

SVKM's Narsee Monjee College of Commerce and Economics  
(Autonomous)  
Vile Parle (West), Mumbai 400056

8<sup>th</sup> September, 2023

## **NOTICE STUDENTS**

Students are required to follow all the rules and regulations of the college. Violation of any rule may lead to punitive action.

- It is compulsory to wear your identity cards around your neck all the time while in the college campus. Not wearing the identity card shall attract a fine.
- Students must write their roll number on their identity cards with permanent black ink marker in the format A-99 or H-65 etc.
- **Strict action will be taken against students who misuse their identity cards. Please note that the identity cards are not transferable and giving it to other students to enter the premise is a serious offence that will attract stringent disciplinary action including rustication.**
- Students should maintain atleast 75% attendance in each term failing which they will not be allowed to appear for the final exams.
- Students are expected to be seated in their class or in library if they have a free lecture. No student should go to other classes or loiter in the corridor during free lecture.
- Students should sign the attendance sheet circulated during each lecture, failing which they shall not be marked present by the respective teacher in his/her lecture. **Tampering/writing on attendance sheets will attract strict disciplinary action.**
- Students are required to ensure that there is no damage done to college property. **Students must not touch or fiddle with the smartboards in the classrooms.**
- Students should **not use mobile phones during class hours.** If anybody is found using mobile, the mobile phone will be confiscated.
- **While using the lift facilities ensure that you let those inside alight first before trying to enter the same.**
- **Maintain a decent queue on the left side of the door of the lift and enter only from the left half of the door.**

- **Students should come decently dressed to college to maintain the decorum of educational institution.**
- **Students should not carry any valuables to college. College will not be responsible for the loss of the same, if they do so.**

Mrs. Bhavana Menon  
Vice Principal

Dr. Parag Ajagaonkar  
Principal