CODE OF CONDUCT FOR THE STUDENTS

- > The student must observe and strictly followed the disciplinary rules and regulations introduced by Institute / College.
- > Any act of indiscipline or misbehavior by any student will attract severe punishment.
- > Smoking and chewing of tobacco is strictly prohibited in institution campus.
- > Students have to park their vehicles in parking zone only. The management is not responsible for any damage or lost of vehicle.
- > The student shall only use the waste bins for disposing waste materials in classrooms, hostels and offices to make the college. Use of plastic is strictly prohibited in campue.
- > The student should switch off their cell phones while in the classroom, library and laboratory.
- ➤ Mobile phone is strictly prohibited in the exam hall during the examination. Loss or Theft of mobiles, valuables and other belongings are at students' risk. While appearing examination.
- > Splitting any part of the campus is treated as an offence.
- > Important Notices/Notifications/circulars *etc*. are displayed at separately allocated Notice Board and information corners on the campus, students are expected to make it a practice to regularly read such displayed information.
- > For any certificate that is to be collected from the Principal's office(s) request letters(s) must be submitted two days in advance.
- > Students must always carry their Identity card in all times of campus.
- > Students are expected to wear college uniform regularly.
- > Girls are expected to dress in formal and decent attire and avoid wearing tight, transparent, sleeveless, or revealing outfits.
- The student should take his/her Identity card and library card for home lending from the library at the beginning of the year.

- Attendance in classes as per university norms is strictly enforced.
- > Students must have a cumulative attendance percentage of 75 and above.
- > The student must report about the sickness to the institute.
- > The student will responsible for the absence of any type of examination. This may be detrimental to the overall performance and result of the student.
- ➤ Leave Travel Concession as per the rules and regulation of Indian Railways and MSRTC will be allowed only for designed vacations.
- Candidates must appear at the time of examination hall half an hour before the commencement of the examination.
- ➤ Mobile phone is strictly prohibited in the examination hall during the examination.
- ➤ Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.
- > Only writing material should allowed and kept on the desk of the candidate.
- ➤ Loud / impolite talk/ use of abusive language which offends the listener would be dealt with serious action.
- > Expected to spend their free time in the library / reading room.

"Ragging in all its forms totally banned in this institution including in its departments constituent units, in all its premises (academic, residential, sports, cafeteria and the like) whether located within the campus or outside and in all means of transportation of students. ACTION TO BE TAKEN AGAINST STUDENTS INDULGING AND ABETTING IN RAGGING as per the direction of Hon'ble Supreme court of India. The Anti-Ragging committee was working in the college and look after the rule and regulation in this connection. MAHARASHTRA ACT NO. XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999. (AS MODIFIED UP TO THE 29 TH August 2012)

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Co-ordinator, IQAC
Shivratna Institute of Management
Studies, Shankarnagar-Akluj

Principal

Shivratna Institute of Management Studies, Shankarnagar-Akluj