

CODE OF CONDUCT FOR STUDENT

1.1 Discipline

- The student must observe and strictly follow the disciplinary rules and regulations of the college.
- The student should follow the academic calendar as per the instruction of Head of Department.
- Any act of misbehavior by any student will attract severe punishment.
- Damage to college and campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
- Students shall only use the waste bins for disposing waste materials in classrooms, hostels and offices to make college campus free from plastic and other litter.
- Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished. Students are strictly prohibited to bring and park four wheeler i.e. car in the campus of the college.
- Students are prohibited from indulging in anti-institutional, anti- national, anti-social, communal, immoral or political expressions and activities within the college.
- All educational tours or Industrial visits shall be accompanied by the faculty member after obtaining necessary undertaking from the parents.
- Any case of criminal activity or violation of law and order in the college campus will be reported to the police.

1.2. I-CARD

- Every student must carry with him/her college I-Card every day while attending lectures and appearing for various examinations.
- I-Card should be produced when demanded by authorized person of the college.
- At the timing of issuing a book, The Identity card must be presented along with the library card
- If student has lost library card or I-Card, it should be reported immediately to the coordinator /HOD and the librarian with an application.

1.3. HUMAN VALUES

- Be meticulously honest in all academic activities.
- Be attentive, fair and cooperative to your teachers and peers on various academic and non academic activities.
- Believe in loving, sharing and caring.

1.4 DRESS CODE

- We believe in inculcating a sense of discipline, belongingness and commitment of the students by observing a dress code.
- Students are expected to wear college uniform regularly.

1.5 MOBILE PHONE

- The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.
- Mobile phone is strictly prohibited in the exam hall during the examination. loss or theft of mobiles, modern mean of communication, valuables and other belongings are at students risk.

1.6 LIBRARY RULES

- All library users should enter their names and sign the register provided at the entrance.
- Student should use their own library card and I-card. The students should not lend their library card and I-card to others.
- The library book must be returned on or before the last date. A fine will be charged after the expiry of the due date.
- Reference books, Journals and newspapers are not issued out of the library, but user can utilize this facility within reference section.
- Students should handle the books/journal very carefully; marking with pencil, writing or highlighting, tearing the pages not allowed. If the books are lost, Then the student shall replace the books of the same edition or pay the current value of the book after getting permission from the librarian.
- Loss of library card should be reported to the librarian, duplicate card may be issued against formal application.

- Each student shall obtain no dues certificate from the library after returning all books issued, surrendering the borrower's cards and after paying outstanding dues, if any before leaving institution.

1.7 RAGGING

Ragging is totally prohibited in college. Students should refrain from ragging of any kind and anyone found guilty of ragging and / or abetting ragging whether actively or passively, or being a part of conspiracy to promote ragging, is liable to be punished in accordance with UGC Regulations guidelines notified vide no.F.1-16/2009 (CPP-II) dated 21-10-2009 on curbing the menace of ragging in Higher Educational Institution, 2009 (under section 26(1) of the University Grants Commission Act, 1956)

- In addition to above, those students who indulge in the act of ragging shall attract the punishments as applicable, which include any one or combination thereof: Cancellation of admission and also debarred from taking admission in any college in India, Suspension from attending classes, Withholding/Withdrawing scholarship / fellowship and other benefits, Debarred from appearing in any test/examination or other evaluation process, Withholding results, Debarred from representing the college in any regional, national or international meet, tournament, youth festival etc, Suspension / expulsion from the institution.
- The student is required to submit an anti-ragging affidavit as per the AICTE notification.
- Anti -ragging committee/squad is constituted every academic year as per the regulatory guidelines to keep vigil over ragging and promptly deal with the incidents of ragging brought to its notice.
- Students are encouraged to report any ragging act witnessed or experienced by them to the members of anti-ragging committee/squad, guardian faculty member.

1.8 SEXUAL HARASSMENT

Students should note that sexual misconduct or harassment encompasses a range of conduct including but not limited to sexual assault, unwanted touching or

unwelcome comments, e-mails or pictures of an insulting or degrading sexual nature which may constitute harassment, which shall depend of the circumstances of each case.

1.9 STUDENT GRIEVANCE PROCEDURES

- The college has constituted Grievance Redressal Cell/Internal Complaint Committee as per regulatory guidelines to address the students complaints. Any student of college distressed by any acts of sexual harassment, misconduct or ragging as defined and summarized herein above can approach Grievance Redressal Cell at the college. Said grievance must be in written form and made within 15 days of the alleged violation. The Cell shall take cognizance of the grievance and enforce this Code in cases of any sexual harassment complaints.

1.10 ATTENDANCE

- Student should be regular in attendance for all sessions during the day.
- Student should have at least 75% attendance in the lectures of every subject
- If the student is found irregular in attendance, disciplinary action will be taken
- The student must report about the sickness to the college.
- The student should complete all the practical's and term-work such as Journals, Assignments and Projects.

1.11 LEAVE RULES

Leave on medical ground

1. The student should report about the sickness to the parent teacher member/class teacher/office on telephone/mobile number /email
2. A leave application on medical ground should be submitted along with certificate from registered medical practitioner on the day of rejoining the college.

