



BGPS'

Rajarshi Shahu Institute of Management, Aurangabad
P-75, Behind Garware Polyester, Chikalhana, MIDC Aurangabad

In 1984, Shri J. K. Jadhav established Bhartiya Gramin Punarrachna Sanstha(BGPS) for the upliftment of the poor students, especially in the rural area, by imparting higher and technical education to them and also for guiding them for the self employment. At that time, J. K. Jadhav was working as Joint Director of Industries, Govt. of Maharashtra. Under the guidance of Shri J. K. Jadhav, the Society has started number of educational institutions and undertaken social activities. Every year about 15000(Fifteen thousand) students pass out from the different Schools and colleges under B.G.P.S. All these Educational centers are known as J. K. Jadhav Knowledge Center.



Rajarshi Shahu Institute of Management
Code of Conduct

DIRECTOR

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Chikalhana MIDC, Aurangabad.

Code of Conduct for Students

A) General and Academic Rules for Students

- 1) Students must carry their Identity cards every day when on campus and produce it on demand by any authorities of the Institute.
- 2) Mobile phones are strictly prohibited in the lecture halls, seminar halls, library, computer labs, examination halls, syndicate and common rooms, etc. and will be confiscated.
- 3) Ragging of any sort is strictly prohibited and will be dealt with seriously as per the provisions of the Maharashtra Ragging Prohibition Act 1999. The institution shall take strict action against the student by cancelling admission, if found guilty or involved in ragging. If student's prior record is having any connectivity related to this offence will be immediately rusticated.
- 4) Dress code
Uniform for Monday, Wednesday, and Friday
Saturday Casuals
- 5) Students should come to school of Management in formal Attire as prescribed by the college. Students are expected to avoid any form of attire or behaviour which could be considered indecent/unsuitable in the judgment of any faculty or member.
- 6) Students are required to display the ID cards given by the college during their stay in the Campus. The security persons in this regard will have the full authority to check the ID cards and Personal belongings. Refusal by a student to produce ID card as and when demanded shall result in disciplinary actions.
- 7) While in the campus, student behaviour must at no point disturb the conduct of lecture.
- 8) Smoking, Drinking and gambling in any form within the campus premises is strictly prohibited.
- 9) No society or Associations will be formed in the Institute as no person will be invited to address a meeting without the written permission of the Director.
- 10) Prior permission from the management is required to be taken for organizing any Get together/ Function/ Party or any other event and use of college facilities.
- 11) Ragging in any form is strictly prohibited within the premises of the college/department/classroom as well as on public transport. 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 honour of any student. **Any complaints regarding ragging should be brought to the notice of the Prevention of ragging committee members. The names and the telephone numbers of the members are displayed in the Campus.**
- 12) Sexual Harassment is an important issue in the University. **In case of such issue the students are requested to contact the ICC/Vishakha committee. The names and the telephone numbers of the members are displayed in the Campus.**
- 13) Students are expected to be in the classrooms at least 5 minutes before start of a lecture session.



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- 14) During the progress of various lecture sessions all students should maintain silence in the campus premises.
- 15) A student is expected to attend all lecture sessions barring unforeseen circumstances. 75% attendance is mandatory for appearing in the end term examination. There will be no relaxation of this rule and the decision of the management will be final.
- 16) 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 college. The decision of the management will be final in all such cases.
- 17) Students are expected to take leave in writing from the concerned faculty whose lecture session is being missed. 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 the concerned faculty.
- 18) The punishment, as a consequence of disciplinary action, could be Warning

B) LIBRARY RULES

- 1) While entering the Library, visitors are required to sign on student's notebook and leave their bags, hats etc., at counter in the entrance.
- 2) Maintain discipline and silence in the Library.
- 3) Cell phone, Audio visuals & Eatables are restricted in the Library.
- 4) While leaving the Library, all the material such as books, magazines, newspapers, chairs etc. should be kept in proper place.
- 5) Do not put any pencil mark, book mark on a book. Books are for use.
- 6) For the misbehavior in the Library, students will be expelled out from the Library for whole term.
- 7) Book overdue or outstanding more than circulation period would be charged @ Rs. 2/- per day as a fine.
- 8) While issuing and returning book, do come personally along with the Library card. You are not allowed to issue any book on behalf of your friend.
- 9) While issuing book, please check the condition of the book and any damage should be shown to the Librarian. Afterwards no complaints will be entertained and the last borrowers will be held responsible for the act.
- 10) The book lost by readers or outstanding against their name more than one semester will be recovered from them either a replacement copy of the same or a printed cost of the book.
- 11) While issuing the books, the students should submit a requisition slip in the morning session and collect the books in the afternoon session. Without requisition slip no books will be issued.

