



# 6.2.1

## Handbook for Students



**ANJUMAN KHAIRUL ISLAM  
POONA INSTITUTE OF MANAGEMENT  
SCIENCES AND ENTREPRENEURSHIP  
CODE OF CONDUCT HANDBOOK**

**STUDENTS**



## **DIRECTOR'S MESSAGE**

**Dear Students,**

I am delighted to introduce and present to you the Handbook for Code of Conduct for our esteemed MBA program at Poona Institute Of Management Sciences and Entrepreneurship. At PIMSE, we take great pride in our reputation for producing outstanding Business Professionals, Leaders, and Entrepreneurs. Our commitment to excellence is not limited to academic achievements but extends to the conduct, character, and ethical values of our students.

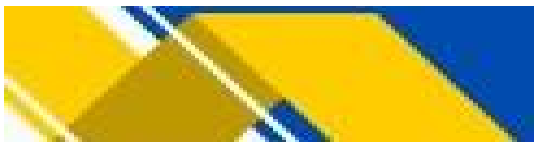
This handbook is not merely a set of rules and regulations; it is a reflection of our collective responsibility to maintain an environment that fosters integrity, respect, and inclusivity. As students, you are not only investing in your education but also in your personal and professional growth. This growth is deeply intertwined with the values you uphold and the ethical choices you make. The MBA journey is an opportunity to engage, collaborate, and learn from your peers. It's a chance to demonstrate Leadership, Teamwork, and a commitment to ethical Business practices. They empower you to be responsible individuals, effective team members, and ethical leaders. They empower you to contribute positively to the reputation of our Institution and to society at large.

In conclusion, I want to emphasise that your time as MBA students is a transformative period in your life. I have full confidence in your ability to embrace these principles and uphold the highest standards of conduct throughout your MBA journey. Together, we can continue to shape outstanding, dynamic, and ethical business professionals who will make a positive impact on the world.

Best wishes for your MBA experience at PIMSE

**Dr.Porinita Banerjee**


**Director (Incharge)**





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## INTRODUCTION OF THE INSTITUTE

Poona Institute of Management Sciences and Entrepreneurship (PIMSE) is a linguistic & religious minority Educational Institution started in the year 1990 with an aim of providing quality education in the field of Management and Information Technology. PIMSE is the only management Institute in Pune having exclusive courses in Information Technology MBA-IT and Human Resource Development MBA-HRD along with the MBA Program affiliated to Savitribai Phule Pune University. Our business school is run by the Yateemkhana and Madrasa Anjuman Khairul Islam charitable trust that runs many orphanages and is involved with social work hence we make sure that scholarships are disbursed to our students to help the needy and less privileged. Most faculties at our Institute are Doctorates and have over 15 years of experience.

We are an ISO 9001: 2015 certified Institution. PIMSE is the only Institute which is selected as a recognized centre of excellence for Palo Alto network Cyber Security academy among institutes affiliated under Savitribai Phule Pune University. We have an International collaboration in the form of X culture which serves as a platform for our students in understanding management concepts and theories through formal training and exposure to real life business challenges. Many certification programs are offered to the students for making them equipped to take up the challenges of the corporate world and give the requisite edge to the students over others for a better and brighter career.

The phenomenal growth of the Institute has been possible due to the far-sightedness, dedication, devotion, grit, determination and hard work of the trustees of Anjuman Khairul Islam. The Management of the Trust believes in giving the best and it magnanimously funds in such educational projects. In the service of the nation it also shapes better citizens, its motto being “Shaping better Managers for future”.

