



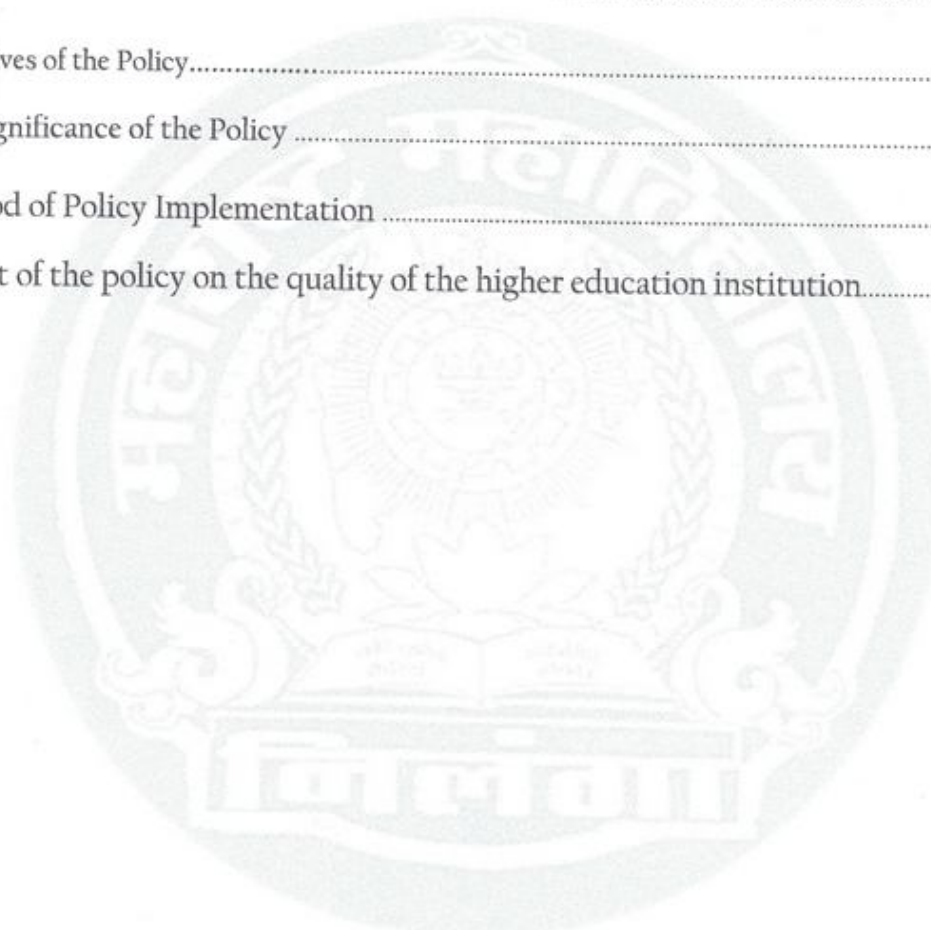
Maharashtra Shikshan Samiti's

Maharashtra Mahavidyalaya, Nilanga

Handbook on Code of Conduct for Students

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## THE CODE OF CONDUCT FOR STUDENTS

### Introduction

Maharashtra Mahavidyalaya endeavors to develop students intellectually and morally so that they become disciplined and sensible citizens. To ensure that the students keep their behavior befitting the reputation of the college and to their own self-respect, the college has devised various mechanisms and facilities. It shall be the duty of every student to treat teachers, non-teaching staff, and office staff with respect. Self-discipline is the mark of a mature human being. We believe that our students should have the ability to monitor their own behavior and be accountable. In order to ensure observance of disciplined behaviour, the campus of Maharashtra Mahavidyalaya is under CCTV surveillance 24X7. Besides, The Discipline Committee, Teachers, and Non-teaching staff keep watch on the behaviour of the students which ensure the safety and security of the girls and boys students. Additionally, as we have Nilanga Police Station adjacent to the campus the personnel from the Police Station take patrolling rounds. Our mission statements are “To mould the character of students through value based education” and “To refine the personality of the students with positive approach and purposeful skills”

Accordingly, there are following committees, cells and departments which monitor and create awareness regarding maintaining discipline.

