



Criteria 7.1.10

The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

S. No.	Topic	P. No.
01	Code of Conduct	02-28
02.	Abhigyata Parv (Induction Program)	29-41

Institute website link for code of conduct

<https://iimr.indoreinstitute.com/wp-content/uploads/2023/01/Code-of-Conduct.pdf>





Indore Institute of Management & Research
Affiliated to - DAVV(Indore) & Approved by - AICTE(New Delhi)



Indore Institute of Management & Research

Code of conduct handbook exists for students, teachers, governing body, and administration including Director / Principal /Officials and support staff.





CODE OF CONDUCT

Message from Director General



Shri Arun S. Bhatnagar
(IRS, Ex. Principal Commissioner)
Exe. MBA, IIM (B)
Director General (IIST, IIP, IIMR)
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Dear Contributors,

Education, in essence, should bring to the fore the inner and inherent potential of the student. Educational institute, therefore, has to distinguish itself by providing sound infrastructure for higher education to leverage knowledge and innovation. More so, since the society and the nation look up to these centers for fulfilment of their aspirations and expectations. Education, be it primary or higher, need to go beyond its scope of merely imparting information and skill. It is precisely here that educational institutes have to play a pivotal role. It is rightly said that the child is not vessel to be filled but a lamp to be lit. Besides proactively providing an environment conducive to foster and nurture the inherent potential of the students, the institute need to consciously promote an inquisitive spirit among the students. The students would then be able to get acquainted with latest and upcoming research and inventions in science and technology. Hence, the institute has the onus of providing a platform for overall development of ethical, moral and human aspects of the personality of the students. The teachers are to be epitome of all that is good and need to maintain a professional demeanor by embracing traits like honesty, integrity and sincerity. This would go long way in bringing about quantitative and qualitative expansion of the student personality. Let us, therefore, pledge ourselves to rebuilding our institution and thus live up to the expectations and the trust reposed in us. Let us make concerted and sincere efforts to restore the glory and eminence to this institute. Together we march ahead to achieve the excellence.





CODE OF CONDUCT

Message from Principal



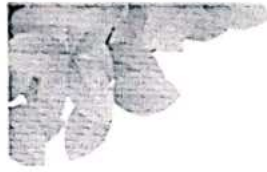
Dr. Rishi Dubey
Principal, IIMR
principalimr@indoreinstitute.com

At IIMR, we strive to provide students and environment where they have an enriching and life changing experience and "learn with fun" through various pedagogical tools like lectures, presentations, discussions, guest lectures, industry visits, case studies, internships, research projects along with host of co-curricular and extra-curricular activities like SIGs, certifications, management quizzes, ad campaign etc. The case based and project-based learning helps students to get the simulated practical exposure along with the underlying theory. The challenges to the modern world require future managers to be familiar with latest technology and design systems which are affordable and sustainable. We focus on converting young, enthusiastic individuals to dynamic managers who can create and manage socially responsible and sustainable organizations.

Education, without values is of no relevance to society. The value system is inculcated in our students through honest systems and procedures. Students are also encouraged to take service projects which not only broaden their horizon but also make them understand other's need and the importance of coexistence. We are committed to nurture young minds through unparalleled experience which equips students with the latest management techniques to guide them in their professional as well as personal journey. I invite students from diverse backgrounds to this journey of discovering oneself.

In the ever-changing and complex business scenario, management education is expected to develop young minds to become industry ready, enlightened and responsible professionals who can take up the challenges with confidence and excel in their careers.





CODE OF CONDUCT

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CODE OF CONDUCT

CODE OF CONDUCT FOR STUDENTS

It is incumbent upon students to abide by this Code of Conduct and Professional Ethics (hereinafter referred to as the "Code") and the rights, responsibilities including the restrictions flowing from it. The institute endeavors by means of enforcing this Code, to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and time bound, and to provide a system which promotes student growth through individual and collective responsibility. All Students are requested to be well conversant with this Code, which can be also viewed on the official website of the Institute.

1.1 DISCIPLINE

The student must observe and strictly follow the disciplinary rules and regulations set down by the institute from time to time. Any act of indiscipline or misbehavior by any student will attract punishment as per the rules.

- The student should follow the academic calendar as per the instructions of Head of the Department/Principal of the institute.
- Students must reach their lecture halls five minutes before the scheduled time.
- Damage to institute's property due to negligence/lack of care/malicious action would attract punishment and compensation for loss caused
- Students shall only use the waste bins for disposing waste materials in classrooms, hostels and offices to make the college campus free from plastic and other litter.
- Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished.
- Students are strictly prohibited to bring and park four wheeler i.e. cars in the campus of the institute.
- Students may not invite any person(s) to the institution to address or participate in any type of event without the prior permission of the appropriate institute authorities.
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the campus and hostels.
- Disciplinary action will be initiated against students indulging in eve-teasing, molestation, ragging, harassment, bullying and any other untoward incidents.
- All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents/Guardian of the students and with the written consent of the concerned authority.





CODE OF CONDUCT

- Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited.
- Without specific permission of the authorities, students shall not bring outsiders to the campus schools, hostels or other facilities
- Any case of criminal activity or violation of law and order in the Campus will attract strict action and if need be, reported to the police.

I. CARD

- Every student must carry institute I-card every day while attending lectures and appearing for various examinations.
- The student should carry identity card with him / her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.
- I-Card will be issued as per the given schedule after the student has fulfilled all requirements.
- The student should have his/her Identity Card and Library Card issued for lending of books from the library at the beginning of the year.
- Students should obey the rules set down by the library in borrowing/return/maintenance of books.
- At the time of issuing a book, the Identity Card must be presented along with the Library card. Without I-Card the reader may be refused the use of the library.
- If student has lost library card or I-Card, it should be reported immediately to the principle of the institute along with an application

II. HUMAN VALUES

Be scrupulously honest in all academic activities and with all the stakeholders of the institute. Be attentive, fair and cooperative towards your teachers and peers in various academic and non-academic activities. Practice empathy and sharing towards your fellow citizens and care towards your surroundings.

III. DRESS CODE

We believe in inculcating a sense of discipline, belongingness and commitment in students through the strict maintenance of decorum on campus, in dress, speech and action. Students are expected to dress appropriately while in the institution and while representing the institution.





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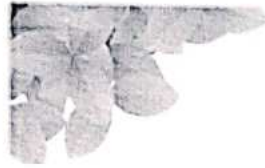
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CODE OF CONDUCT

IV. MOBILE PHONE & ELECTRONIC DEVICES

- The student should switch off their mobile phones while in the classroom, laboratory, library, etc.
- Mobile phone is strictly prohibited in the exam hall during the examination. Mobile phones/other electronic devices such as smart watches, etc. shall not be allowed inside the examination hall.
- Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.

V. ATTENDANCE

- Students should be regular in attendance for all sessions during the day.
- Students should have at least 75% attendance in the Lectures of every subject. If the student is found irregular in attendance, disciplinary action will be taken.
- The student coming late shall not be allowed to enter the class.
- The student must report about any type of illness to the Institution.
- On no account will students be allowed to remain absent for any mid-semester, term-end examination conducted by the Institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.
- The student should complete all the Practical's, assignments and Projects as per the rules set down by the institute, Examination section and the university.

VI. SOCIAL MEDIA USE

Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institution on the social media or indulge in any such related activities including cyber bullying, or any other activity on social media which may have grave ramifications on the reputation of the Institute.

VII. ANTI-RAGGING

Action will be taken against students indulging and abetting in Ragging as per the regulations set down by the University Grants Commission in "Regulations on Curbing the menace of ragging in Higher Educational Institutions 2009" updated up to the 3rd Amendment of 2016, which is displayed on the institute's website. Ragging is legally banned. It is a punishable offence. In view of the increasing number of events of ragging, the University Grants Commission has passed the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational





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Institutions, 2009. Ragging is any conduct by "any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or including in rowdy or undisciplined activities by any student which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in any ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing of power, authority or superiority by a student over any fresher or any other student."

Also "Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background" is considered as ragging.

