

ASM's
INSTITUTE OF MANAGEMENT & COMPUTER STUDIES (IMCOST), THANE
DEGREE COLLEGE



Code of conduct and College Regulations

Code of conduct and College Regulations for Students

- Students joining the college are strictly bound by the Rules and Regulations of the college.
- Every student must obtain on admission, and keep his/her Identity Card affixed with photograph, duly attested and present it for inspection on demand.
- At IMCOST College we believe in inculcating a sense of discipline. Thus, the college observes a dress code. On the occasion of guest lectures, seminars etc. students are required to be formally dressed. A student failing to adhere to the dress code will face disciplinary action.
- Students must attend lectures and tutorials according to the timetable on all working days of the College. Students should not be absent from lectures, tutorials and examinations without prior permission of the Principal. Students are warned that if their attendance at lectures and tutorials is unsatisfactory, their names may be struck off the college rolls/or may be detained from the examinations.
- In case of illness, a student must apply for leave, as soon as possible, with a doctor's certificate. He/she must personally report to the Prof. In charge / Vice Principal on resuming class.
- Students must not attend classes other than their own without the permission of the Principal. Smoking is strictly prohibited in the College premises.
- Students shall do nothing either inside or outside the College that will in any way interfere with its orderly conduct and discipline.
- No Society or Association can be formed in the College and no person invited to address a meeting without the Principal's prior permission and sanction.
- No student shall collect any money or contribution for picnic, trip, educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the Principal. No student shall communicate any information or write about matters dealing with the College in any manner to the Press or Media.
- Students are expected to take proper care of college property and to help in keeping the premises neat and clean. Causing damage to the property of the College, e.g. disfiguring walls, doors, fittings, or breaking furniture, etc., is a breach of discipline and the guilty will be duly punished.

- The College is not responsible for lost property. However, students may approach and inform the Vice Principal for the lost property to find out, if it is deposited in the College Office.
- Students applying for certificates, testimonials, etc. and those requiring the Principal's signature on any kind of documents or applications should first contact the College office. Students should bring no paper directly to the Principal for his/her signature.
- If, for any reason, the continuance of a student in the College, is, in the opinion of the Principal, detrimental to the best interest of the College, the Principal may ask such a student to leave the College without assigning any reason for his/her expulsion.
- Insubordination and unbecoming language or misconduct on the part of a student are sufficient reasons for his/her suspension or dismissal from the college.
- Students receiving Government or College Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behaviour, regular attendance and satisfactory progress and good results at College and Board or University Examinations.
- All College activities must be organised under the guidance and supervision of the Principal and Professor In-Charge with prior permission only.
- Students must not associate themselves with any activity not authorised by the College Principal. Serious view will be taken of students found organising or participating in such unauthorised activities.
- Students using unfair means at examinations will not be readmitted to the College.
- It is the responsibility of the student to read the notice boards regularly for important announcements made by the College authorities from time to time. They will not be excused or be given any concession on grounds of ignorance.
- Use of cell phones is banned inside the college premises. Defaulters are liable to be punished.
- Students are prohibited to use college name to any private or individual event. Violation may lead to permanently debarring such students from the college.
- Matters not covered under the existing rules will rest at the absolute discretion of the Principal.
- The College prohibits any conduct by any student or students which has effect of teasing, treating or handling with rudeness a fresher or any other students or indulging in rowdy or undisciplined activities. Ragging is totally

prohibited in Institution & anyone found guilty or ragging and/or abetting ragging, whether actively passively is liable to be punished in accordance with the regulations.

Code of conduct and College Regulations for Teachers

- The teaching staff should remain present on the college campus for at least 7.5 hours on all working days and 45 hours/week. In addition to the time spent on classroom teaching, they will help the college administration in running co-curricular and extracurricular activities.
- Every teaching staff should take regular attendance. Principal has right to take penal action for non-compliance.
- Academic Squads appointed by the University Education department will visit affiliated colleges any time during the Academic year on any working day. Appropriate action will be taken against the concerned staff for lapses reported by such academic squads.

Code of conduct for Non-teaching Staff

- Administrative staff would carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
- Administrative staff would encourage the staff to maximise their efficiency.
- Administrative staff would create conditions that inspire teamwork.
- Administrative staff would act timely to readdress the genuine grievances.
- Administrative staff would maintain the confidentiality of the records and other sensitive matters.
- Administrative staff would co-operate and liaison with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service.
- Administrative staff would care for the institute's property.
- Administrative staff would facilitate congenial environment.
- Administrative staff would not accept bribes or indulge in any corrupt practices.
- Administrative staff would make every effort to complete the assigned work in a time-bound manner.