



CODE OF CONDUCT FOR STUDENTS

To achieve high ethical and academic standard, students are instructed to follow the Code of Conduct prescribed by the institute.

ACADEMIC CONDUCT

- As a part of academic work, time to time submissions are scheduled for assessment of respective subjects. It is mandatory for the students to follow the schedule and submit the work complete in all respects on time.
- Any research paper/project/report submitted by the students has to be original work of the student. Plagiarism shall not be accepted.

REGULAR ATTENDANCE

- Subject-wise attendance is taken every day. Students should have 75% attendance in all subjects and in developmental programmes like guest lectures, training programs, field visits etc as per University of Mumbai Ordinance O.6086.

GENERAL CONDUCT

- Wearing ID-Card on campus is compulsory.
- Formal and decent dress code should be maintained (half-pants, Capris, three-fourths, are not allowed).
- Only English language shall be used for oral / written communication on campus.
- Students should not talk amongst themselves whenever anyone is addressing the class as a whole. If any students are found disturbing the class with notorious activities, necessary disciplinary action will be taken.
- Loitering in the corridors and making noise on the premises is strictly prohibited.
- Consumption of alcohol, tobacco, drugs, cigarette, and smoking is prohibited in the institute. Students should refrain from visiting smoking joints in the vicinity of the campus.
- Access will not be allowed into lectures, computer labs, seminars after the start of the session. Late comers will be refused entry and should leave immediately, if requested.
- In the event that a student wishes to leave a lecture, seminar or computer lab before its scheduled finish time, the prior permission of the Professor concerned should be obtained except in the case of departure necessitated by reason of illness or other unforeseen circumstances.
- Laptops and other auxiliary aids can be used, in classroom & Labs with permission from the Professor concerned.
- No audio or video recording of any session should take place without the permission of the Professor/ Speaker concerned.

- Food & Beverages shall be consumed only in refreshment room or canteen.
- Misuse or damage to any learning materials including collar mikes, computers, sound systems or LCD Projectors, furniture, fittings, or any other property belonging to the institute will not be tolerated and will lead to disciplinary action, and the entire class will be held responsible for it and shall be liable to pay fine as applicable.
- Seating arrangement in the classroom should not be disturbed.
- Caution Money will be refunded as per the refund policy of the institute.
- Library books and Card should be returned as per the Library policy.
- Comply with all important dates provided by examination section without fail.
- Provide faculty teaching feedback unbiasedly and fearlessly to facilitate positive changes in teaching / training system and help to improve its efficiency and effectiveness.
- Participate in departmental and institutional activities/ programmes individually and in groups to enhance your learning and help to increase the brand value of the Institute.
- Encourage and share best practices and innovations at all levels to set new standards and benchmark for the Institute.
- Avoid gossip and false propaganda.
- Be vigilant & report any incidences that need immediate attention & corrective action.
- **Ragging is prohibited under the Maharashtra State Act of 1999 within or outside of education premises and any act by participant is punishable.**
- Learn and notice the drills during any emergency / accident like fire, flood, electrical shocks, etc.
- Read notice board and visit college website regularly for latest updates to be well informed at all times.
- Do not use cell phones within the Classroom & Labs.
- Be in regular touch with the Mentor-Faculty and bring to her/his notice difficulties if any.
- Any illegal activity within the college premises is strictly prohibited.