



MES's

PILLAI COLLEGE OF EDUCATION AND RESEARCH, (Autonomous)

Accredited 'A' Grade by NAAC (3.13 CGPA) 4th Cycle

Affiliated to the University of Mumbai

CODE OF CONDUCT

MES's

PILLAI COLLEGE OF EDUCATION AND RESEARCH,

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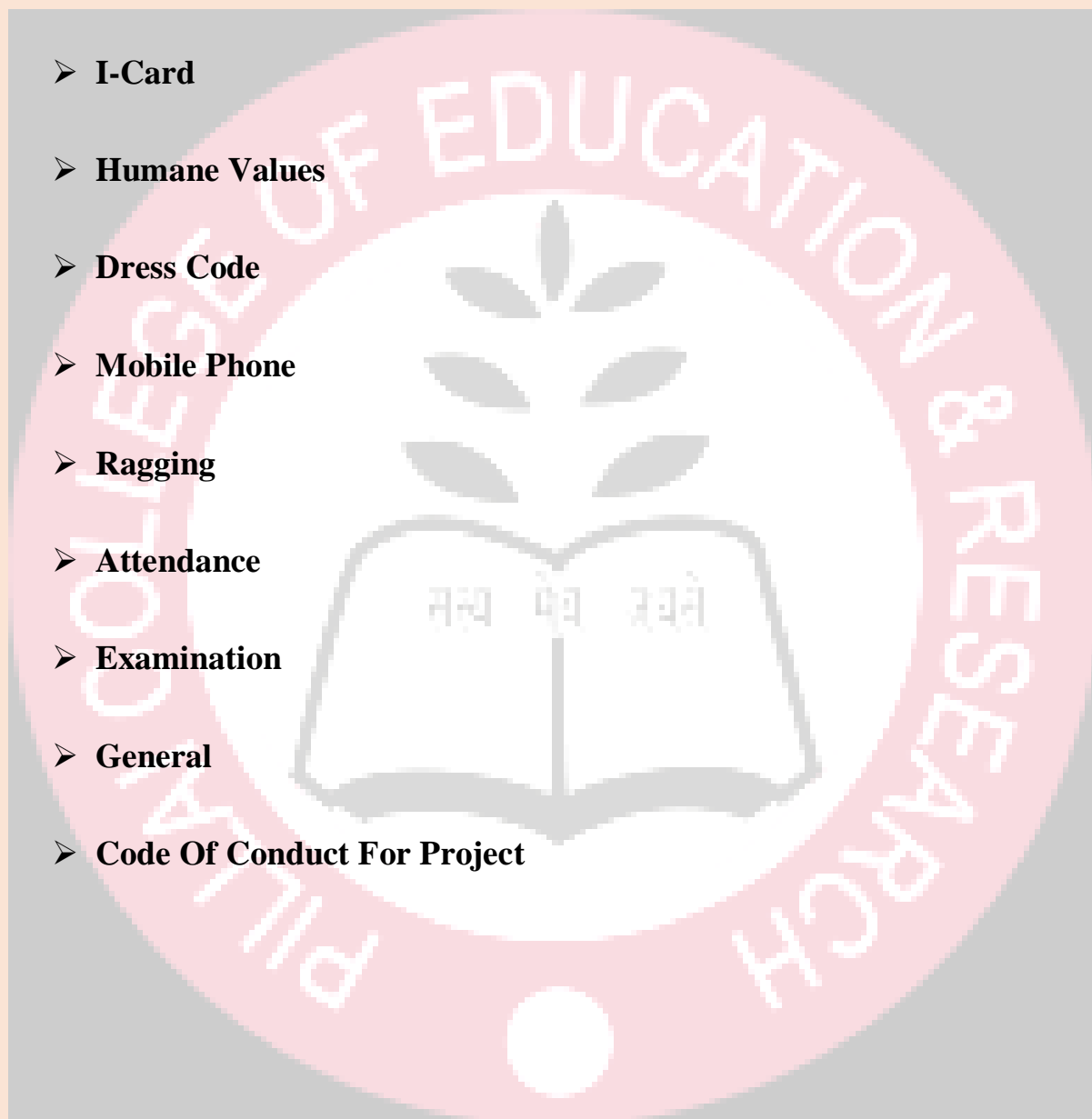
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INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

