

SVKM's
NARSEE MONJEE COLLEGE OF COMMERCE AND ECONOMICS
(AUTONOMOUS)
PRESCRIBED CODE OF CONDUCT

CODE OF CONDUCT & QUANTUM OF PUNISHMENT FOR STUDENTS

1. Every student must obtain on admission, the Identity Card which must have his/her clear photograph duly attested and presented for inspection on demand.
2. Every student is required to maintain a minimum of 75% attendance in each term, in each subject, failing which the college authorities may not allow the student to appear at the final examination, as per the norms laid down by the University/Maharashtra State Board of Education.
3. Students must not loiter in the College premises while the classes are going on.
4. In case of illness, the Principal should be informed by the parents personally / via email.
5. Students must not attend classes other than their own, without the permission of the Principal.
6. Smoking and drinking alcoholic drinks is strictly prohibited on the college premises.
7. Students are required to maintain strict discipline and orderly conduct & refrain from engaging themselves from any kind of unruly behaviour.
8. No Society or Association shall be formed in the college and no person invited to address a meeting without the Principal's prior and written permission.
9. No Student shall collect any money or contribution for any purpose viz. picnic, trip, educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction from the Principal.
10. No student will be allowed to take active part in current politics.
11. No student shall communicate any information or write about matters dealing with the college administration to the Press.
12. Students are expected to take proper care of college property and help in keeping the premises clean. Damaging college property e.g. disfiguring walls, doors, fittings or breaking furniture, writing/drawing on the benches, misuse of air conditioning etc., will be considered as a breach of discipline and the guilty will be duly punished.
13. Students should not leave their books, valuables and other belongings in the classroom. The college is not responsible for lost property. However, students may make a claim for lost property at the office, if it is deposited in the college office.
14. Students applying for certificates, testimonials, etc. and those requiring the Principal's signature on any kind of document or application should first contact the college



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office and follow the procedure laid down for the same. Students should not bring any document(s) directly to the Principal for his/hersignature.

15. If, for any reason, the continuance of a student in the college, is, in the opinion of the Principal, detrimental to the best interest of the college, the Principal may ask such a student to leave the college without assigning any reason.
16. Students joining the college are bound by the rules and regulations of the college.
17. Insubordination and abusive language or misconduct on the part of a student are sufficient reasons for his / her suspension or dismissal.
18. Students receiving Government or College Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behaviour, regular attendance and satisfactory progress and good results at the college and University/ Board examinations.
19. It is the responsibility of the student to read the notice boards regularly for important announcements made by the college from time to time. They will not be excused or be given any concession on grounds of ignorance.
20. Matters not covered by the existing rules will be at the absolute discretion of the Principal.
21. Disciplinary action will be taken against students found using cell phones during lecture timings.

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Principal
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(Autonomous)
Mumbai - 56

ANTI-RAGGING WARNING

1. Ragging is cognizable offence under the law on par with rape and other atrocities against women and ill-treatment towards persons belonging to SC/ ST. Ragging is strictly prohibited in the entire institution, including its department, constituent units, all its premises (including academic, residential, sports, canteen etc.) whether located within the campus or outside.
2. Students indulging in ragging other students will be punished as per 'The Maharashtra Prohibition of Ragging Act, 1999 (Mah. XXXIII of 1999) Published in Maharashtra Govt. Gazette on 15th May 1999'. In pursuance to the judgement of the Hon'ble Supreme Court of India dated 08.05.2009 in Civil Appeal No.887/2009, the University Grants Commission has framed "UGC Regulations on curbing the menace of ragging in higher educational institutions, 2009" which have been notified on 4th July, 2009 in the Gazette of India".
3. Administrative Actions in the event of Ragging: The institution shall punish student/s found guilty of ragging after following the procedure and the manner prescribed herein under:
 - a. The Anti- Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging, and nature and gravity of the incident of ragging, established in the recommendation of the Anti- Ragging Squad.
 - b. The Anti-Ragging Committee may, depending upon the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely:
 - i. Suspension from attending classes and academic privileges
 - ii. Withholding/withdrawing scholarship/ fellowship and other benefits.
 - iii. Debarring from appearing in any test / examination or other evaluation Process
 - iv. Withholding results.
 - v. Debarring from representing the institution in any regional/ national or International meet, tournament, youth festival, etc.
 - vi. Suspension/ expulsion from the hostel.
 - vii. Cancellation of admission.
 - viii. Rustication from the institution for period ranging from one to four semester,
 - ix. Expulsion from the institution and consequent debarring from admission to any Other institution for a specified period. Provided that where the person committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.



