



## **BHARATI VIDYAPEETH UNIVERSITY, PUNE**

'A' Grade University Status by MHRD, Govt. of India & Reaccredited with 'A' Grade by NAAC

## **Yashwantrao Mohite Institute of Management, Karad**



**Hon'ble Dr. Patangraoji Kadam**

Founder & Chancellor, Bharati Vidyapeeth University



# **STUDENT HANDBOOK**

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CODE OF CONDUCT 2016-2017



## YASHWANTRAO MOHITE INSTITUTE OF MANAGEMENT KARAD

### **INTRODUCTION:**

Yashwantrao Mohite Institute of Management, Karad is one of the constituent units of Bharati Vidyapeeth Deemed University, Pune. It was established in 1994 and since then has been recognized by the All India Council for Technical Education (AICTE) New Delhi and Directorate of Technical Education (DTE), Govt. of Maharashtra. The Institute, situated in a picturesque locale far away from the maddening crowd of a city, provides the right ambience required for learning. It attracts students from the length and breadth of the country. The Institute is located off the Pune-Bangalore National Highway (NH-4) at Koyna Vasahat, Malkapur, Karad, which is about 165 Km from Pune, situated on the confluence of the rivers Krishna & Koyna. It is the largest and one of the richest green belts in Western Maharashtra. It is the birthplace of Late Shri. Yashwantrao Chavan the architect of modern Maharashtra and former Deputy Prime Minister of India. It is also well connected by rail and road.

### **VISION, MISSION AND GOALS OF THE INSTITUTE:**

As a constituent unit of Bharati Vidyapeeth Deemed University, Yashwantrao Mohite Institute of Management, Karad contributes in its own ways to the philosophy and mission of Bharati Vidyapeeth "*Social Transformation through Dynamic Education*" envisioned by its Founder-Chancellor, Dr. Patangrao Kadam.

### **GOALS OF THE INSTITUTE:**

- To provide educational facilities for training young men and women for careers in management and related fields in any form of organizations.
- To develop entrepreneurial skills of the youth so as to enable them to utilize the locally available resources.
- To improve the decision-making skills and administrative competence of would be managers.
- To explore, create and develop knowledge through applied and conceptual research relevant to management and its underlined disciplines and to disseminate such knowledge through publication.
- To conduct training programmes, seminars, symposia, etc. to develop professional knowledge, skills and attitudes of the practicing managers, executives and other personnel in related fields.
- To assist business organizations in solving their management related problems through Consultancy services.

### **FEES RELATED INFORMATION:**

- Full fees of that particular semester should be paid before submission of the university examination form of that semester.
- Any application for fee concession/ Scholarship shall be entertained and adjusted in the fees at the end of Academic year 2016-17.

### **FINE REALTED INFORMATION:**

- Students should not throw litters in the institute campus. Any student found littering will have to pay fine of Rs.100/-.
- Students have to park their vehicles in student parking zone only. Any students found breaking the rule will have to pay a fine of Rs.50/-.
- The fund so collected through these penalties will be used towards students welfare activities.

### **DISCIPLINE/ CONDUCT OF STUDENT:**

*Carefully read the declaration and comprehend the rules and regulations governing your conduct and behaviour in and outside the Institute while you are a student of YMIM. Failure or negligence in complying with the same may result in disciplinary action, fines etc. including termination of admission to the Institute.* The Students should strictly obey the instructions given by the Director through notices, personal meetings and class discussions from time to time.

#### **1. Identity Card:**

The student should carry identity card with him regularly and the identity card should be produced when demanded by the authorized persons of the Institute.

#### **2. Attendance:**

- The student should be regular in attendance for all sessions during the day. If the student is found irregular in attendance, disciplinary action will be taken.
- The attendance for the tests and tutorials conducted in the Institute is compulsory
- The students coming late shall not be allowed to enter the class.
- The student is required to submit all the assignments on time failing which he/she shall be subjected to disciplinary action.

#### **3. Mobile Phones:**

- The students should switch off their mobile phones while in the classrooms, library, laboratory etc. as per the notification.



