



MVP Samaj's
KGDM Arts, Commerce and Science College Niphad Dist. Nashik

Code of conduct/ Rules for Students

The students must observe and strictly follow the disciplinary rules and regulations of the college as follows:

Regarding - Discipline

- 1) All students will follow academic calendar laid down by the head of the department and IQAC.
- 2) If a student is involved in act of indiscipline or misbehavior. He/she is liable for punishment.
- 3) Entry of the outsider /not admitted student in the college campus as well as in hostel, play ground is unauthorized and strictly prohibited.
- 4) If the student wants to leave the college campus on medical reason, the permission of his /her guardian is necessary.
- 5) If the student is involved in any damage or loss of the college property due to negligence or lack care he/she is liable of punishment and compensation for the loss.
- 6) All the student will use dustbin for disposing waste material of classroom, laboratory, library, office and hostel in order to make college campus clean and neat.
- 7) Student's participation is prohibited in antisocial activities including comments on a particular caste, religion, society, sect, community or institution.
- 8) All students should behave politely with all faculty members including teaching, nonteaching and library staff in the college campus.
- 9) Smoking, tobacco chewing are strictly prohibited in college campus including 100 meter area of college campus.
- 10) Students are prohibited to carry any instrument /equipment, sharp objects which are injurious to self and others in college premises.
- 11) Students are prohibited to shout, make noise, use of any kind of abusive language etc. in college premises.
- 12) Students will not call any stranger in college campus without valid reason and permission of authority.

- 13) Organization of any field visit /trip/ tour is illegal without prior permission of the Principal.
- 14) Rejection or cancelation of admission depends on the final sanction by the Principal.
- 15) Any student if found guilty of eve teasing, harassment, ragging, bullying, molestation etc he/she will face disciplinary action.
- 16) The college will organize industrial visits or educational tour accompanied by the concern teachers, after taking permission and undertaking by parents. The parents will give written consent to the college authority for the visit or study tour.
- 17) The indulgence in any criminal activity or violation of discipline and law and order of the college will be reported to the police.

Regarding - DRESS CODE

- 1) The college follows the dress code decided by the mother institution MVP Samaj Nashik.
- 2) Every student will remain in college in the dress code regularly.
- 3) On Thursday students will be allowed to wear any formal dress instead of uniform.
- 4) The college believes that the dress code brings in sense of discipline, unity and commitment among students.

Regarding - RAGGING

Ragging is prohibited in the college premises as per the direction of Hon. Supreme court of India MAHARASHTRA ACT NO. XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999. (As modified up to the 29th August 2012)

- 1) Cancellation of admission and also debarred from taking admission in any institution in India.
- 2) Suspension from attending classes.
- 3) Withholding /withdrawing scholarship/ fellowship and other benefits.
- 4) Debarred from appearing in any test/ Examination or other evaluation process.
- 5) With-holding results.
- 6) Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- 7) Suspension/ Expulsion from the College.

- 8) Collective punishment if larger number of students is involved in the act of ragging.
- 9) An FIR filed without any expectation with local police station.

Regarding - EXAMINATION

- 1) The candidate must appear in examination hall half an hour before the commencement of exam.
- 2) A candidate is not permitted to carry mobile phone, camera, electronic watch with data storage, camera pen, pen-drive etc. storage device.
- 3) If a mobile phone is confiscated by the university flying squad it will not be returned to the candidate.
- 4) A candidate will write his/ her seat number on his /her question paper and he /she will not write anything else on it.
- 5) Candidate will not communicate, pass or transfer any written or printed material, copy, any material or any kind of cheating when will be considered as malpractices during examination.
- 6) A candidate will be permitted to bring following items at the exam hall writing pad, pen, pencil, scale, eraser, etc stationary non programmable calculator.
- 7) A candidate should bring his/ her college I card, hall ticket with the signature of the college authority.
- 8) All stationary brought by the candidate will be placed on his/ her desk during exam.
- 9) A candidate will not leave exam hall till one hour is completed even his /her writing of paper is finished.
- 10) The candidate will hand over his/her question paper to junior supervisor if he goes out from exam hall after completing one hour. A candidate will not be allowed to leave exam hall before 15 minutes of completion of paper.
- 11) All candidates appearing for the exam should follow the guidelines and rules of SPPU ordinance member 257 published on 5th Oct. 2017. The copy of the same is available on the university website.

Regarding - PROJECT AND PRACTICALS

- 1) A students will complete his /her project work under the supervision of his/ her guide allotted by HOD.
- 2) A Student will certify the journal and rough work from the concern teacher during college timing.

- 3) A student will not be allowed to appear for exam unless he /she complete project work journal etc.
- 4) A student will use practical books, journal made available by college authority prepared by MVP Samaj printing press.
- 5) All students will submit his/ her exam fee, practical fee etc. within the specific time schedule as decided college authority.

Regarding- Use of Mobile Cell phone or smart phone

- 1) Use of mobile phone is prohibited in college campus.
- 2) No student will click photo, selfie or shoot video in college premises.
- 3) Mobile phone is strictly prohibited in the examination hall at the time of exam.
- 4) In case, if a students by mistake bring a mobile phone he / she will switch off it.
- 5) The students will not bring any valuable belongings any means of communication. In case of loss or theft the student himself / herself will be responsible for it.

Regarding- I Card

- 1) Every student will carry his/ her I card in college campus produce I card of the authorized person of college.
- 2) Every student will collect his/ her I card from the library at the beginning of year. To produce I card every student will fill up and submit his / her information form and submit to the library.
- 3) The student will collect his/ her I card within 15 days from date of admission.
- 4) At the time of book issuing from the library, every student will show his/ her I card.
- 5) If the student has lost his/ her I card she/ he will report it immediately to the HOD and librarian. He / she will submit application for second copy of I card after filling.
- 6) He/ She will get the second copy of I card after filling the fee to the librarian.

Regarding: Attendance

- 1) Every student will be regular in college.
- 2) 80% attendance is compulsory for every student.
- 3) If the student misbehaves or found guilty of misbehavior in the term he/ she will not allowed to attend his / her classes in second term without prior permission of principal.
- 4) The student should report about his/ her disease, sickness or any medical treatment in advance to the college.
- 5) No student will be allowed to remain absent in any semester or term end examination conducted by college. The student will be responsible for his/ her absentee.
- 6) The absentee will be detrimental to the overall performance and the result of the student.
- 7) The student will avail travel concession of Indian railway in case of participation in competition, appointed by college as per the rules and regulation. Such concession facility will not be given to students in between vacation period what so ever may be the reason.
- 8) All the students will complete the practical, term work and journal assignments and projects as supervised by the concern teacher.