banned and NOT for academic purposes is strictly prohibited. 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.

#### **F. EXAMINATIONS: Rules & Regulations**

1. Students will not be allowed to carry or keep mobile phones in their possession during examinations inside the examination room / hall.
2. A student should occupy only the seat allotted to him / her 10 minutes before the scheduled time.
3. No books, papers or notes will be allowed in the examination hall unless it is an open book examination.
4. Students will not be allowed to carry any food and drinks related items other than water inside the examination rooms / halls.
5. Students will not be allowed to enter the examination hall after the commencement of the examination unless they obtain necessary approval from the Director.
6. In the examination hall, the invigilators will be the sole authority for any queries / disputes.
7. Penalty for the breach of examination rules and regulations may amount to expulsion from the Institute depending on severity of the offence.
8. At the end of the examination, the answer files have to be submitted to supervisor on duty or he/she will collect the answer books from the desk and, therefore, the student should stay back until the answer books are collected.
9. Any student found guilty of any kind of malpractice during any examination, will attract a severe penalty. The penalty may be any one or an appropriate combination of the following, as decided by faculty:
  - a. Expulsion from the Institute
  - b. Suspension for a specified period
  - c. Awarding less marks in the program concerned

- d. Scaling down marks obtained in the specific subject
  - e. Communicating the misdemeanor
  - f. Re-examination
10. The Director is empowered to refer to the academic committee any deserving case for review if anyone found notwithstanding the academic regulations mentioned above.

**NOTE:** Students, Teachers & Supporting Staff shall be intimated of any changes or updates on Code of Conduct from time to time to ensure the healthy learning atmosphere in the Institute.