

CODE OF CONDUCT



**The Matrix Educational Foundation's
Matrix School of Management Studies**

CODE OF CONDUCT HANDBOOK

Code of Conduct for Students, Director, Teaching, Non-Teaching Staff and Governing Body.

CODE OF CONDUCT FOR STUDENTS

Code of Conduct of Students Rules and Regulation: -

RULES AND REGULATIONS

1. Students should obey the instructions given by the Director from time to time.
2. Students should regularly attend lectures
3. Students should carry institute's identity card and wear it around their neck in institute premises
4. Vehicles should be parked in parking area only. The vehicle parked at non parking zone shall be confiscated.
5. Students should not cause any damage to the institute property. The damage caused shall be compensated by the student.
6. Attendance for the tests and tutorials conducted in the institute is compulsory.
7. Students having less than 75% attendance and showing consistently poor performance in the test and tutorials shall not be permitted to appear for the University examination.
8. Students should read the notices on the notice board regularly. The students will be held responsible for the further consequences in the view of concerned notices.
9. Students found guilty by an act of misconduct either in the institute or outside shall be subjected to strict disciplinary action and may be expelled from the institute.
10. It is imperative that the students strictly adhere to the day of opening and closing of each term during the academic year.
11. Smoking, chewing of tobacco and other such elements are strictly prohibited in the Institute premises.
12. Insubordination and rude language or conduct is sufficient reason for the dismissal of the student. The student must remember that respect should be reciprocal.
13. The student should not indulge in any antisocial activities; otherwise the student will be expelled from the institute.
14. The student should help in maintaining the building and the campus clean and tidy.
15. If student fail to maintain the discipline in campus it will be treated as misbehaviour and will be solely responsible for strict action by the management.
16. Strict action will be taken against students indulging into ragging as per Maharashtra Prohibition of Ragging Act 1999.

Anti-Ragging Act:

The Maharashtra prohibition of Ragging Act 1999. Act of Maharashtra legislature received the assent of the Governor on May 15, 1999 and was published in the Maharashtra Government Gazette, Extraordinary, and Part VIII, dated May 15, 1999.

S.3 Prohibition of Ragging:

Ragging within or outside any educational institution is prohibited.

S.4 Penalty for Ragging:

Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

S.5 Dismissal of student:

Any student convicted of an offence under S.4 penalty for ragging shall be - dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.

S.6 Suspension of student:

1. Whenever any student or, as the case may be, the parent or guardian, or teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of that educational institution, shall, without prejudice of the foregoing provisions, within seven days of the receipt of the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action.
2. Where, on inquiry by the head of the educational institution, it is proved that there is no substance, prima facie, in the complaint received under sub-section (1), he / she shall intimate the fact, in writing to the complainant.
3. The decision of the head of the educational institution that the student has indulged in ragging under sub-section (1) shall be final.qaz

Examination Rules

- The student must have minimum 75% attendance for all subjects.
- Student must appear for all internal as well as university examinations.
- In case the student is unable to appear for examination due to medical or other reason beyond his/her control, he/she should make the case known to the examination section and the director for consideration of matter with satisfactory documents to support his/her case
- Student must read the scheduled timetable of examination carefully and check regularly the Changes made in time table if any.
- Student must be present in the examination hall ten minutes before the start of examination.
- The student should obey the instructions given by the supervisor in the examination hall.
- Student should not speak or communicate in any way with any other candidate in the examination hall during the examination.
- Exchange of writing materials, mathematical instruments etc., is strictly prohibited
- Student must not enter an examination hall more than half-an-hour after the start of an Examination. Also student must not leave an examination hall less than half-an-hour before the end of an exam.
- Student must not carry notes, blank papers, books, calculator, mobile phone or any other Electronic data storage device with them during the exam. All rough work must be done in the exam booklets provided during the exam
- A warning bell will be given ten minutes before the close of the examination; at the second bell student must stop writing and be ready to hand over the answer-books to the supervisor. Student must not leave the seat until all answer-books are collected by the supervisor.

**CODE OF CONDUCT FOR DIRECTOR,
TEACHING AND NON-TEACHING STAFF**

Code of Conduct for Director, Teaching and Non-Teaching Staff

1. Duties and Responsibility:

1.1 The management reserves the right to assign appropriate work commensurate with the qualification and experience of the employee and regulate the working hours from time to time

1.2 An employee may be assigned any other duty, in addition to normal duty, falling within the functional jurisdiction of the institution, which he/she is capable of performing and which is necessary to be performed.

1.3 Every employee is a stakeholder in the organization and hence he/she will not propagate any adverse/false opinions about the institution or the authorities among the students, colleagues or the general public.

1.4 He/she shall devote his/her whole time in the service and for the benefit on the institution.

1.5 The employment of the institution has an implied undertaking that he/she shall not divulge any official secrets/valued information gained by them during the course of their employment with the institute to any other leaving the institute. Divulging of the official secrets shall construe misconduct/indiscipline and is punishable offence.

1.6 Sexual harassment in any form is an offence and punishable as per the provisions of the law.

1.7 He/she shall abide by and follow the rules and regulations of the institutions and instructions issued from time to time by the management.

1.8 He/she shall be responsible for safe-keeping and return in good condition and order the properties, equipment, books, etc. of the institution which may be issued to him/her for his/her personal use, custody and/or change.

