



**YASHASWI EDUCATION SOCIETY'S**  
**INTERNATIONAL INSTITUTE OF MANAGEMENT SCIENCES (IIMS),**  
Chinchwad, Pune.

**STUDENT CODE OF CONDUCT**  
**BATCH 2024-2026**

## About IIMS:

International Institute of Management Science (IIMS) is an ISO 21001:2018 educational standard certified, accredited by NAAC, approved by AICTE, recognized by DTE, Government of Maharashtra and affiliated to Savitribai Phule Pune University. IIMS, is committed to impart managerial skills, through tailor made Industry Institute Interface Programmes, that facilitate the participants to face the challenges of hyper-competitive corporate world. IIMS witnessed the passing out of 14 batches of full-fledged MBA professionals with high sense of ethics and commitment for the good of the society. IIMS is located at the centralized location of the city with its classic ambience and infrastructure, high standards of teaching, strong corporate connectivity and excellent placements provide the right learning environment for the future global managers. We welcome you to be the part of this new thought revolution and become the best future professional managers.

## Vision:

To be a world-class institution in the field of higher education and research dedicated to quality education in Management and Information Technology which will contribute value to the knowledge-based economy and society.

## Mission:

1. To create a center of excellence in developing high-quality professionals in the field of Management and Information Technology.
2. To provide a conducive environment to achieve excellence in teaching-learning, research, and development activities.
3. To offer excellent, value-based Postgraduate and Doctoral programs in the field of Management Sciences and Information Technology.
4. To focus on the quality of Vocational and skill-based education, inspired by students and admired by the industry globally.

## Core Values:

**Excellence, Professionalism, Discipline, Passion, Social Responsibility**

## Quality Policies:

We are committed to imparting Quality Education through well-qualified Faculty, Industry- Institute Interface, High standard infrastructure, Promoting research consultancy and innovation with the help of global collaborations among the students and faculties.

## Departments:

DEPARTMENT	NUMBER OF STUDENTS
• Master of Business Administration (MBA)	120
• Master of Computer Applications (MCA)	120
• Ph.D. (Commerce & Business Management)	45

## Applicability:

The Code of Conduct Handbook is applicable to all students of the Institute enrolled in both full-time courses and at the established academic unit and pursuing postgraduate and doctoral as well as other courses. The term 'student' refers to persons who are enrolled for a particular course offered by the Institute for a term semester. Any activity that causes the destruction of property belonging to the Institute; any conduct of the members of the Institute community that causes harm to their health or safety; and any activity in which a police report has been filed, a summon or indictment has been issued or an arrest has occurred for any act or omission, will be constituted as a breach of the Institute Code of Conduct. Students will continue to be subjected to the laws of the land while at the Institute and any violations of those laws may also constitute violations of the Code. In such instances, the Institute will proceed with disciplinary action as under the Code of Conduct and independently of any criminal proceeding involving the same conduct imposing sanctions for the violation of the Code of Conduct, even if such criminal proceeding is not yet resolved.

## 1. Leave and Attendance Rule for Students:

- i. Attendance of students is taken very seriously at the Institute level and it is given top priority amongst academic endeavors.
- ii. Every student is compulsorily required to attend all the lectures, tutorials, practical and other prescribed curricular and co-curricular activities and no student is expected to miss any of the lectures or other prescribed curricular and co-curricular activities, except for emergent and compulsive circumstances, under PRIOR approval of the class coordinator/Director.
- iii. To accommodate absence on account of exigencies like sickness of self or close family members, participation in management festivals, co-curricular, placement-related activities, hospitalization of self, or hospitalization for sudden serious illness or demise of parent, grandparent, brother, sister, wedding or other such circumstances; natural and other disasters, participation in a management festival or co-curricular activity duly preapproved by the institution, or any other genuine reasons, attendance can be condoned up to maximum 25% for MBA & MCA programs, provided PRIOR approval of the Class Coordinator/Director was taken.
- iv. Students registering short attendance will not be allowed to appear in the mid/end trimester/ semester/yearly examinations. Extreme genuine cases within marginal limits can be considered, under specific approval of the Director, with corresponding additional compensatory academic work and submission of written attendance assurance undertaking for the future, of self/parents and after depositing corresponding refundable assurance amount with the 'Students' Welfare Committee', provided the case has been so recommended by the 'Disciplinary Committee' of the Institute after hearing the individual case of the student, also involving his/her parents.