The Anti-Ragging Committee may, depending on the nature and gravity of the guilt, award, to those found guilty, one or more of the following punishments namely:

- i. Suspension from attending classes and academic privileges.
- ii. Withholding / withdrawing scholarship / fellowship and other benefits.
- iii. Debarring from appearing in any test / examination or other evaluation process.
- iv. Withholding results.
- v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- vi. Suspension/expulsion from the hostel.
- vii. Cancellation of admission.
- viii. Rustication from the institution for period ranging from one to four semesters.
- ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- x. Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.
- xi. All students and their parent/guardian must sign the anti-ragging affidavit. The students are advised to contact the Anti-Ragging Committee in case of emergency.

i) EXAMINATIONS

The rules concerning examinations are notified by the institute as well as by exam controller in every semester/year. The students must strictly follow these rules. The institute pursues a zero tolerance policy concerning violation of examination rules and regulations.





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ii) HOSTELS

- Visitors are not permitted to stay in the hostel after 8.00 p.m. and guests are not allowed to stay in the hostel except with prior permission of the Warden / Admin office.
- Ragging is banned in the campus and anyone indulging in ragging will be punished, which may include fine with a public apology, suspension from the Institute or class for a limited period, or even expulsion from the Institute. Broadly speaking, ragging is: "any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student". Any student who is subject to ragging or is aware of any such incident should report the same immediately to

1. Hostel Warden (Boys hostel) – Mr. Santosh Upadhyay

2. Hostel Warden (Girls Hostel) – Mrs Kirti Choubey

3. Welfare Officer - -----

Prof In Charge (Hostels) – Dr Puneet Duggal

HOSTEL MESS RULES:

- Entry into the kitchen is strictly prohibited, except for the Resident Warden and mess committee members.
- Students are required to wear decent attire in the Mess Dining area and shall maintain the discipline.
- Food should not be taken to the rooms, except in case of illness, with the specific permission of warden.
- Complaints regarding the quality of food and suggestions should be entered in the suggestion /complaint register available in the mess.
- Avoid wastage of food and water.





CODE OF CONDUCT

RULES FOR VACATING / LEAVING THE HOSTEL:

1. Students who wish to vacate the hostel are permitted to leave on 30th Jun and 31st Dec in the academic year.
2. Students applying for vacation of hostel must take consent of his father in writing or by telephonic conversation with warden.
3. In case hosteller wishes to vacate hostel on dates other than that quoted in Para 1 above, he/she will have to pay any one of the following amounts, whichever is less.
 4. (a) Boarding charges for additional two months.
 - (b) Boarding charges for the days left till 30 June/31st Dec.
5. Hosteller must put up application for vacating hostel giving valid grounds. Application must be submitted minimum one month earlier to the desired date of vacation.
6. On approval of application by Prof In Charge - Hostel, he/she will be issued no dues Performa by the respective wardens for getting clearance from various departments/section.
7. After receiving No dues Performa duly completed and clearance from admin, the hostellers name will be deleted from the hostel records.
8. Failing to adopt above said procedure name of hosteller will continue in the hostel records. He/she will need to pay till the date of submission of complete no dues certificates.
9. Application submitted by the hosteller will be considered. If grounds framed in the application are genuine and reasonable then only he/she will be permitted to vacate hostel. Decision of the authorities will be final. Students expelled on Discipline grounds will be dealt separately.





CODE OF CONDUCT

2. CODE OF CONDUCT FOR EMPLOYEES

2.1 Rules and Regulations for the Employees

The purpose of these rules is to lay down the patterns of broad employee behavior expected at SEWS, which are

- Expectations related to work place discipline while interacting with superiors, colleagues, subordinates, clients and customers (students & parents etc)
- All employees at all levels are expected to behave in a manner befitting a higher technological institution of relevance in the state of MP, as a shining example of politeness, dignity and commitment. It is expected that they shall always remember that even when they are not on official duty, they still carry the responsibility of building SGI's image in every situation, - professional or personal
- Rules and procedures for initiating disciplinary action and provisions for appeal against the proposed punishment for deviant behavior are essential requirements to monitor the expected behavior.

D) Appointment Letter & Employment:

- Every permanent employee is given an Appointment Letter as per requirement of the place of work in the form which may be introduced by the Management from time to time and will form a permanent contract of service
- Recruitment for the service in SGI will be made by the competent authority. Every candidate seeking an employment shall make a written application in the prescribed form
- A candidate selected for an appointment is required to submit to the Medical Examination which will be arranged by SGI at the cost of the company. Medically unfit person may be rejected even if found suitable professionally
- Appointments requiring technical knowledge and skills (particularly in faculty positions) the candidate may undergo practical test of teaching. Finally, the appointment of the candidate is subject to the rules of AICTE/DAVV and if appointed he/she will be a probationer
- Unless in any case, it is otherwise distinctly provided, the whole time of the employee shall be at the disposal of SGI and he/she shall serve on such a capacity and at such place and time, as may be, from time to time be directed





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- Undertaking outside employment (even part-time) is considered breach of service conditions and liable for disciplinary action.

ii) Personal Records: & Record of Age

Administration/HR. department would maintain Service Book of all employee. This essentially will include the record of academic accomplishments/qualifications and related certificates of experience and expertise as well as the periodic performance reports and also assessment and appraisal records - including promotions, etc. correspondence related to administrative actions. This is a kind of dossier for each of the employee.

At SEWS, special importance is given to the records of age of each of the employee. SEWS may, at any time asks the employee to produce any of the following documents to support his age:

- Birth Certificate
- School Leaving Certificate &
- Insurance Policy wherein the Date of Birth has been duly attested / admitted,

In cases of any disputes, the employee-age as recorded at the time of his employment or later (whichever being the earliest time), shall be treated as conclusive and shall be binding.

An employee who is unable to produce Original Documentary evidence of his age, shall state his age in the Application for employment and shall also give an Affidavit to the fact that the age as stated by him in the application is correct.

i) Change of Address:

Each employee will have to notify to SEWS immediately of any change of his address, otherwise communication forwarded by the employer on the address given by the employee shall be regarded sufficient for the purposes of giving any notice or any other communication.





CODE OF CONDUCT

ii) Working Systems & Discipline

The following are the working rules that govern the behavior and conduct of the employees during the operational system of teaching & research as well as support facilitation activities essential for effective functioning of SGI

iii) Attendance & Identity Card

- Every employee shall be given an attendance card (Smart Card) which shall contain his particulars and he is expected to carry it with him to mark his attendance through the computerized system for subsequent use in all administrative purposes. This is also to serve as identity card for him.
- If an employee loses his Identity Card, it shall be his duty to notify about its loss immediately to administration in writing and get a Duplicate Card issued for which, he will be liable to pay Rs. 100/- (Rupees Hundred only).
- Management would reach to all employees (faculty & staff) through notices displayed at the Time-keeping Machine and at or near the Main Entrance of the institution building blocks. Such notices specify:
 - The starting, re-starting, alteration and discontinuance of working times;
 - The closure and reopening of the Department or Division or Section of a Department;
 - Notices specifying (a) the days observed by SGI as Holiday, and (b) Pay Day, in English or Hindi shall be displayed on the Notice Board maintained at or near the Entrance of the Establishment and at the Time-keeping machine.
 - The closure and reopening of the institutes; a day on which the salary-disbursement were due but not paid on the usual day
 - The weekly holiday & compensatory holiday;
 - Any employee reporting for work after the grace time (not more than 15 minutes from the appointed time) must first seek the approval of the person in charge for admittance. Habitual late attendance shall be treated as Major Misconduct
 - The employee who is not at his work place by the appointed time or any time during the day, will lose his salary for the said period, in addition to other disciplinary action that may be taken against him.
 - An employee who remains absent continuously for 10 days or more without getting any leave sanctioned, he shall be deemed to have left the services of the company of his own accord and his name will be removed from the Rolls after giving him an opportunity to explain the reasons to the satisfaction of the Management.





