



Dr. D.Y. Patil Pratishthan's

## Dr. D. Y. Patil Institute of Management Studies

(Approved by AICTE, recognized by Govt. of Maharashtra and Affiliated to Savitribai Phule Pune University)

### MBA Program accredited by NBA (2021-2024)

Sector 29, Behind Akurdi Railway Station, Nigdi Pradhikaran, Pune -411044

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## Rules and Regulations of the Institute

Dr. D.Y. Patil Institute of Management Studies aims to develop the holistic personality of the students. The students will observe strict discipline within the campus as well as outside the campus such as bus stations, railway stations, public places, playground, during picnics and industrial tours arranged by the Institute. Students are advised to ensure that consciously or unconsciously they do not bring disrepute to the institute or to the people connected with the institute. Any act of the student not adhering to this shall be considered as an act of misconduct or indiscipline. DYPIMS students shall abide by the following codes of discipline and will be liable for strict action.

### 1. Registration:

- a) At the beginning of every semester on the first day of the commencement of the course, every student is supposed to register and submit his application for admission / readmission within seven days of the start date of the semester.
- b) The semester start date is decided by SPPU and is notified to students well before time.

### 2. Attendance:

- a) Students should be regular and punctual in attending classes, practical and submission of assignments and projects. If attendance is not found satisfactory, they may not be allowed to appear for the examinations (Internal/University). As per University statute, 75% attendance in theory and practical is mandatory and failing to comply will result in debarring students from the subsequent semesters. The Institute follows the ordinance laid on attendance norms by SPPU. All leave applications shall be submitted to Director's office after being endorsed by Subject teacher, mentor, and academic coordinator, as per the students leave policy of the Institute. Students should be present in the class 5 minutes before the start of every lecture.
- b) Within 30 days of the commencement of each semester, the status of attendance for all subjects will be compiled and the parents of students having less than 75% attendance will be informed by the Director about the attendance deficiency. Next 30 days will be given to the students to make up the said deficiency.
- c) If the attendance deficiency is not rectified within 30 days of the semester, the parents of defaulter student shall have to meet the Director and sign an affidavit on stamp paper to give an assurance that the said attendance deficiency shall be fulfilled up by the end of the semester. If this is not complied with, the student having the attendance shortfall shall not be permitted to appear for the internal as well as for university end semester examination.
- d) If the attendance deficiency is not rectified till the end of the semester, fine shall be levied and the student may be debarred from the Institute so as the case may be.

- e) The Institute maintains the right to hold extra classes on Sundays/Holidays and it would be mandatory for every student to attend, failing which suitable disciplinary /administrative action should be taken.

**3. Guidelines on attendance and performance related to Skill Development Program, Communicative English and Business English subjects:**

- a) For the purpose of enhancing employability of the students, skill development program and Communicative English and Business English (CE & BE) classes are conducted, for imparting proficiency in spoken and written English. Attendance in these classes is mandatory.
- b) Those students not attending Skill Development Program, CE & BE will be levied with appropriate fine.
- c) Students having attendance less than 75% for Skill Development Program, Communicative/ Business English classes by the end of semester and scoring less than 50% marks in these examinations shall not be allowed to participate in campus placement activities.

**4. Attendance for Major Events:**

It is mandatory for every student to attend all events like Induction & Orientation Program, National Conference, Seminars, Corporate Symposiums, Independence Day, Republic Day, and so on as organized by the Institute. Absenteeism in the same shall be considered as an act of indiscipline. A fine may be levied and the student is required to submit the reasons for absenteeism. Medical reasons may not be accepted, and if genuine cases, the parents of the students should meet the Director.

**5. Vacation/Preparatory Leave:**

- a) Vacation leave notices will be displayed on notice boards from time to time. Any overstay /flouting of norms shall invite disciplinary /administrative action.
- b) No preparatory leave for any examination as per rules of SPPU, and any flouting of rules in this regard shall invite suitable disciplinary /administrative action.