1. Discipline and Code of Conduct Committee
2. Anti-Ragging Committee
3. Minority Cell
4. Grievance Redressal Committee
5. Vishakha “Prevention of Sexual Harassment Committee”

## Facilities and Initiatives for Observance of Discipline and Code of Conduct

1. 24x7 CCTV Surveillance at all the Buildings, Classrooms, departments,, laboratories, Parking areas, indoor sports complex, library and open spaces.
2. Surveillance rounds by the Members of the Discipline Committee
3. Patrolling rounds by the Police Station
4. Boards of preventions of ragging, Harassment and Unruly Behavior are displayed in the campus.
5. The rules of disciplines are published in the Prospectus of the college in order to create awareness and educate the students against the violation of code of conduct.
6. In every laboratory the rules of the laboratory and SOPs of the laboratory are displayed.
7. College organizes awareness activities regarding the code of conduct.
8. Notices are circulated among the students regarding maintaining discipline and adherence to the rules.
9. The code of conduct and professional ethics for the teaching staff are printed in their Daily Teaching Report (DTR) Book.
10. There is a special policy for Code of Professional Ethics for teaching and Non-teaching staff.
11. Minority Cell ensures the atmosphere of inclusiveness, support and mentoring to the students belonging to the minority communities.
12. There are specified uniforms and I-Cards for the students and staff.
13. Complaint Boxes stuck at various places and regularly opened for receipt of complaints.
14. Mechanism for timely redressal of complaints.
15. Awareness programmes are organized for girl students regarding their legal rights.
16. As an encouragement to the good behaviour, prizes are awarded to the students who score the highest marks in the examination and their names are



written on the merit board. The students who achieve prizes in various competitions are felicitated.

### Students should follow the following instructions and rules.

1. Attendance of students is taken in every lecture.
2. Minimum 75% attendance per month for each subject is compulsory.
3. Weekly/fortnightly/monthly/semester/pre-annual etc. conducted by the college. Exam is compulsory for students.

#### Ban on Smoking

It is strictly prohibited to eat tobacco, betel leaves and smoke cigarettes and cigarettes in the premises of the college and strict action will be taken against those who smoke.

#### Rules Regarding Educational/ Study Tours

Educational trips are organized by the college only during Diwali vacation if necessary for the course of various subjects.

- 1) According to the government regulations, the use of mobile phones is completely prohibited in the college premises during the examinations.
- 2) Legal action will be taken against students found guilty of ragging. If found guilty Rs. A fine up to 25000/- will be levied along with closure of classes, deprivation of examination, suspension of scholarships etc. along with criminal charges may be filed. Every student must maintain peace and order in the classroom and surroundings.

● The following acts constitute disciplinary action.

- 1) Coming to college without uniform and identity card.

- 2) Quarrels, violent behaviour or any other unruly behaviour unfit in the educational premises.
- 3) Taking collective leave without prior permission.
- 4) Harassment of female students.
- 5) Disobedience to faculty, rude behavior towards faculty and staff.
- 6) Writing obscene text and drawing pictures on the college building, desk, board.
- 7) Loitering in the verandah or standing in front of the class and performing eccentric movements etc.
- 8) Going on trips without the permission of the college, organizing mutual trips and organizing events like friendship gatherings etc. outside the college. Unruly behavior will be considered.
- 9) Vandalizing, stealing, tearing books in the library etc.

### Discipline and Code of Conduct

- Students must carry identity card in the college and in the college premises. It is better to show it in retrospect.
- Students should not bring outside persons.
- Students shall not collect any funds from other students or any outside person without the permission of the Principal.
- Students should not linger in the verandah during class hours.
- Students should keep their mobiles switched off after entering the college. If the mobile phone rings, it will be confiscated.
- Students should not organize any educational trip, expedition, visit, picnic and ceremony etc. without the written permission of the Principal.
- Students indulging in ragging behavior will be dealt with strictly as per the Prohibition of Ragging Act 1999 (Act No. 33/of 99).
- The principal will have the right to take action against the students who are behaving out of the rules, their decision will be final and binding.

- Proceedings under the Prevention of Harassment of Women Act. Abuse -
- Chewing of tobacco etc. and smoking, spitting on the wall.
- Coming to college without identity card, making gangs, creating chaos, fighting.
- Harassment of students.
- Writing obscene text and drawing pictures on college premises, decks, plaques, boards.
- Arrogance and disobedience to assistant professors and staff.
- Students who commit the above misbehavior are first warned, then fined. Educational concessions are discontinued. Examination application is not filled. Admission is canceled and on certain occasions police action is taken against such students.
- It is the responsibility of the students to see that the notices of the college are posted on the Boards from time to time which are important to all students. The college will not be responsible for any loss due to non-reading of instructions.



**Principal**

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