



॥ विद्या विनयेन शोभते ॥

Janardan Bhagat Shikshan Prasarak Sanstha's

RAMSHETH THAKUR COLLEGE OF COMMERCE & SCIENCE

Plot no-1, Sector-33, Kharghar, Navi Mumbai – 410210
Affiliated to University of Mumbai

Estd. 2010-11

AY 2022-23

Rules of Discipline and Code of Conduct for Learners

Attendance

- Attendance at all lectures/practical/tutorials/tests/assignments/ examinations is compulsory for all courses. A learner, who is not regular in attendance or fails to carry out his/her work to the satisfaction of the Principal, is liable to cancellation of his/her terms.
- The learner do not have minimum required attendance of 75% of actual lectures/practical conducted in each semester or do not show satisfactory progress in semester / internal examinations will not be sent for college / University examinations
- Periodical tests/assignments/ seminars are compulsory for the learner of all classes.
- A learner who remains absent for the periodical test/assignment / examination due to his/her illness shall be required to submit the medical certificate, along with the application endorsed by parent
- A learner who remains absent for three consecutive days is required to submit a leave application duly signed by his/her parent/guardian.
- Learners who are not permitted for the University Examination will not be re-admitted to the college.
- Due to Covid-19 pandemic situation, if it is not possible to conduct offline lecture, we have made provision to conduct online lecture for all the classes. Learners have to join the online lecture on time and expected to follow the online class etiquette. It is mandatory for every learner to have minimum 50% attendance for each course and average attendance has to be 75%.

Instructions to Candidates about Examinations

- Be in time. A candidate who is late by more than 30 minutes shall not be allowed to the examination hall.
- No candidate shall be permitted to leave until half an hour is over after the question papers have been distributed.
- Enter on the title page the class, subject, section and seat number.
- Write on both sides of the page, unless instructed. Rough work should be written on the left hand side or on a separate page. Answer each question on a new page and number it.
- No pages shall be turn off from the answer-book given to the candidate.
- Nothing shall be write on the question paper.
- Exchange of written materials, stencils, mathematical instruments, etc. is strictly prohibited. Ask the supervisor in case any thing is needed but do not leave the seat



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on any account, at any time do not leave the Examination Hall during the last ten minutes.

- A learner is liable to disciplinary action for use of unfair-means e.g. if he/she
 - Keeps with him/her any book, notes or any other written material.
 - Speaks to or communicates, in any other way with another candidate.
 - Disobey any instructions issued by the senior or junior supervisor or is guilty of rude or disobedient behavior.
 - Any use of unfair-means during the examination is liable to severe penalties as per the ordinance.
 - Ten minutes before the close, a warning bell will be rung, after which no candidate will be permitted to leave the hall. At the second bell, all must stop writing and be ready to handover the answer booklets to the supervisor.

III. Discipline

- Learner should always wear their valid college identity card whenever in the college or shed be produced whenever demanded by any of the college staff. No learner is allowed to enter the college premises without valid identity card
- In case of the any problem, personal or academic learners should report to the respective teacher or faculty in-charge or the Principal who will help them to solve their problems.
- Every learner is responsible to the college and should take utmost care of the college premises/ property. Any damage done to the property of the college is to be compensated individually or collectively.
- Any damage to the college building, furniture and fixtures by the learners shall be treated as breach of discipline.
- Learners are advised to take care of gardens, plants, flowers, etc.
- Learners should observe good punctuality. Appropriate action will be taken against late comers.
- No committee or organization of learners is permitted in the college.
- Learners will not be allowed to bring any outsider with them in the college but in special case parents or any outsider may be allowed with prior permission and valid reason and entering the name on the gate register
- No person, other than college staff, can be invited to address any meeting or to participate in the college activity without prior permission of the Principal.
- Learners are not supposed to loiter in the college corridors or college premises.
- Learners are expected to be seated in their respective classrooms at the stroke of the first bell and wait for the teacher Learners are to make use of the library/reading rooms during free periods.
- Smoking is strictly prohibited in the college premises.