**6. Examination:**

No student shall use unfair means in any of tests, examinations, oral, project work arranged by the Institute. 'Unfair means' include transcribing unauthorized material, violence and intimidation of students, supervisory staff, and staff appointed to conduct the examination. In case a student is found guilty of such act, he/she shall be expelled from the examination. Further action as deemed fit shall be initiated to deal with this action of misconduct, as per SPPU, Circular No. 396 of 2002 Ordinance No 9. Copying & plagiarism of any form in presentations, assignments, projects and dissertations will be viewed seriously. Strict action will be initiated in such cases as per the norms of the SPPU. Online Examination form filling for the SPPU examination as per SPPU guidelines;

however, this grants only provisional admission to the examination. The Institute reserves the right to withdraw the application in the event of unsatisfactory conduct and attendance if it is below the prescribed norm. The Institute has the right to detain the students for the internal evaluation in the event of attendance below the prescribed norm. Students are advised to note the same.

- a) No request for a change in the internal examination timetable / timings on any grounds will be entertained by the Institute. The Institute will not conduct any re-exam in absenteeism cases.
- b) Deadlines for submission of assignments for concurrent evaluations should be strictly followed by the students.
- c) All assignments should be submitted to the concerned faculty only.
- d) All students should be aware of the course plan contents and procedure for concurrent evaluation at the beginning of every semester.

#### **7. Research Paper:**

It is expected from every student to write one research paper during the MBA course. A student shall submit a research paper to the Research Committee as per the notified dates.

#### **8. Behavior in the Institute/class**

- a) Clothing & attire: Students are expected to wear ironed, clean dress while attending the Institute daily. Formal dress code will be specified by the Institute for all weekdays. Chappals /Sandals are not permitted inside the campus. The shoes shall be polished every day.
- b) Personal Hygiene: Student shall have proper haircut and shall shave daily.
- c) Indulging in any act that would cause annoyance, embarrassment to any other student or member of the authority of the Institute, to staff member or any member of the family of the staff is prohibited.

#### **9. Personal habits:**

- a) Possessing or consuming intoxicated drugs/intoxication is strictly prohibited, students found possessing these will be debarred.
- b) Smoking, consumption of alcohol and use of any tobacco based product, narcotics are strictly prohibited in the premises of Institute/ hostels/canteen. Students found guilty will be instantly expelled from the institute.

#### **10. Maintenance of Institute's property:**

Damage to the property of the Institute like tampering fixtures, fittings, equipment, instruments, furniture, books, periodicals, walls, window panes, vehicles, etc. will be viewed very seriously. It will

result both in recovery of the cost of damage and instant expulsion of the defaulting student/ students from the Institute. The Institute Campus is under electronic surveillance.

#### **11. Anti Ragging:**

- a) Ragging, bullying or harassing any student in Institute or outside thereof is forbidden as per act.
- b) Ragging in any form within or outside the Institute and hostels is totally banned. Defaulters will be instantly expelled from the Institute and necessary action shall also be initiated (Ref. Reference to clause (g) of sub – section (I) of Section 26 of the University Grants Commission Act, 1956, and AICTE notification vide curricular no. F. No. 37-3/legal /AICTE/2009 dated 25/03/2009).

#### **12. Internal Complaints Committee (ICC):**

Eve teasing within and outside the campus of the Institute is totally prohibited under section 74,75,76 and 79 of the (BNS) **Bhartiya Nyaya Sanhita, 2023** and is an offence amounting to severe punishment, rustication and prosecution.

#### **13. Identity Card:**

Each Student shall wear his/her identity card provided by the Institute which can be procured from the student section immediately after admission by submitting three copies of passport size photographs. The student shall produce it on demand by the authorities and wear it daily while on campus. Non-wearing/Absence of Identity Card shall either attract a fine or the student will be debarred from entering the Institute premises.

