

Bharat Shikshan Prasarak Mandal Latur's

**Jaikranti College of Computer Science and Management Studies,
Katraj, Pune 46.**

(Affiliated to Savitribai Phule Pune University)



Code of Conduct for Students



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The vision of Bharat Shikshan Prasarak Mandal's Jaikranti College of Computer Science and Management Studies is to make quality higher education accessible to the marginalized sections of students and to refine their skills by imbibing value-based culture and contribute to holistic development of the students and make the college a center of excellence in higher learning. Following Code of Conduct is a guide to the students for their responsibilities while on the Campus as individuals and as future face of the Institution. The code shall be applicable to all the students admitted to this Institution under any academic programme. It is the responsibility of each student to become acquainted with the provisions of the Code.

To achieve the above objectives the college prescribes a code of conduct for its students.

Attendance

- Minimum 75% attendance for lectures/practicals is expected from the students. The students must keep their parents/guardians well informed about their attendance and progress in college.
- Students must be punctual in attending lectures, practicals, examinations etc.
- Any leave of absence due to illness, personal emergencies will have to be informed to the respective class teacher and seek permission along with medical certificate/relevant documents.
- The students must refer to all notices displayed at various places on the notice board as well as on SPPU website. Ignorance of the same cannot be an excuse.
- Attendance to the assigned guest lectures and programmes is mandatory for all students.
- Attendance for examinations, assessments, industrial visits, field visits, etc is mandatory. Prior permission must be sought from the Course Coordinator in case of absence.
- Students are expected to attend different add-on courses launched by the college from time to time.

Discipline

Access and I Card:

No student shall enter the college campus without their valid I card. I card must be produced on demand at any given time. Students shall wear the I card at all times.

Uniform and Dress Code:

- Uniform is compulsory for all students every Monday, Wednesday and Friday. Students must wear full uniform for guest lectures, industrial visits, field visits, practical examinations, college programmes and in cases whenever instructed by college authorities.
- The students are expected to wear decent formal/informal clothing while they are in college campus. Three Fourth Trousers, Short Pants, Short Skirts are not permitted in the campus.

Mobile Phone Usage:

- Though mobile phone usage is not prohibited in college campus, it should be noted that the mobile phones should not create disturbance in lectures/practicals.
- Mobile phones should be switched off or on silent mode. Use of mobile phones in classrooms is prohibited.
- Obscene photography, videography of any kind by the use of mobile phones is strictly prohibited.

Behavior

- Students must observe strict discipline in the college premises. They should not disturb the teaching / administrative staff at all times.
- Any form of Physical or Mental Ragging of students in or out of campus will not be tolerated. It will lead to instant expulsion of student from the college.
- Any violence, carrying weapons, coercion, sexual harassment, mental harassment, defamation will not be tolerated in or out of the college premises.
- Any damage, to college property is strictly prohibited. Writing on walls, benches, graffiti of any kind, damaging or destroying electrical, computing equipment will be considered punishable by the college authorities.
- Smoking, Drinking, Gutka, tobacco, narcotic drugs consumption and any form or kind of addiction will not be tolerated at all. Any student found consuming any of the above will lead to serious action by the college.
- Any indecent behavior during annual social gathering, college events, in college stunts is strictly prohibited.
- Students are instructed to refrain from any political associations on campus.
- Students shall not form any society, association or forum and no meetings of such sort will be conducted.
- Students shall keep their parents updated and informed about the college activities and the notices issued by the college from time to time.

Social Media Behavior

- The image of the college is in the hands of its students. Hence no student shall indulge in defaming the name of the college on social media.
- The college authorities, teachers, fellow classmates shall not be ridiculed or trolled on any social media platform.
- Spreading rumours about the college, gathering support on social media, pressurizing to join social media campaigns, etc is not allowed.

Following the code of conduct is for the safety of the students. While following code of conduct Students are encouraged to take maximum advantage of their college life to build their career and Nation in a disciplined manner.

Disciplinary Actions

Depending upon the severity of the offence, following actions could be taken against the defaulter:

- i. Warning or Reprimand: The student engaged in any banned behaviour will be issued a warning letter. The conduct of such student shall be informed to the Parent/Guardian.
- ii. Tendering Apology: The student engaged in any prohibited behaviour may be asked to tender an apology for his/her act, along with an undertaking that he/she shall not engage in such or any other prohibited behaviour again.
- iii. Debarring from attending campus recruitment: A student/group of students may be prevented from registering for college placement cell and debarred from attending any campus placement related activities.
- iv. Suspension of privileges: A student/group of students may be banned from availing opportunities like using common academic facilities (e.g. library, computer centre etc.), recommendations for loan/scholarship/fellowship etc; representing the Institution in any national or international meet, contest, youth festival, etc.
- v. Suspension from College:

A) If any student violates the Code of Conduct which leads to tarnishing the image of the College or involves in any activity which endangers the dignity and security of other students or staff of the College and if the college authorities find evidence/s against the student, he/she shall be suspended from the College for a maximum period of 15 days, pending further enquiry by the College authorities.

B) A student may be suspended from the college for violation of any of the provisions of this Code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student. The student shall lose his/her attendance for the suspended period. The period of suspension shall be decided based on the conclusion and advices of the enquiry committee.

- vi. Restitution: Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/disfiguration to property of the College or any property kept in the premises of the College in any manner. The students/group of students may be asked to compensate for the loss that has been caused to any person or property of the College or any property kept in the premises of the college due to the act of vandalism perpetrated by the students. The students/group of students shall also be liable to put in their service to restore any loss or damage caused to any property and thereby bringing it to its original form if it is possible.
- vii. Debarring from Examinations: A student/group of students may be debarred from writing all/a few/some of the examinations, which forms part of the academic program for which he/she/they has/have joined.
- viii. Expulsion: This is the intense form of disciplinary action and shall be resorted to only in cases where harsh action is warranted. Expulsion is the permanent dismissal of a student from the College. Any student who is persistently disobedient, who is frequently or intentionally harmful even after caution and punishments in view of the competent authority, is likely to have an unpleasant influence on his/her fellow students, will be detached from the rolls. Such a student will not be eligible for readmission to any of the courses of this College.
- ix. Other appropriate sanctions may be imposed by the competent authority of the Institution singularly or in combination with any of the above listed actions.