- v. Students must register themselves for the respective courses, on the prescribed date.
- vi. Late registration will however be permitted, under special circumstances, on submission of adequate proof, justifying the delay, to the satisfaction of the Director. Late registrations do not provide alibi to the concerned student for any concession from the prescribed attendance requirements. The loss of attendance, due to late registration has to be made good by absolute punctuality for which the concerned student has to take absolute responsibility, by himself. However, if regularity is apparent, marginal concession can be provided during mid-semester / Trimester exam, on recommendations of the Class Teacher by the Director.
- vii. In case of extreme, exigency, leave can be sanctioned by the concerned class teacher on a case-to-case basis after ascertaining the reasons in writing. However maximum number of leave should not be such that attendance falls below - 75% for all courses.
- viii. In case of extraordinary emergency, where the student cannot take prior permission, the same must be informed to the class teacher in writing explaining the reasons for absenting. If the Class Teacher is satisfied, he may allow leave on re-joining the Institute under special consideration.
- ix. In the case of medical emergency, the students will be granted leave on production of a Medical Certificate of the 1st class Govt. Medical Officer or a Private Practitioner with MD or MS qualification. In any circumstance, medical leave of more than 5 days cannot be granted.
- x. Marks for attendance, will be on the basis and in proportion of attendance registered, e.g. if attendance carries 10 marks, then 85% attendance will qualify for 8.5 marks, 35% attendance for 3.5 marks, 60% attendance for 6.0 marks and so on.
- xi. A continuous absence for more than 2 weeks without prior written permission will automatically lead to cancellation of registration for the respective course. Any readmission if permitted by the Director shall not be without payment of re-admission fees of Rs. 5000/- and a written undertaking from the student concerned and his/her parents/guardian.
- xii. The collections of fines, Penalties so made, will be credited to the Students' Welfare Committee account.
- xiii. The Management has the sole discretionary authority to increase/reduce/waive off any/all fine or impose alternative penalties or take corrective action as they may deem fit.
- xiv. No student will be allowed to sit in the internal university examination if his/her attendance has fallen below - 75% for courses during the period preceding the exam.
- xv. The director after evaluating the genuineness of each case may grant attendance up to 25% of total classes held for each subject but the same shall not be without satisfactory completion of compensatory academic work assigned by the concerned subject faculty and submission of written attendance assurance undertaking for the future, of self/parents and after depositing corresponding refundable assurance amount with the 'Students Welfare Committee', provided the case has been so recommended by the 'Disciplinary Committee' of the Institute after hearing the individual case of the student, also involving his/her parents. Such an assurance amount will be Rs.100 per period. Such a provision is considered essential so that students who miss classes are highly discouraged and attendance discipline is maintained. With this arrangement, students also get encouraged to attempt for recouping the loss of attendance during one interval by remaining punctual in the next period, because the assurance money, so deposited becomes refundable, if the concerned student is able to maintain the prescribed level of attendance in the future periods.

## **2. Induction Programme & Outbound Activities:**

MBA and MCA at IIMS begins with an induction program to set the scene and connect students among themselves and the Institute. The program includes a variety of activities such as team-building, workshops, guest lectures, ice-breaking activities, management games and various social activities. The Induction module sets the context for the rest of the program and helps reacquaint students with rigorous academic study. The Institute provides outbound training to enhance the risk-taking ability of students through experiential learning. As the name suggests, the outbound training is conducted at a place away from the college premises and aims at improving the interpersonal, communication, organizational and leadership skills of the students. It is mandatory for all the students to write a report based on their entire experiences, observations and learning during Outbound Activities and submit the report to the TPO one week time.

## **3. Industrial Visits:**

Industrial visits are very important to showcase all the aspects of real working environment of the corporate world, those students will come across once they enter into professional field, after the completion of their respective courses. So industrial tours are an effort to bridge the gap of practical exposure. It is mandatory for all the students to write a report based on their entire experiences, observations and learning during the Industrial Visits and submit the report to the TPO within 3 days from the Industrial Visit time.

## **4. Guest Speakers:**

We invite prominent guest speakers from various industries on a regular basis to give practical industrial exposure to our students.

## **5. Summer Internship:**

Two months Summer Internship Programme (SIP) as per the guidelines of Pune University is designed to provide the students an opportunity to work and gain some exposure to the Industrial environment, work culture and processes that prevail in the organization. Guidelines will be provided to the students at the time of their Summer Internship Project.

## **6. Placements:**

Our aim is to guide the students to choose the right career, to give knowledge, develop skills, aptitude and to build the right attitude so that every student gets the best placements. We continuously strive hard to devise new methods and technologies to enhance the skills and knowledge levels of our students to remain in line with the latest expectations of the industry. We also continue our efforts on a regular basis to remain connected with the corporate world through different modes and take pride in adding new corporate entities to our kitty. Our ultimate aim is to provide highly professional young talent to the corporate fraternity.

## Technical Capsules:

Our Computer Labs are very well equipped with 90 computers having modern day technology. Additionally, the Language lab consisting of 30 computers with the Latest Software has been installed for developing the Communication and Soft Skills of the Students. The main aspects covered as a part of Technical training are – Advance Excel, Tally & Information Technology.