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ANTI-RAGGING WARNING

PROHIBITION ON SALE OF CIGARETTES OR TOBACCO PRODUCTS

Section 6 of The Cigarettes and other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution) Act, 2003 provides that no person shall sell, offer for sale or permit sale of cigarettes or any other Tobacco Product:

- a) To any person who is under eighteen years of age.
- b) In an area within a radius of 100 yards of any educational institute.

Sale of Cigarettes and other Tobacco Products in an area within a radius of 100 yards of an educational institute is strictly prohibited and is a punishable offence under Section 24 of the Act with a fine which may extend up to 200 Rupees.

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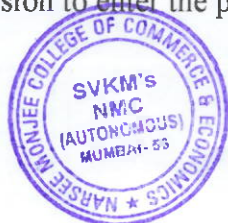
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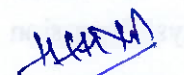
QUANTUM OF PUNISHMENTS FOR INDISCIPLINE BY STUDENTS

1. Transfer of Identity cards and acceptance of such indiscipline by students. – One day suspension along with fine of Rs. 500/- to both the students.
2. Transfer of Identity cards, not accepted by student but proven in the inquiry – three days suspension along with fine of Rs. 500/- to both the students.
3. Use of mobile without permission in the classroom – Fine Rs. 500/- Faculty may confiscate the mobile phone from the student and deposit it with the Accountant in the office. Student will go to the office and collect it after paying the fine.
4. Disrespectful behavior of student with faculty/Non-teaching staff – statement of the Faculty/Staff is to be considered and accepted. The decision about disrespectful behavior by student will be determined by the Faculty/Staff, however the discipline committee will hear the student's plea if any. – Suspension of 3 days.
5. Disturbing/mischievous behavior during lecture - statement of the faculty is to be considered and accepted. The decision about disrespectful behavior by student will be determined by the faculty, however the discipline committee will hear the student's plea if any. – Suspension of one day.
6. Inappropriate washroom behavior – Boys found in girl's washroom or girls found in boy's washroom – 7 days suspension.
7. Use of mobile for inappropriate means – text/audio/video-clip/photograph taken/captured voluntarily/involuntarily by the students taken of fellow students/faculty/staff will be considered as punishable offence with 7 days suspension & mobile will be confiscated.
8. Damage of college property – Recovery of the cost of property plus fine of Rs. 1000/- . CCTV observance will be followed.
9. NM College campus is earmarked as non-smoking zones. Possession and Consumption of alcoholic beverages / toxic materials and student's presence on the campus under the influence of alcohol/ toxic material/ addictive material is a serious offence. Defaulters will be punished depending on the gravity of act. Any student found consuming or in possession of any objectionable material will be rusticated from the campus. Further after enquiry, if student is found guilty the student's name will be struck off from the roll of the University Rules.
10. Bringing friends, relatives, outsiders, or any unknown person inside the premises without permission of the security - Suspension for two days. Outsiders on the premises without security's permission will be treated as trespassers and legal action may be taken against such person.
11. Failure to produce identity cards to the security staff or the staff members on enquiry – one day suspension
12. Attending class other than their own without teacher's/Principal's permission – Absent mark for the whole day.
13. As per the prescribed dress code, students are expected to dress in formals/smart casuals (no crop tops, shorts, short dresses, short skirts, spaghetti tops, tube tops etc.) No permission to enter the premises without the prescribed dress appropriate for the



educational institution. In case of failure of adherence to dress code fine is Rs. 1000/- and student will be sent back home.

14. Ragging is a crime. Student should not indulge in any form of ragging. Ragging is strictly prohibited in NM College. Any such act will be liable for punishment as per the Maharashtra Prohibition of Ragging Act 1999.
15. Playing loud music without earphone, without permission is strictly prohibited in the College premises. Defaulters will be punished by fine of Rs. 500/- and their instruments will be confiscated.
16. Any comments/videos posted in social media, print media attempting to bring malign to the college or offending any individual will be viewed very seriously and will attract severe disciplinary action and students may be called upon for the explanation.
17. Assault, Endangerment or Infliction of Physical Harm, Physical restraint, assault or any other act of violence or use of physical force against any member of the campus or any act that threatens the use of physical force or bringing Weapons and Fireworks in the premises – severe disciplinary action.
18. Students are required to submit the internal assignments on time and follow all the instruction given in that regard by the faculty in-charge of the specific course.
19. In case of inappropriate behavior offend-able to others, the college has a right to lodge police complaint against the unruly student.
20. In case of repetitive offences, the punishment could be double than the previous one.


Heena Bhuvra

Vice Principal &
Chairperson Discipline Committee




Dr. Parag Ajagaonkar

Principal

