



Handbook for Students


IQAC
Coordinator




Principal
VPIMSR, Sangli
I/c. **PRINCIPAL**
V.P. Institute of Management Studies
& Research, Wanlesswadi, Sangli

PRINCIPAL'S MESSAGE

Dear Students,

I am delighted to introduce and present to you the Handbook for Code of Conduct for our esteemed Undergraduate, Post graduate program at Vasantdada patil Institute of Management Studies and Research, Sangli. At VPIMSR, we take great pride in our reputation for producing outstanding Business Professionals, Leaders, Academicians 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. This remarkable journey at your esteemed Institute 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 emphasize that your time as our privileged 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 journey. Together, we can continue to shape outstanding, dynamic, and ethical business professionals who will make a positive impact on the world.

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.


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They empower you to contribute positively to the reputation of our Institution and to society at large.

In conclusion, I want to emphasize that your time as professional students of management 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 exponential journey at VPIMSR,Sangli.


Dr.R.M.Yallattii

Principal (Incharge)

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INTRODUCTION OF THE INSTITUTE


VPIMSR, Sangli named after then Chief-Minister of Maharashtra State Shri. Vasantodada Patil was instituted in 1984 by the well-known Management Visionary, Consultant and Chartered Accountant Late Prof. Dr. A.D. Shinde whose vision, mission was to impart professional management and I.T. education to the students from rural area's and towns.

The Institute is situated at the border of south Maharashtra and north Karnataka that has an influx of students who need improvement in their communication, professional, and developmental skills. In compliance with its vision and mission the Institute has strived to meet these needs in its dedicated and disciplined journey of 40 years.

The Institute in affiliation to Shivaji University, Kolhapur started functioning in June, 1984 with MBA as single program having strength of 80 students, 10 teachers and run in 03 hired classrooms. Today we cater to nearly 750 students with the support of 06 courses, 28 enthusiastic teaching staff, 14 non-teaching staff all housed under built-up


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area of 7000 sq. mtr. spread across 13.5 acres of land owned by us at Sangli-Miraj road.

We stand committed to excel in the field of Commerce, Management and I.T. education by moulding students representing cross sections of the society and enhancing their skills to meet the challenges of the dynamic economic and business environment with the state-of-the-art infrastructure, competent faculty.

Certification programs imparting additional skillsets are offered to the students 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 VPIMSR. 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

- Students admitted at VPIMSR, Sangli are instructed to solemnly follow the preamble of our nation thereby pledging their commitment to secure justice, liberty and equality during their academic career.
- Students should carry Identity cards while entering the campus and the same should be retained for Industrial Visits, Seminar, workshops or any other program where the students will be representing the Institute.
- 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.
- 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.


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- 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.
- Students are instructed not to lend their Identity 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 are supposed to be in dress code whenever instructed by the institute.
- As per Shivaji University norms, it is mandatory that minimum attendance of students should be 75% per semester per course.
- A student who fails to meet attendance criteria will not be allowed to appear for University examination of respective course/semester.
- 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 if any, viz. tampering of furniture, equipment, instruments, computers, books, periodicals, walls, window panels, vehicles, trees and plants etc. would lead to disciplinary action deemed fit 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.


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- No student should be involved in any anti-social activities on or off the campus.
- Strict action will be taken against misbehavior and malpractice during the examinations, activities, events 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.


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- 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. 10/- 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 get permission from the Principal for using the library.


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CODE OF CONDUCT FOR PARENTS/GUARDIANS

Parents /Guardians are expected to:


- Accept 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.


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- 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.


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