1.12 PAYMENT OF FEES

- Students are required to pay the fees on or before the date as per direction of DTE.
- Failure to make fee payments by students on time will invite appropriate action.
- The fees for the entire course/program will be paid by the student who intends to

discontinue for any reason whatsoever and at any time during the course/program in accordance with DTE rules and regulations.

1.13 EXAMINATION

- Candidate must present at the examination hall half an hour before the commencement of the examination.
- Mobile phone is strictly prohibited in the exam hall during the examination. If the mobile is seized by flying squad of Savitribai Phule Pune University, it will not be returned in any circumstance.
- Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.
- A candidate is permitted to bring the following items to an exam: pen, pencil, and, if specifically permitted, non programmable calculators. All equipments brought to the examination must be placed on the candidate's desk and kept in view during the examination.
- All students should follow the rules of university ordinance No. 257 dated on 5th October 2017 published by university examination department.

1.14 NO VEHICLE DAY

NO VEHICLE DAY ON WEDNESDAY!!!

- Vehicles are the primary source of pollution such as carbon monoxide and Nitrogen, carbon dioxide that increase the temperature of an environment and cause numerous diseases, they must be avoided on certain days. This helps to reduce the particulate pollution that causes asthma and lung diseases. It will also help to reduce local warming of the environment. Students should use public transport at least one's in a week to help reduce pollution and save environment.

1.15 GENERAL

All students prohibited from indulging in any forms of misconduct in any activity off-campus which can affect the college interests and reputation substantially.

The various forms of misconduct include,

- Any act of intolerance based on an individual's gender, caste, race, religion, language, disability, marital or family status etc.

- Decisively damaging or destroying college property or property of other students or staff members.
- Any troublesome activity in a class room or in a event organized by the college.
- Participating in activities including:
 1. Accepting membership of religious and terrorist group banned by Govt. of India.
 2. Smoking in campus of the college
 3. Rash driving in the campus.
 4. Organizing meetings and processions without permission from college.
 5. Accepting membership of religious or terrorist group banned by college.
 6. Unauthorised possession , carring or use of weapon , explosive or weapons to the college.
 7. Smoking in college campus
 8. Possessing, consuming, distributing ,selling of alcohol in the college and /or throwing empty bottles in college campus.
 9. Parking the vehicle in no parking zone
 10. Rash driving in college campus that may cause inconvenience to other.
 11. Theft or unauthorized access to other resources.
 12. Misbehaviors at the time of any activity of the college.
- Students should not interact, on behalf of college with media representative on to the campus without permission of college authority.
- Students should not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
- Students should not permit to provide audio and video clippings of any activity on the campus to media without prior permission.
- Students should use the social media carefully and responsibly. They cannot post derogatory comments about other individual from the college on the social media or indulging in any such related activities having crucial ramifications on the reputation of the college.

- Students should prohibited to pluck flower, fruit of green flora found in the garden.

1.16 CODE OF CONDUCT FOR PROJECT

- Students are instructed to follow the information and guidelines given by the project guide from time to time and make the timely submission of their projects completed in all respect.
- Before submission of Dissertation to the college, the student is responsible for checking the Dissertation for plagiarism. Student should undertake that he/she is aware of academic guidelines of college and checked the document for plagiarism for originality of work.

1.17 DISCIPLINARY ACTIONS

If there is breach of code of conduct by student, then a committee will be formed to recommend a suitable disciplinary action. It will inquire into the alleged violation and accordingly suggest the action to be taken against the student. The committee may meet with the student to ascertain misconduct and suggest **one or more following disciplinary actions** based on the nature of misconduct,

1.17.1. WARNING

- Indicating that the action of the said student was in infringement of the code and any further acts of misconduct shall result in disciplinary action.

1.17.2. RESTRICTIONS

- Restricting access to various facilities in college campus for a specified period of time.

1.17.3. COMMUNITY SERVICE

- Any future misconduct along with failure to comply with any conditions may causes to severe disciplinary action like suspension or expulsion.

1.17.4. EXPULSION

- When expulsion of a student from the college permanently which indicate prohibition from entering the college campus or participating in any activities related to students.

1.17.5. MONETARY PENALTY

- Such penalty includes a suspension of scholarship/fellowship for specified period of time.

1.17.6. SUSPENSION

- A student may be suspended for specific period of time which will banned for students on participating in students' activity, programme and classes. In addition, students will banned to use various college facilities unless permission from higher authority.
- Suspension may follow firing along with following additional penalties.
 - a) Not eligible to apply for admission in college for duration of three years.
 - b) Withholding the grade card or certificates for the courses studied or work carried out.

3.17.7. APPEAL

- If a delinquent student is unsatisfied by imposing of any of the previously mentioned penalty he/she may appeal to the Principal.
- The Principal may decide on one of the following,

Accept the recommendation of committee and decide the recommendation of the committee and decide the punishment suggested by committee.

Refer the issue back to committee for rethinking. Final decision is taken by principal.