



MES' Pillai College of Education & Research

Sec. 8, Khanda Colony, New Panvel (W)

CODE OF CONDUCT FOR STUDENTS

A. DISCIPLINE

1. Students are expected to observe all the norms of discipline and decorum at all times, keeping in mind that they are getting trained to be teachers who are role models for the younger generations.
2. Self-discipline is the best discipline. All students are expected to scrupulously observe rules and regulations prescribed by the College authorities, to enable the smooth working of the college.
3. Students are prohibited from doing anything inside or outside the college that will interfere with its orderly administration or affect its public image.
4. Students should ensure that all their fees and other dues are paid on time.
5. Students should refrain from making negative comments about fellow students, faculty members, non-teaching staff, Heads and the Management.
6. Students should follow a decent dress code suitable to the decorum of the college.
7. While representing the college at any other place, the student's behaviour should be proper and they should take care that it does not adversely impact the image and reputation of the college.
8. Students are directed not to bring any outsider into the college premises without prior permission.
9. Students should read the notices on the Notice Board regularly.
10. Student must maintain silence in the class rooms, Library, Reading Room, Office, ICT and other Laboratories and the corridors.
11. Students should refrain from entering the class late.
12. During the conduct of lectures, students should not loiter in the corridors or in and around the college premises.
13. Students should always wear valid college Identity card on their person whenever in college or while representing the college at any other place.
14. Students should take care to carefully preserve their Identity card. They shall be held responsible for its misuse, if any.
15. Students should obtain a duplicate card in case of loss of their original identity card. Duplicate identity card can be obtained by paying the prescribed charges and fulfilling the necessary formalities.

B. ATTENDANCE

1. Students who request leave of absence from lectures / Practical/Tutorials for participating in sports, cultural or any other co-curricular activity or inter-collegiate or University events, should submit their applications, countersigned by the respective Coordinator.
2. All decisions pertaining to grant of terms will be decided by an Attendance Committee consisting of the Principal and senior members of the teaching staff.

C. RAGGING

1. Ragging is banned on the institute campus. Anyone found guilty of ragging and /or abetting ragging is liable to be punished as per the directive of the UGC and Govt. Any incident of ragging will be dealt with seriously.

D. ACADEMIC INTEGRITY

1. Students should be honest in all their academic pursuits and research activities.
2. Students should submit their assignments in time.
3. Students should not indulge in plagiarism, copyright or IPR violation.
4. Students should understand the concept of academic honesty and strive to maintain the highest standards of academic integrity.
5. Students should acknowledge the sources of all their work such as presentations, articles, assignments, research papers, etc.
6. Students should acknowledge the contribution of their peers or any others who may have rendered assistance in their research work, publication, etc.
7. Students should not submit plagiarized work or attempt to pass off another's work as their own.

E. EXAMINATION & UNFAIR MEANS POLICY

1. All courses offered in the college follow Choice Based Credit System introduced by the University of Mumbai. The examination system is under semester pattern. Internal assessment is an integral part of all courses. The assessment pattern is implemented as per guidelines received from the University time to time.
2. Students should be aware that rules and regulations regarding assessment, evaluation and grades awarded in internal and external assessment, shall be strictly as per the directives and norms, rules and regulations stipulated by the University of Mumbai.

3. Students can apply for verification, Xerox copy of Assessed Answer Books and Revaluation immediately (within stipulated time) after the declaration of the results of the Semester Exams.
4. Students are advised to see the Notice Board for the latest circular after the declaration of Results.
5. Students resorting to unfair means at the examinations will be dealt in accordance with the provisions of the Government of Maharashtra Act, 1982 and Ordinances of the University of Mumbai.
6. Minimum 75% attendance and satisfactory progress in studies are the essential requirements for students to become eligible for being sent up for University examinations.
7. Disciplinary Action will be taken against any student who is persistently indisciplined or willfully mischievous or guilty of malpractice such as unfair means in examinations, in unauthorized alteration in the mark sheet or other such misconduct.
8. Each and every student shall endeavour to preserve the high standards of the college by contributing to the institutional goals and activities.
9. The powers relating to the disciplinary action in the college will vest with the Principal and her decision in this respect shall be final. Anyone who violates the code of conduct will be severely dealt with.
10. Students have to strictly follow the University norms of maintaining minimum 75% Attendance in every semester, failing which they are not eligible to appear for the semester end exam.

F. PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

1. Students should whole-heartedly participate in the co-curricular and extracurricular activities organized by the college.
2. It is the responsibility of the students to read the notice boards regularly for announcements regarding such activities made by the College office from time to time.

G. MOBILE USE POLICY

1. Students are advised to refrain from unnecessary use of their mobile phones while in the college premises.
2. Mobile phones should be switched off or put in silent mode during the teaching learning process in class.

H. USE OF INFRASTRUCTURAL FACILITIES

1. Students are expected to use the infrastructural facilities provided by the Authorities for improving their understanding of the subjects taught and in the time periods allocated for such use.
2. Students should avoid misuse of any sort, of the infrastructural facilities made available to them by the College.
3. Limited parking space is provided for students and staff and the same can be utilized on 'first come first' basis.
4. The Management is not responsible for the safety (including damage and/or theft /loss of vehicles) of vehicles in the premises.
5. Students and staff may utilize the limited parking space at their own risk.
6. Students must ride / drive their vehicles into the campus at a moderate speed.
7. Speeding will be considered as an act of indiscipline and may result in adverse consequences.
8. Students will be allowed to bring their vehicles only up to the designated parking area. Entry beyond that point is strictly prohibited
9. Students should ensure that their vehicles are parked properly, in the space designated for student vehicles only, giving due consideration to other vehicles parked.
10. Students are expected to use the canteen facilities only in the time allowed by the College authorities.
11. Canteen should not be considered a place to loiter around or waste time in.

I. ANY OTHER

1. Students shall hold themselves responsible to a high standard of conduct at all times.
2. Students shall be bound to uphold the explicit as well as implicit norms of good behaviour and etiquette at all times.
3. Matters not covered by the existing rules will rest at the absolute discretion of the Principal.
