



SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

An Empowered Autonomous College | Under Savitribai Phule Pune University

Reaccredited 'A+' with 3.51 CGPA For Third Cycle By NAAC | College with Potential for Excellence

CODE OF CONDUCT FOR STUDENTS



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Preamble to the Code of Conduct

The student code of conduct is established to foster and protect the core missions of the Symbiosis College of Arts and Commerce, Pune an autonomous college under Savitribai Phule Pune University, to foster the scholarly and civic development of the Institute's students in a safe and secure learning environment, and to protect the people, properties and processes that support the Institute and its missions. However, the establishment and maintenance of a community where there is freedom to teach and to learn is dependent on maintaining an appropriate sense of order that allows for the pursuit of these objectives in an environment that is both safe and free of invidious disruption. Rules and regulations are necessary to mark the boundaries of this needed order

Objective

The objective of providing the code is to provide a clear set of guidelines on how students are expected to behave towards each other. Adherence to these guidelines will help protect an important identity of the Symbiosis College of Arts and Commerce i.e. providing an open, tolerant and friendly atmosphere that is conducive to learning. It also aims to promote high standards of discipline and encourage students to see the benefits of compliance of work-place rules. If the code appears to have been breached, do contact the relevant Head of the Institute/the Registrar of Symbiosis College of Arts and Commerce. This code attempts to keep the following basic rules of good living as the framework.

Code of Conduct Rules for the Students:

- 1) Students are requested to maintain the highest standard of behavior and discipline both inside and outside the College.
- 2) Students are required to improve and maintain consistency in their performance in the examinations in order to get promotion to subsequent Semester.
- 3) They shall strictly observe these Code of Conduct framed by the College. Violation of which, will be dealt by the Principal and respective statutory committees issued by State and



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Central Government and University Grant Commission or by the parent institute

(Symbiosis Society) from time to time in the manner she/he considers fit and her/his decision will be final.

- 4) On the first bell, students shall assemble in the classrooms. No student shall enter the class or leave the class without the permission of the lecturer.
- 5) Every class in charge keeps a close watch on the students' attendance, progress and conduct.
- 6) Irregular attendance, indifference in regard to class work and examination, discourtesy towards teachers, insubordination, obscenity in word and act, willful damage to College property, anti-social activities etc. are liable for disciplinary action which includes expulsion from the College.
- 7) Attendance at the College functions like association meetings, college assembly, seminars, group discussions, industrial visits, viva voce etc. are obligatory to all students.
- 8) Without the permission of the Principal, students shall not organize any activities or associate with any outside group concerned with the College.
- 9) The Principal shall have the power to expel any student from the College if the student is guilty of serious misconduct or student's presence in the College is injurious to the order and discipline.
- 10) Late comers can enter the class only if permitted by the lecturer. They may be marked present by him/her at the end of the hour only if there is sufficient reason for being late.
- 11) During class hours the permission of the lecturer is needed to move from one seat to another or to leave the room.
- 12) Each student is required to apply for the issuing of Identity Card and the library Card from the Library, immediately after confirmation of his / her admission. Every student should possess an identity card issued by the College which should be produced whenever asked for, especially when dealing with the office. Each student should wear the Identity Card round the neck while on the campus and should produce it when demanded by authority.
- 13) Each student should wear the Identity Card while participating in any events like, sports, co-curricular and extra- curricular activity, industrial visits, competitions, seminars, workshops, conferences etc. at intra as well as intercollegiate level.
- 14) Any student found misbehaving on the campus or behaving arrogantly, violently



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towards the faculty, staff or fellow students will be liable for disciplinary action and shall be severely punished.