CODE OF CONDUCT

2.2 Entry - Exit and Search

- No employee shall enter without the smart card or leave the premises of the institute/campus with the authorized gate pass, signed by the person appointed for the purpose; otherwise it will be counted as a major Misconduct.
- A employee who is off his duty or has resigned or has been discharged, suspended or declared by a competent Medical Authority to be suffering from a contagious or infectious disease shall immediately leave the campus and shall not enter any part of it except for bona-fide purpose and with the express permission of the Management.
- No employee will bring with him any person(s) who are visitors without proper authorization and no employee will take with him any such visitor inside the departments/institutes.
- Any article belonging to an employee (either of high value or objectionable in normal conditions in an academic institution), he wishes to bring inside the campus; he shall get the said article entered in the Gate Register, when permitted.

2.3 Closure of Department or Course/Institute

The Management may, at any time in the event of adverse enrollment of students, difficult market conditions be called upon either to truncate or close down a course or a branch/department. It would do so by giving due consideration to the employees affected by such an action - such as redeployment through re-training and lay-off (temporary & permanent with adequate compensation as per the rules) etc. However, due advance notice would be given to one and all in cases of such developments. No compensation would be awarded to a laid off employee, in case,

- if an employee refuses to accept any alternative employment situated in the same place or situated within a radius of ten miles,
- If he does not present himself for work at the new place at the appointed time during normal working hours, at least once a day during lay off period.

2.4 Transfer

The management may transfer an employee from one department to another, one institute to another, whether in Rau, Indore or any other place, provided further that the salary-grade, continuance of service and other conditions of service are not adversely affected by such transfer.





CODE OF CONDUCT

2.5 Retirement

Retirement age of Principal will be 65 years and for other faculty it will be 70 years. But on account of physical or mental incapacity he may be retired earlier too.

The Management may in its discretion give any further extension of service beyond the retiring age for such period as it thinks fit to any employee.

2.6 Basic Code of Conduct at SEWS

i) Work Ethics

At the basic level, SEWS expects its employees follow certain dictums of discipline, namely, coming to work on time, behaving with respect and dignity in relation to subordinates, colleagues and superiors, staying at the work place during working hours, not wasting other employees' time by wandering around for fruitless chatter, etc.

At the highest level work ethic is about commitment and accountability, when the employee is expected to demonstrate his full responsibility of the task assigned to her / him and does make all possible efforts to complete it in time and in a satisfactory manner.

Towards, protecting the interests of SEWS, employees should not denigrate their organization to outsiders, not creating poor morale within the organization by negative comments and not doing anything in relation to the organization that could create problems for the organization if the action was made public.

ii) Personal Conduct - General Guidelines

The basic service conditions are as specified in the contract of employment, i.e., the Appointment Letter and what's expected from them is given in the Role/Job-chart or job-description. All employees are expected to sign secrecy-cum-service agreement at the time of joining the service of SEWS and the management reserves the right to alter the terms and conditions along with a written and up-dated job description.

- All employees in principle are whole time employees of SEWS and they are expected to be available on call, irrespective of the formal working hours.





CODE OF CONDUCT

- No Employee (Class III & above) shall leave the station (where they are posted) without prior permission of his superior. Before leaving station, the out-station contact address must invariably be left with the immediate superior.
- No Employee shall accept outside work or get himself engaged in any business or calling, paid or honorary, directly or indirectly, without prior written permission of Management /Chairman.
- No Employee shall have any private financial dealings with the persons / firms / organizations who or which have commercial/professional relations with SGI for the sale or purchase of any material or equipment or supply of labor / services or for any other purpose.
- No employee shall divulge any information / document that comes into her / his possession as a result of her / his work with the institutes to anyone else. He shall treat all information and its work as confidential and classified. Disclosure of information for pecuniary gain or otherwise is a major misconduct and severely punishable.
- Employees must know and accept the SEWS's Mission – Vision – Objectives and its HR Policy in respect of all matters and follow and support in effective implementation of the rules and procedures laid down to carry out these policies.
- Employees are expected to serve SEWS with utmost honesty and faithfully and shall always endeavor to promote the interest of the company.
- Safety and Security of the SEWS properties, fire protection, pollution control, maintaining discipline, cordial relations and healthy work environment are the personal and collective responsibility of all.
- Employees are responsible for safe keeping and in returnable condition, all the equipments, instruments, tools, books, PCs, Laptops, etc. which may be given to him for use, custody or charge. The company shall have the right to deduct the cost of all such items from his dues and take other action as may be deemed proper in the event of failure to account for such property and returning the same, when due.
- Desktop/laptop computers provided to employees for discharge of their work responsibilities should be used with care and diligently (without violating any rule or law) considering the country's Cyber Laws & IPR. Act Unauthorized use of company's email facility is strictly prohibited.
- Employee (in particular the faculty) must keep themselves technically competent at all times. He must keep herself / himself updated with the technological innovation of his field through study, training courses and other means known as CPD.
- Supervising employees like Managers/HODs & Principals must be fair, firm, impartial and equitable in taking decisions, distributing work, rewards and in disbursing justice. They must lead by example and influence subordinates' behavior as desired by SGI.
- All employees need to give special attention to issues of curbing 'Student Ragging' as per the renewed stances brought out by the government and promote camaraderie and teamwork as an essential part of the SGI environment.





CODE OF CONDUCT

- Employees while dealing with female employees, his behavior and conduct does not violate rules and guidelines set by Government of India for putting a check on sexual harassment of female employees at workplace. In case of any such error, the company shall be free to take suitable recourse to penal action as per the law of the land, apart from its own disciplinary procedure.

iii) Free / Drug Free Workplace

SGI commits itself to maintain completely Smoke Free / Drug Free Work Environment in Indore

iv) Dress Code

Employee dress must align with SEWS and hence appropriate dress code acceptable to the student community need be followed. Some restrictions on Attire at Work

- Too tight, too loose or too short clothing.
- Un-tucked shirts
- Too colourful clothes (Attire that is too bright, too faded and too trendy)
- Poorly matched outfits
- Clothes that are worn for partying, exercising.
- Rugged outdoor wear
- Clothes that are worn hiking, picnicking, camping, painting, sleeping.
- Attire that remains unaffected by changing fashion styles.
- Hats / caps of any kind, unless necessary considering nature of work
- Oversized accessories
- Dirty sport shoes

All employees are requested to strictly adhere to the dress code, whereby Jeans, Sweat Shirts, Sneakers, Tennis Shoes and garish colored clothes should not be worn in office.

Ladies are advised to wear conservative Indian or Western clothing. The Class IV staff are provided with SGI's stipulated uniform

Winter dress code for all male employees is prescribed the use of neck tie. On all working Saturdays, employees can use casual clothing like jeans; sweat shirts and sports shoes etc.





CODE OF CONDUCT

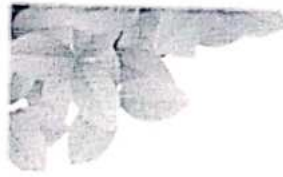
All employees interfacing external stakeholders are expected to ensure appropriate, formal and presentable attire.

v) **Misconduct**

Such a conduct, if they are subversive of discipline falls within the purview of the general meaning of Misconduct. Misconduct means all acts of misconduct and other acts, or omissions specifically provided herein below (illustrative and not an exhaustive):

- Insubordination, refusal to work or disobedience whether alone or with others, of any lawful and reasonable order of superiors
- Theft, fraud or dishonesty in connection with the academic pursuits in the Institutions including plagiarism & unauthorized retention/use of SGI property (Hardware and Software & IPR Knowledge)
- Habitual absence without leave or absence without leave or overstaying the sanctioned leave without sufficient cause and also habitual late attendance for more than 3 times in a month; including willful absence from duty or making application for leave on false grounds.
- Soliciting or collecting financial benefits from students & parents and other stakeholders towards admissions, concessions and certifications, award of contracts etc.
- Engaging in trade including money lending or borrowing within the campus without the written permission of the Management
- Riotous, disorderly or indecent behavior or wrongfully interfering with the work of other employees or any improper act including preaching or inciting violence.
- Hunger strike within the institutions, Go-slow, Dharna, Stay-in-Strike or any reason whatsoever; including intimidating, beating, threatening and behaving in a disorderly manner inside the campus or outside with other employees
- Distribution or exhibition of Bills, Pamphlets, Posters and / or such other things causing disrepute to SGI, including making false, derogatory, defamatory or malicious statement against Institutions





