

7-1-12

CAMPUS CODE OF CONDUCT

CODE OF CONDUCT for STUDENTS

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus.
2. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 7.30 a.m. to 2.30 p.m.
3. All the students are expected to be present in the class well -within time
4. Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
5. Teachers shall be greeted appropriately with "Good Morning Sir/Miss" or "Good Afternoon Sir/Miss" and a "Thank you Sir/Miss" when the teacher leaves the class room.
6. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
7. Students having lab sessions in the BCA Course , have to report to the lab directly in time and they are not expected to go to the class room.
8. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
9. All students shall leave the classes immediately after 2.30 p.m. No students shall wander or gather in verandah, corridor, and staircase etc. Do not spend much time in canteen.
10. Students shall come to the college in approved uniforms with formal shirts & in trousers with black belt and black shoes or semi covered chappels.
11. All the students are expected to attend all college functions in college uniform unless otherwise specified.
12. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
13. As per the Govt. order, students shall not bring powered vehicles inside the campus.
14. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
15. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
16. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours.
17. Access to academic buildings beyond the above timing and on holidays without written permission from the concerned HoD will be treated as a case of indiscipline.
18. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept. Any violation of this shall invite a minimum fine of Rs. 100/-.
19. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewinggum, panmasala etc. are strictly prohibited.
20. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.



21. Carefully handle the furniture, equipments, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
22. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
23. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, etc. in the campus without the permission of the competent authority.
24. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
25. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
26. During internal examinations of 2 Hr period, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy the seat 5 minutes before the commencement of the examination.
27. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.
28. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
29. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
30. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.




Principal
Sant Muktabal Arts & Commerce
College, Muktabal, Dist. Mumbai

Student Code of Conduct

College Expectations

YOU MUST:

1. Treat all members of the College community with respect and courtesy.
2. Be ambassadors for the College in the local area: be courteous and polite to members of the local community.
3. Attend all registered sessions, unless ill or for another unavoidable reason, and be punctual. Maintain an attendance rate of at least 95%.
4. Do all your work to deadline and to the best of your ability.
5. Spend about five hours on average per week per subject working outside the classroom.
6. Respect the facilities, books and resources provided to assist you in your studies.
7. Bring your ID to college and show it to any member of the college staff when asked.
8. Switch off phones and store them out of sight in class, unless by permission of the teacher.
9. Be available for college work and activities Monday-Friday from 7.30 A.M. until 2.30 P.M.. Not take on part time work or other regular commitments without college permission during this time. Where possible avoid appointments during this time.
10. Bring visitors to check in at reception. If you are aware of any unauthorised visitors, you must report this to a member of staff.

YOU MUST NOT:

1. Bring non-students onto the College campus or allow anyone else to follow you through the turnstile/gates without an ID.
2. Drop or leave litter around the College campus.
3. Eat in classrooms or bring fast food into the college buildings
4. Smoke or use e-cigarettes on any part of the College campus including immediately outside the College entrances.
5. Be in possession of any bladed articles, offensive weapons or firearms.
6. Be under the influence of alcohol, illegal drugs, legal highs or any other non-prescribed psychoactive substances, or bring any of these into College.
7. Engage in any violent or threatening behaviour.
8. Bully, harass or discriminate against any member of the College community.
9. Use College facilities to send or view any obscene, offensive or illegal material.
10. Behave in a manner, within or outside College, that may bring the College into disrepute. This includes any criminal or antisocial behaviour.

If you fail to observe any aspect of the Code of Conduct or associated policies, the College's disciplinary procedures may be implemented.

