



PARMITA EDUCATION SOCIETY

**MODERN COLLEGE**

**OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY**

Reg. No. F-11895/"A'bad" (Affiliated to Dr. B.A.M.U. University, Aurangabad.)



**Policy Document for  
Constitution Obligations  
2019-20**



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## Vision

"Empowering students with cutting-edge knowledge and skills for a sustainable and innovative digital future."

## Mission

1. To provide a high-quality education that equips students with robust theoretical and practical skills in computer science and applications.
2. To cultivate an innovative learning environment that encourages creativity, critical thinking, and problem-solving using modern technologies.
3. To prepare students for successful IT careers through industry-aligned curricula, practical training, and collaboration with leading tech companies.
4. To promote research and development by encouraging participation in research projects, publications, and conferences in computer science.
5. To instill ethical values and social responsibility, emphasizing professional integrity and the impact of technology on society.
6. To foster a commitment to lifelong learning and professional development, ensuring graduates remain proficient in evolving technological landscapes.

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Modern College of Computer Science & I.T.,  
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## Core Values

"ACTION- MCCSIT"

A - Accountability: We take responsibility for our actions and uphold integrity in all our endeavors.

C - Collaboration: We foster teamwork and partnerships to achieve common goals.

T - Technological Excellence: We strive for excellence in technological education and innovation.

I - Inclusivity: We create an inclusive environment that values diversity and promotes equal opportunities.

O - Optimism: We encourage a positive outlook and proactive approach to challenges.

N - Nurturing: We support the holistic development of students, faculty, and staff.

M - Mentorship: We provide guidance and support to enhance academic and personal growth.

C - Commitment: We demonstrate unwavering dedication to knowledge and excellence.

C - Community: We build a strong sense of community, fostering mutual respect and support.

S - Sustainability: We emphasize sustainable practices and environmentally conscious behavior.

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T - Trust: We establish trust through honesty, reliability, and ethical conduct.

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## AIMS & OBJECTIVES OF THE COLLEGE

1. To provide students with a comprehensive understanding of computer science and applications through a rigorous and well-rounded curriculum.
2. To equip students with the technical skills and knowledge necessary to excel in the rapidly evolving field of information technology.
3. To foster critical thinking, problem-solving abilities, and creativity to prepare students for complex challenges in their professional careers.
4. To promote research and innovation by encouraging students to engage in cutting-edge projects and stay updated with the latest technological advancements.
5. To develop strong communication and teamwork skills, enabling students to effectively collaborate in diverse and multidisciplinary environments.
6. To instill a sense of ethical responsibility and professionalism, ensuring that graduates uphold the highest standards of conduct in their careers.
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7. The Principal is responsible for overseeing various academic activities such as technical fests, conferences, seminars, workshops, etc.
8. The Principal should hold meetings with Heads of Departments to analyse the development of academic work, suggest procedures to attain desired academic outcomes, and supervise all co-curricular activities.
9. The Principal should make efforts to ensure the overall well-being of staff and students.
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8. Teachers should remain on the college campus as per the guidelines set by the University Grants Commission (UGC).
9. Teachers are required to sign the attendance register upon reporting for duty.
10. These guidelines are designed to ensure a professional and supportive educational environment for both students and staff. Teachers are expected to adhere to these standards to promote a positive and productive learning atmosphere.

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2. Non-teaching staff must remain on duty during college hours.
3. Non-teaching staff should wear the uniform provided by the management.
4. Non-teaching staff must always wear their identity cards during working hours.
5. Non-teaching staff assigned to laboratories are responsible for keeping the labs clean.
6. Any loss or damage to articles in the lab or classroom must be reported to the Head of Department (HOD) in writing immediately.
7. Non-teaching staff working in the lab must maintain a stock register for all articles, equipment, chemicals, etc. The register should be submitted to the HOD and the Principal at the end of each semester for their signatures.
8. A separate register should be maintained for articles damaged by students. Any money collected from students for damages, as directed by the HOD, should be handed over to the college accounts staff for deposit.
9. Non-teaching staff should carry out their duties as instructed by the authorities to whom they are assigned.
10. Non-teaching staff must not leave the college campus without permission before the prescribed time.

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2. Students are required to attend at least 75% of the instructional days.
3. Misuse, damage, or loss of college property by a student is considered a serious offense and may result in legal action.
4. Indecent behaviour towards female students or staff members is a serious offense and will be dealt with legally.
5. Students must treat all college staff members with respect. Any form of indecent or rash behaviour towards staff will be considered a punishable offense.
6. Students are obligated to adhere to all rules and regulations established by the college. Failure to comply may result in disciplinary action.
7. Students should report any difficulties, complaints, or demands through the appropriate channels and in the prescribed manner.
8. Providing false information to the college is strictly prohibited and may result in legal consequences.
9. Disrupting the normal functioning of the college through fundraising, social or political demonstrations on campus is prohibited and will be subject to legal action.
10. Ragging is strictly forbidden on campus and will be dealt with as per government regulations. Any involvement in ragging activities will result in severe legal consequences.
11. It is required to attend state events like Maharashtra Day, Muktisangram Din, and University Day as well as national events like Independence Day and Republic Day.

  
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Students are not permitted to communicate with other students directly. It is not permitted to post such or any other private notice on the college notice board.

12. Only the parking space may be used for vehicle parked.
13. It is forbidden to bring valuables onto college property, such as jewelry or ornaments.

