

## **V.P.M.'S B.N. Bandodkar college of Science (Autonomous), Thane**

### **Discipline and Code of Conduct**

- In the college premises every student must be in possession of his/her valid Identity Card & must wear it throughout till he/she is on college premises or representing the college at any other place. Whenever demanded by the authorities concerned, the Identity Card must be produced for inspection.
- Use of mobiles for non-academic/ recreational activities is prohibited on college campus. Incase found guilty, strict disciplinary action will be taken. (University / Government No. UJ / 552 at 31/12/2004).
- Attendance of students is regulated by ordinance 0.119. which states - "For granting of terms, attendance of 75% of theory, practical and tutorials (wherever prescribed) separately will be required, out of the total number of lectures, practical and tutorials conducted in the term."
- Students who fail to maintain the condition of minimum attendance on account of bonafide illness, or any other reason which is deemed right by the Principal, should apply in writing to the Principal for leave of absence, prior or within 2 days from the date of commencement of such leave, failing which they will be treated as defaulters. Application forms are available on our website.
- Absence of the student on valid grounds at lectures / practical/ tutorials/ tests/ examinations must be communicated to the College principal immediately in writing with the necessary supporting documents viz. Medical certificate etc. If any, the applications form is available from office and is to be submitted to the college office (on respective counters) and not directly to any teacher.
- Students who request leave of absence from lectures/practical/tutorials for participation in sports, games, cultural or any other activities for and on behalf of the College/Activity group should submit the applications countersigned by the respective Teacher-in-charge before the commencement of such leave, failing which they will be treated as defaulters.
- Parents of Degree College students are requested to kindly contact the Teacher in-charge of class, Head of Department, Vice-Principal or the Principal, at least once in a term, to keep themselves in touch with their ward's attendance and progress.
- Students should be punctual in attending their classes.
- A student must attend all the tests, tutorials and examinations conducted by the College.
- Every student must complete, all the academic work assigned to his / her class by the respective teachers, such as the completion of Practical Journal, Home Assignments, Field Diary, Project etc., in time.
- All students are expected to observe proper decorum with regards to both clothing and behaviour and should take utmost care not to disturb the working of his/her own class as well as that of others.
- Students are directed not to bring any outsider to the college premises.
- Ragging: Government of Maharashtra has notified Ragging as a cognizable offence. Anyone reported to be involved in any form of ragging, will be severely dealt with. Therefore, students are required to restrain from indulging in any form

of ragging. In accordance with the ordinance 2005 (238/09), admission will be denied to a student who is involved in ragging or if it is noticed that after getting admission the student has been involved in ragging he shall be suspended from the college. UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009 (under Section 26 (1) (g) of the University Grants Commission Act, 1956) Ragging constitutes one or more of any of the following acts: a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student; b. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student; c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student; d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher; e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students. f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students; g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person; h. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student; i. Any act that affects the mental health and self-confidence of a fresher or any other student. Contact 24X7 Toll Free Helpline: 1800-180-5522 Email : [helpline@antiragging.net](mailto:helpline@antiragging.net) ANTI-RAGGING DECLARATION is compulsory for all the students. In view of the orders of the Government and Hon'ble supreme Court on the anti-ragging measures. Anti-ragging affidavit has to be signed by each student ( and their parent) of the Institute. Kindly note that there are two Affidavits as Annexure-I & II. Annexure I is to be signed by the student & II by the parent / Guardian. Students are advised to obtain separate Non-judicial stamp paper of Rs. 20/-, duly signed by the parent as well as himself in front of the notary (acting as OATH COMMISSIONER) from their own home town. The affidavit in original is necessary to be brought by each student when they report for registration. Those who fail to do so will not be allowed for registration in the University. The college has set up a committee to tackle the matter.

- Loitering on the College premises is strictly prohibited.
- A teacher conducting a class at a given time shall be in absolute control of the class, and may take appropriate action in order to maintain discipline in the class.
- Any member of the teaching or non-teaching staff may intervene on the spot to deal with disorderly / destructive activities on the part of the students either in the class room or outside the class room in the College premises.

- Every student should take utmost care of the college property to keep the College premises neat, tidy and clean for the common welfare of all. Any damage done to the College building, furniture and fixtures by the students shall be treated as breach of discipline and therefore it should promptly be reported to the College Principal.
- Students are requested to take care of their own property. The College Authorities are not responsible for the loss of any personal belongings of the students.
- Any lost property, found by the student should be handed over in the College Office, which will be refunded to the claimant on identification.
- No student shall collect any money as contribution towards picnics, trips, educational visits; get together, study-notes, charity or any other activity without the prior permission of the College Principal.
- No society, association, committee, organization of students should be formed in the College without the sanction of the Principal. Outsider should not be invited to address any meeting or to participate in any college activity without the prior permission of the Principal.
- According to the circular N. Cert/Conv./1058 of 2008, received from University of Mumbai Students who intend to apply for duplicate copies of their statements of marks, certificates of passing, degree certificates as well as Special certificates, to produce an affidavit on a non-judicial stamp paper of Rs. 50/- made in behalf before the Metropolitan Magistrate or Notary appointed by the government to that effect, the reason for issue of the duplicate copy of the aforesaid documents mentioning there in also, the First Information Report (F.I.R.) registered in the Police Station for the reasons what so ever i.e. loss, damage of the same, etc. to check the misuse of the aforesaid documents. On completion of these formalities and payment of necessary fees, the required duplicate certificates will be issued to the concerned student accordingly.
- Any matter not covered by the rules and regulation in vogue and/or notified through notices, circular, prospectus etc., will rest at the absolute discretion of the Principal. The right of interpretation of any rule is reserved by the Principal.
- It is presumed that the student has acquainted himself / herself of all the rules, regulations etc. as stated in Prospectus and accepts the same as binding on him / her before seeking admission to this College.