#### **14. Placements:**

It is mandatory for all students to execute any work assigned by placement cell. The Institute provides placement assistance and grooming sessions for placements. Students are required to attend regularly all the skill building sessions for their own benefit. Students will not be allowed to participate in the placement process unless they have paid all the dues and have completed their assigned placement preparatory work. Contribution to placement work is mandatory for all the students. Following is the criterion in addition to the conditions already laid for students to be eligible for placements.

- a) Minimum of 75% attendance throughout in all semesters shall be mandatory including attendance for Communicative, Business English, Personality Development Sessions and mandatory concurrent evaluations.
- b) If a Student does not register for the first ten (10) companies he/she shall be debarred from the selection process further.
- c) A student who does not join the company after being selected, shall be debarred from placements thereafter.
- d) Placement participation for a maximum of 10 companies is permissible. A student not making it placed in spite of 10 attempts shall meet the Director.

- e) Three (3) Add on courses (1 per semester) and 3 Value added courses (1 per semester) are mandatory.
- f)

**15. Mobile numbers and Email IDs:**

Many a times the mobile numbers and email ids given by students and their parents are found to be incorrect. The students and parents must furnish the correct information. In case of change in mobile phone number or email id, same must be notified and updated with the Institute's database immediately. Messages sent to these mobile numbers and emails are deemed to be received by students.

**16. Display of Notices:**

The students are expected to read the notices displayed regularly. The Institute will not accept any responsibility for loss caused due to the negligence of students or ignoring any such information pertaining to administration or academic announcements or placements.

**17. Parking:**

Bicycles, scooters and other vehicles shall be parked only in the area provided by the institute at owner's risk subject to valid license, PUC certificate and use of the safety helmet.

**Traffic Rules and Regulations:**

All students must follow traffic rules and regulations very strictly. For mishaps due to violation of rules, the Institute shall not take any liability.

**18. Participation in events conducted by other institutes:**

All students are required to apply a week in advance and take written permission of the Academic Coordinator / Chairman of cultural committee / Director for participation in any event of other institutes.

**19. Use of mobile phones:**

Students shall maintain complete silence in and around the campus. Mobile phones should be switched off during lectures, and on 'Silent mode' in the Institute premises. Any mobile phones ringing during the lecture hours will be confiscated and the student will have to give explanation /reasons for the same.

**20. Refund of Fees:**

Fees paid by a student to the Institute will stand forfeited if he/she is expelled or debarred from the Institute or his/her name is struck off from the muster roll. Tuition fees & other fees once paid shall be refunded subject to Directorate of Technical Education (DTE) rules. All fees must be paid at the

time of admission. Any student wanting to withdraw after seeking admission would only be allowed to do so as per directives from DTE.

**21. The Director reserves the right to strike off/ expel/suspend the student from the roll for:**

- a) Non-payment of the course fees/ hostel fees/any other dues as prescribed at the time of admission.
- b) Any violation of the rules or an act of indiscipline on the part of the students shall result in strict punishable action.
- c) Use of unfair means in any of tests, examinations, oral, project work/SIP/Dissertation arranged by the Institute.
- d) Nonperformance of duties & responsibilities delegated on part of academic/academic administration / placements.
- e) Non-Attendance of Lectures/ unconfirmed absenteeism/ or leaving Institute for more than 3 days without intimation / permission of Academic Coordinator/ Director.

**22.** The Management of the Institute reserves the right to delete /add or amend the rules and regulations as and when deemed necessary and these shall be binding on all students.

**23.** All fines levied shall be utilized as Students Welfare Fund and used for student related activities.

**24. Legal Dispute:**

Any legal dispute between the Institute and a student or his/her parents/guardian, arising out of the relation established by admission, shall be dealt with, in the court of C.J.J.D., Pimpri, Pune, Maharashtra.

