

CHME SOCIETY'S Dr.MOONJE INSTITUTE OF MANAGEMENT AND COMPUTER STUDIES

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Dr. MOONJE INSTITUTE OF MANAGEMENT & COMPUTER STUDIES

CODE OF CONDUCT FOR STUDENTS

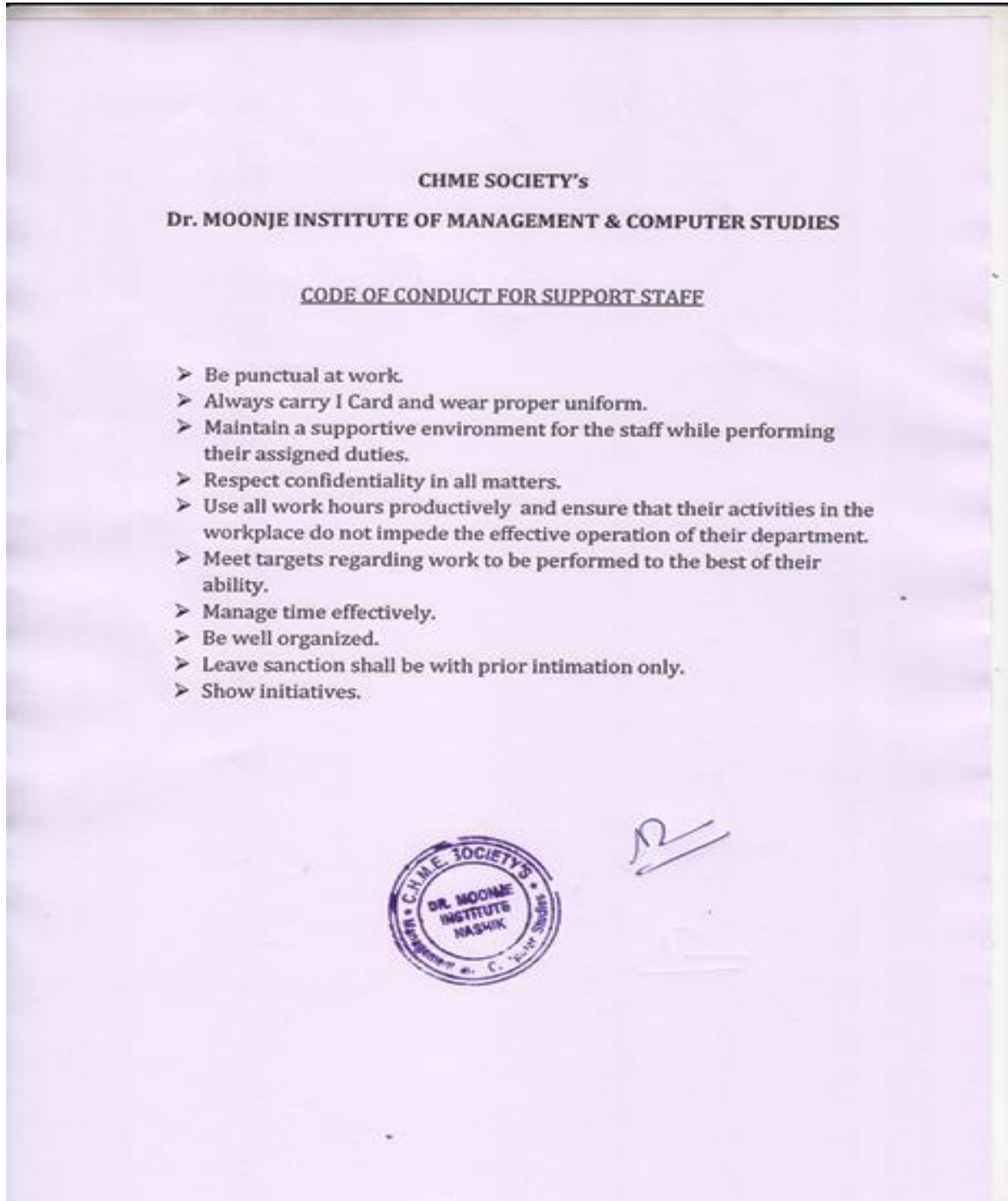
- Uniforms & I-Card is compulsory in the Institute
- Regular attendance is compulsory for academics as well as other extracurricular activities.
- Mobiles are not allowed in the classrooms
- Students shall not loiter in the corridors or near the library, the laboratories or other offices.
- Students are expected to park their vehicles only at the place notified by the authorities
- Students shall abide by all the rules and regulations of the Institute.
- Library Books must be returned as per schedule or else student is liable for penal action
- Ragging is strictly prohibited in the Institute. Any student found involved will face strict action.
- The students must use computers and peripherals in a responsible way. Students who willfully damage property will be liable for action.



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CODE OF CONDUCT FOR STUDENTS

CHME SOCIETY'S Dr.MOONJE INSTITUTE OF MANAGEMENT AND COMPUTER STUDIES



CODE OF CONDUCT FOR SUPPORT STAFF

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CODE OF CONDUCT FOR TEACHERS

- Always carry I Card when on duty.
- Sign the muster and record your biometric attendance daily on time.
- The faculty member must obey the instructions given by head of the Institution from time to time.
- Leave sanction shall be with prior intimation only. Duty leave application should be supported with the relevant document. Medical leave to be supported by Medical practitioner's certificate
- Internet should be accessed for academic purposes only.
- There should be no misuse of the property of the Institute like the stationary, Equipment, reading material etc.
- It is mandatory that teachers are prepared for their lectures, on time, use full lecture time and solve student queries, if any.
- Any misbehavior of the students in the class should be brought to the notice of authorities immediately.
- Always be ready for continuous and dedicated efforts towards development of teaching and learning process.
- When on duty outside the premises of the Institute, due reporting to the Director or Incharge be adhered to.
- Commitment to the core values of the Institute along with self belief.



CODE OF CONDUCT FOR TEACHERS

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CODE OF CONDUCT FOR DIRECTOR

- Review current academic programs, collaborative programs and Human resources management of the Institute
- Admission authority for the Institute to implement admission process as prescribed norms.
- Development and implementation of strategic plan for overall academic development.
- Maintaining administrative and academic services.
- Discuss and approve financial estimates, annual reports, accounts and audit reports time to time with the concerned authority.
- Take care and commit to academic excellence.
- Organize faculty and supporting staff development programs.
- Promote interactions with all stake-holders.
- Facilitate student placements and student development programs.
- To act as a chief officer in-charge for examinations.



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CODE OF CONDUCT FOR DIRECTOR