1.1 DISCIPLINE

- The student must observe and strictly follow the disciplinary rules and regulations of the Institute.
- The student should follow the academic calendar as per the instructions of the Principal.
- Any act of indiscipline or misbehavior by any student will be liable for severe punishment.
- Damage to Institute & campus property due to negligence/lack of care will be liable for severe punishment and compensation for loss caused.
- Students are prohibited to bring and park two/ four wheeler in the campus of the institute.
- No outsider is allowed to address or entertain the students of the college, without the prior written permission of college authorities.
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus.
- Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
- All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents / Guardian of the students' and with the written consent of the Principal.
- Unauthorized entry of outsiders into the campus is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College.
- Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.

1.2 I-CARD

- Every student must carry with him / her college I-card every day while attending lectures and appearing for various examinations. The student should take his / her Identity Card and Library Card for Home Lending, from the Library at the beginning of the year.

- I-Card will be available a week after he / she produces his / her Identity Card size photographs along with Admission Receipt.
- The student should collect his / her I- Card within 15 days from the date of admission. The college will not be responsible for the issue of the same later.
- The student should carry identity card with him / her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.
- At the time of issuing a book, the Identity Card must be presented along with the Library card. Without I- Card the reader may be refused the use of the Home Lending facility.
- If student has lost library card or I-card, it should be reported immediately to the Tutorial Guide / Principal and the librarian with an application.

1.3 HUMANE VALUES

- Be honest in all academic activities and with all the stakeholders of the institute.
- Be attentive, fair and cooperative to your teachers and peers on various academic and non-academic activities.
- Believe in loving, sharing and caring.

1.4 DRESS CODE

- Students are expected to formal dress regularly while on college campus.
- Girls can wear sari/ salwar kameez/ jeans/ top/ kurta/ leggings. Girls should avoid wearing tight trousers/ jeans/ tops/ capri/ shorts.
- Boys can wear jeans/ t-shirt/ shirt/ pant. Boys should avoid wearing shorts/ capri/ tight t-shirt.
- During practice teaching girls should wear 3 piece dress (salwar kameez with dupatta)

1.5 MOBILE PHONE

- The student should switch off their mobile phones while in the classroom, Library, Computer Laboratory, Reading room etc. as per notification.
- Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.
- Students should give a written letter incase of loss/ theft of mobile phones.

1.6 RAGGING

ACTION TO BE TAKEN AGAINST STUDENTS INDULGING AND ABETTING IN Ragging as per the Directions of Hon'ble Supreme court of India. MAHARASHTRA ACT NO. XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999. (As modified up to the 29th August 2012)

Cancellation of admission and also debarred from taking admission in any institution in India. Suspension from attending classes. Withholding/Withdrawing scholarship / fellowship and other benefits. Debarring from appearing in any test/examination or other evaluation process. Withholding results. Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc. Suspension / expulsion from the institution. Collective punishment if larger number of students are involved in the act of ragging.

1.7 ATTENDANCE

- Student should be regular in attendance for all semesters.
- Student should be regular in attendance for all sessions during the day.
- Student should have at least 75% attendance in the Lectures of every subject and 100% overall performance.
- If the student is found irregular in attendance, disciplinary action will be taken. The student coming late shall not be allowed to enter the class.
- The student must report about the sickness to the Tutorial Guide/ Principal.
- On no account will students be allowed to remain absent for any mid-semester, term-end examination conducted by the Institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.
- The student should complete all the Practicals and Term – work such as Assignments and Projects as prescribed in the syllabus and as per the Subject teacher.

1.8 EXAMINATION

Candidates must appear at the examination hall half an hour before the commencement of the examination.

- Mobile phone is strictly prohibited in the exam hall during the examination. If the mobile is seized by the examination committee, it will not be returned in any circumstance.
- Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.
- A candidate is permitted to bring the following items to an exam: pen, pencil, and, if specifically permitted, non-programmable calculators. All stationery brought to the examination must be placed on the candidate's desk and kept in view during the examination.

1.9 GENERAL

- Loud/impolite talk/use of abusive language which offends the listener would be dealt with serious action.
- Expected to spend their free time in the Library/Reading Room.

1.10 CODE OF CONDUCT FOR PROJECT

Students are instructed to follow the information and guidelines given by the project guide from time to time and make the timely submission of their projects completed in all respect.