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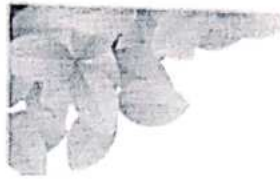
All employees interfacing external stakeholders are expected to ensure appropriate, formal and presentable attire.

v) Misconduct

Such a conduct, if they are subversive of discipline falls within the purview of the general meaning of Misconduct. Misconduct means all acts of misconduct and other acts, or omissions specifically provided herein below (illustrative and not an exhaustive):

- Insubordination, refusal to work or disobedience whether alone or with others, of any lawful and reasonable order of superiors
- Theft, fraud or dishonesty in connection with the academic pursuits in the Institutions including plagiarism & unauthorized retention/use of SGI property (Hardware and Software & IPR Knowledge)
- Habitual absence without leave or absence without leave or overstaying the sanctioned leave without sufficient cause and also habitual late attendance for more than 3 times in a month; including willful absence from duty or making application for leave on false grounds.
- Soliciting or collecting financial benefits from students & parents and other stakeholders towards admissions, concessions and certifications, award of contracts etc.
- Engaging in trade including money lending or borrowing within the campus without the written permission of the Management
- Riotous, disorderly or indecent behavior or wrongfully interfering with the work of other employees or any improper act including preaching or inciting violence.
- Hunger strike within the institutions, Go-slow, Dharna, Stay-in-Strike or any reason whatsoever; including intimidating, beating, threatening and behaving in a disorderly manner inside the campus or outside with other employees
- Distribution or exhibition of Bills, Pamphlets, Posters and / or such other things causing disrepute to SGI, including making false, derogatory, defamatory or malicious statement against Institutions





CODE OF CONDUCT

- Disclosing to any unauthorized person any information in regard to SGI's line of activity - particularly in the admission process, fee and personnel matters, policies and programs
- Willful falsification, defacement or destruction of records of SGI.
- Smoking in the premises of the institute buildings & Sleeping, napping or dozing while on duty.
- Conviction by a Court of Law for any offense involving moral turpitude.
- Committing or including in anti-social or involvement in an act of moral turpitude, making passes and obscene remarks with opposite sex (in particular - indecent remarks to female employees)
- Borrowing money from a subordinate.
- Drunkenness or intoxication or gambling while on duty. Reading of Novels, Magazines and News Papers etc. on duty including unlawful use of internet.
- Refusal to undergo training for CPD
- Refusal to receive official communications
- Making false complaints, statements, representations to anybody which is likely to bring disrepute to the person and SGI.
- Refusal to be transferred from one position to another, from department to another, from one institute to other campus.
- Divulging of official secret or trade secret or giving out information on IPR of SGI

vi) Punishments

If an employee is found guilty of the Major Misconduct, the following punishment can be administered:

- Dismissal or Discharge from the service.





CODE OF CONDUCT

- Suspension without wage (as per the rules)
- Demotion to the Lower Grade or Cadre
- Stopping, withholding of increments and promotions for a period of a few years.
- Warning (for which a Domestic Enquiry shall not be a must)

vii) Procedure for Taking Disciplinary Action

Where a disciplinary proceeding against an employee is contemplated, the employee is put under suspension; however, a charge sheet has to be served on him within 10 days from the date of suspension and an enquiry committee is constituted

Employee is given an opportunity for explaining the circumstances alleged against him. In case of refusal of acceptance of charge-sheet and employee not appearing to participate (even with another employee of his choice), the enquiry will proceed ex-parte.

An employee placed under suspension paid a suspension Allowance at the rate of half the basic wages & DA and other compensatory allowance etc. for the first 90 days of suspension and $\frac{1}{4}$ of basic beyond.

On the conclusion of the enquiry of the criminal proceedings and on the basis of recommendations of the committee, the management (after applying its discretion) will pass suitable punishment order.

viii) Termination of Service & Resignation

Where it becomes necessary to terminate the service of a permanent workman due to such reasons other than Misconduct, Retrenchment or close down, develops serious defect in eye-sight or hearing or mental deficiency, etc. 3 months' notice in writing shall be given by the Management or salary in lieu thereof to the employee concerned, along with other benefits as given to a retrenched employee.

The services of a permanent employee may be terminated by the Management by 3 month's notice on the grounds of continued ill-health, loss of confidence or any other bonafide reasons.





CODE OF CONDUCT

During the probation period, the employment can be terminated by either side with one month notice or salary in lieu thereof. However, the notice period shall be for 3 months or salary in lieu of that if the employment is terminated by either side after the confirmation of the employee.

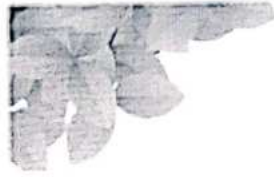
In case where an employee resigns and his resignation is accepted then, it will be necessary send him a letter accepting the resignation, may be after an exit interview. A resignation once submitted cannot be withdrawn except with the consent of the Management and giving reasons in support of the withdrawal before the acceptance.

ix) Job Responsibility of the Teaching Employees

Job Responsibilities and Duties of Professor / Dean/ Hod

- Providing leadership in both postgraduate and under graduate in relevant field of specialization.
- Research and research guidance.
- Consultancy services.
- Teaching, including laboratory development & writing of books & monograph.
- Evaluations of tutorials, assignments, journals, answer papers.
- Interaction with industry.
- Continuing education activities.
- Student's counseling
- Interaction with other institutions, Universities at state, national and international levels.
- Organizing seminars, workshops, summer schools and winter schools for teachers and professionals.
- Publishing papers in national and international journals.
- Fellowship of professionals' bodies.
- Review of academic activities of the department periodically.
- Maintenance of dead stock, semi consumable, consumable registers with the help of lab in charges.
- To prepare & display notices, mark sheets attendance sheets etc. pertaining to the students of the department
- To send attendance records, letters regarding attendance, discipline and other activities with the help of class teachers
- To organize for accreditation and make presentations to the visiting expert terms.





CODE OF CONDUCT

- To undertake and implement consultancy projects to identify various funding agencies and harness funds for the development of the department/institutions
- Any other duties assigned by the Principal from time to time.
- Organize parents meet/HR meets in association with T & P.

Job Responsibilities of Associate Professor/Assistant Professor

- Teaching and ensuring attendance of students as per University norms.
- Planning and implementation of instructions received from Head/principal.
- Student's assessment and evaluation.
- Developing resource material for teaching and learning.
- Extension of services to the industry and community.
- Continuing education activities.
- Co-curricular and extra-curricular activities.
- Students counseling/ mentoring scheme implementation.
- R & D work on industrial problems & consultancy.
- Liaison with parents and community.
- Publication of research papers, at least one in a semester/2 in a year.
- Participate at least in one seminar/conference/workshop in an academic year.
- Participation in departmental administration (Lab Management)
- Shall become member of at least two relevant professional bodies at his/her own cost.
- Contribute to the activities sustaining accreditation of the institute.
- Assist in summer and final placement activities.
- Examination work pertaining to College University such as organizing supervision and assessment etc. 18. Arrangement of remedial classes.
- Generation of resources from various funding agencies.
- Upgrading of qualifications.
- Writing of books & monographs.
- Any other duties assigned by the Management and Principal from time to time





CODE OF CONDUCT

3. CODE OF CONDUCT FOR NON-TEACHING EMPLOYEES

Job Responsibility of the Non -Teaching Employees

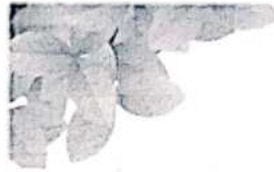
Job Responsibilities of Placement Officer

- Prepare a data bank of potential industries for placements and keep updating.
- Initiate correspondence with industries and organize recruitment process for placements.
- Organize HR meet to strengthen relationship with corporate world.
- Organize printing of placement Brochures/soft copies of information regarding student's placements.
- Obtain feedback from industries regarding strength and weaknesses of students who have been placed finally.
- Obtain feedback from industries regarding performance of placed students (one year or more) and obtain inputs additional training/grooming of current students.
- Grooming the students for placements by organizing soft skill trainings.
- Counseling of students regarding emerging areas of job opportunities.
- Organize talks by experts to motivate students to seek job opportunities in emerging areas
- Give feedback to the faculty about strength & weaknesses of students to enable them to initiate appropriate grooming activities.
- To pay regular visit to industries & establish close repo with placement/consultancies /R& D/training and establishment of linkages under guidance of principal.
- Any other duties assigned by the principal from time to time.

