



VIVEK EDUCATION SOCIETY'S VIVEK COLLEGE OF COMMERCE

VIVEK COLLEGE ROAD, GOREGAON WEST, MUMBAI – 400104.

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PERMANENTLY AFFILIATED TO UNIVERSITY OF MUMBAI, ACCREDITED BY NAAC

CODE OF CONDUCT – STUDENTS

As per University Circular No. UG/01 of 2014 ordinance 6086.

Every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a program of his enrolment, only if he fulfils at least seventy five percent (75%) of the attendance taken as an average of the total number of lectures, practical, tutorials etc.

Wherein short and/or long excursions/ field visits/study tours organized by the college and supervised by the teachers as envisaged in the syllabus shall be credited to his attendance for the total no of periods which are otherwise delivered on the material days.

Further it is mandatory for every learner to have min 50% attendance for each course & average attendance has to be 75%.

The same ratio shall be applied for computing the attendance of the learners by crediting the number of periods which are missed while participating in an extracurricular / co-curricular activity / competition / camp / workshop / convention / symposium / seminar etc. where the said learner is officially representing the college/ University/ District/ State/ Country with the permission of the Principal /Director/ Head of the College/ Institute/ University Department or by the direction of the University Officer as the case may be wherein for the purpose of computing the average attendance the periods missed for what is envisaged here-in-above, shall be deemed to have been attended by the said learner.

Performance Criterion 0.125

"To keep a term an undergraduate must complete to the satisfaction of the Principal, the course of study at the college prescribed for each term for the class to which such Learner belongs." Learners and parents are required to note that Learners who fail to satisfy the above-mentioned criterion will not be allowed to appear for the term-end and/or annual examination, conducted by the college on behalf of the University or by University of Mumbai.

College Rules & Regulations

1. Every Learner shall obtain, on admission, his identity card. The Learners shall always

carry the I-Card with his / her photograph affixed thereon and attested and shall present for inspection whenever demanded. No Learner will be allowed to attend the classes, tutorials, practicals etc. unless he / she have the attested identity Card with him / her. The I-Card should be worn on his / her person throughout their presence in the college.

2. Learners shall attend lectures, tutorials and practicals according to the Timetable on all working days of the College. Learners shall not remain absent during lectures, tutorials, practicals and examination without prior permission of the Principal. Absence without prior permission may lead to loss of term.

3. In case, the Learner remains absent even for a lecture, the Learner is required to submit a leave note duly signed by the parent/ guardian and report the same to the Class In charge, immediately after resuming college.

4. Learners are required to attend lectures / tutorials / practical only in the classroom allotted to them.

5. Conduct of Learners in the classes as well as on the premises and in the vicinity of the college shall be such that will cause no disturbance to the fellow Learners or to the other classes.

6. Learners shall not loiter in the corridors and disturb the classes.

7. Smoking and consumption of alcoholic drinks / tobacco / drugs are strictly prohibited in the college premises.

8. Learners shall do nothing either inside or outside the College that will in any way interfere with its orderly administration and discipline.

9. No society or association shall be formed in the College and no person will be invited to address a meeting without the Principal's prior permission.

10. No Learner shall collect any money as contribution for picnic, trip or educational visit to some places, get-together, study - notes, charity or any other activity without the sanction of the Principal.

11. The college does not arrange or organize picnics or pleasure trips.

12. In College debates and other meeting, the chair shall be taken by a responsible person approved by the Principal and the subject of the debate shall have prior approvals of the Principal.

13. Any and every communication/information to the outside agencies about the college matters should be routed with the permission of Principal.

14. Learners are expected to take proper care of the college property and to help in keeping the college premises neat and tidy. Damage to the property of the College, e.g., disfiguring walls, doors, fitting and breaking furniture etc. is a breach of discipline

and will be duly punished and can lead to rustication of the Learners.

15. The Learners should not leave their books, valuable and other belonging in their Classroom / Gymkhana room / Ladies' common room etc. whenever they move away from their rooms. The College is not responsible for property lost.

16. If, for any reason the continuance of a Learner in the college is detrimental in the interest of the College, the Principal may ask such as Learner to leave the college without giving the reason for the decision and Principal's decision shall be final.

17. Learners joining the college are expected to accept and observe all the rules and regulations of the college and to submit to the normal enforcement of the same to the satisfaction of the Principal whose decision in this regard shall be final.

18. Learners should not contact any Government or Non-Government Agencies, directly. Such matters, if any, should be routed through the Principal.

19. Uses of Mobiles in The College Premises Is Strictly Not Allowed. If caught, the mobile phones will be confiscated and shall be returned at the end of the academic year or monetary fine will be imposed.

20. Learners Are Required to Dress Decently.

21. Learners Are Required to Be Inside the Classrooms 10 Minutes Prior To The Lecture Time.

22. Learners are warned that if they are caught harassing freshers, physically or mentally, strict action will be taken against them.

23. Matters not covered by the existing rules shall rest at absolute discretion of the Principal.

