



**TILAK EDUCATION SOCIETY'S  
J.K. COLLEGE OF SCIENCE & COMMERCE**

Plot no. 22, Sector 5, Ghansoli 400701  
(Affiliated to University of Mumbai)  
(Approved by Govt. of Maharashtra)

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**Code of Conduct for students**

1. Students joining the college are expected to observe all the rules and regulations of the Institute to the complete satisfaction of Principal whose decision in this regard will be final.
2. Students must attend all lectures. Absence without prior leave may lead to loss of the term. To keep a term, a student has to complete the necessary requirement of 75% attendance & completion of assignments to the satisfaction of the principal. Students who remain absent due to unavoidable circumstances have to inform in writing the reasons for their absence. The application may be given to class teachers.
3. In case of illness, a student shall apply for leave, as soon as possible with a doctor's certificate attached to the application. The student shall report to the principal immediately on resuming the college and shall submit the necessary fitness certificate.
4. To keep a term the student has to complete the necessary requirement of 75% of attendance & in case it is not satisfied, he / she can be disallowed from appearing for the exam.
5. Students are expected to behave in a manner such that it will not interfere with the orderly administration and discipline of the college. Their behaviour should not be detrimental in any way to the image of the college.
6. Students must not loiter near the class rooms while lectures are in progress.
7. Sitting on the parapet wall is strictly prohibited.
8. Smoking and chewing tobacco, chewing gum is strictly prohibited in the college premises.
9. No student shall collect any money as contributions for any motive or purpose without prior permission of the principal, and the college shall not be held responsible for any such activity.
10. Students are expected to take care of the college property and to help in keeping the premises neat and clean. Damage to the property of the college, breakage of doors/furniture, fitting etc. is a breach of discipline and will attract severe punishment or fine.
11. Students should not indulge in any political activity or form unions in the college.
12. Students are expected to behave decently during all college functions. Do not indulge in political work in the college premises.



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13. Students should clear all dues before the end of the second term.
  14. Students are expected to be courteous to the teaching staff as well as the non-teaching staff of the college.
  15. Use of mobile phone is strictly prohibited in the college premises.
  16. Students are made to realize that they are responsible to the college authorities not only for their conduct in the college but also for the general behavior outside. Any reported or objectionable conduct out of the college on the part of the students can make them liable to disciplinary action.
  17. If for any reason the continuance of the student in the college, the opinion of the Principal, is detrimental to the best interest of the college, the Principal may on his prudence ask such a student to leave the college without giving any reason for his decision, which shall be final.
  18. Students should not bring any outsider to the college premises.
  19. During the absence of teacher, the class representative will be responsible for the order and discipline of the class.
  20. In case of any problem, personal and academic, students should report to the Prof-in-charge of their respective class, Supervisor or Principal and his/her decision in this respect shall be final.
  21. Students are expected to follow dress code strictly, as well as wear their identity card on self, inside the college premises.
  22. Students planning for picnic or industrial visit, are required to produce 'No objection certificate' from parent / guardians in prescribed form. Students are not permitted to arrange for picnic or get-together in the college without the permission of Principal.
  23. In all matters relating to admission, attendance, discipline, granting of facilities for extra-curricular activities, granting of examination forms etc. the decision of the Principal is final and binding on all students.
  24. Students should forward all their applications pertaining to their specific needs only through the college office. They should not approach the Principal directly.
  25. Ragging is strictly prohibited in this college. Those students involved in ragging will be seriously dealt with.
  26. The students who fail to comply with the rules and regulations of the college may be fined and/or strict disciplinary action may be taken against them.



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27. Matters not covered by the existing rules will rest at the discretion of the Principal.

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