

CODE OF CONDUCT FOR STUDENTS

1 Obligations of the Student

- 1.1.1 Conduct himself / herself properly
- 1.1.2 Maintain proper behaviour.
- 1.1.3 Observe strict discipline both within the campus & outside of the Institution
- 1.1.4 Ensure that no act of this consciously or unconsciously brings the Institution or any establishment or authority connected with it into disrespect.

1.2 Any act/s of the student which is contrary to the clause (1), shall constitute misconduct and / or indiscipline, which include any one or more of the acts jointly or severally, mentioned hereinafter;

- 1.2.1 Any act of the student which directly or indirectly causes or attempts to cause disturbance in the lawful functioning of the Institution.
- 1.2.2 The student who is repeatedly absent from the class, lectures, tutorials, and other courses.
- 1.2.3 The student not abiding by the instructions of the Faculty members and not interacting with them with due respect.
- 1.2.4 Any student found misbehaving in the campus / class or behaving arrogantly, violently towards the faculty, staff or fellow student.
- 1.2.5 The Students who is not present for all the class tests, midterm tests, terminal and preliminary examinations.
- 1.2.6 Permitting or conniving with any person / parent / guardian, which are not authorized to occupy hostel room, residential quarter, or any other accommodation or any part thereof of the Institution.
- 1.2.7 Obstruction to any student or group of students in any legitimate activities, in classrooms / laboratories / field or places of social and cultural activities within the campus of the Institute.
- 1.2.8 Possessing or using any fire arms, lethal weapon, explosives, or dangerous substances in the premises of the Institution.
- 1.2.9 Indulging in any act which would cause embarrassment or annoyance to any student / authority / staff or any member of the staff.
- 1.2.10 Stealing or damaging any property belonging to the Institution, staff member or student.
- 1.2.11 Securing admission in the Institution by fabrication or suppression of facts or information
- 1.2.12 If the student fails to complete the assignments regularly and has poor academic performance as assessed by the regular class teachers and internal

assessment, he / she will not be allowed to appear for the Savitribai Phule Pune University examination.

- 1.2.13 If a student remains absent for lectures, practical or class test and examinations without prior permission of the Director or the Academic Coordinator, she / he will not be compensated for extra class.
- 1.2.14 Students should read the notices regularly on notice boards in the academic complex, library and the department notice boards.
- 1.2.15 Damage of property of the Institute like tampering with fixtures, fittings, equipments, instruments, furniture, books, periodicals, walls, windows panels, vehicles etc., will be viewed very seriously.
- 1.2.16 Recording of any electronic images in the form of photographs, audio or video recording of any person without the person's knowledge; when such recording is likely to cause injury, distress, or damage the reputation of such person; is prohibited in any part of the Institute premises. The storing, sharing or distributing of such unauthorized records by any means is also prohibited.
- 1.2.17 Use of mobile phones and head phones during Institute hours is prohibited.
- 1.2.18 As per the rules and regulations of the Savitribai Phule Pune University, Pune, 75% attendance in a subject for appearing in the examination is compulsory inclusive of attendance in non-lecture teaching i.e. seminars, group discussion, tutorials, demonstrations, practical's, etc.
- 1.2.19 The Students must present in proper dress code with name badge and identity card on all week days / working days.
- 1.2.20 Admission of the student will be cancelled at any point of time in case of;
 - 1.2.20.1 Not submitting the required documents in time.
 - 1.2.20.2 Failing to fulfil required eligibility criteria of the programme.
 - 1.2.20.3 Submission of fake or incorrect documents.
 - 1.2.20.4 Admission gained by resorting to fraudulent means, illegal gratification or any unfair practice detected at any stage during the entire programme.
 - 1.2.20.5 Not paying the stipulated fees on time.

1.3 Prohibition of Ragging:

- 1.3.1 Ragging in any form is strictly prohibited in the campus and outside. The UGC Regulations on "Curbing the Menace of Ragging in Higher Educational Institutions, 2009" (as amended) shall be applicable to all students of the Institute
- 1.3.2 It is mandatory to fill the online Anti Ragging undertaking, by every student at the time of the admission and on commencement of every academic year.

