

# INDIAN INSTITUTE OF MANAGEMENT AND COMMERCE

## CODE OF CONDUCT FOR THE STUDENTS

All the students are expected to abide by the rules of the college and maintain strict discipline and order in all matters of curricular, co-curricular and extra-curricular activities.

1. It is imperative that students must come in time and are required to be punctual and regular to the college. The students are to adhere to college timings.
2. Either the parents or the outsiders should not pressurize the management during the time of admissions.
3. If the college conducts online classes, all the students should attend compulsorily and follow the instructions given by their respective faculty.

#### 4. **DRESS CODE**

##### DOs

##### GIRLS

Salwar Kameez, Long Kurtis

##### BOYS

Formal and Semi-formal

##### DONTs

Sleeveless, T-Shirts with captions, short kurtis, Tight fittings, frocks, Coloured hair, Loose Hair and Tattoos.

Casual Wear T-Shirts with Captions, Barmudas, Shorts, TordnedJeans and T-Shirts, Long hair, Untrimmed Beard, Funky Bands, Bracelets and Ear Rings.

#### DISCIPLINARY ACTION WILL BE TAKEN ON STUDENTS VIOLATING THE DRESS CODE

5. Special conditions exist in a co-educational institution. The parents of girls students are assured that along with academic excellence the management pays special attention towards safety and security within the college premises.
6. Insubordination, discourtesy to the staff members, habitual inattention and late coming, neglect work, obscenity in word or act. Students are punishable by temporary /permanent dismissal.
7. RAGGING in any form is strictly prohibited vide O.U. Letter No. 380/SWD/23/97, dated 13-7-1997. Any one indulging in ragging will be expelled from the college. The Management, Principal and Staff act in unison in curbing the meance of 'Ragging' by initiating activities, which make the seniors and juniors mingle freely and cordially, so that the unpleasant experience of "Ragging" is not to be felt by them. Fortunately students are aware of the Supreme Court order, the Government's strict vitgillance and consequences of their actions attracting the provisions of criminal law. As a preacutionary measure, ANTI RAGGING COMMITTEE works in the college, consists of Principal, Vice-Principals (Admin & Academic) senior faculty and senior students.
8. No student is allowed to leave the class room without the lecturer's permission or until the class is over. If concerned faculty is absent, students shall not loiter around the campus. They are expected to be in the library or they can sit in the class room for a substitutive class.
9. Students are expected to help in maintaining general cleanliness in the college. They are strictly prohibited from: (a) Writing on the walls and furniture (b) Tampering of official notices on notice boards (c) Littering the premises (d) Damaging the property.
10. Boys and Girls are expected to conduct themselves with dignity and maturity. They shoud observe norms of decency, propriety and mutual respect in their inter relationships.
11. Students are advised not to bring large sums of money or jewellery or other valuables to the college. They must be careful about their personal belongings and money. Though attempts are made to retrieve lost property, the college will take no responsibility in this matter.
12. Students are instructed not to give the college address for their personal correspondence. The college cannot take any responsibility for letters written to them. These will not be delivered personally.
13. Students should park their vehicles (Two Wheelers) inside the college permises in allotted places only. The college has limited parking and will not provide parking for 4-wheelers. Irrespective of parental income, they are advised to use public transport which is safe and economical.
14. Students should accompany their Parents/specified Guardian only for any academic or curricular matters. Direct telephonic conversation with Principal/Vice-Principals is not allowed. Parents

should contact Principal/Vice-Principals in person with prior appointment only.

15. The college authorities may frame and issue disciplinary rules from time to time, to maintain the reputation of the college.
16. IIMC believes that self-discipline in the form of rules, which is necessary for the smooth functioning of the institution.
- 17. Every student must write Unit Tests / Slip Tests & Pre-finals without fail. Students who do not write these tests without valid reasons will be penalized.**
18. Parents are advised to interact with the faculty to know the progress of their wards at regular intervals and frequently visit college website : [www.iimchyderabad.com](http://www.iimchyderabad.com) / [www.iimchyd.ac.in](http://www.iimchyd.ac.in). They may contact the Principal / Vice-Principals, Heads of Departments and the Class Mentors for information regarding attendance and any other academic progress within the college hours.
19. Students are not authorized to collect donations from the fellow students for any of the college activities, without the permission of the Principal. On identifying any such unethical practices, action will be initiated.
20. It is mandatory for students to put not less than 75% of attendance in lectures (and practicals wherever applicable). On the specific recommendations of the Principal/Vice-Principals, the Vice-Chancellor may condone the shortage of attendance to the extent of 10% on medical grounds subject to the production of a Medical certificate (MC) and the payment of prescribed condonation fee. Any candidate having less than the required attendance even after submitting the MC will not be permitted to appear for the University Examination. Every month the statement of attendance will be displayed on the notice board and uploaded on college website. Students and parents should take a note of the attendance.
21. A student who is irregular to the class is liable to forfeit his claims towards (a) scholarships (b) concessions for Railway & Bus Pass (c) Eligibility to represent the College ? Univesity in Sports & Games and other activities (d) Participation in campus activities and (e) Rewards.
22. Students who discontinue the course and seek TC : Students planning to join the course are advised to seek full information about the course and think carefully about their aptitude and capabilities to cope with the coruse. If a student wants to discontinue the course or seeks TC, the fees paid once will not be refunded under any circumstances.
23. Various committees are constituted for holistic development of students.They are encouraged to participate in all college activities aimed at overcoming emotional and mental inhibitions.
24. Students are not permitted to leave the college except on health or emergency grounds, but with a written permission from their Head of the Department & Principal. They should leave the college permises after the completion of their scheduled classes only.
25. Cell phones must be switched off before entering the class room. If any student found using a cell in the class room, the phone will be confiscated.
26. Students should attend classes only in the section allotted to them. Change in the section or the batch is not permitted.
27. If a student is suffering from serious sickness or any long term ailment, Parents / Guardians should inform the class mentor immediately with medical reports, failing which, the college authorities are not responsible for the shortage of attendance either for regular classes or for internals.
28. Absence of students from the classes for more than a month and also any kind of misbehaviour with the staff, may lead to rustication from the rolls.
29. Students are asked to check their attendance status from the notice boards/website monthly and inform the parents. Any kind of discrepancies in attendance should be brought to the notice of class mentor immediately failing which the college authorities are not held responsible.
30. Students should pay the fees within the stipulated time. They should not compel the Management either to reduce the amount or extend the time limit for the payment of fee.
31. Students are supposed to clear all the dues before the issue of hall tickets.
32. If classes are conducted online (due to Covid-19) as per the instructions of osmania University, all the students should attend the classes without fail. Maintaining requisite attendance is mandatory even in online classes.
33. The Students have to appear for the Internal Examinations and other Examinations as per the schedule given by Osmania University & College. No excuses are allowed. Under any circumstances, re-examination will not be conducted.