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PARMITA EDUCATION SOCIETY

# MODERN COLLEGE

OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY

Reg. No. F-11895/"A'bad" (Affiliated to Dr. B.A.M.U. University, Chh. Sambhajinagar)



## CODE OF CONDUCT FOR THE PRINCIPAL

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9. The Principal should make efforts to ensure the overall well-being of staff and students.
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Principal  
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**Policy Document for  
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## Vision

"Empowering students with cutting-edge knowledge and skills for a sustainable and innovative digital future."

## Mission

1. To provide a high-quality education that equips students with robust theoretical and practical skills in computer science and applications.
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3. To prepare students for successful IT careers through industry-aligned curricula, practical training, and collaboration with leading tech companies.
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2023-24**



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Modern College of Computer Science & I.T.,  
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**Policy Document for  
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3. The Principal shall ensure quality assurance, assisted by the Director of the Internal Quality Assurance Cell (IQAC).
4. The Principal should promote an industry-institute interface to enhance students' employability.
5. The Principal should involve faculty members at different levels in various institutional activities.
6. The Principal should closely monitor class work as per the timetables and academic calendar, with the assistance of class coordinators and faculty-in-charges.
7. The Principal is responsible for overseeing various academic activities such as technical fests, conferences, seminars, workshops, etc.
8. The Principal should hold meetings with Heads of Departments to analyse the development of academic work, suggest procedures to attain desired academic outcomes, and supervise all co-curricular activities.
9. The Principal should make efforts to ensure the overall well-being of staff and students.
10. The Principal should ensure the implementation and compliance of all college policies, rules, and regulations, maintaining a disciplined and orderly environment.

IC Principal  
Modern College of Computer Science & IT,  
Aurangabad.



PARMITA EDUCATION SOCIETY

# MODERN COLLEGE

OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY

Reg. No. F-11895/"A'bad" (Affiliated to Dr. B.A.M.U. University, Aurangabad.)



## Code of Conduct for Teacher

1. Teachers must handle the subjects assigned by the Head of the Department (HOD) and complete the syllabus thoroughly, ensuring good academic results.
2. Teachers are required to implement the Mentor-Mentee system effectively, monitoring and supporting their assigned group of students.
3. Teachers must provide assignment topics for each course in a timely manner.
4. Teachers should act as good counsellors and facilitators, guiding, encouraging, and assisting students in their academic and personal growth.
5. Teachers should maintain decorum both inside and outside the classroom, setting a good example for students.
6. Teachers should participate in academic, co-curricular, and organizational activities as assigned to them from time to time.
7. Teachers are expected to be present on the college campus at least 10 minutes before the official start time.
8. Teachers should remain on the college campus as per the guidelines set by the University Grants Commission (UGC).
9. Teachers are required to sign the attendance register upon reporting for duty.
10. These guidelines are designed to ensure a professional and supportive educational environment for both students and staff. Teachers are expected to adhere to these standards to promote a positive and productive learning atmosphere.

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## Code of Conduct for Non-Teaching Staff

1. Non-teaching staff should report for duty at least 30 minutes before the start of college hours.
2. Non-teaching staff must remain on duty during college hours.
3. Non-teaching staff should wear the uniform provided by the management.
4. Non-teaching staff must always wear their identity cards during working hours.
5. Non-teaching staff assigned to laboratories are responsible for keeping the labs clean.
6. Any loss or damage to articles in the lab or classroom must be reported to the Head of Department (HOD) in writing immediately.
7. Non-teaching staff working in the lab must maintain a stock register for all articles, equipment, chemicals, etc. The register should be submitted to the HOD and the Principal at the end of each semester for their signatures.
8. A separate register should be maintained for articles damaged by students. Any money collected from students for damages, as directed by the HOD, should be handed over to the college accounts staff for deposit.
9. Non-teaching staff should carry out their duties as instructed by the authorities to whom they are assigned.
10. Non-teaching staff must not leave the college campus without permission before the prescribed time.

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## CODE OF CONDUCT FOR STUDENTS

1. Every student must carry their identity card while on campus and present it when requested by any teaching or non-teaching staff member.
2. Students are required to attend at least 75% of the instructional days.
3. Misuse, damage, or loss of college property by a student is considered a serious offense and may result in legal action.
4. Indecent behaviour towards female students or staff members is a serious offense and will be dealt with legally.
5. Students must treat all college staff members with respect. Any form of indecent or rash behaviour towards staff will be considered a punishable offense.
6. Students are obligated to adhere to all rules and regulations established by the college. Failure to comply may result in disciplinary action.
7. Students should report any difficulties, complaints, or demands through the appropriate channels and in the prescribed manner.
8. Providing false information to the college is strictly prohibited and may result in legal consequences.
9. Disrupting the normal functioning of the college through fundraising, social or political demonstrations on campus is prohibited and will be subject to legal action.
10. Ragging is strictly forbidden on campus and will be dealt with as per government regulations. Any involvement in ragging activities will result in severe legal consequences.
11. It is required to attend state events like Maharashtra Day, Muktisangram Din, and University Day as well as national events like Independence Day and Republic Day.

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12. Students are not permitted to communicate with other students directly. It is not permitted to post such or any other private notice on the college notice board.
13. Only the parking space may be used for vehicle parked.
14. It is forbidden to bring valuables onto college property, such as jewelry or ornaments.

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