- 1.3.3 Smoking or consumption of alcoholic beverages, or use of banned materials inside the Institute Campus is strictly prohibited.. Any violation on the part of the students will be viewed very seriously and they will be suspended from the Institute immediately pending enquiry. Such students will not be permitted to attend classes / sit for examinations and enter the campus without the written permission of the competent Authority.

1.4 Attendance & Progress:

Each student shall always maintain decency, decorum and good conduct, besides keeping steady progress and required attendance. The conduct / academic performance / attendance of each student shall be reviewed periodically and appropriate action, including detaining from appearing for the Savitribai Phule Pune University Exam / expelling from Institute, as the case may be, will be taken against the erring student. The students shall abide by such decision of the authorities of the Institution.

1.5 Payment of Tuition and Other Fees

- 1.5.1 On admission of candidates to the first year of the course of study, all the fees mentioned in the letter of admission, viz., annual tuition fee, registration and eligibility fee, health insurance, caution deposit, etc., as applicable, should be paid on or before the prescribed date without fail. Any delay will attract payment of penalty as specified.

If any candidate fails to remit tuition fee and other fees within the last date as notified, he / she will forfeit his / her admission to the course concerned.

- 1.5.2 In respect of subsequent year(s) of study, tuition fee and other specified fees shall be paid on or before the date as notified to the parents / students and on the Notice Board of the Institution concerned. Late payment, if any, will attract penalty as specified.
- 1.5.3 Similarly, examination fee, as prescribed and notified from time to time, shall be paid on or before the due date. If there is any delay, it will attract penalty as specified. If any student fails to remit the examination fee even after lapse of the period specified for payment with penalty, such student will not be issued Hall Ticket for the Savitribai Phule Pune University examination(s) / debarred from appearing for the Savitribai Phule Pune University examination(s).
- 1.5.4 All fees, once paid to the Institute account, will not be refunded or adjusted for any other purpose under any circumstance.

1.6 Powers of Competent Authority (Director at the Institute level)

The Competent authority may impose any one or more of the following punishment/s on the student found guilty of misconduct, indiscipline, in proportion thereof:

- 1.6.1 Warning / reprimand
- 1.6.2 Fine
- 1.6.3 Cancellation / withheld scholarship / award / prize / medal.

1.6.4 Expulsion from the institution

1.7 Procedure for Inquiry


If the competent authority is satisfied that there is a prima facie case inflicting penalties, mentioned in clause No. 6, the authority shall make inquiry, in following manner:

- 1.7.1 Due notice in writing shall be given to the student concerned about his alleged act of misconduct / indiscipline.
- 1.7.2 Student charged shall be required within 15 days of the notice to submit his / her written representation about such charge/s.
- 1.7.3 If the student fails to submit written representation within specified time limit, the inquiry may be held exparte.
- 1.7.4 If the student charged desired to see the relevant documents, such of the documents, as are being taken into consideration for the purpose of proving the charge/s, may at the discretion of the inquiry authority, be shown to the student.
- 1.7.5 The student charged shall be required to produce documents, if any in support of his defense.
The inquiry authority may admit relevant evidence / documents.
- 1.7.6 Inquiry Authority shall record findings on each implication of misconduct or indiscipline, and the reason for such finding and submit the report along with proceedings to the competent Authority
- 1.7.7 The competent Authority on the basis of findings, shall pass such orders as it deems fit.

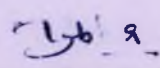
Provided; procedure prescribed above need not be followed, when the student charged admits the charges in writing.

1.8 Appeal

If the punishment / fine / rustication is imposed on a student by Director, such student shall be entitled to prefer an appeal before the President, Akemi Education Society, Pune within thirty (30) days of the receipt of the order.


Prof. Sanjay Dharmadhikari
Director,
Akemi Business School




Mrs. Vibha Bokey
President,
Akemi Education Society