#### 4. Dress Code:

We believe in inculcating a sense of discipline and belongingness in the students by observing a dress code. Students are expected to wear formal dress (Shirt & Trouser for gents; Salwar Kameez for ladies) and proper shoes throughout the week, except on Saturday, which will be observed casual wear day. The students are required to come to the Institute in the prescribed uniform on every Mondays and Thursdays and on special occasions, which are notified from time to time.

#### 5. Notices:

- The Students should read the notices displayed on the notice boards regularly and the Institute will not be responsible for the loss or any disadvantage due to non-reading of notices on the part of student.

#### 6. Damages:

- The student should not cause any damage to the Institute property. Compensation for the damage caused shall be recovered from the student immediately.

#### 7. Poor Performance:

- The student showing consistently poor performance in the tests and failing in the internal evaluation of the subject may not be permitted to appear in the Final Semester Examination.
- If student is found weak in certain subjects he/she will have to attend extra classes as notified and make the required progress to come at par with the other students.

#### 8. Undertaking:

- Parents of candidates will have to sign a declaration (attached herewith) at the time of admission that their ward will strictly adhere to the discipline policy of the Institute.

#### 9. Disciplinary Action:

- Students are likely to be expelled from the Institute if found misbehaving.

#### 10. Changes / Modification:

- The above rules of discipline are always subject to change, modification, addition, omission or alteration as and when the Director feels it fit and proper. The decision of the Director shall be final in all matters related to Discipline.

#### 11. Discipline:

- Behavior in the Campus -

1) Students shall maintain calmness and cleanliness at all times.

2) Students shall not loiter in the campus during class hours.

3) Students shall take due care in personal and community hygiene.

4) Students shall not indulge in any activity which will or is likely to cause structural or operative damage to any property within the Institute premises.

5) Littering, spitting, listening to walkman, radio, smoking are not allowed inside the campus.

6) Students shall not indulge in any act of violence directly or indirectly and they shall not incite any one to do so.

7) Use of mobile phone during class hours, examinations and in library is not allowed. All such equipment must be switched off.

8) Conducting of any meeting inside or outside the campus by the students shall only be with prior written permission from the designated authority.

9) Students found guilty of insubordination or disobedience to any lawful or reasonable orders of the faculty and staff of the Institute will face disciplinary action as per the standing rules of the institute.

10) In addition to the above rules, all students should abide by the other rules and regulations of the institute and the Bharati Vidyapeeth Deemed University issued from time to time.

#### 12. RAGGING:

“Ragging” in any form is a crime and punishable under the law with imprisonment and therefore is strictly prohibited. The process starts with introduction and may turn into unpleasant act of “Ragging”.

The students found to be involved in ragging will immediately be suspended and may also be handed over to police.

If the charges of ragging are proved, the student shall be discharged from the college. Fee deposited with the college will also be forfeited.

For details please refer to the “UGC regulations on curbing the menace of ragging in higher educational Institutions 2009” published by the BHARATI VIDYAPEETH Deemed University and available for reference in the College library.

**UGC 24X7 ANTIRAGGING HELPLINE**

**Toll Free No.: 1800-180-5522**

**E-mail: [helpline@antiragging.net](mailto:helpline@antiragging.net)**



### 13. STUDENT-TO-STUDENT RELATIONSHIPS:

- Relationship with Senior Student— junior students are expected to be respectful towards senior students and look up to them for guidance and advice.
- Relationships with Junior Student – Under no circumstances will the junior students be utilized for running errands for senior students or for doing any personal work for them. It is the duty of senior students to motivate, help and guide their juniors. Senior students must not however assume the task of policemen or lawmakers in trying to reform or punish their juniors. They are more like conscience keepers of their junior brethren.

### 14. STUDENT- TO-STAFF RELATIONSHIP:

- Students are expected to extend respect and courtesy to staff members at all times. They must however refrain from socializing with staff members, whether inside or outside the campus.
- Staff-Student get-togethers – All Institutional get-togethers of staff members and students will require prior approval of the Director/Management. Such get-togethers will be organized at central places like the auditorium, cafeterias or common rooms. They will not be held inside hostel or the residences of staff members.

### 15. CONDUCT OF STUDENTS ON SPECIAL OCCASIONS:

During centrally organized Lectures/Seminars-

[a] Students will wear uniform.

[b] All students must be seated 10 min. before the start of function.