Job Responsibilities of System Administrator

- To maintain the network and PCs.
- To allocate login and passwords to students and staff.
- To attend any complaints received from students and staff regarding PC or network.
- To maintain peripherals like printers, scanners etc in serviceable condition all time.
- To assist the management in procurement of hardwares, softwares and equipments.
- To ensure back up of critical information regularly and at specific intervals.
- To maintain discipline in the lab and the server room.





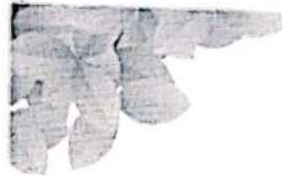
CODE OF CONDUCT

- To maintain internet connectivity and take steps to prevent misuse.
- To assist faculty member in conducting lab sessions of their students.
- Any other duties assigned by the Principal/Head/Professor.

Job Responsibilities of Librarian

- To prepare and issue of Library cards to students and staff.
- To receive demand slips from students and issue books to students as per their demand and library rules
- To follow up return of books issued to students and staff members.
- To maintain fine collection register and instruct students to deposit the fine.
- To receive requisitions and issue and receive books from students, staffs by following complete procedure.
- To display new arrivals by photocopy of the cover page of the books and journals
- To receive international journals & magazines and highlight important articles, newsitempertaining to management education/ institutes etc.
- To update and maintain files of paper cuttings.
- To compile back volumes of journals and periodicals and arrange for binding and stacking.
- To see that library is in a presentable and tidy condition at all the time.
- To attend to problems of the staff members, if any, and redress the same promptly.
- To maintain the day wise records of visits of students /staff faculty members in library.
- Display of cuttings of news papers on education /social matters on notice boards.
- To conduct the meeting of library committee as per guideline & work as a secretary of library committee.
- To Compile requirement of books & periodical periodically & submit to the principal for further procurement.
- To take care of library automation & update the same from time to time
- To carry out 100% annual verification prepare list of book which one outdated & damaged beyond use
- To regularly under take binding of books which are damaged
- To make report to HOD/section head; books not at all referred by faculty and students.
- To receives expert committee & present to them effectively.
- Any other matter assigned by Principal from time to time





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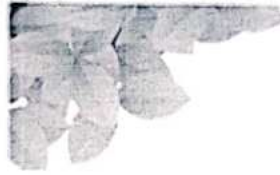
Job Responsibilities of Sports Officer

Sports officer of IIST is tasked with creating and implementing programmes which encourage sports activity among students. He develops and delivering a varied range of sporting activities, events and competitions at nodal, state, and national level. He makes requirements and prepares budgets for all kinds of sports and gets approvals from the Principal. He manages all in house and our side sports activities. He works with NGBs clubs and plan and implements different activities for social cause, health initiatives and environment awareness. He maintains records and produces written reports, and press releases of all activities. His work can be demanding, with long hours and some evening, weekend and public holiday work.

Job Responsibilities of Hostel Warden

IIST is having well facilitated separate Hostels for Boys and girls. The institute appoints separate warden for both the hostels (boys & Girls) for taking care of everything. The wardens are completely responsible for allotment of rooms to the students, maintenance of the hostels, looks after the quality of food served in the hostels, Keep strict discipline among students of the hostels, reports to the Principal in case of any indiscipline or misbehaviour by the students, looks into the grievances/complaints of the students if found genuine and responsible for students safely and security and takes care of their basic needs too.





CODE OF CONDUCT

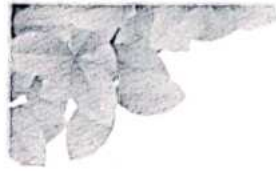
4. CODE OF CONDUCT FOR ADMINISTRATION

Job Responsibilities of Principal

Overall responsibility for academic and administrative functioning of an institution in its discharging the role and responsibilities as well as contribution as a higher-technical institution to its stakeholders under the relevant statute of a state/country. Enjoys the authorities vested in the position as per the statute in the academic and technical administration of the institution and essentially includes coordination with students (admissions, teaching, curricular activities & examinations etc); faculties (teaching & research, pedagogy and other institutions activities of excellence); parents (contact & liaison for student welfare & development); management (productivity & effective policy formulation and enhancing the ethical & social behavior -CSR); higher authorities and govt. officials (compliance and adherence to rules and regulations, maintaining sound academic and administrative behavior in the environment) and governmental & non-governmental agencies (accomplish distinctions and scholarships and promote harmony and development and image building etc.) and also liaison with the media and related public agencies.

- Admissions-administration/supporting directing counseling and admission process with necessary technical cum academic personnel & also dealing with parents and students etc to achieve the set targets of admissions.
- Advising and getting the academic administration organized through preparation of calendar, time tables and allocation of faculty for academic work – teaching, practical and field work, tutorials, external education, including engaging of external/part-time faculty etc
- Overseeing and supervision of the class-conduct and examining and reviewing teaching records, lesson plans and student performance and networking and interacting with students for getting realistic feedback for further improvement and taking up teaching the subject of specialization
- Monitoring and guiding and improving upon the staff performance and facilitative support of the non-teaching functionaries
- Undertaking performance analysis of student's performance vis-à-vis involvement of the faculty.
- Ensuring peaceful conduct of exams (Internal/University) and good student behavior & smooth functioning of the institute as a whole and develop an academic brand in the academic circles
- Conducting seminars, workshops and discussion & presentation meetings departmentally so as to enhance the continuous learning process of the faculty department (subject wise or branch wise) and promote self-learning by faculty and students, by constituting technical clubs etc.





CODE OF CONDUCT

- Conducting periodic meetings to evolve strategies for academic enhancement as well as R&D in the departments so as to enhance the quality of academic activity & student professional development, in addition to taking up research and developmental projects.
- Evolving strategies and plans for improvement of academic and laboratory as well as research facilitation & infrastructure and implementing the same with the support of the management
- Ensuring that the personality development as well as grooming of the students takes place taking support from internal student development department and also from external sources/experts etc.
- Ensuring the placement of all students and ensure that the output from the institute is fit for the market as well as placement activity results in 100% placement before the student leaves the institute.
- Handling correspondence and specific academic and administrative issues with statutory institutions like RGPV, DAVV, AICTE etc. and also with governmental agencies





INDORE INSTITUTE OF MANAGEMENT AND RESEARCH, INDORE

Event Report

Name of the Event: "ABHIGYATA PARV 2023" (U.G. INDUCTION PROGRAMME)

Date of Event: 23rd-24th August 2023

Faculty Coordinator: Dr. Anuradha Pathak, Dr. Pooja Srivastava

Student Coordinator: Riya Dixit, Ayush Singh Thakur, Sargam Sharma, Arham Ali Rizvi, Himang Kataria, Shivansh Patel

Indore Institute of Management and Research hosted an Induction Ceremony "Abhigata Parv 2023-24", for first year admitted students of BBA, BBA (Foreign Trade) and B. Com on **23rd and 24th August 2023**. The objective of this induction program for undergraduate (U.G) students was to provide them with a smooth transition into university life, facilitate their adjustment to academic and social settings, and set the stage for a successful and fulfilling college experience. More than 100 students from U.G courses attended the program. Faculty and student volunteers worked extensively to ensure the proper and smooth conduction of the event. The following report includes the schedule and brief notes on the various events conducted as part of the induction program.

