Institutional code of conduct for students

(Prepared in accord with University ordinance)

1. Every student during the term of course shall remain within the disciplinary jurisdiction of competent authority & the authority shall take appropriate action in case of indiscipline or misconduct on the part of the student
2. Definitions in this code of conduct.

- "College/Institution" means and includes the KCEs, Institute of Management and Research Jalgaon affiliated to North Maharashtra University, Jalgaon.
- "Student" means and includes a person who is enrolled as such by the Institute for receiving instructions and / or qualifying for any degree or diploma or certificate awarded by the university. This includes external students, and candidates enrolled for autonomous courses conducted by college also.
- "Competent Authority" for the purposes of this code of conduct means and includes, Director of the Institute / Coordinator of respective faculty, of the Institute for the concerned students and such other person vested with the authority by the principal for external students. Provided in respect of misconduct regarding University/ Institute examination, Director shall only be the competent Authority.

General disciplinary rules

1. Every student shall wear clean, suitable and presentable clothing. For various functions, the prescribed uniform must be worn.
2. Students shall abide by all the general and special rules framed by the college authorities, from time to time, with regard to their presence within the campus.
3. Students are admitted to the college, subject to the control of the authorities with regard to their conduct in college premises.
4. Students shall not remain absent for lectures and practical without proper permission of Coordinator. An application for leave of absence should be submitted to the concerned Director.
5. No students will be allowed to take active part in any political activity, directly or indirectly, associated with anti-social activity with the aim of violence.
6. Students should not, in any way, disfigure the premises of the college and hostel building or tamper with the furniture, electric connections, laboratory apparatus, etc.
7. Every student must obtain college identity card within a month from the date of admission and get signed from competent authority. Otherwise, he / she will be

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subjected to a penalty of Rs.50.

8. Every student must have college identity card with him/her at all times in the college premises.
9. Students are strictly prohibited to smoke, consume drugs, narcotics, tobacco, Gutkha, in college premises. Not only this, but if a student, is found in possession of narcotics and drugs, he will be liable for punishment under the Mumbai Police Act. 1951.
10. Ragging and such similar activities are strictly prohibited. Breach of these and such other rules will make the students liable for expulsion from the college.
11. Use of a cell phone is prohibited in the classroom, laboratories & library.
12. Only one sticker will be provided for the two wheeler of a student. No two-wheeler will be allowed to enter the college premises without the sticker pasted on it.
13. Dress Code: For the students of Professional Courses, a dress code is compulsorily followed.

    For boys: White Shirt, Blue Trouser with Navy Blue Blazer and Blur Tie.
    For girls: White Shirt & Blue Trouser with Black Blazer and Blue Tie.

1. Obligations of the Students in accord with university ordinance - Every student shall all times.
   1.1. Conduct himself properly
   1.2. Maintain proper behavior
   1.3. Observe strict discipline both, within the campus of the Institution, Hostel and also outside in Buses, Railway trains or at public places or during Picnic or Educational Trips arranged by the Institution.
   1.4. Ensure that no act of his/her consciously or non-consciously brings the Institution or any establishment or authority connected with it into disrepute.
   1.5. Shall not lodge any complaint or make any representation regarding any matter connected with Institute to press or other outside Institution agency etc. without forwarding the same through the Director of the Institute.

2. Any act of a student which is contrary to the provisions of clause (3) shall constitute misconduct or indiscipline which terms shall means and include among others anyone or more of the acts jointly or severally mentioned there after namely:
   2.1. Any act that directly or indirectly causes or attempts to cause disturbance in the lawful functioning of the Institution.
   2.2. Habitual un-punctuality in attending lectures, practical, tutorials & other courses as may be prescribed.
   2.3. Canvassing for or accepting contributions or otherwise associating himself with raising of any fund or any collections in cash or in kind pursuance of any object whatsoever without the previous sanction of the Competent Authority.

2.4. Permitting or coming with any person not authorized to occupy any Hostel room, residential quarter or any accommodation or any part of the Institution

2.5. Securing admission in the Institution to any undergraduate or postgraduate programme or any other course by fabrication or by suppression of facts or information.

2.6. Obstruction to any student or group of students in his or their legitimate activities as such whether in the class room, laboratories, fields, play-ground, gymnasium or places of social and cultural activity within the campus of the Institution.

2.7. Suppressing material, information of supply of false information to the Institution for seeking any privilege.

2.8. Possessing or using any firearms, lethal weapons, explosives or dangerous or corrosive substance on the premises of the Institutions.

2.9. Possessing or consuming any poisonous or stupefying drug or intoxicant in any form in the Institution.

2.10. Ragging, bullying or harassing any student in the Institution or outside thereof.

2.11. Including in any act as would cause annoyance or embarrassment to any other student or member of the authorities of the Institution or staff-member or any member of the family of the staff.