[c] Students must not talk/disturb the proceedings in any manner.

[d] No student shall leave the venue before the dignitaries leave.

[e] Attendance of those nominated to attend must be 100%.

[f] Failure to attend will be dealt with by imposing a fine, the amount of which will be decided by the Director.

### 16. CONDUCT OUTSIDE CAMPUS:

YMIM even in its initial stages has acquired a healthy image and an enviable reputation. It is therefore the duty of all students to so conduct themselves outside the campus that the image of YMIM keeps shining at all times. This is particularly applicable for their conduct in their towns, any area of the Institute and even while traveling in trains. A student must be discernible from others in a crowd through his/her good conduct, pleasing manners and a dignified demeanor.

### 17. INTRA COLLEGE FUNCTIONS:

Rowdy and uncivil behavior must be avoided during any functions and competitions. However, healthy competition must be encouraged and be visible. Remarks and comments made in poor taste must be totally avoided in public.

### 18. COMPLAINT PROCEDURE:

1. Any student who wishes to submit any suggestion/complaint against the working of any system/campus or against any employee/persons working on contract with the Institute must do so in writing to the Director or can put his complaint in complaint- suggestion box kept in Library.
2. The students having individual problems can approach Director directly.
3. Common problems should be represented to the Director

### Calendar of Events for the Academic Year: 2016-17

Sr. No.	Date	Activities
1	4 <sup>th</sup> July 2016	Commencement of the Academic Session
2	4 <sup>th</sup> July 2016	Faculty meeting
3	11 <sup>th</sup> July 2016	<b>IQAC Meeting-I</b>
4	25 <sup>th</sup> to 30 <sup>th</sup> July 2016	Induction Programme
5	15 <sup>th</sup> August 2016	Independence Day Celebration
6	20 <sup>th</sup> August 2016	Freshers' Party to welcome first year students
7	27 <sup>th</sup> August 2016	Faculty Development Programme (FDP)
8	5 <sup>th</sup> Sept. 2016	Teachers day
9	10 <sup>th</sup> Sept. 2016	Software Presentation Competition
10	13 <sup>th</sup> Sept. 2016	Paper Presentation Competition
11	19 <sup>th</sup> to 24 <sup>th</sup> Sept 2016	AICTE/UGC sponsored State/National Level Workshop for <b>Faculty Orientation/Development Programme</b>
12	29 <sup>th</sup> Sept. 2016	Community Extension Programme
13	2 <sup>nd</sup> Oct. 2016	Gandhi Jayanti Celebrations- Seminar on 'Gandhian Principles for Students'
14	7 <sup>th</sup> to 8 <sup>th</sup> Oct. 2016	Knowledge Event: <b>IT Vision'2016</b> (Guest lecture series on recent trends in IT)
15	10 <sup>th</sup> Oct. 2016	Navaratri Divas Celebration