## 9. Mentoring and Counseling:

One of the primary reasons for the lack of industry readiness in management graduates is lack of exposure, guidance and mentorship. The more students can interact with executives with extensive industry experience the better perspective they can gain by the time they graduate. Keeping this in mind we have evolved with the concept of mentors from Industries to guide our students. This also gives them an opportunity to relate the academic concepts they imbibe in their coursework with real-life industry situations, problems and challenges. This balance between formal learning and informal learning, which comes through industry interactions, is essential for all-round development of the management graduate. This activity is usually conducted at the end of the third semester.

## 10. Feedback:

At the end of each semester, feedback about academics, administration and library is taken from the students for the continuous evolution of our organization.

## 11. Student Committees:

These committees consist of faculty members and students. It develops a sense of responsibility among the students apart from enhancing their interpersonal and technical skills.

**We have formulated various committees like:**

- Anti-Raging committee.
- Discipline Committee
- Sports Committee
- Placement Assistance Cell
- Technical Assistance Cell
- Infrastructure and Notice Board Committee
- Women Grievance Committee.
- College Development Committee.

## 12. Complaint Redressal System:

At the institute, we follow the proper hierarchy to raise the issues of the students if they have any. The students will have a word with the Class Representatives who will refer the issue to the course coordinators. Subsequently, the issues and points are submitted to the Director for resolution.

## 13. Suggestion Box:

For overall improvement and up gradation, we welcome suggestions from students which can be dropped in the Suggestion Box. These suggestions should not contain personal grievances to settle individual conflicts. Moreover, anonymous suggestions will not be entertained. Good and constructive suggestions are always welcome and awarded by the President of Yashaswi Education Society.

## 14. Library:

Our Library is a modern collection of knowledge resources and innovative information services that fills an essential role for students, faculty, and the surrounding community in their intellectual pursuits. The library holds knowledge resources predominantly related to management and allied subjects. The entire collection includes 6200 Books, & 25 Journals and 10 weekly and monthly Magazines. The Library is digitally powered by Autolib and Delnet.

## 15. Library: Rules & Regulations:

- Maintain silence in the library.
- Use of mobile phones is strictly prohibited. If any user is found **talking on the phone strict action will be taken against that person.**
- **Smoking, eating chewing gum and drinking tobacco are strictly prohibited.**
- Students are requested to keep the books/magazines, or any other material used in their respective places after use.
- Books/Periodicals or any other library material will be issued only on production of a **valid I-card.**
- No library Material can be issued to a person on **someone else's I-Card.**
- Each student can borrow **2 books on TWO** cards for a period of 08 days.
- A book issued can be renewed on or before the due date, **"Once" for a period of 08 more days only.**
- Students should inspect the condition of the book before borrowing it and inform the **Librarian about the missing or torn pages** if any else the concerned student will be held responsible for any damage later at the time of returning the book.
- If a book is lost, the concerned person has to replace the lost book with a new book, as well as pay the fine.
- Any Library material taken out of the library for photocopying will have to be returned within an hour. Necessary action will be taken against the defaulters.
- **A new I-card can only be issued after paying a fine of Rs.100 in the accounts department and submitting the receipt of the same to the Librarian.**

## 16. Computer Lab Rules and Regulations:

### Entry/Exit

- Computer Lab will be open during Institute working hours only
- Only students, lab faculty and staff of the Institute are allowed inside the computer lab
- No visitors are allowed inside the lab without prior permission from appropriate authorities
- Students must log in and log out in the biometric reader or attendance register at the time of entry and exit from the computer lab
- Students should be dressed in formal attire (as per Institute dress code stipulations) to gain entry into the lab
- Students shall not carry any pen drives, CDs or other storage devices without prior permission from the lab in charge and the details of these storage devices shall be registered. Failure to observe this code of conduct will result in the student being barred from using the Lab for the remainder of the program.

### Inside the Lab

- Students have to maintain silence at all times in the lab
- Students will occupy the systems as identified by the lab in-charge
- All the students should log in to the system with their username and password
- Where students have carried pen drives, CDs or other storage devices, the same will be tested for any presence of viruses/undesirable content
- Students should not access servers
- Students shall not indulge in:
  - a. Hacking or retrieval of sensitive information
  - b. Destruction of data or programs in individual machines as well as the server
- The Internet facility is provided purely for academic learning and acquiring knowledge. Students shall not use this facility for sending unproductive, provocative, illegal mail or indulge in undesirable chat.
- Whenever any student has copied any data or program from the system, the same should be shown to the lab in charge for verification or approval
- Institute or its staff are not responsible for loss of any personal property of the students
- Beverages and eatables are strictly prohibited inside the lab
- Mobile phones are strictly prohibited in the lab and the violation of the rule results in the confiscation of the instrument and expulsion from the lab
- Internet usage is free of cost, subject to certain conditions. Students are requested to vacate the system after 60 minutes if required by other fellow students.
- Audio or video chatting is prohibited in all the labs of the Institute
- Students are prohibited from visiting any sites which do not add learning value or are illegal
- Students should use the computer lab only for academic learning and activities of the students over a campus network will be monitored for security purposes.