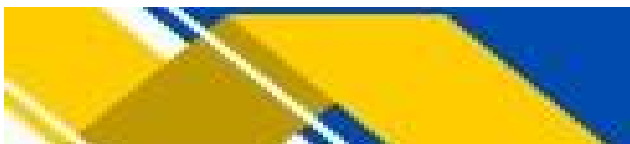


## CODE OF CONDUCT FOR STUDENTS

- As per Savitribai Phule Pune University norms, it is mandatory that minimum attendance of students should be 75% per semester per course.
- A student who fails to maintain attendance will not be allowed to appear for University examination of respective course/semester.
- Students should appear for all the Continuous Concurrent Evaluation (CCE) components and poor performance in CCE components may result in detention or reappearing for the relevant CCE component at the discretion of the course Teacher.
- The students are expected to wear identity cards issued by the institute in the college all the time and are to be produced when asked by the Institute authorities.
- Students should carry Identity cards during Industrial Visits, Seminar, workshops or any other program where the students will be representing the Institute.
- In case of loss or damage of I-card, students are advised to immediately report to the Institute. The duplicate identity card will be issued as per Institute rules.
- In case, if a lost card is found after a replacement card has been issued, the original card must be returned immediately to the institute.
- Do not lend your card to anyone for any purpose. Doing so is a violation of the Institute rules.
- Students must come to the Institute in formal dress prescribed by the Institute and they are supposed to be in uniforms whenever instructed by the institute.
- Ragging in any form is strictly prohibited within the premises of the Institute. Any individual or group of individuals who indulge in an act or practice of ragging constitutes gross indiscipline. All such cases will be dealt with as per the Guidelines given by the Supreme Court of India.



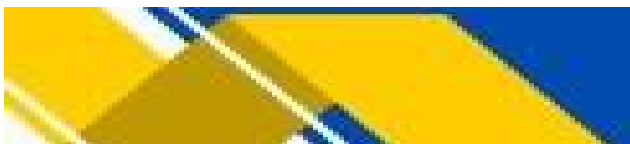
- Damage to the property of the institute like tampering of furniture, equipment, instruments, computers, books, periodicals, walls, window panels, vehicles, trees and plants etc would lead to disciplinary action as felt suitable by the Institute. The damage caused shall be recovered from the student immediately.
- Smoking/alcohol consumption in the premises is strictly prohibited.
- Use of mobile phones in the class, computer laboratory and library during working hours is not allowed.
- It is the responsibility of students to read the notices regularly displayed on the notice board.
- The computer lab is expected to be used only for academic purposes.
- Students should demonstrate respect for all college staff, visitors and fellow students.
- No student should be involved in any anti-social activities on or off the campus.
- Strict action will be taken against misbehaviour and malpractice during the examinations conducted by the Institute and the University.
- Students should maintain cleanliness on the campus.
- Failure to comply with the Code of Conduct would invite disciplinary action.





## **LIBRARY RULES & INSTRUCTIONS**

- Silence must be observed strictly in the Library.
- Use of Mobile phones is not permitted inside the Library premises.
- Borrowers have to produce their own Library cards while borrowing Library books.
- Library membership card is non-transferable.
- Three books per student will be issued for the duration of 10 days.
- Current issues of Journals/Magazines are to be used only in the Library.
- Maintain the Library resources in order after use.
- Perform In and Out entry in register provided at reference desk.
- Personal belongings like bags, umbrellas, parcels, etc. should be deposited at the Property Counter.
- The Library shall not be responsible for any loss, damage misplacement of the personal belongings of the students.
- Failing to return or renew the Library book before the due date will evoke a penalty. Fine imposed on borrowers for late return of books is Rs. 1/- per day after the due date.
- If the book is lost or damaged, the borrower will have to replace or pay for the replacement of the same book.
- The Library staff on duty has the right to request the student to leave the Library premises if he/she is found to be violating any of the Library rules.
- Outside students and Faculties need to take permission from the Director for using the library.







## **CODE OF CONDUCT FOR PARENTS/GUARDIANS**

### **Parents /Guardians *are expected to:***

- Recognise that the education of their children is a joint responsibility of the Parents/ Guardians and the Institute.
- Ensure that their children should attend classes regularly at the Institute.
- Encourage their children to follow the Institute's Code of Conduct.
- Cooperate with Teachers in instances where their child's behaviour is causing difficulty to others.
- Attend meetings and Programs which are scheduled by the Institute.
- Communicate effectively with Teachers/Members of Staff in a manner that is cordial, collaborative and based on trust and respect.
- Read written communication received from the Institute and respond appropriately.
- Maintain good rapport with Teaching and Non Teaching Staff of the institute
- Seek an appointment beforehand if they need to meet a Teacher.
- Treat all members of the Institute community with respect.
- Be friendly, welcoming and courteous to the staff members of the Institute.

### **Parents should be prohibited from:**

- Abusive, Threatening, Profane or Harassing communication, either in person or by phone/ email/ text/voicemail/ or other written or verbal communication to any staff members of the Institute.
- Causing any bodily harm to staff members, visitors, fellow parents/guardians or other students.
- Damaging or destruction of any property of the Institute.
- Defamatory, offensive or derogatory comments regarding the Institute or Staff made publicly to others in person or through Social Media.