The first day, 23rd August 2023 started with Registration and Kit distribution to the students followed by some basic academic formalities of KYs and Biometric attendance registration.

The event began in a traditional way by welcoming the new batch with Tilak. Students were gathered in the institute's Auditorium to mark the beginning of the academic year and formal Induction Programme. The programme then followed by Saraswati Vandana, Shri Amrit S. Bhattacharya, Group Advisor, M.S.W. along with Principal IIMR Dr. Rishi Dubey inaugurated the programme with lamp lighting and seeking blessings from Goddess Saraswati. The occasion was graced by beautiful Kathak Dance performance of Ms. Sargam Sharma of BBA I III Yr. to symbolize the welcoming and celebration of new members, making them feel valued and appreciated.

Principal IIMR, Dr. Rishi Dubey, welcomed students to a world of knowledge, ideas, and experiences and asked them to challenge their intellect and broaden their horizons. He highlighted how the institute has evolved to get NAAC "A" Grade Accreditation in its very first cycle and the commitment of institution to the pursuit of knowledge and personal development. He emphasized upon the Holistic Development of students through making them industry ready with academic imparting industry required skills.

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Principal
Indore Institute of Management
and Research





Chief Guest Shri. Arun S. Bhargava Sir welcomed new students. In his address, he said that "While academic excellence is at the core of our mission, IIMR is also a place where you will develop essential life skills. He said that education is not just about academics, it's also about character development. The institute aims to instill values such as integrity, empathy, and social responsibility. It's a place where you will learn the importance of teamwork, critical thinking, leadership, and resilience. These skills will not only carry well in academic pursuits but also in future careers and personal lives. He asked students to be mindful of the impact they can have on the world. He also made students acquaint with the concept of "Eat Your FROG" and "Five seconds window". He highlighted the importance of mental wellbeing in the process of evolving being.

As a formal process of stepping in the Higher Education System, students were given ceremonial blessings from the dignitaries, through Diksha Sutra Ceremony. The Diksha Sutra Ceremony was conducted as a pivotal moment to instill students to adhere to the teachings and processes of the institute.

The first session concluded with Vote of Thanks given by Dr. Pooja Srivastava. A group photograph was held to commemorate the very first day of Batch 2023-26 followed by refreshments to the students.

Institute has a regular practice of tree plantation during the induction programmes. Here by sensitizing students towards Mother Nature and making them environment conscious. Tree plantation was conducted in the post-launch session under the aegis of Green Waves Club and NSS. First year students planted the saplings and assured to take care of the saplings planted by them.

The day concluded with some fun filled ice-breaking activities conducted by UG Senior Students.

On Second Day of Induction (24th August 23), the day started with the motivating session on "How to handle failures/obstacles and how to concentrate and enhance will power" by Shri Arun S. Bhargava Sir. He explained in a very simple language about the meaning of success and how to achieve it overcoming failures.

During the day students were explained about the academic processes and comprehensive learning system followed in the institute. Dean Academics, Dr. Sunjanjit Kumar Sahoo explained the newly enrolled students about Academic Systems and Process, Teaching pedagogy, Internal Assessment Scheme, Attendance Policy and Comprehensive learning system practiced in the Institute.

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Principal





During various students' activity clubs in the Institute for organizing co-curricular and extra-curricular events. The session on "Introduction to Student Activity Clubs and SIGs" was conducted by Mr. Harish Kulkarni wherein he briefed the students to the clubs of the institute, the benefits of joining them and advised the students to take part in them. The institute focuses on holistic development, knowledge, skills and attitude of students which helps them to grow more. He encouraged the students to join the club as per their passion and interest and learn various skills like teamwork.

He also informed about the industry based skill enhancing certificates (SIGs- Skill Improvement Groups) offered by the institute. He briefed about SIGs that will be conducted during their course of progression in the undergraduate programme. He shared that two SIGs would be conducted every year.

The day progressed with interaction of students with Dr. Veena Dabwani, Director and Career Development cell. She stressed upon the power of Communication, stating "To Communicate, is the biggest ability in the world". Dr. Veena explained how to enhance the communication skills, the most good communication has on others.

A session was conducted by Mr. Abhishek Bhatnagar on "Verbal Maths & Logical Puzzles" wherein he shared various tips and techniques to solve the mathematics problems 15 times faster that would help these students in any competitive examination.

The program was then taken over by Mr. Rohit Inani (Director Corporate Relations) who introduced the Placement Activity with the students. He explained the placement process that is being followed in the institute and how to get ready for good placements during these years of graduation.

The second half of the day was conducted by Dr. Parvati Duggal (HOD IIMR) focusing upon the Institute's Policy on Discipline, anti-ragging, organic farming, carbon, informative, low services and other safety norms. He introduced the students about disciplinary committee of the institute and also explained the various guidelines to be followed and the steps that could result severe punishments. He also advised the students not to indulge in acts of indiscipline and informed them about the code of conduct in campus, hostel and buses.

At the end of the day, a brief Library orientation was given by Librarian Mr. Vikas Kishanbhai. He explained students about the Institute's rich library as a resource, numbers of books that can be found and admission time along with the digital library, journal and library rules.

All planned, all the events were conducted very smoothly. Approximately 100 students of batch 2021-24 marked their presence.

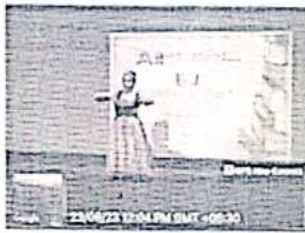
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Indore Institute of Management & Research

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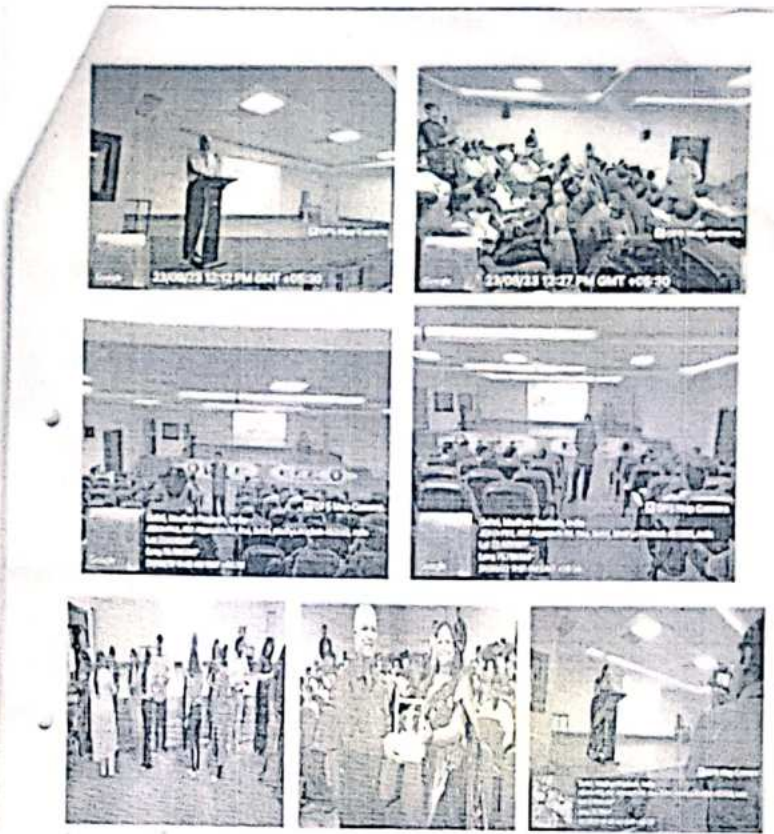
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Indore Institute of Management & Research