12) Circulation Days and Time

MBA I yr. - Monday and Friday- 10.30am to 4.30pm

MBA II yr. - Monday and Friday- 10.30am to 4.30pm

MCA: - Thursday and Saturday- 10.30am to 4.30pm



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C) COMPUTER LABORATORY RULES

- 1) Students are NOT allowed entering IT lab without ID cards.
- 2) Student should familiarize themselves with IT lab timings and rules and regulations displayed on the notice boards from time to time.
- 3) The IT lab is expected to be used only for academic purpose only. 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.

Code of Conduct for Faculty

Grievance Redress Mechanism

The college has Grievance Redress Cell. The cell meets regularly to look into the complaints. The mechanism to analyze the grievances is given below: The grievances/complaints can be given to the Grievances Redress Cell. Segregation of the grievance/complaint received is done based on its nature a report is submitted by the Cell to the HOD As per the cell report the action is taken thereon. If required, the Director set up an inquiry committee to study and resolve the matter. The Institute has kept a guardian-teacher for group of students who looks into the various issues of the respective students and provides redress. We have kept suggestion/complaint boxes at prominent places in the Institute premises to provide easy access for staff and students to put forth their grievances, which are opened regularly and prompt redress is done.

A) Director

The Director shall be the administrative authority in all disciplinary matters for taking appropriate action against the misconduct. His decision shall be final and binding on the students.

The Role of Director:

1. Conducting regular meetings with Heads of the Department and various committees.
2. Working towards achievement of the vision and mission of the institute, so as to impart quality technical education to students, along with good human and ethical values.
3. Motivating the faculty and supporting staff to work efficiently and the interest of the institute.
4. Implementing disciplinary initiatives in consultation with the enquiry committee.

B) Responsibilities of Head of the Department:


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1. Monitoring the academic schedule/attendance/syllabus completion/Internal examinations.
2. Monitoring the requirements in laboratories and preparing proposals for purchase.
3. Execution of discipline among the students.
4. Recommending leaves of faculty and support staff.
5. Conducting regular faculty meetings and forwarding the minutes of the meeting to the Director.

C) Responsibilities of Faculties

- 1) Faculties must be enthusiastic in taking up the subjects allotted to them by the Head of the Department.
- 2) They should prepare a Lesson plan to be followed through the semester.
- 3) After completion of each topic, they should give assignments to the students and return them after correction.
- 4) Mentor and Mentee scheme must be followed and the mentor faculty should take proper care of his group of students, by guiding, motivating, counseling and monitoring their attendance and performance.
- 5) They should responsibly conduct regular classes and practical's and also take extra classes whenever necessary.

D) Responsibilities of Non-Teaching Staff/Support Staff:

- 1) All non-teaching staff should remain present in the college, at least 30 min before the start of college.
- 2) The staff should follow the instructions from the higher authorities.
- 3) They should carry out the assigned work with complete zeal.
- 4) They should be regular and punctual.
- 5) They should maintain professional ethics in the campus and should maintain proper behavior in the authorities and students.
- 6) The staff working in laboratories should keep proper maintains and cleanliness.
- 7) They should carry out additional work assigned to them.

Code of conduct for the staff of the institute

- 1) Staff must maintain high standards of punctuality, honesty and professional ethics.
- 2) They should work within the institutional policies and practices, so as to satisfy the vision and mission of the institute.
- 3) Staff must ensure that they are dressed decently, safely and appropriately for the tasks they undertake.
- 4) Staff should co-operate and collaborate with colleagues and external agencies, necessary to support the development of the college and students.
- 5) Staff should act in a professional and congenial manner towards colleagues, irrespective of their relative position, gender or status within the institutional hierarchy.
- 6) All staff of the college should maintain harmonious relations with other staff and students.



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- 7) Staff should maintain confidentiality in conduct of examination and any other Information, unless asked to reveal by the institutional authority.
- 8) All staff should follow the instructions and directions of the authority.
- 9) All staff should constructively contribute toward the development of the college and university.
- 10) All staff should strictly adhere to the academic requirement of the institution and maintain the sanctity of academic environment.
- 11) All staff shall extend their services for the welfare of the community & society at large.
- 12) All staff should properly maintain the records of respective portfolio.
- 13) All staff should make an effort for the continuous development through training programs, workshops and research and development activities.



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