2.12. Indulging in any act of violence, assault, intimidation or threatening in the Institution or Hostel or outside thereof

2.13. Destroying or attempting to destroy or tamper with any official record or document of the Institution.

2.14. Conduct, unbecoming of the student at any meeting or special functions or sports and cultural activities arranged by the Institution or any other public place.

2.15. Stealing or damaging any farm produce or any property belonging to the Institution, staff member of the Institution or any other student.

2.16. Instigating violence, participating in any violent demonstrations or violent agitation or violent strike in the Institution.

2.17. Instigating or participating in any Gherao (encirclement) of any official or staff member of the Institution.

2.18. Violation of any of the rules and regulations of the Institution or orders of the Competent Authority.

2.19. Gambling in any form in the Institution.

2.20. Disorderly behavior in any form or any act specifically for bidden by the Competent Authority with respect to a change against him.

2.21. Refusal to appear to give evidence before Enquiry Officer appointed by the Competent Authority with respect to a change against him.

2.22. Any act violating any provision of the N. M. University Act, Statutes Ordinances, and Rules made there under.

2.23. Conviction in the Court of Law for criminal offence involving moral turpitude.

2.24. Any other act not specifically mentioned here before which whether by commission or omission as would in the circumstances of the case be considered by the Competent Authority as an act of misconduct and/or indiscipline.

3. The competent authority may impose any one or more of the following punishments on the students found guilty of misconduct or indiscipline proportion thereof.

3.1. Warning/ Censure/ Reprimand

3.2. Fine not exceeding Rs. 500/

3.3. Cancellation of the Scholarship / award / prize /medal, awarded to the student by the Concerned Institution, with respective effect.

3.4. Expulsion from the concerned Institution

3.5. Debarring from admission to a course or courses of study in the concerned Institution. Debarring from appearing for examination or examinations conducted by the Institution concerned for a specific period not exceeding five years.

3.6. Cancellation of the result of the student concerned to the examination of the concerned Institution in which he has appeared.

3.7. Rustication from Institution for the period not exceeding five years.

4. If the Competent Authority is satisfied that there is a prima case for inflicting penalties Mentioned in clause No.5 it may itself or through other person/persons authorized by it For this purpose shall make enquiry in the following manner-

4.1. Due notice in writing shall be given to the student concerned about his alleged act of misconduct/ indiscipline.

4.2. Student charged shall be required, within 15 days of the notice, to submit his written representation about such charges.

4.3. If the student fails to submit his written representation within the specified time limit the enquiry may be held Ex-party.

4.4. If oral evidence of the witness against student is recorded by the Enquiry Authority, the student charged shall be given an opportunity to cross examine the witness concerned.

4.5. If the student charged desires to see the relevant documents such documents as are being taken into consideration or are to be relied upon for the purpose of proving the charge may, at the discretion of the Enquiry Authority, be shown to him after the notice as provided in sub clause (1) above is furnished to him.

4.6. The student charged shall be required to produce document, if any, in support of his defense. The Enquiry Authority may admit relevant evidence, documentary or otherwise at any stage before the final orders are passed.

4.7. Legal practitioner shall not be allowed to appear on behalf of the student charges in the proceedings before the Enquiry Authority.

4.8. Enquiry Authority shall record finding on each implication of misconduct or indiscipline and the reasons for such finding and submit the report along with proceedings to the competent Authority. The Competent Authority on the basis of findings shall pass such orders as it deems fit. Provided procedure prescribed above need not be followed and all or any of its provisions may be waived in the following circumstances.

4.8.1. When the student charged admits the charges in writing.

4.8.2. When the order of punishment is to be based on facts, which have laid to the conviction of the student charged for the offence involving moral turpitude.

4.8.3. When the student charged has absconded or for any other reason it is impracticable to communicate with him.

4.8.4. If the punishment of rustications is imposed on a student by Principal of the College/ Head of the Institution/ Head of the Teaching Department of college or such other person to whom the authority is vested by the Principal. If the punishment is imposed by the Principal the student shall be entitled to prefer an appeal to the Grievance and redressal committee of the college within thirty days

of the receipt of the notice of the punishment

4.8.5. In respect of such student, Head of the Institution shall maintain record of the punishment.

4.8.6. The institution, shall, on each occasion of any punishment being imposed on any student,

4.8.7. Intimate by a letter to be sent Under Certificate of Posting the fact of such imposition to the parent or guardian of such student on the address available in the college records.

4.8.8. A copy of these rules shall be supplied to each student at the time of his admission to the Institution and receipt for the same shall be obtained from the student. This receipt shall form a part of the record of admission of the student.

4.8.9. If any foreign student is admitted for any course, concerned Institution shall send copy of the rules to the concerned foreign embassy and department of External affairs.

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