

CODE OF CONDUCT FOR STUDENTS

ATTENDANCE

- The students should have a minimum of 75% attendance to be eligible to appear for the internal as well as semester end examinations as per University of Mumbai Ordinance O.6086.
- Students should attend all lectures, tutorials, seminars, practicals and college examinations according to the time-table. Students remaining absent should submit a leave note signed by their parents/guardian stating reasons for their absenteeism. Absenteeism over three days should be immediately brought to the notice of the Principal.

RAGGING

- Ragging is prohibited under the Maharashtra State Act of 1999 within or outside of education premises and any act by participant is punishable. **RAGGING IS BANNED** as per the Supreme Court Ruling (Civil Appeal No. 887 of 2009) and Mumbai University Circular (No. CONCOL/ 286, dated 23rd July 2009) .
- Ragging would be met with exemplary punishment.
- Any student found guilty of ragging would be expelled from the College.
- Any student found guilty of ragging earlier would not be admitted.
- Anti ragging squad is formed by the college. Tel. Number:

Internal Complaints Committee (ICC)

- In accordance with the ‘Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act’, 2013, the College has a policy of zero tolerance to sexual harassment. The Committee ensures the successful and effective implementation of the process of preventing sexual harassment at workplace, and addresses the grievances related to sexual harassment in a time bound manner.
- The College has a zero tolerance policy towards gender based harassment
Tel. Number:

Unfair Means

- The use of unfair means by students at any examination or in college campus will invite severe punitive and disciplinary action under the rules and regulations now in force.

GENERAL CONDUCT

- Every Sikh student who is admitted to the College is required to wear a proper turban.
- No admission form will be accepted without the student's photograph in a proper turban
- The student will be liable for strict disciplinary action amounting to dismissal from the College, if the Sikh culture is defiled in any way.
- Wearing an ID-Card on campus is compulsory. It is obligatory for students to return their identity cards to the college office when they cease to be students of the college.
- Caution Money will be refunded as per the refund policy of the institute only after returning the ID-Card
- Students will not be allowed in the Examination Hall without a valid Identity Card.
- Any grievance regarding academic matters should be first brought to the notice of the Head of Department or the Vice-Principal before meeting the Principal.
- Access will not be allowed into lectures, computer labs, seminars after the start of the session. Late comers will be refused entry and should leave immediately, if requested.
- Misuse or damage to any learning materials including collar mikes, computers, sound systems or LCD Projectors, furniture, fittings, or any other property belonging to the institute will not be tolerated and will lead to disciplinary action and shall be liable to pay fine as applicable.
- Library books and Cards should be returned as per the Library policy.
- Read notice board and visit college website regularly for latest updates to be well informed at all times
- Comply with all important dates provided by the examination section without fail.

- Provide faculty teaching feedback unbiasedly and fearlessly to facilitate positive changes in teaching/training system and help to improve its efficiency and effectiveness.
- Participate in departmental and institutional activities/ programmes individually and in groups to enhance learning and help to increase the brand value of the Institute.
- Encourage and share best practices and innovations at all levels to set new standards and benchmarks for the Institute.
- Do not use cell phones within the Classroom & Labs.
- Associations/Organizations will be formed only with the prior permission of the Principal.
- Collecting funds for any purpose is strictly prohibited unless scrutinized and permitted by the Principal.
- No meeting, demonstration party or picnic will be permitted without prior permission from the Principal and undertaking from students.
- For inviting a person to preside / address/ participate in association / organization / visits etc, prior permission of the Principal is necessary. Subjects / topics selected for debates / lectures / seminars etc. must have the previous approval of the Principal.
- No Fresher's party / Farewell party shall be allowed without prior permission of the Principal (College authorities will not take up the responsibility for the functions held outside the college Campus.) .
- Consumption of alcohol, tobacco, drugs, cigarettes and smoking is prohibited in the institute. Students should refrain from visiting smoking joints in the vicinity of the campus.
- Students should not bring with them unauthorized persons into the college premises.
- Be vigilant and report any incident that needs immediate attention and corrective action.
- Any illegal activity within the college premises is strictly prohibited
- Students are liable to be removed from the college for misconduct or any other serious breach of discipline.

Matters not covered by the existing rules will rest at the discretion of the Principal.

Information for Students Service Counters in General

Contact the Enquiry counter or check the website for the information regarding the following(Aided & Unaided Section).

- Railway Concession, Bonafide Certificate, No Objection Certificate,. Results of UG and PG. Verification of marks & documents, Revaluation forms, Photocopy forms of Degree College, Transcript, Migration of Degree College. Issue of Examination forms, marksheet, Issue of Convocation Inward Letters, applications , Acceptance of all fees , All Scholarships of Degree & Junior College to Reserve Category, PTC, SST, Non-Teaching, Phy. Handicapped, Ex-Serviceman etc.
- **Junior College :** Issue of XII Std. Marksheet & Passing Certificate, Verification of Jr. College Marksheet, Leaving Certificate & other relevant documents, XI & XII Examination Forms, Revaluation T.C.

DRESS CODE

- Formal and decent dress code should be maintained.
- Students are expected to wear clothes that contribute to the academic atmosphere necessary on an Indian College campus. Accordingly, sleeveless or short tops as well as short dresses, short and ripped jeans are considered inappropriate.