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- If the conduct of any learner is detrimental to the college, the Principal may ask the learner to leave the college without assigning any reason. The Principal's decision is final in this regard
- No learner shall collect any money without the written permission of the Principal
- Discipline and good behavior are expected from the learner's at all social gatherings and celebrations at the college.
- No notice shall be put on the notice boards, including black boards without the written permission of the Principal or the faculty members authorized in the matter concerned.
- Learners shall not organize picnics, excursion trips, etc., on their own, without the written permission of the Principal.
- All activities, meetings, gatherings, picnics, hiking, etc. that will be organized only with the pre written permission of the Principal.
- The powers relating to the disciplinary action in the college will with the Principal and his decision in this respect shall be final. Anyone who violates the code of conduct will be severely dealt with.
- Learners are not allowed to make complaints in a body or present any collective petition, but they are welcome to present their case, if any, individually to the principal.
- All the circulars, notices related to examinations and other programs / activities, etc. are displayed on the college notice board. Concerned learners will be held responsible for the loss, if they failed to read the notices.

IV. Behavior and Conduct

- Learners are prohibited from doing anything inside or outside the college that will interfere in college administration or affects its public image. No outside influence, political or any other should be brought into the college, directly or indirectly.
- Courtesy and respect must be the key aspects of learner's behavior. Disrespect and disobedience may result in disciplinary action, involving suspension or even expulsion.
- When the teacher enters the classroom, the learner must rise, remain standing still they are directed to sit down. When the attendance roll is calling, each one must raise and give the presence.
- Learners are expected to greet all visitors and members of the staff with respect. They should always remember that the college is judged by their conduct. Any major breach of discipline courtesy and disrespect for the members of the college staff will be treated as serious and responsible learners for such misbehavior will be summarily dismissed.
- Scribbling on the walls, desks, etc. should be avoided. If any learner is found scribbling the walls/desks, disciplinary action shall be taken against him/her.
- All learners are responsible to the college authorities for their behavior both in and outside the college both individually and collectively. Any reported or observed objectionable conduct outside the college on the part of the learners shall render them liable for disciplinary action.



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- Congregating on the road in front of the college or at the entrance of the college creates a bad impression on the passers and therefore, is to be avoid.
- Learners are not expected to sit on the steps of the staircase or on the steps of the portico of the college.
- Learners have to park their vehicles at the parking shed only Movement of vehicles in the college campus shall be in a moderate speed only throwing about waste papers, defacing the walls and committing nuisance on the college grounds are punishable offenses.
- Learners must not join any club or society or make any engagement that would interfere with their academic schedule, without the prior permission of the Principal.
- Learners are not allowed to play in any team against the official team of the college.
- Learners are forbidden to organize or attend any meeting within the college or collect money for any purpose from learners and outsiders or to circulate among the learners any notice or petition of any kind or paste it on the college notice board without the written permission of the principal.
- The college is not responsible for loss of goods, valuables, money, etc., lost in college premises; it is advisable not to bring valuables to the college.
- No books (other than text books or reference books or library books), magazines, etc. may be brought to the college.
- All should be particular about deadliness of the college. They should use the baskets and ting specially provided for.
- Habitual idleness, late coming, willful disobedience or misconduct, individually or collectively wit be seriously dealt with.
- Learners suffering from diseases declared infectious by a Registered Medical Practitioner and which requires quarantine or segregation will not be permitted to attend the college without being certified as cured by the same Medical Practitioner.
- Any learner who is persistently insubordinate or is repeatedly or willfully mischievous or malpractices in connection with examinations or has committed an act of serious indiscipline and/or misbehavior, or who, in the opinion of the Principal has an unwholesome influence on his fellow learners may be suspended from the college for specified period or even expelled from the college.



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- Insubordination and indecent language or conduct are sufficient reasons for the suspension / dismissal of the learner.
- Learners should switch off the lights, fans, etc. when not required and also while leaving the classrooms/laboratories/library.
- Learners should make themselves familiar with the college rules and regulations concerning them and also with the regulations and notices issued by the college from time to time.
- Learners joining the college are, by that very fact, deemed to accept and observe all the rules and regulations of the college to the entire satisfactions of the college authorities.