

**ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY  
INSTITUTE OF INFORMATION TECHNOLOGY**

**CAMPUS RULES AND CODE OF CONDUCT FOR STUDENTS**

*Every student of the College shall conduct himself/herself in a disciplined manner both inside and outside the campus. He/She is expected to strictly adhere to the rules and regulations of the college*

**GENERAL RULES**

- Ragging/harassment in any form is banned in the campus.
- Student must be regular in attendance for theory and practical classes. In case the attendance falling short of 75% for theory and 100 % for practical, term will not be granted.
- Students must put-on college I-Card everyday, failing to do so will invite disciplinary action.
- Student must attend the college in uniform on the specified days (Monday and Thursday). Apart from the two week days, the Dress Code has to be followed on all official occasions including annual function, placement related programmes, special lectures, industrial visit, exam period etc. Students should come to the class room in a decent and presentable attire.
- Mobile phones should be switched off during lecture hour and on 'Silent mode' in the Institute premises.
- Student should park their vehicles in the student parking space only.
- Use of Internet for the purpose other than academic related activities is banned.
- Students should read the notice board everyday.
- Smoking and use of alcohol/drugs strictly prohibited within the campus.
- Students shall not cause damage of property or financial loss to the college. In the event the college suffers any damage or loss, financial or otherwise, the concerned student will be liable for compensation of such loss.
- Writing on class room walls, desk, benches, door, toilet wall or pasting of posters on the wall are strictly banned.
- Students should not play or indulge in any activity in open air theatre (Backside of principal cabin).

In matter of academic discipline, the decision of the Principal will be final.

**Dr. P. B. Mane**  
**Principal**

## **CODE OF CONDUCT FOR STUDENTS**

1. **Regularity:** Attend the college regularly. Attend the lectures, practical sessions and class test regularly.
2. **Punctuality:** Be on time for college, theory and practical sessions.
3. **Study:** Complete class work, assignments and journals regularly.
4. **Examination:** Do not use unfair means for examination.
5. **Intimation:** In case of absentees inform to your class teacher.
6. **Behavior:** Be honest, behave politely and treat others with respect.
7. **Interference:** Behave in a manner that will not interfere with the right of others.
8. **Respect:** Be respectful to others while under jurisdiction of the college and while participating in college sponsored activities.
9. **Faith:** Show fairness, courtesy and good faith towards others.
10. **Credit:** Give credit where it is due. Accept as well as give honest and fair comments.
11. **Care:** Utilize amenities provide by the college with care.
12. **Report:** Report to appropriate college authorities in any hazardous illegal situations in the college.

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**Kennedy Road, Pune-411001**

“Campus Rules and Code of conduct for Students” to maintain discipline and decorum in the campus and refrain from any activity that can tarnish the reputation of the institution is attached herewith to be displayed on the notice board in the department. It is requested to H.O.D. class teachers and discipline committee to monitor the discipline at the departmental level.

In case if student fails to wear the I-card/college dress, he/she has to pay Rs.50/ day for each as penalty to the account section and submit the receipt to the class teacher. In case if any student found under violation of rule which is unwelcome and can not be resolved at the departmental level, matter should be handover to the discipline committee coordinator.

**Dr. P. B. Mane**  
**Principal**