



## **Sterling College of Arts, Commerce & Science, Nerul**

### **DISCIPLINE & Code of Conduct for Students**

**Failure of abide to the below mentioned norms shall be constructed as misconduct.**

- S.1. Self-discipline is the first step to educate one self. All students are expected to Observe rules and regulations currently in force to enable the smooth working of the college.
- S.2. Attendance at lectures, tutorials, if any is compulsory. A student has to attend college as per ordinance O.6086 of the University of Mumbai
- S.3. Students are prohibited from doing anything inside or outside the college that will interfere with its orderly administration or affect its public image. No outside influence, political or any other should be brought in the college directly or indirectly. Violation of this clause principal & management has the authority to take appropriate action as it deems fit from case-to-case basis.
- S.4. Students resorting to **unfair means at the examinations** will be dealt in accordance with the provisions of the **Government of Maharashtra Act No. XXXI of 1982 and the Maharashtra Universities Act 1994.**
- S.5. **Students should always wear their valid college Identity card whenever in college or while representing the college at any other place.** Further, it should be produced whenever demanded by any of the college staff.
- S.6. During the conduct of lectures, students **should not loiter in the corridors or in and around the college premises.** If found strict action can be initiated by the college authorities.
- S.7. Students remaining absent shall **submit leave note signed by their parents/guardians** stating reasons for their absenteeism. **Absenteeism on medical grounds** should be supported by a **medical certificate.** In all cases, **absenteeism over three days** should be immediately brought to the **notice of the principal.**

- S. 8. Students having **deficit attendance without valid reason can be restrained from writing the exams. No students/parents / guardian** has the authority to **intervene in the decision** taken by the principal or the competent authority.
- S.9. The college enforce a decent dress code. However, all students are expected to observe dress code without any argument or unpleasant exchange of words.
- S.10 While representing the college at any other place, the student's behaviour **should not be detrimental to the image of the college.**
- S.11. In case of any problem, personal or academic, students should report to the Prof-in-Charge of their respective class who shall help them to solve their problems.
- S.12. Students are directed **not to bring any outsider** in to the college premises.
- S.13. Students are directed **not to collect any fund from other students or from outsiders** without the written permission of the principal. If any such behaviour is reported to the principal or competent authority **principal has the right to take necessary legal action against such students.**
- S.14. Students shall take proper care of all college property. Any damage done to the property of the college by disfiguring walls, rooms, windows and fittings or breaking the furniture and such things is a breach of discipline and will be punishable.
- S. 15. Damage done to the college property directly or indirectly will have to be made good by the concerned class students.
- S. 16. The students shall not throw papers or any other material which makes the premises dirty. Anyone found indulging directly or otherwise shall be liable to punishment.
- S.17. Meeting, demonstration, party or picnic will be permitted only with the prior permission of the principal.
- S.18. No Freshers party/ Farewell party shall be allowed without prior permission of the principal (College authorities will not take up the responsibility for the functions held outside the college Campus)
- S.19. Anyone who violates the code of conduct will be severely dealt with & appropriate action shall be initiated.
- S. 20. Students are prohibited to indulge in political work in the college premises & use college name.**
- S.21. The loss of mark-sheet should be immediately reported to the Principal/Vice Principal along with a detailed written explanation of the circumstance in which the mark-sheet was lost. The report of the loss of mark-sheet should be reinforced with

a police complaint made to the nearest police station and an undertaking as admissible from time to time by the institute or the college specifying details. The principal may issue a duplicate mark-sheet after considering the propriety of the concerned student. Serious disciplinary action will be taken against students for misusing the mark-sheet. The students will be charged nominal fee for duplicate mark-sheet.

S.22. **The powers relating to the disciplinary action in the college will vest with the principal and his decision in this respect shall be final.**

S.23. Students joining the college are required to abide by all the Rules, Regulations and Instructions that are issued by the college authorities from time to time. **Any violation appropriate action shall be executed as deem fit.**

