



Sanjivani College of Engineering, Dept. of MBA, Kopargaon

Code of Conduct for Students

The Professional Code of Conduct is designed to reinforce our core values of Integrity, Innovation and Impact and create expectations related to professionalism and respect for others, both inside and outside the classroom. Learner of MBA Program is expected to behave in ways that promote individual, academic and professional development.

Professionalism Expectations

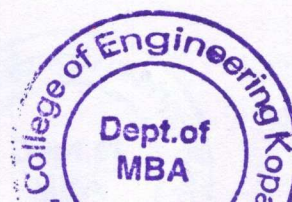
1) Phone

You are expected to turn off and put away your phone and other devices not necessary for class. Use of your phone in class is disrespectful to the instructor and other students. You are also expected to respect personal boundaries and not take photos and videos without prior explicit permission of the instructor and others in the classroom.

2) Attendance and Promptness

- Arrival to campus must be before the first day of classes. Do not plan your departure from campus until your classes and finals have ended. Every Student should have 75 % attendance to appear in Insem exam and Endsem Exam.
- Attend all classes and the interviews, presentations, and events that you have committed to
- Be on time to classes, meetings, presentations, and company info sessions.
- If you must be late or absent due to an emergency, illness (personal or family), interview, or other circumstance, the expectation is that you will inform the mentor in advance if possible (either via e-mail, telephone call, or through face-to-face communication). If advance notice is not possible, contact the mentor as soon as possible afterwards to brief him/her on the reason for your absence/tardiness.
- Do not leave during a class session, presentation or company info session unless you have discussed the need to leave with the professor or organizer in advance or an urgent personal matter arises (such as sudden illness).

3) Prepared and Respectful



- Contribute, participate, and engage in the classroom learning experience. The dialogue generated from your peers is an essential part of the classroom experience and enriches the conversation and learning.
- During events with company representatives and alumni, be prepared for impromptu conversations. Being prepared also involves dressing appropriately, being on time, researching, practicing, and asking good questions. Laptop must be shut down after all speakers and guest presentations.
- The use of computers and personal electronic devices is at the discretion of your course instructor. Please refrain from using your computer for anything other than note taking or class-related activities and do not surf the web or check email during class time.
- Do not disturb classmates or presenters with excessive noise or talking.
- Do not eat noisy or odiferous foods during class or a presentation unless a lunch and learn.
- Respect your classmates and their opinions. Both inside and out of the classroom, refrain from using degrading or offensive language. Language that is deemed or perceived racist, sexist, violent or threatening will be immediately reported and may lead to disciplinary consequences.

4) Coursework

Make the time commitment to read assigned materials thoughtfully, offer meaningful contributions to class dialogue, and complete assignments on-time with honesty, integrity and pride. Do not cheat or plagiarize. The MBA program defines cheating as using unauthorized materials or receiving unauthorized assistance during an exam or other academic exercise.

5) Professionalism

Students are expected to adhere to all written and verbal instructions provided by faculty and staff members. Students unwilling to comply with instructions are subject to disciplinary action. Professionalism entails the following: business attire; immaculate personal hygiene; punctuality; verbal, written, and other communication that meets the highest standards; and proper etiquette.

6) Dressing Etiquettes

- Student should wear college uniform on Monday, Tuesday, Thursday and Friday. Formal Attire is allowed on every Wednesday and Casual Attire on every Saturday.
- Student should wear their House T-shirt on the events of Sanjivani Trophy.
- Uniform should be neat and ironed.
- Student should wear black formal shoes with their uniforms
- Boys should always be in clean shave.
- Girls should avoid unnecessary ornaments and makeup



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7) Teamwork

Acknowledge that the MBA curriculum requires working closely with others. Foster openness in teamwork, complete portions of team assignments according to standards and deadlines set by the team, and assume a leadership role as appropriate. Encourage a learning community respectful and open to diversity of ideas and people, including professors, classmates, and other stakeholders.

8) Disciplinary Committee

Students found in violation of the MBA Code of Conduct will be brought before a hearing HOD comprising of two faculty members and one student representative. Students will have an opportunity to present a case to the committee. The disciplinary committee will recommend a course of action to the HOD of the Department.

9) Internships

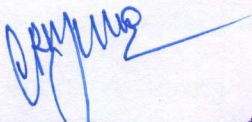
Students are expected to conduct themselves professionally during the entire term of their company internship. Professional conduct includes, but is not limited to, the following:

- Compliance with company policies and procedures
- Interacting with all company personnel in a polite, tactful, and respectful manner
- Treating company property with respect and in accordance with company policies
- Keeping the student's supervisor apprised of his or her work progress, anticipated absences, issues or concerns that may arise, and emergencies.

10) Placements

- Student should update their profile from time to time and provide the data to the placement coordination as and when required on the priority basis.
- Student should attend the briefing session before going for the interview
- Student should go to interview in the well groomed manner
- Student should behave in a very discipline way during the time of interview
- Once offer is accepted the students will not allowed to sit in further placement drive.

11) Tobacco, Panmasala, Gutkha, alcohol, spitting etc. highly prohibited in the campus.


Dr. V. R. Malkar,

HOD, MBA

