

## **CODE OF CONDUCT FOR STUDENTS**

**Nanasaheb Mahadik College of Engineering, Peth** is an institution that nurtures teaching learning process in utmost sanctity and harmony. Besides striving for the best facilities and faculties, it also firmly believes in respect, moral values, discipline and integrity that is crucial for the development of the institution as well as its students. The students of today are the nation's engineers tomorrow. We believe in instilling this responsibility in the students of this campus.

Students form the pivotal element in the smooth functioning of an institution and hence NMCE is committed to being student-friendly.

This Code of Conduct intends to guide the students to be aware of their social and moral responsibilities in the campus as individuals and as budding products of this institution.

### **Section 1: Title and Commencement**

This code may be called Nanasaheb Mahadik college of Engineering Peth, Student's Conduct and Disciplinary Code.

### **Section 2: Preamble**

NMCE is a learning center where both the teachers and the students uphold the cause of maintaining order and discipline in the campus for the accomplishment of the vision of the institute and maintaining a harmonious atmosphere. Rules and regulations are therefore meant to achieve the contours of these much needed order and discipline.

### **Section 3: Applicability of the Code**

The code shall be applicable to all the students admitted to this Institution including any academic Program, activity or event conducted by the Institute. It is the responsibility and duty of each and every student to become acquainted with all the provisions of the Code. It is presumed that every student from the date of his/her admission to the institute to any academic program/activity/event has knowledge of this Code. All students coming within the above categories are required to strictly adhere to this Code as a condition of their admission to the institute and this Code would be binding on and enforceable against them or any among them.

### **Section 4: Responsibilities of the Students.**

The responsibilities of the students shall be to:

1. Familiarize and adhere to this Code and any amendment brought to this Code.

2. Behave and conduct themselves in the institute campus, hostels and premises in a dignified and courteous manner and show due respect to the authorities, employees, women and elders.
3. Follow decent dressing manners, without any obscenity.
4. Foster and maintain vibrant academic, intellectual, cultural and social atmosphere which is consistent with the vision of the institute.
5. Access all educational opportunities and benefits available at the institute and make good use of them to prosper academically and develop scientific temper.
6. Follow Institutional rules and directions from college/hostel authorities for ensuring the safety, health and well-being of students in the college/campus/hostels
7. Refrain from all activities deemed under the purview of ‘ragging’ which is a criminal offence.
8. Abstain from the use/possession of alcohol, tobacco, narcotic substances or any other intoxicants in the campus and hostels
9. Respect the laws of the country, human rights, cultural and social values nurtured and followed by all sections and to conduct in a responsible and dignified manner at all times.
10. Report any violation of this Code to the functionaries.

*“By constant self-discipline and self-control, you can develop greatness of character”- Grenville Klieser*

### **Section 5: Behavior of the students**

1. Student activities should supplement the harmonious function of the institute and all activities of students should be oriented in this direction. Activities that may adversely affect the harmonious function of the institute would not be permitted.
2. Students are encouraged to spend their free time in the Library/Reading Room. Clustering in the verandahs or crowding in front of the offices or the Campus roads are to be avoided.
3. NMCE Campus is a “Smoking Free Campus”.
4. Silence shall be maintained in the designated premises of the institute.
5. Students should avoid usage of mobile phones in the class room, Library, Computer Centre, Examination Halls, etc. They may use such gadgets judiciously if permitted
6. Students shall not indulge in any undesirable activity and shall maintain highest standard of discipline.

7. Possession or consumption of narcotic drugs, tobacco, alcohol and other intoxicating substances are strictly prohibited in the Campus and hostels.
8. Students are expected to exhibit highest order of self esteem and self respect and are prohibited from indulging in anti-institutional, anti-national, anti-social, communal, immoral or political expressions and activities within the Campus and hostels.
9. Students shall exhibit highest order of decency not to deface, disfigure, damage or destroy or cause any loss in any manner to or regarding public, private or Institute properties.
10. Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders (except parents or family members) to the institute or hostels.
11. Students shall not bring, distribute or circulate unauthorized notices, pamphlets, leaflets etc within the Campus or hostels. The possession, distribution or exhibitions of obscene items are prohibited within the Campus or on any property owned/managed by the institute.
12. Students need to obtain prior permission from the college authorities to exhibit any type of banners, flags, boards etc. inside the campus, hostels, gates, buildings or on the compound walls
13. Students need to obtain written permission from college authorities to collect money from other students or faculty or any staff within the campus or hostels.
14. The institute being a holy place of learning and an exclusive academic zone, nobody shall respond to any call for any form of strike, procession or agitation including slogan shouting, *dharna, gherao*, burning in effigy or indulge in anything which may harm the peaceful atmosphere of the institution and shall abstain from violence in the Campus and hostels and even outside.
15. Students can park their vehicle in the dedicated space exclusively reserved for them.
16. Students shall leave the classroom only when the session is over with the permission of the teacher.
17. Students charged with criminal offence or under suspension can enter the institute Campus and college hostels only with the permission of the competent authority.
18. Any case of criminal activity or violation of law and order in the institute Campus and hostels will be reported to the police.

