



IndSearch

IndSearch

**Indian Institute of Cost And Management
Studies & Research (IndSearch)**

(An autonomous Institute affiliated to Savitribai Phule Pune University)

7.1.10 Code of Ethics for Faculty & Staff Rev dated 1.6.20

The Institute always lays a lot of emphasis on ethical behaviour and has laid down a code of ethics Policy for Faculty, Staff and Students.

For Faculty and Staff -The following behaviour will constitute ethical behaviour on the part of faculty and staff

- 1. Identity Card** – Faculty and staff are expected to wear their identity cards when on campus
- 2. Punctuality - Institute Timings** - The timings of the institute are from 9.00 AM to 5.00 PM on all working days. (8:30 AM to 4:30 PM for a few BMS programme faculty). Employees are expected to come to their workplace, on all working days, at the designated time and mark attendance in both the manual attendance register and on the biometrics machine. They also have to sign out on the Biometrics machine while leaving the premises at 5:00 pm (4:30 PM for BMS Faculty). **Due to COVID 19 Pandemic, use of the Biometric machine has been suspended. Hence faculty are required to write the in time in the manual attendance register.**

Up to 10 minutes after the designated starting time is considered as "grace period". The marking of attendance beyond grace period is permissible only thrice a month for a maximum time of another 10 minutes. From the fourth instance of such late arrival to the workplace, half day casual leave will be debited from the leave account of the employee. If there is no casual leave to the credit of the employee, then half day salary will be debited from the employee for the month. The names of the employees exceeding the number of instances of grace period in a quarter will be notified to the Director. Also leaving the Campus before designated time (5:00 pm for Bavdhan & 4:30 pm for Law College Campus) is not permissible, except in emergency situations, with the approval of the Director (for Bavdhan Campus) and Dean UGP, EC & IRC (for Law College Rd. campus)

- 3. Lunch & Tea Breaks** - The Lunch Breaks and Tea Breaks for both campuses are as follows:

Sr. No	Campus	Tea Break	Lunch Break
1	Bavdhan	11:00-11:15am	1:15 to 2:00 pm
2	Law College Road	10:30 -10:45 am	12:45 to 1:15 pm

10/10/2020
DIRECTOR
Indian Institute of Cost
And Management Studies &
Research, Pune-21





IndSearch

IndSearch

Indian Institute of Cost And Management
Studies & Research (IndSearch)

(An autonomous institute affiliated to Savitribai Phule Pune University)

Faculty and staff are requested to adhere to these timings.

4. **Leaves** - As far as possible Casual leave would not be permitted to be availed in excess of 2 days at any time with prior intimation and sanction of the Director. In case of leave taken as a prefix or suffix to any holiday or Sunday, that holiday or Sunday will also be considered as leave. In case of sickness requiring absence from work, this will be considered to the extent of 10 days per academic year and would have to be supported by medical certificate in case of absence in excess of 2 days. Such leave must be approved by the Director and approval sought within 3 days of resuming duty. No leave will be granted during the exam period. In case of any exceptional circumstances, the Director will decide on the leave policy.
5. **NO Smoking & NO Tobacco Campuses** - Both the IndSearch campuses are No smoking and No tobacco campuses and all faculty and staff are requested to totally abstain from smoking/Chewing tobacco/Gutkha during the working hours.
6. **Mobile Phones:** Use of Mobile Phones by faculty & staff in classrooms is not permitted.
7. **Judicious Use of Electricity & Water** - To ensure the conservation of our natural resources and have an environmentally friendly campus, Faculty & Staff are requested to switch off the lights and fans when not in use or while leaving their Workstations. Similarly, they are advised to use water in the washrooms judiciously to avoid wastage.
8. **Minimise use of plastic** - With a view to save our environment, Faculty & Staff are advised to eliminate/minimize use of plastic to the extent possible on campus.
9. **Guidelines for COVID 19** It is expected that all the Faculty members and staff will report to the respective campuses with necessary precautions and measures to avoid contracting the COVID 19 virus. When any faculty /staff member or their respective family members staying in their house, are detected COVID 19 positive, such faculty/staff member will be required to stay at home for 14 days quarantine period. They will however have to give evidence of the person tested positive. Such Faculty members will also have to get themselves tested and report back to work after testing negative. (Producing the evidence)
Faculty/Staff members are advised to not take leave in situations where some neighbour or anybody in the building has tested positive. In such situations Faculty/Staff Members are expected to report to work with all necessary precautions.

