

## **COLLEGE DISCIPLINE RULES and REGULATIONS**

1. The College attaches great importance to discipline and the same must be scrupulously observed by all students. Failure to comply with any of the rules and regulations from time to time will lead to strict disciplinary action.
2. Students joining the College shall observe all the Rules and Regulations of the College lay down from time to time.
3. All students are responsible to the I/C Principal and members of the staff for their conduct in public.
4. Insubordination, use of abusive language, misbehavior and misconduct will lead to the dismissal of a student from the College.
5. Demonstration of any kind in the College is strictly prohibited.
6. In case of sickness, a leave of absence application must be submitted to the College office along with a medical certificate stating the ailment in detail and a fitness certificate by a REGISTERED MEDICAL PRACTITIONER at the time of resuming the College are essential. In case certificate is not submitted in time to the College office, no leave of absence will be granted to a student.
7. All receipts on account of the fines collected from students for any reason whatsoever must be maintained by a student.
8. Students applying for bonafide certificate, testimonials or any certification by the I/C Principal, should contact the College office.
9. College displays monthly attendance of students by first week of every month. Students should ensure that they see the notice board as and when the attendance defaulters' lists are displayed. If a student has any grievance regarding attendance, he/she may approach the Students' Grievance Redressal Cell.
10. Students of first year should keep sufficient photocopies of H.S.C. mark sheet, since the original mark sheet will be returned after one year.
11. Students must always keep with them the Identity Card issued by the College with their recent photograph affixed, bearing the signature of the I/C Principal and they must present it for inspection or verification whenever demanded by the College Authorities and / or by the Security Staff. No

student shall be allowed to attend lectures, practical etc. unless he/she wears Identity Card around the neck. Defaulters will attract a fine of Rs.100/.

12. Students must not attend lectures other than their own without the special permission of the I/C Principal.
13. Students should make use of the College library if they have a free lecture.
14. Students must be in their respective classrooms in time. Late comers may not be allowed to enter the classrooms.
15. Students must do nothing either inside or outside the College that will in anyway interfere with its orderly administration and discipline of the College. They should not communicate any information or write anything about the College to the press / post any information on the website / You Tube / Face Book etc. without the prior written permission of the I/C Principal.
16. Students are liable to lose their terms for disobedience, misconduct, misbehavior or for any act of indiscipline (University Ordinance 125 B and 125 (E)).
17. Students must take proper care of all the College properties. Any damage done to the property of the College by way of disfiguring walls, doors, windows and fittings or breaking furniture etc. will be treated as breach of discipline and the concerned student will be punished, fined and/or suspended. Smoking, Tobacco-Chewing, consumption of Drugs etc. are strictly prohibited in the College premises.
18. Use of Mobile Phones, Walkman, etc. in the College building is strictly prohibited. A fine of Rs.300/- will be collected from students and mobile handset will be confiscated for a week.
19. No get-together, excursion or tour shall be arranged without the prior written permission of the I/C Principal. If students join an unofficial get together, excursion or tour, the College shall not be held responsible for anything that happens in the get together, excursion or tour. College does not organise any picnic.
20. No association or organisation shall be formed, no meeting shall be held and no person shall be invited to address the students in the College without the prior written permission of the I/C Principal.

21. No student shall collect money as contribution to picnic, trip, educational visit, get together, study notes, charity or for any other activity without prior sanction in writing of the I/C Principal.
22. In competitions like debate, elocution and other meetings, chair must be taken by a responsible person approved by the I/C Principal and the subject of debate or lecture must have the prior approval of the I/C Principal.
23. All bonafide students are accountable to the I/C Principal. Their behavior inside and outside the College should not be detrimental to the image of the College and any individual or group of students should refrain from all such activities which may bring disrepute to the college and such student/s if found guilty may be expelled or suspended from the College.
24. RAGGING IS PROHIBITED WITHIN OR OUTSIDE THE COLLEGE. IF ANY COMPLAINT IS RECEIVED THE PERSON CONCERNED WILL BE PROSECUTED UNDER PROHIBITION OF RAGGING ACT, 1999. Punishment includes jail up to two years and a fine up to 10,000/-. Convicted students will be dismissed from the institution and such students shall not be admitted in any other educational institution for a period of five years.
25. Students should not wear cap in the classroom. No eatables are allowed in the class rooms & in the library.
26. Students, if they involve any outsider or any political party in regards to administrative matters of the College, such act will be treated as indiscipline and student/s concerned will be punished in accordance with the University Ordinance 125C.
27. Videography of the campus and classrooms, laboratories, office, etc. is strictly prohibited.
28. Matters not covered by the existing rules will be at the discretion of the I/C Principal.

### **STUDENTS' GRIEVANCE REDRESSAL CELL**

Students can approach the Students' Grievance Redressal (SGRC) Cell for any genuine grievance except for matters related to revaluation of answer papers at

the examinations and unfair means resorted by students at examinations. The SGRC comprises of

1. Shri. B.D.REDDY - Convener
2. Shri. R.K.Tayade - Member
3. Mrs. G.D'souza - Member
4. Mrs. P.Kamath - Member
5. Mrs.(Dr.) V. Hanchinal - Member
6. A Student Member

Download application of grievance, fill it completely and submit it to the Convener. The Convener will call a meeting where the complainant has to remain present himself or herself. No one except for the complainant can be present in such meeting.

### **CAUTION**

RAGGING/HARASSMENT BY STUDENT/S AND OR BY OUTSIDER/S OF STUDENT/S IN AND OUTSIDE THE COLLEGE CAMPUS WILL BE DEALT AS PER PROHIBITION OF RAGGING ACT, 2009.

MANAGEMENT OF SANSKARDHAM KELAVNI MANDAL AND OR J.M.PATEL COLLEGE DO NOT COLLECET EXTRA FEES OR DONATION FOR ADMISSION TO DEGREE COLLEGE PROGRAMMES. If any one does so you are free to lodge a police complaint against the person involved in such act.