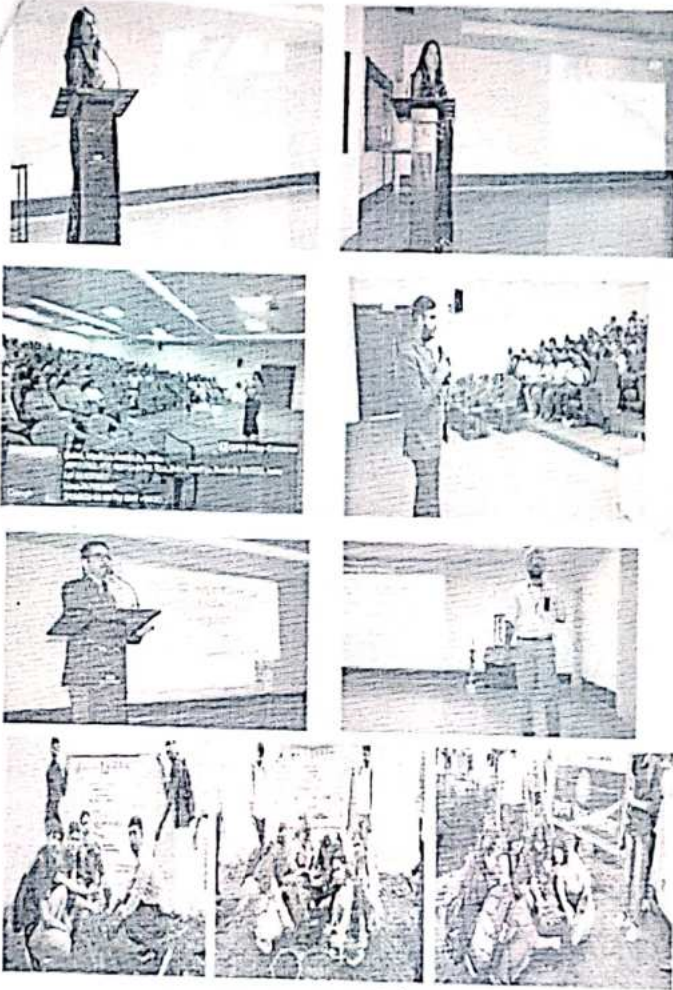
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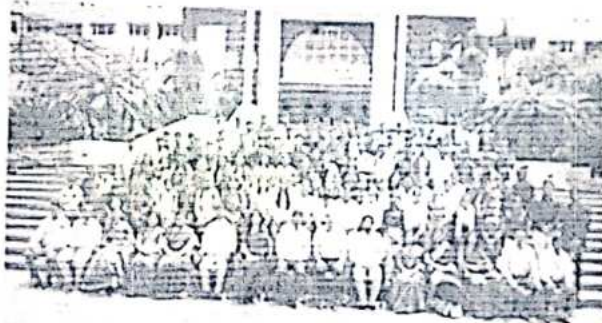


H. Jaiswal

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RAU, INDORE (M.P.)







M. K. ...

Principal





Indore Institute of Management & Research
BBA Plan 2021-24 (Section - A) Attendance sheet
1st Induction Program 23 & 24 Aug 2023

S.No	Section	Name	Father Name	23/08/2023	24/08/2023	Extra
1	BBA A-1	ADITHYAN MISHRA	ANIL MISHRA	Present	Present	
2	BBA A-1	KIRTI KUMAR	MANU KUMAR	Present	Present	
3	BBA A-1	TEJAS WADIA	MANU KUMAR	Present	Present	
4	BBA A-1	VIKAS	MANU KUMAR	Present	Present	
5	BBA A-1	ANVI KANWAR	RAM KANWAR	Present	Present	
6	BBA A-1	ANSHIKA	MANU KUMAR	Present	Present	
7	BBA A-1	ANSHIKA	MANU KUMAR	Present	Present	
8	BBA A-1	ANSHIKA	MANU KUMAR	Present	Present	
9	BBA A-1	ANSHIKA	MANU KUMAR	Present	Present	
10	BBA A-1	ANSHIKA	MANU KUMAR	Present	Present	
11	BBA A-1	ANSHIKA	MANU KUMAR	Present	Present	
12	BBA A-1	ANSHIKA	MANU KUMAR	Present	Present	
13	BBA A-1	ANSHIKA	MANU KUMAR	Present	Present	
14	BBA A-1	ANSHIKA	MANU KUMAR	Present	Present	
15	BBA A-1	ANSHIKA	MANU KUMAR	Present	Present	
16	BBA A-1	ANSHIKA	MANU KUMAR	Present	Present	
17	BBA A-1	ANSHIKA	MANU KUMAR	Present	Present	
18	BBA A-1	ANSHIKA	MANU KUMAR	Present	Present	
19	BBA A-1	ANSHIKA	MANU KUMAR	Present	Present	
20	BBA A-1	ANSHIKA	MANU KUMAR	Present	Present	
21	BBA A-1	ANSHIKA	MANU KUMAR	Present	Present	
22	BBA A-1	ANSHIKA	MANU KUMAR	Present	Present	
23	BBA A-1	ANSHIKA	MANU KUMAR	Present	Present	
24	BBA A-1	ANSHIKA	MANU KUMAR	Present	Present	
25	BBA A-1	ANSHIKA	MANU KUMAR	Present	Present	
26	BBA A-1	ANSHIKA	MANU KUMAR	Present	Present	
27	BBA A-1	ANSHIKA	MANU KUMAR	Present	Present	
28	BBA A-1	ANSHIKA	MANU KUMAR	Present	Present	
29	BBA A-1	ANSHIKA	MANU KUMAR	Present	Present	
30	BBA A-1	ANSHIKA	MANU KUMAR	Present	Present	
31	BBA A-1	ANSHIKA	MANU KUMAR	Present	Present	
32	BBA A-1	ANSHIKA	MANU KUMAR	Present	Present	
33	BBA A-1	ANSHIKA	MANU KUMAR	Present	Present	
34	BBA A-1	ANSHIKA	MANU KUMAR	Present	Present	
35	BBA A-1	ANSHIKA	MANU KUMAR	Present	Present	
36	BBA A-1	ANSHIKA	MANU KUMAR	Present	Present	
37	BBA A-1	ANSHIKA	MANU KUMAR	Present	Present	





Sr	INDIAN IN	MANAGEMENT	DEGREE	FIELD OF STUDY	NAME OF THE FACULTY	NAME OF THE FACULTY
1	BA	BA	BA	MANAGEMENT	Dr. Mohan	Dr. Preeti
2	BA	BA	BA	MANAGEMENT	Dr. Mohan	Dr. Preeti
3	BA	BA	BA	MANAGEMENT	Dr. Mohan	Dr. Preeti
4	BA	BA	BA	MANAGEMENT	Dr. Mohan	Dr. Preeti
5	BA	BA	BA	MANAGEMENT	Dr. Mohan	Dr. Preeti
6	BA	BA	BA	MANAGEMENT	Dr. Mohan	Dr. Preeti
7	BA	BA	BA	MANAGEMENT	Dr. Mohan	Dr. Preeti
8	BA	BA	BA	MANAGEMENT	Dr. Mohan	Dr. Preeti
9	BA	BA	BA	MANAGEMENT	Dr. Mohan	Dr. Preeti
10	BA	BA	BA	MANAGEMENT	Dr. Mohan	Dr. Preeti

Affiliate

P2
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RAU, INDORE (M.P.)