M. M. Kulkarni
DIRECTOR
Indian Institute of Cost
And Management Studies &
Research, Pune-21





IndSearch

INDSEARCH

**Indian Institute of Cost And Management
Studies & Research (IndSearch)**

(An autonomous Institute affiliated to Savitribai Phule Pune University)

7.1.10 Code of Ethics for Students

Rev dated 1.6.20

IndSearch attaches utmost importance to personal integrity, honesty and discipline. A sense of responsibility and a degree of maturity is expected of all students inside and outside the campus. Each student of the Institute shall consciously strive to excel in his/her personal as well as academic domain. The following will constitute ethical behaviour for students

1. Identity Cards

All students will be issued with I cards from the Institute's Library. Students are requested to deposit one stamp size photograph with the Staff / Library attendant on duty. The Students are expected to wear and display their I-Cards while on campus. **It is mandatory to wear I-Card on campus.**

2. **Dress Code:** The Uniform as prescribed by the Institute will have to be worn on one days in a week i.e. debating union session day. Apart from these days, the uniform also needs to be worn campus visits, industrial visits, seminars, at the time of interview etc.

Students when in casual attire are requested to dress sensibly.

3. Attendance Monitoring

All students are required attend classes regularly. Minimum attendance requirement is of 75%. Students not fulfilling this requirement, will not be allowed to sit for the university exam.

4. Mobile Phones

Students have to switch off their Mobile Phones in class and keep it on the table. For other than class times, they can use the same in silent mode. Mobile phones are permitted to be used in cafeteria. Mobile Phones of students, who do not abide by the rules, will be confiscated.

5. **NO Smoking/NO Tobacco Campus-**Smoking and chewing tobacco including gutkha is banned at the Institute. Suitable action will be taken against students found to be violating this.

6. **Judicious Use of Electricity & Water** – To ensure the conservation of our natural resources and have an environmentally friendly campus,



P. J. Jadhav
DIRECTOR
Indian Institute of Cost
and Management Studies &
Research, Pune-21



IndSearch

IndSearch

Indian Institute of Cost And Management
Studies & Research (IndSearch)

(An autonomous Institute affiliated to Savitribai Phule Pune University)

Faculty and staff are requested to adhere to these timings.

4. **Leaves** - As far as possible Casual leave would not be permitted to be availed in excess of 2 days at any time with prior intimation and sanction of the Director. In case of leave taken as a prefix or suffix to any holiday or Sunday, that holiday or Sunday will also be considered as leave. In case of sickness requiring absence from work, this will be considered to the extent of 10 days per academic year and would have to be supported by medical certificate in case of absence in excess of 2 days. Such leave must be approved by the Director and approval sought within 3 days of resuming duty. No leave will be granted during the exam period. In case of any exceptional circumstances, the Director will decide on the leave policy.
5. **NO Smoking & NO Tobacco Campuses** - Both the IndSearch campuses are No smoking and No tobacco campuses and all faculty and staff are requested to totally abstain from smoking/Chewing tobacco/Gutkha during the working hours.
6. **Mobile Phones:** Use of Mobile Phones by faculty & staff in classrooms is not permitted.
7. **Judicious Use of Electricity & Water** - To ensure the conservation of our natural resources and have an environmentally friendly campus, Faculty & Staff are requested to switch off the lights and fans when not in use or while leaving their Workstations. Similarly, they are advised to use water in the washrooms judiciously to avoid wastage.
8. **Minimise use of plastic** - With a view to save our environment, Faculty & Staff are advised to eliminate/minimize use of plastic to the extent possible on campus.
9. **Guidelines for COVID 19** It is expected that all the Faculty members and staff will report to the respective campuses with necessary precautions and measures to avoid contracting the COVID 19 virus. When any faculty /staff member or their respective family members staying in their house, are detected COVID 19 positive, such faculty/staff member will be required to stay at home for 14 days quarantine period. They will however have to give evidence of the person tested positive. Such Faculty members will also have to get themselves tested and report back to work after testing negative. (Producing the evidence) Faculty/Staff members are advised to not take leave in situations where some neighbour or anybody in the building has tested positive. In such situations Faculty/Staff Members are expected to report to work with all necessary precautions.

M. Anil Kumar

DIRECTOR
Indian Institute of Cost
And Management Studies &
Research, Pune-21





IndSearch

IndSearch

**Indian Institute of Cost And Management
Studies & Research (IndSearch)**

(An autonomous Institute affiliated to Savitribai Phule Pune University)

Every day on arrival at the premises, the temperature of students will be checked using a thermal gun.

When any student is detected COVID 19 positive, such student will be required to stay at home for 14 days quarantine period. Such students will also have to get themselves tested after the quarantine period is over and report back to campus after testing negative. (Producing the evidence)

100 September
DIRECTOR
Indian Institute of Cost
And Management Studies &
Research, Pune-21