## 17. Student's Code of Conduct:

The following "Student Code of Conduct" is framed to foster and protect the core mission and objectives of the institution. It strives to promote the scholarly and civic development of the institute's students in a safe and secure learning environment and protect people, properties and processes that support the institution and its goals. Violation of any of these rules will lead to disciplinary action.

- The students should display decent, exemplary conduct and character within and outside the campus.
- All students are expected to be punctual in their class attendance. All the students are expected to be in the classroom at least 10 minutes before the commencement of the class.
- All students are expected to have a minimum of 85% attendance during each semester. A shortfall in this requirement will make the student ineligible to appear for the final examination as well as they will be ineligible to appear for the placements.
- Students will be required to establish a valid reason for absence from class attendance.
- It is mandatory for the students to attend Induction Program/Seminars/Guest lecturers/formal functions etc. organized by the College.
- The students shall adhere to all the Institute norms, as notified from time to time.
- Carrying/using mobile phones is prohibited in academic premises like classrooms, library and lab, etc. If the students are found with mobile phones and violating the norms, the same will be confiscated by the faculty/authorities and will not be returned throughout the semester.
- Students have to wear clean, neat, decent and prescribed uniforms/clothing inside the campus.
- All students must carry their Institute Identity Cards daily. The same should be presented to the college authorities on demand. Any loss of ID card should be immediately reported to the Institute's office.
- Students are required to maintain strict discipline in the college premises.
- Students are required to respect and obey all the instructions/directions given by the Faculty/Staff, from time to time.
- Ragging is a criminal offense. Ragging in any form is strictly prohibited and any student found guilty of this is liable for punishment as decided by the management.
- Harassment, whether written, verbal, sexual, physical, emotional or racial, is a serious offense and will be a punishable act.
- All cases of misconduct/violation of Institute regulations/misbehavior by the students will result in punishment.

## 18. Dress Code:

### A. On Formal Occasion:

**For Boys:** White shirt, Blue Blazer, Blue Trousers, Yashaswi Tie and polished black shoes. A proper haircut and shave every day are essential.

**For Girls:** Uniform: White shirt, Blue Blazer, Blue Trousers, Yashaswi Tie and polished black shoes.

**Monday, Thursday and Saturday:**

**For Boys:** Blue shirt, Blue Blazer, Blue Trousers, Yashaswi Tie and polished black shoes. Proper haircut and shave every day are essential.

**For Girls:** Blue shirt, Blue Blazer, Blue Trousers, Yashaswi Tie and polished black shoes.

**B. On Tuesday, Friday and Wednesday:**

**For Boys:** Formal shirts and Formal Pants Yashaswi Tie and polished black shoes. Proper haircut and shave every day are essential.

**For Girls:** Formal Kurta and Leggings.

It's mandatory for students to be in Uniform on Thursday and Saturday.

**INAPPROPRIATE AND/OR INDECENT CLOTHES WILL NOT BE APPRECIATED AT ANY STAGE**

**DISCLAIMER:**

While every effort has been made to provide accurate and current information; however, the institution reserve the right to change any of the Rules and Regulations of the Institute at any point of time, including those relating to fees, to withdraw curricula and specific courses, disciplinary rules, alter course content, change the calendar,etc. All such changes are effective at such times as the Institute Authority determines and may apply not only to prospective students but also to those who are already enrolled in the Institute. The information contained in the Handbook is subject to change at any time, without notice. It is intended to serve only as a general source of information about the Institute and its policies and is in no way document to state contractual terms.

**Note:** The information provided in this document may have typographical errors or may have been superseded, hence, policy prevalent as on date would be final.

Approved by-

Name	Signature	Date
Dr Shivaji Mundhe Director	SHIVAJI DATTU MUNDHE <small>Digitally signed by SHIVAJI DATTU MUNDHE DN: cn=SHIVAJI DATTU MUNDHE, o=J. J. Somaiya Institute of Technology and Management, ou=J. J. Somaiya Institute of Technology and Management, email=shivaji.mundhe@jjsit.edu.in, c=IN</small>	28.07.2023
Dr Vandana Mohanty IQAC coordinator		28.07.2023
Dr Ashwini Bramhe HOD MCA		28.07.2023

Document Updates

Policy Date	09.07.2012
First Revision	04.09.2019
Second Revision	02.08.2021
Third Revision	28.07.2023