Sr. No.	Date	Activities
16	14 <sup>th</sup> & 15 <sup>th</sup> Oct. 2016	Knowledge Event: <b>Acumen'2016</b> (Guest lecture series on recent trends in Management)
17	22 <sup>nd</sup> Oct. 2016	Alumni Meet
18	26 <sup>th</sup> to 29 <sup>th</sup> Oct. 2016	Internal Assessment Tests
19	2 <sup>nd</sup> Nov. 2016	Farewell Function – MCA-III
20	5 <sup>th</sup> Nov. 2016	Principals' Meet
21	7 <sup>th</sup> Nov. to 10 <sup>th</sup> Dec. 2016	University Examinations - All courses Sem- I, III and V
22	1 <sup>st</sup> Dec. 2016	<b>IQAC Meeting-II</b>
23	11 <sup>th</sup> Dec. 2016	Commencement of 2 <sup>nd</sup> Term
24	13 <sup>th</sup> to 17 <sup>th</sup> Dec. 2016	Industrial Tour
25	29 <sup>th</sup> to 31 <sup>st</sup> Dec. 2016	Annual Sports Week
26	5 <sup>th</sup> Jan. 2017	General Knowledge Test conducted by Bharati Vidyapeeth
27	8 <sup>th</sup> Jan. 2017	Birthday Celebration of Hon'ble Dr. Patangraoji Kadam Saheb
28	12 <sup>th</sup> Jan. 2017	Yuva Diwas – A message to the youth
29	13 <sup>th</sup> Jan. 2017	Birthday Celebration of Hon'ble Dr. Vishwajeet Kadam Balasaheb
30	14 <sup>th</sup> Jan. 2017	Traditional Day
31	16 <sup>th</sup> to 21 <sup>st</sup> Jan. 2017	Career Guidance Seminars
32	27 <sup>th</sup> to 28 <sup>th</sup> Jan. 2017	State level youth festival-Ustav <b>Bharati 2017</b>
33	11 <sup>th</sup> Feb. 2017	Fun Fair 2017
34	20 <sup>th</sup> to 25 <sup>th</sup> Feb. 2017	Annual NSS Camp
35	25 <sup>th</sup> Feb. 2017	Knowledge Event: <b>IT Vision 2017</b> (Guest lecture series on recent trends in IT)
36	27 <sup>th</sup> Feb. 2017	Knowledge Event: <b>Acumen 2017</b> (Guest lecture series on recent trends in Management)
37	8 <sup>th</sup> March 2017	International Women's Day
38	28 <sup>th</sup> to 31 <sup>st</sup> March 2017	Internal Assessment Tests
39	8 <sup>th</sup> April 2017	Annual Day
40	10 <sup>th</sup> April 2017	<b>IQAC Meeting-III</b>
41	12 <sup>th</sup> to 15 <sup>th</sup> April 2017	Staff Training Programme
42	17 <sup>th</sup> April to 20 <sup>th</sup> May 2017	University Examinations - All courses Sem- II, IV and VI

Note: The schedule of above mentioned events is subject to change without any prior notice.



# DECLARATION

(To be signed by Parent/Guardian and student)

I Mr./MS/ \_\_\_\_\_ Son/Daughter of

Mr. /Mrs. \_\_\_\_\_ (Address) \_\_\_\_\_

\_\_\_\_\_ at present pursuing \_\_\_\_\_ Programme in BHARATI  
VIDYAPEETH, Yashwantrao Mohite Institute of Management, Karad do hereby solemnly declare that-

1. I will earnestly abide by the rules and regulations and the prescribed code of conduct of the college in force from time to time.
2. I will never involve in any activity detrimental to the reputation of the Institute.
3. I will put-forth my grievances to the appropriate authority individually and absolutely refrain from initiating group action to solve any problem.
4. I will immediately respond to the queries/orders of the authorities at any point of time.
5. I will be responsible for consequences if any arising out of propagation of rumors by me.
6. I will be debarred from appearing in examinations/class promotion if I do not attend classes regularly and secure the required percentage.
7. I will report to the faculty coordinator/tutor-mentor periodically as decided and notified by the authority from time to time.
8. I will maintain the study hours, reading room hours and library hours as notified by the authority from time to time.
9. I will completely refrain from smoking, consumption of alcohol and drugs in the hostel and campus of the college.
10. I will never involve in any sort of harassment/ragging to the student of the college either individually or in group.
11. I will forfeit my campus placement opportunity in case of shortage of attendance in the regular classes and various other co-curricular and extra-curricular activities.
12. I do not have any objection if the authorities expel me from the college or debar me from any facilities if situation so warrants.
13. I will convey my genuine grievances individually in writing and give the authority at least 15 days' time for redressal of grievances.

I HEREBY Certify that my parents/guardian and I have gone through the provisions of the undertaking thoroughly and carefully and I do not have any objection to any of the provision of the undertaking. I am signing this undertaking without any fear and/or compulsion.

Signed in the presence of (Parent/Guardian's full Name)

Father/Mother/Local Guardian of Student (Signature) \_\_\_\_\_

Signed on \_\_\_\_\_ (Date) of \_\_\_\_\_ (Month) of \_\_\_\_\_ (Year) \_\_\_\_\_

Name of the student furnishing the declaration \_\_\_\_\_

Signature of the student furnishing the declaration \_\_\_\_\_

(Signature of the Director with Seal)





**BHARATI VIDYAPEETH DEEMED UNIVERSITY  
YASHWANTRAO MOHITE INSTITUTE OF MANAGEMENT  
KARAD**