- 15) Smoking, use of alcohol or narcotic drugs, illegal possessions or use of weapons is strictly prohibited on campus. Any student found indulging in any such acts shall face disciplinary action which may extend to rustication of the student from the College.
- 16) Students are required to take good and reasonable care of the College property. Any student found guilty of damaging or misusing the property, infrastructure, furniture, vehicles on the campus, books, equipment, computers etc. shall be liable for disciplinary action as well as reimbursement to the College for any loss or damage caused thereby.
- 17) No student or group of students can form any club, association etc. or organize event, activity etc. or collect any funds or subscription without prior permission of the Principal.
- 18) No student or group of students can invite any person to address or entertain the students of the College, or interact with media on behalf of, or about the College without prior permission of the Principal.
- 19) No student or group of students is allowed to enter into verbal or written agreements or contracts that support to bind, obligate or create liability of any kind for the College. The College will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorized acts.
- 20) Recording of any electronic images in the form of photographs, audio or video recording of any person without the person's knowledge; when such recording is likely to cause injury, distress, or damage the reputation of such person; is prohibited in any part of the College and hostel premises. The storing, sharing or distributing of such unauthorized records by any means is also prohibited, failing which the student will be liable for disciplinary action.
- 21) No student is allowed to use any mobile phone or any other electronic gadget in the classroom, library, laboratory or Audio-Visual Hall without prior permission of the concerned authority.
- 22) Carrying any valuables, or expensive mobiles, vehicles etc. on the College campus will be at the risk of the students and the College authority will not accept any responsibility of any loss or damages of such valuables of the campus.
- 23) Each student should be aware that the College shares the premises with other Symbiosis Institutes situated in the same campus and therefore it is the duty of each student not to cause



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disturbance to the lectures, programmes, activities or exams of such Institutes failing which the student shall be personally held responsible for such misconduct and the College authority will not accept any responsibility on his behalf and such student will be liable for disciplinary action.

- 24) Every student should read the notices displayed on the College notice boards, LCD screens, and College website from time to time. Each student should strictly follow the deadlines with respect to form-filling, application-submission, class attendance, examination schedules, class assignments etc., failing which the College will not be responsible for any loss incurred by the student thereby.
- 25) Students are required to apply 3 days in advance to obtain certificates or documents, such as, Bonafide Certificate, Transference Certificate, Concession forms etc. This will enables the College office to prepare and keep it ready.
- 26) The College authorities or Teacher will provide recommendation letters only to those students who have been regular in the classroom and participating in various College co-curricular and extra-curricular activities.
- 27) Each student must have attended at least 75% of the total number of the lectures conducted in the class. The student will not be eligible to appear for the Semester-end Examination if he fails to put in the required attendance.
- 28) Each student should be punctual and must be in the classroom at the commencement of the lecture.
- 29) Stipulated attendance, completion of assignments, mid-term Examination are mandatory components for becoming eligible to appear for the Semester-end Examination.
- 30) The College has developed the tradition of a homely informal atmosphere of freedom with responsibility, treating one another with love and respect. We have proud Alumni who have set a very good tradition. However, we lay down some norms of general conduct.
- 31) There is nothing that can substitute for self-discipline and a serious devotion to duty, a spirit of respect and love for all that is good, noble and beautiful in life. The College expects students to keep their vision high and solicit cooperation of the parents to minimize the necessity of enforcing rules and regulations.
- 32) Students are expected to treat the College as their own and to cooperate in its efficient and smooth running.



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- 33) Ragging is strictly prohibited. Any student found indulging in ragging in any form, directly or indirectly, within or outside the campus would face strict disciplinary actions as per the Maharashtra Prohibition of Ragging Act, 1999 and UGC Regulations on curbing the menace of ragging, 2009, and shall also be liable to be rusticated from the College.
- 34) Loitering and wasting time at the College campus and canteen causes indiscipline on the College campus and that must be avoided.

Rules towards Co-Curricular Activities

- 1) Students are encouraged to take active part in games, debates, dramatics and such other co-curricular activities, as they are absolutely essential for the development of the student.
- 2) There are student clubs which are formed through nominations and elections and ratification by the Student Council and Institute authorities.
- 3) Any student allowed to represent the institute in any activity will not do anything, which will affect the prestige and reputation of the institute. Malpractices will be dealt with strictly and as per SCAC rules and regulations.
- 4) Any advance taken by a student towards any activity co/ extra-curricular should be settled with the accounts assistant/faculty- in -charge within four days from the completion of the activities. To substantiate the expenses proper receipts must support the statement.
- 5) Students will not be granted attendance for practice sessions.

Important:

The students are bound by all the rules and regulations made by the institute from time to time. The Head of the Institute i.e. The Principal of Symbiosis College of Arts of Commerce reserves the right of modifying these rules as and when felt necessary. Where any rule is not explicitly provided for, the disciplinary rules of SCAC will apply. All students must abide by all the rules issued by SCAC's statutory committees, affiliated to Savitribai Phule Pune University, University Grants Commission and/ or State Government of Maharashtra and Government of India