Indore Institute of Management & Research
BBA Plan 2019-24 (Section - III) Attendance sheet
14. Induction Program 23 & 24 Aug 2023

Sr No	Roll No	Name	Roll No	13/08/23	24/08/23	Page
12	00100001	ADARSH KUMAR	00100001			
13	00100002	ADARSH KUMAR	00100002			
14	00100003	ADARSH KUMAR	00100003			
15	00100004	ADARSH KUMAR	00100004			
16	00100005	ADARSH KUMAR	00100005			
17	00100006	ADARSH KUMAR	00100006			
18	00100007	ADARSH KUMAR	00100007			
19	00100008	ADARSH KUMAR	00100008			
20	00100009	ADARSH KUMAR	00100009			
21	00100010	ADARSH KUMAR	00100010			
22	00100011	ADARSH KUMAR	00100011			
23	00100012	ADARSH KUMAR	00100012			
24	00100013	ADARSH KUMAR	00100013			
25	00100014	ADARSH KUMAR	00100014			
26	00100015	ADARSH KUMAR	00100015			
27	00100016	ADARSH KUMAR	00100016			
28	00100017	ADARSH KUMAR	00100017			
29	00100018	ADARSH KUMAR	00100018			
30	00100019	ADARSH KUMAR	00100019			
31	00100020	ADARSH KUMAR	00100020			
32	00100021	ADARSH KUMAR	00100021			
33	00100022	ADARSH KUMAR	00100022			
34	00100023	ADARSH KUMAR	00100023			
35	00100024	ADARSH KUMAR	00100024			
36	00100025	ADARSH KUMAR	00100025			
37	00100026	ADARSH KUMAR	00100026			
38	00100027	ADARSH KUMAR	00100027			
39	00100028	ADARSH KUMAR	00100028			
40	00100029	ADARSH KUMAR	00100029			
41	00100030	ADARSH KUMAR	00100030			
42	00100031	ADARSH KUMAR	00100031			
43	00100032	ADARSH KUMAR	00100032			
44	00100033	ADARSH KUMAR	00100033			
45	00100034	ADARSH KUMAR	00100034			
46	00100035	ADARSH KUMAR	00100035			
47	00100036	ADARSH KUMAR	00100036			
48	00100037	ADARSH KUMAR	00100037			
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50	00100039	ADARSH KUMAR	00100039			
51	00100040	ADARSH KUMAR	00100040			
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54	00100043	ADARSH KUMAR	00100043			
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56	00100045	ADARSH KUMAR	00100045			
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58	00100047	ADARSH KUMAR	00100047			
59	00100048	ADARSH KUMAR	00100048			
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63	00100052	ADARSH KUMAR	00100052			
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65	00100054	ADARSH KUMAR	00100054			
66	00100055	ADARSH KUMAR	00100055			
67	00100056	ADARSH KUMAR	00100056			
68	00100057	ADARSH KUMAR	00100057			
69	00100058	ADARSH KUMAR	00100058			
70	00100059	ADARSH KUMAR	00100059			
71	00100060	ADARSH KUMAR	00100060			
72	00100061	ADARSH KUMAR	00100061			
73	00100062	ADARSH KUMAR	00100062			
74	00100063	ADARSH KUMAR	00100063			
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77	00100066	ADARSH KUMAR	00100066			
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79	00100068	ADARSH KUMAR	00100068			
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81	00100070	ADARSH KUMAR	00100070			
82	00100071	ADARSH KUMAR	00100071			
83	00100072	ADARSH KUMAR	00100072			
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87	00100076	ADARSH KUMAR	00100076			
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89	00100078	ADARSH KUMAR	00100078			
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91	00100080	ADARSH KUMAR	00100080			
92	00100081	ADARSH KUMAR	00100081			
93	00100082	ADARSH KUMAR	00100082			
94	00100083	ADARSH KUMAR	00100083			
95	00100084	ADARSH KUMAR	00100084			
96	00100085	ADARSH KUMAR	00100085			
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103	00100092	ADARSH KUMAR	00100092			
104	00100093	ADARSH KUMAR	00100093			
105	00100094	ADARSH KUMAR	00100094			
106	00100095	ADARSH KUMAR	00100095			
107	00100096	ADARSH KUMAR	00100096			
108	00100097	ADARSH KUMAR	00100097			
109	00100098	ADARSH KUMAR	00100098			
110	00100099	ADARSH KUMAR	00100099			
111	00100100	ADARSH KUMAR	00100100			





Indore Institute of Management & Research
BCCSEM 2023-24 (Attendance sheet)
UG Induction Program 23 & 24 Aug 2023

Sr.No	Name	Father Name	23/08/2023	24/08/2023	Extra
1	ANUSH DIXAKAR	SURESH CHANDRA DIXAKAR	Present	Present	
2	CHINNA GURUPA	SHRINATH GURUPA	Present	Present	
3	DHIRAJ PANDAR	PADMA PANDAR	Present	Present	
4	GADGE JAYANT	SURESH JAYANT	Present	Present	
5	HARSHITH ARDHAN SHARMA	AKHIL SHARMA	Present	Present	
6	KANAKA SINGH	LOKESH SINGH	Present	Present	
7	KIRAN PAHLEJA	SHRINATH PAHLEJA	Present	Present	
8	LEKSHMI SHARMA	SHRINATH SHARMA	Present	Present	
9	NIKHIL SHARMA	DHEER SINGH SHARMA	Present	Present	
10	SIMRAN	SANJAY SIMRAN	Present	Present	
11	PRINAM KALIAJI	JAYPRAKASH KALIAJI	Present	Present	
12	RAJESH PRASAD	RAM PRASAD	Present	Present	
13	VAISHALI	DINESH VAISHALI	Present	Present	
14	KRISHNA AGRAWAL	MANISH AGRAWAL	Present	Present	
15	SHIVAN SHARMA	TEJENDRA SHARMA	Present	Present	
16	NEHA BEDI	VINAY BEDI	Present	Present	

[Signature]
Principal
Indore Institute of Management
and Research
Opp. IIM, Pithampur Road,
PAU, INDORE (M.P.)





Indore Institute of Management & Research
 BBA I.T. 2023-24 (Attendance sheet)
 U.G. Induction Program 23 & 24 Aug 2023

Sl. No.	Name	Father Name	23/08/2023	24/08/2023	Total
1	ALISHA MANSURJI	TOHADI MANSURJI			
2	ADITHYAN	SHREYAS PRAKASH POKHARAL	Present	Present	
3	ADITHYAN	VINOD KISHORJI KATHE			
4	ANSHU PRASAD PATEL	CHHOTA PRASAD PATEL	Present	Present	
5	ANSHU PRASAD PATEL	CHHOTA PRASAD PATEL	Present	Present	
6	ANSHU PRASAD PATEL	CHHOTA PRASAD PATEL	Present	Present	
7	ANSHU PRASAD PATEL	CHHOTA PRASAD PATEL	Present	Present	
8	ANSHU PRASAD PATEL	CHHOTA PRASAD PATEL	Present	Present	
9	ANSHU PRASAD PATEL	CHHOTA PRASAD PATEL	Present	Present	
10	ANSHU PRASAD PATEL	CHHOTA PRASAD PATEL	Present	Present	
11	ANSHU PRASAD PATEL	CHHOTA PRASAD PATEL	Present	Present	
12	ANSHU PRASAD PATEL	CHHOTA PRASAD PATEL	Present	Present	
13	ANSHU PRASAD PATEL	CHHOTA PRASAD PATEL	Present	Present	
14	ANSHU PRASAD PATEL	CHHOTA PRASAD PATEL	Present	Present	
15	ANSHU PRASAD PATEL	CHHOTA PRASAD PATEL	Present	Present	
16	ANSHU PRASAD PATEL	CHHOTA PRASAD PATEL	Present	Present	
17	ANSHU PRASAD PATEL	CHHOTA PRASAD PATEL	Present	Present	
18	ANSHU PRASAD PATEL	CHHOTA PRASAD PATEL	Present	Present	
19	ANSHU PRASAD PATEL	CHHOTA PRASAD PATEL	Present	Present	
20	ANSHU PRASAD PATEL	CHHOTA PRASAD PATEL	Present	Present	
21	ANSHU PRASAD PATEL	CHHOTA PRASAD PATEL	Present	Present	
22	ANSHU PRASAD PATEL	CHHOTA PRASAD PATEL	Present	Present	
23	ANSHU PRASAD PATEL	CHHOTA PRASAD PATEL	Present	Present	
24	ANSHU PRASAD PATEL	CHHOTA PRASAD PATEL	Present	Present	
25	ANSHU PRASAD PATEL	CHHOTA PRASAD PATEL	Present	Present	

Subhrajyoti Kulkarni, Secretary

Principal
 Indore Institute of Management and Research
 Opp. IIM, Pannampur Road,
 Raipur, INDIA (M.P.)