## UNDERTAKING BY THE STUDENT

1. I abide by the Institute code of conduct related to general rules and regulations and the discipline of this Institute throughout my tenure as a student in the Institute.
2. I accept any deterrent punishment (of monetary and /or academic nature) that may be decided by the authorities of the Institute, for any infringement or violation by me, of the discipline and conduct rules of the Institute.
3. I know the practice of "Ragging" in the Institute or outside the Institute is totally banned vide "Maharashtra Prohibition of Ragging Act- 1990" and UGC Circular. I have read the extract of "Maharashtra Prohibition of Ragging Act -1990" displayed on the Notice Board. I am aware of the severe punishment that can be imposed if I do not abide by the provisions stipulated in the Act.
4. I am aware that Smoking, consumption of alcohol and use of any tobacco-based product, narcotics are strictly prohibited in the premises of Institute/ hostels/canteen. Students found guilty will be instantly expelled from the Institute. I will abide by the said rules.
5. I agree to pay the Institute tuition and other fees including fines on the dates that will be notified by the Institute and while leaving the Institute; I will obtain proper clearance and give prior intimation to the Institute authorities.
6. I hereby agree to submit to the disciplinary jurisdiction of the officers of the Savitribai Phule Pune University (SPPU) and authorities of Institute and abide by the Rules and Regulations made by them.
7. I will promptly intimate any change in address and contact numbers of self, parent or local guardian or any other item in this form.
8. I am aware If my progress, conduct and attendance is not satisfactory, I will not be allowed to appear for the examinations (Internal/External). I am aware that complete attendance in theory and practical is mandatory; failing to comply with will attract punishment as per the norms. 75% attendance is compulsory in all subjects of all the semester as per ordinance no. 66 & 67 of Savitribai Phule Pune University. The Institute has the right on the internal evaluation to be detained in the event of the attendance is below the prescribed note.
9. The SPPU grants only provisional admission to the examination while filling examination form at the start of the academic year. The Institute and the University reserve the rights to withdraw the application in the event of attendance is being below the prescribed norm.
10. I will abide by all the rules and regulations of the Library and Computer Lab as framed from time to time.
11. I will abide by all rules/regulations mentioned in the student code of conduct of the Institute and University Grants Commission (UGC) Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.
12. I am aware that the Caution money deposit shall be refunded after successful completion of the course or on cancelling the admission, after recovery of dues if any. However, if I do not apply for refund, within 3 complete financial years after leaving the institution or within 3 complete financial years after the date of successful completion of the course, whichever is earlier the amount of caution money deposit shall be transferred to Students Welfare Fund.

I substantiate and accept the aforesaid undertaking made by my ward.

Date:

Place:

**Name of the Candidate:** \_\_\_\_\_ **Signature of the Candidate:** \_\_\_\_\_

**Name of Parent /Guardian: -** \_\_\_\_\_ **Signature of Parent /Guardian :-** \_\_\_\_\_

## DECLARATION BY THE CANDIDATE

I \_\_\_\_\_ declare that I have read all the rules of students Code of conduct of the Institute, UGC regulations on curbing the Menace of Ragging in Higher Educational Institutions Regulations, 2009. I undertake and bind myself to these rules and the undertaking given by me. I have filled this application form for consideration of admission to First / Second year of Two-Year Full Time Post Graduate Master of Business Administration (MBA) course at the Institute.

The information given by me in my application is true to the best of my knowledge and belief.

Date :

Place :

**Signature of the Candidate:** \_\_\_\_\_

**Name of the Candidate:** \_\_\_\_\_

## DECLARATION BY THE CANDIDATE'S PARENT /GUARDIAN

- 1 I \_\_\_\_\_ declare that the particulars furnished by my son/daughter /ward in his/her application form are correct to the best of my knowledge and belief.
- 2 I undertake and bind myself to pay on behalf of my son/daughter/ward's tuition fees, other fees and fine levied etc. by the date which the Institute may specify. In the event of failure on my part and /or on the part of my son/daughter/ward to pay the fees or fine, the Director of the Institute may take such action against my son /daughter/ward as he deems fit.
- 3 I substantiate and accept the aforesaid declaration made by my ward.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**Signature of Parent /Guardian: -** \_\_\_\_\_

**Name of Parent /Guardian: -** \_\_\_\_\_