1.9 Utmost integrity, devotion to duty, maintaining excellent academic environment and interpersonal relations can go a long way in promoting personal satisfaction, institutional glory and the cause of education

2. Works Schedule:

2.1 Working Hours:

2.1.1 All employees (teaching as well as non-teaching) are expected to be on duty for at least 48 hrs. Per week.

Monday	9.00 Am
To	with 30Min. Lunch Break
Saturday	5.00Pm

2.2 Conduct Rules:

The education is the backbone of every society. The faculty member has a very vital role to play and each one is expected to present himself/herself as a role model. Each one of the faculty member shall therefore abide by the rule and workplace expectations. Some of the Do's & Don'ts are listed in succeeding paragraphs.

2.2.1 Do's

- ❖ Reach the institute a few minutes before the scheduled time.
- ❖ Enter the class room on time, preferably a few minutes before the scheduled time, as per the time table.
- ❖ Go prepared to your class
- ❖ Train students to present power point presentation at regular intervals on topics related to syllabus/beyond the syllabus.
- ❖ Ensure that proper discipline and decorum is maintained in the class room.
- ❖ Teach in an interactive manner (more in discussion mode), as far as possible
- ❖ Use slides/ppt/ICT
- ❖ Provide practical examples.
- ❖ Provide website references for further reading by the students (maintain records).
- ❖ Teach contemporary topics in the class.
- ❖ Take up the rise of mentors and help students to the best of your ability.
- ❖ Do engage yourself in updating your own knowledge and innovate better methods of teaching in your subject.
- ❖ Maintain proper records with supportive documents for all the work as per the prescribed format.
- ❖ BE polite to all.
- ❖ Maintain dignity & Impartiality while dealing with students.
- ❖ In case of any disputes, bring it to the notice of the superiors and try to settle amicably.

2.2.2 Don'ts

- ❖ Furnishing false information with respect to age qualification service details or any other matter germane to employment, during or after will be offence.
- ❖ Don't act in manner prejudicial to the interest of the institute, good order and discipline, don't engage in private tuitions.
- ❖ Don't refuse to accept any notice/circular/lawful order and do sign on the office copy in token of having received the same issued by the authority empowered to do so.
- ❖ Don't indulge in any act of vindication which may affect the organization culture/climate.

2.2.3 Misconduct:

The following shall constitute misconduct & shall attract disciplinary action against the defaulting employee:

- ❖ Willful in subordination/disobedience of lawful orders issued by the authority empowered to do so.
- ❖ Habitual late coming, irregular attendance & willful absence from duty.
- ❖ Signing the attendance register without express permission of the Director/HOD after having been marked absent /on leave etc.
- ❖ Neglect of work or negligence in performance of duty including malingering and avoiding assigned academic/administrative responsibility.
- ❖ Damage to the property of the institute.
- ❖ Drunkenness, disorderly/indecent behavior within the premises of the institute.
- ❖ Gambling & smoking within the premises of the institute.
- ❖ Collection of money from the students/employee without the permission of the competent authority.
- ❖ Commissioning of an act which amounts to criminal offence involving moral turpitude.
- ❖ Sexual harassment in any form will lead to disciplinary action.
- ❖ Misuse/misappropriation of institute property or funds assigned to an employee for official purpose.
- ❖ Instigating students into undertaking unlawful activities.
- ❖ Developing unhealthy relationship with students.
- ❖ Violating the teacher-taught norms.
- ❖ Sharing offices or any other information relating to the institute with any outsider will be considered offence.

**CODE OF CONDUCT FOR GOVERNING
BODY: -**

Code of Conduct for Governing Body: -

- To ensure that the institute is well run, meets the needs for which it has been set up.
- To use reasonable care and skill in their work as members of the governing body and must seek professional advice where appropriate
- To regularly attend meetings of the governing body and the committees on which they serve, and acquire appropriate knowledge to contribute effectively to decision making
- Make such provisions as may enable institute to undertake specialized studies with proper provision for library and equipment.
- Present the budget estimates as received from the finance and accounts committee with modifications, if any, to the director for its final approval.
- Provide infrastructure, premises, furniture, apparatus and other means needed for the smooth conduct of the work of the institute.
- Consider the perspective plan for the academic development of the institute.
- Take overall responsibility of student welfare.

LIBRARY RULES

LIBRARY RULES

1. Every student entering the library premises shall have an Identity Card, which should be produced as and when demanded by the library staff.
2. Identity Card and Readers Ticket are non-transferable.
3. If Readers Ticket is lost, duplicate will be issued on payment of Rs. 20/- per ticket.
4. Silence and strict discipline shall be maintained in the library.
5. Personal copies, printed material and such other materials shall be left in the property rack at the student's risk.
6. Use of the mobile phones, walkmans and personal audio equipment's is strictly prohibited.
7. Students shall maintain a formal relationship with the staff. No personal favors will be entertained.
8. Readers shall not write or make any mark in the books.
9. Students must handle books or any other material such as periodicals; question paper sets etc., with great care. Any attempt to damage books or periodicals by defacing or removing the pages will be treated as misconduct and will be strictly dealt with.
10. Reference books & journals will be available to the students against Identity Card. Students are not allowed to take them outside the reading hall.
11. Books borrowed shall be returned on or before the expiry date marked on the due date slip. If a book is not returned by the due date an overdue charge of Rs. 1/- (one rupee) per book per day shall be levied.
12. While charging the overdue holidays will be counted.
13. Reissue of the books will depend upon the demand for the same.
14. Materials must be returned to the library staff on duty at least fifteen minutes before the library closes.
15. All cases of those who disregard the rules will be reported to the Director for necessary action.