

**HAND BOOK OF  
A CODE OF CONDUCT FOR STUDENTS and  
PARENTS AND RULES/ REGULATIONS**

**MTES's**

**Smt. G. G. Khadse College Muktainagar,  
Dist. - Jalgaon**



This document has been prepared by the Principal, Smt. G. G. Khadse College, Muktainagar, in the light of the Guidelines of UGC, Maharashtra State Government, KBC North Maharashtra University Jalgaon and Muktainagar Taluka Education Society, Muktainagar

## **A. CODE OF CONDUCT FOR STUDENTS**

All students must abide by the rules and regulations of the Institute. The Institute authority may take disciplinary action if any student violates the rules and regulations. Students are advised to adhere to the code of conduct and discharge their responsibilities as a student. Students are required to follow following rules:

### **I. General Conduct:**

1. Every student must carry his or her Identity card inside the campus. Any violation of this will lead disciplinary action.
2. Students must help to keep the college campus neat and clean.
3. Use of Mobile phones during the lectures is strictly prohibited. Any violation of this will lead disciplinary action.
4. Students are expected to read notices/circulars displayed on the notice board.
5. Chewing tobacco in any form, Spitting, smoking and throwing bits of paper in the premises should be avoided.
6. Misuse or unauthorized use of the college premises or items of property, including computer misuse, Library misuse etc. should lead to disciplinary & penalize action.

**II. Academic Misconduct:** Academic misconduct is defined as a violation of the College's standards of academic integrity whether these violations are intentional or unintentional. Academic misconduct consists of cheating on an exam, plagiarism on an academic assignment, or unauthorized collaborative work.

**Evidence of academic misconduct may include, but is not limited to, the following:-**

1. Some of the student's work coincides with or closely and paraphrases a source that is not properly acknowledged.
2. Glaring coincidences in the work of students on exams, papers, problem sets, etc.; where cooperation in producing the work was not permitted.
3. Submission of the same work is in more than one course. When submitting any work to an instructor for a course, it assumed that the work has produced specifically for that course.

### **III. Harassment/Ragging and Extortion**

1. Harassment is not allowed in college, which includes any electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination that is intended to

cause or any reasonable person should know would cause physical or substantial emotional harm to another student or group of students.

2. Extortion is any verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group.

3. Sexual Misconduct, Including Sexual Harassment, Sexual Assault, Sexual Exploitation, Indecent Exposure, Intimate-Partner Violence is strictly prohibited.

**Ragging Constitutes any of the following acts:**

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling a fresher or any other student.

2. Spoiling in indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.

3. Asking any student to do any act which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of that fresher or any other student.

4. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.

**III. Disorderly Conduct**

1. Students will be punished for disorderly conduct the right to express their views, feelings, and beliefs inside and outside the classroom and to support causes publicly, including by demonstrations and other means.

2. Smoking is prohibited in all indoor or outdoor spaces throughout the college campus, including meeting class rooms, lounges, offices, library, walkways and playground etc.

**IV. False Representation**

A student will not give false information or make misrepresentation to any College office. In addition, the forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.

5. Any act or abuse by spoken words, emails, posts, public insults which would also include giving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in

the discomfiture to fresher or any other student.

6. Anti-Ragging Committee & Squad: Anti-Ragging Committee is established as per the guidelines of UGC, University or any other Competent Authority. All the students are encouraged to approach them without any hesitation in case of ragging.

**Punishment for Violation of Rules and Regulations of Ragging:**

1. Cancellation of admission
2. Withholding/withdrawing scholarship/free ship and other benefits,
3. Suspension/Expulsion from the hostel,
4. Lodging of FIR with the Police,
5. Fine up to Rs. 20,000/-.
6. The Competent Authority may impose any of the following punishments on any student if found guilty of any of the acts of indiscipline or misconduct and violation of Rules and Regulation of the College.

**B. CODE OF CONDUCT FOR PARENTS**

1. While visiting the college parents are requested to contact Principal of the college.
2. Parents must be prone about the progress of the student admitted for that course.
3. Parents are heartily invited to student parent meet program so they must attend the same.
4. Parents should take regular follow up of their wards' academic progress and be in touch with the institution for the same.