



**SMT. KAMALADEVI GAURIDUTT MITTAL  
COLLEGE  
OF ARTS & COMMERCE  
Accredited by NAAC B+**



### **CODE OF CONDUCT FOR THE STUDENTS**

The purpose of this code of conduct is to make the students, teachers, college departments/cells / committees familiar about the rules and regulations of the college and to strive towards the achievement of the mission and vision of the college. It is rightly said that, “Self-Discipline is the Best Discipline”. All students are expected to observe rules and regulations to enable the smooth working of the college and ensure harmony and conducive teaching-learning atmosphere. Therefore the following code of conduct must be followed by every student of the college.

- Classes start from 7.15 a.m. and may continue up to 12.00 noon on all the six days of a week.
- No student shall leave the premises before the college timing.
- As per the rules of University of Mumbai 75% attendance is mandatory to appear in semester end examination.
- Students should greet the lecturers when they meet them for the first time, in a day, in the college.
- Only urgent/ important notices shall be read out in classroom. Students should see the notice board/ website daily and keep themselves updated about the various notices that may be put up from time to time.
- Students must adhere to the dress code of the College and should be neat and tidy.
- No student is allowed to keep fashionable/ cool/ unusual/ coloured hair style.
- Ragging is an offence. Ragging is strictly prohibited in the college campus/ premises. Any student/s involved in such activities will be immediately expelled from the college.
- If any student/s is/are affected by the ragging in the college premises or outside the college, he/ she/ they must inform immediately to the Principal/= Ragging Committee

- Consuming alcohol, gutkha and smoking is strictly prohibited in the premises of the college.
- Every student should help to keep college premises/ campus/ class room/desk/ benches/ chairs clean and neat. Everyone must use dust bin for garbage.
- No student should spit in college premises/ campus or in class room.
- College premises and all class rooms are under CCTV surveillance.
- Everyone must follow the disciplinary manners in college premises/ campus/class room.
- During the conduct of lectures, students should not loiter in and around the college premises. Students are liable to lose their term for disobedience, misconduct, misbehaviour, loitering or for any act of indiscipline.
- Use of mobile phones in the classrooms, library etc. is strictly prohibited unless instructed by the teacher for study purpose.
- No friends/ guests / visitors/ any outsiders shall be allowed with the students in the college premises/ campus as well as in class room.
- Students should make use of college library and must not loiter in the college premises whenever they have a free lecture.
- Any student who damages the reputation of the college in any manner, including social media/ print media/ verbal mode is liable to be expelled. Offenders shall be liable to face legal action
- For any kind of misbehavior with teachers/ administrative staff or creating disturbances in the college premises/ in classroom by a student or group of students, disciplinary action will be taken against him/ her/ them.
- Students should maintain decent behavior with their classmates irrespective of gender
- Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, study room, library & computer lab.
- Furniture in the class rooms should not be moved or displaced.
- Students must take proper care of all the college property. Any damage done to the property of the college by disfiguring walls, doors, windows, fittings, furniture and such other things is breach of discipline of the college and will be considered a punishable offence.
- Writing on walls, pillars, bath rooms, and furniture or white boards is strictly prohibited.
- In the event of continued poor performance in internal tests and poor class attendance by any student, the principal has the authority to withhold permission for the student to appear in the University

examinations.

- Any type of malpractice is strictly prohibited in Unit Test/ College/University Examinations.
- Celebration of personal events is not allowed in the college campus/ class room without prior permission of the principal.
- Parking is not a matter of right and using of public transport has to be resorted to, in order to conserve environment
- Students are prohibited from doing anything inside or outside the college that interferes with its orderly administration or affect its public image. No outside influence, political or any other should be brought in to the college directly or indirectly.
- In case of any kind of problem relating to academic/ administrative/ security services or in need of medical emergency in the college, the student should report to the Principal.
- Student should not knowingly provide false information or make misrepresentation to the college office. In addition, forgery, alteration, or unauthorized possession or use of college documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.
- Argument with the security person relating to violation of prescribed rules/ regulations will not be tolerated and is liable for disciplinary action
- Student suffering from any major illness/ disease should declare it at the time of admission
- Student shall disclose at the time of admission, if there is any past criminal record or any litigation/ complaint/ action/ proceeding pending against him/ her in any Police Station, Court or Forum