

**SIES (NERUL) COLLEGE OF ARTS, SCIENCE AND COMMERCE**

**(AUTONOMOUS)**

**NAVI MUMBAI**

**DISCIPLINE AND CODE OF CONDUCT 2023-2024**

1. Students are responsible for their conduct within the college premises and are prohibited from doing anything, either inside or outside the College, which will amount to a breach of discipline or interference in the smooth functioning of the college. A student shall be liable to disciplinary action for any act of indiscipline.
2. All students are expected to observe the rules and regulations enforced by the College Administration from time to time.

**I CODE OF CONDUCT**

**IDENTITY CARDS:**

1. Students should always wear their valid college identity cards whenever in college or while representing the college at any place.
2. Students should produce their college identity card whenever demanded by college staff.

**DRESS CODE:**

The students must observe the following dress code while in college or while representing the college at any other place.



The following type of dress is strictly prohibited for Boys and Girls.

- a. Shorts, Bermuda, Skirts above the knees.
- b. T-shirts with objectionable and indecent messages printed.
- c. Distressed/ripped jeans
- d. Caps and sunglasses.
- e. Sleeveless outfits, cropped tops
- f. Rubber slippers/ Bathroom slippers

The students are required to dress in an appropriate manner that reflects the dignity of our institution. Breach of Dress Code will invite strict disciplinary action.

#### **MOBILE PHONES & OTHER GADGETS:**

1. Use of Mobile Phones or any other Gadgets in the college corridor/ campus is strictly prohibited.
2. Any student found using any of the above will be fined and the Mobile Phone / gadget will be confiscated **for 15days** and a **fine of Rs. 1000** will have to be paid by the student.
3. **Students shall not take photographs or shoot videos in the college campus without written permission of the Principal.** In case of violation of the above the camera will be confiscated and not returned.
4. Any student found sharing content on social media platforms with the intent of defaming the institution will be dealt with as per IPC section 499 and 500.



## General Discipline

Students should observe the general discipline during their presence in the college.

1. Students should not loiter in and around the college corridors and premises during working hours. Students found loitering, creating nuisance and destroying the college property and misbehaving, are liable to strict disciplinary action.
2. Smoking is strictly prohibited in the college and canteen.
3. Students must attend lectures, practical and tutorials according to the time-tables of their respective classes on all working days.
4. Students shall not attend classes other than their own without prior permission of the teacher concerned.
5. Students are forbidden from organizing any meeting in the college premises or collecting money for any purpose without the permission of the principal.
6. Students shall not organise picnics, excursions, trips, etc., without prior written permission of the Principal.
7. No society must be formed or meeting held or any person invited to address the students in the college without prior written permission of the Principal.
8. Any student found to be involved in any form of ragging will be dealt with as per rules.
9. Students shall be dressed decently and appropriately for an educational institution.
10. Students shall not use a mobile phone in the college premises.
11. Use dustbins to throw litter and keep your college premises clean.
12. Lift is meant for use by faculty and students with medical problems.



13. Students are not allowed to use rude or derogatory language in the campus, especially while talking to the non-teaching staff and security.

### Attendance

1. It is mandatory for students to keep a minimum attendance of 75 % in lectures,  
Practical and tutorials separately, failing which their terms will not be granted and they will not be eligible to appear for the annual examination.
2. S.Y.J.C. students are required to note that the H.S.C examination forms are liable to be withdrawn, if they fail to maintain the minimum attendance required.
3. Applications of leave of absence on account of illness or other reasons deemed genuine by the Principal should be submitted to the college office on time.



Ms. Anu Thomas

Discipline Committee Convenor



Dr. Koel Roychoudhury

Principal

**PRINCIPAL**  
**S.I.E.S (Nerul) College Of**  
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**Sri Chandrasekarendra Saraswathy**  
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