19. Students may use the waste bins for dispensing waste materials within the Campus including classrooms, hostels and offices.
20. Students are to follow all the rules and regulations as directed by the University while appearing for any examination.
21. Students are expected not to involve in any conduct which leads to lowering of the esteem of the institution.

*“Freedom without rules doesn’t work. And communities do not work unless they are regulated by etiquette”- Judith Martin*

## **Section: 6 Respect for Women**

Verbal or non-verbal conduct such as unfair comments, remarks or jokes, letters, phone calls, SMS or emails, gestures, exhibition of pornography, indecent stares, physical contact, stalking sounds or displays of a derogatory nature which have the purpose and/or effect of interfering with a woman’s academic performance or living environment will be considered as misbehavior to girls/ladies and is strictly prohibited in the campus and hostels.

## **Section: 7 Disciplinary Sanctions**

Any student exhibiting prohibited behavior mentioned in this Code shall, depending upon the gravity of the misconduct or depending on its recurrence, be subjected to any of the following disciplinary sanctions:

### **(a). Minor Sanctions**

#### **i) Warning or Reprimand**

This is the least sanction envisaged in this Code. The student engaged in any prohibited behavior will be issued a warning letter.

#### **ii) Tendering Apology**

The student engaged in any prohibited behavior may be asked to tender an apology for his/her act. An undertaking that he/she shall not indulge in such or any of the prohibited behavior in future will be sought.

### **(b) Major Sanctions**

#### **i) Debarring from Examinations**

A student/group of students may be debarred from writing all/any/some of the examinations, which forms part of the academic program for which he/she/they has/have joined.

**ii) Suspension**

A student may be suspended from the institute for violation of any of the provisions of this Code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student by the college authority. The student shall lose his/her attendance for the suspended period unless decided/informed otherwise by the college authority.

**iii) Restitution**

Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/disfiguration to property of the institute or any property kept in the premises of the institute in any manner. The students/group of students may be asked to compensate for the loss that has been caused to any person or property of the institute or any property kept in the premises of the institute due to the act of vandalism perpetrated by the students. The students/group of students shall also be liable to put in their service to restore any loss or damage caused to any property and thereby bringing it to its original form if it is possible.

**iv) Forfeiture**

Caution deposit of any student engaged in any prohibited behavior shall be forfeited.

**v) Expulsion**

This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the Institute. Such a student will not be eligible for readmission to any of the courses of this institute thereafter.

**Section 8: Functionaries under the Code**

**i) Head of the Departments/ Wardens of Hostels.**

As the persons in charge of the Departments/Hostels, the respective functionaries of all Teaching Departments and Hostels shall have the power and duty to take immediate action to curb any prohibitory behavior as envisaged in this code. As these functionaries cannot single handedly manage the entire issues, they can assign part of the work to the teachers and the teachers of all the departments/wardens have the responsibility to inform any incident of prohibited behavior to the Head of the Departments or Deputy Chief Warden so that any serious issue can be settled before the same goes out of control. The Head of the Departments/ Deputy Chief Warden shall

have the power to impose minor sanctions as envisaged under section 7(a) of this Code. They may also recommend imposition of major sanctions as envisaged under Section 7 of this Code to the Principal. The Head of the Departments/ Senior Advisors/ Deputy Chief Warden/ Wardens of Hostels while taking any action as envisaged in the code shall do so in an impartial manner and see to it that the sanction imposed/proposed is commensurate with the gravity of the prohibited behavior. Any lapse on the part of a teacher /warden to report any instance of violence/misconduct/ragging on the part of the students shall be reported to the Principal by the respective Head of the Departments/ Deputy Chief Warden. The wardens of Hostels shall be responsible for maintaining strict discipline and decorum in the hostel. He/she shall specifically see to it that the inmates of the hostel do not involve themselves in violation of any clause under Section 5 & 6 of this Code.

#### **ii)Principal**

The Principal shall be the ultimate authority in imposing major sanctions as envisaged under Section 7(b) against the students for acts of prohibited behavior. The Principal can also entertain any appeal from any student (s) aggrieved by the action of any authority of the institute under or subordinate to the Principal and decide the case on merit.

#### **Section 9: Right to Appeal**

The student (s) aggrieved by the action of any authority of the institute under or subordinate to the Principal can appeal to the Principal. The decision of the principal shall be final and binding on the students.

#### **Section 10: Opportunity for Hearing**

No order other than the order suspending or warning a student shall be passed without giving an opportunity of hearing to the student (s).

#### **Section 11: Ultimate Authority**

For all disciplinary matters related to students, the Principal shall be the ultimate authority as provided herein.

#### **Section 12: Amendments to the Code**

The Action Committee/Chairman, NMCE College Trust, of the institute shall have the power to amend any of the provisions in this Code. The amendments shall be brought to the notice of the students and teachers of the institute immediately.

### **Declaration by the Student**

I have read and understood all the points of the code of conduct. I will abide by this code of conduct. If I fail to observe the same, I will be liable to the punishment decided by the college administration.

Date :

Name :

Signature of the Student

### **Declaration by the Parents/ Guardian**

I have read and understood all the points of the code of conduct. I assure that my son/daughter/ward will abide by it. If he/she fails to observe the code of conduct, he/she will be liable to the punishment decided by the college administration.

Date:

Name:

Signature of the Parent / Guardian