

## **MKSSSS**

### **College of Computer application for Women, Satara**

**(Faculty: BCA, BA, BCOM)**

#### **Code of Conduct for Students**

1. The identity card with photograph fixed and signed by principal must be carried by the student and produced when demanded by the authorized person of the college.
2. Student should be regular and punctual in attending classes and practical's as per the timetable.
3. Student should have minimum 75% attendance in the classroom.
4. Students should come to the college in approved uniform i.e. blazer (except Thursday)
5. Students can leave the campus only after getting a gate pass from the principal, class mentors and after making entry in the Gate Register maintained by the gate keeper.
6. In the events of seminars/project presentations etc., it is compulsory that all the students of the concerned class should be present for the entire session.
7. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours.
8. Use of mobile phone is strictly prohibited in college campus.
9. Students who intend to represent the college in intercollegiate events should take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.

10. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of honorable Supreme Court of India.

11. Misbehavior towards teaching, non-teaching staff, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.

12. Students are advised to read all notices and circulars displayed on the notice board.

13. Students are expected to maintain the standard of discipline & dignified manner of behavior in the campus of the college as well as in their class should be satisfactory.

**Examination Rules:**

1. Students must appear for all internal as well as university examination.
2. Student must read the timetable of examination displayed on notice board carefully and check regularly any changes made in timetable if any.
3. Student must be present in the examination hall 10 minutes before the start of examination.
4. Student cannot enter an examination hall more than half an hour after start of exam.
5. Student should obey the instructions given by supervisor in the examination hall.
6. Students are not allowed to carry any kind of study material, mobile phone with them during examination.
7. Students must not leave the class until all answer books are collected by the supervisor.

**Library Rules:**

1. No discussion permitted inside the library.
2. No personal belongings allowed inside the library.
3. Using cellular phones and audio instruments with or without speaker or headphones is strictly prohibited in the library premises.
4. Enter your name and sign in the register kept at the entrance in the library.
5. Library borrower cards are not transferable. The borrower is responsible for the books borrowed on this card.
6. Refreshment of any kind shall not be taken anywhere in the library premises.
7. Silence to be maintained inside the library.
8. Books will be issued on presentation of the library card along with the smart card. Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.
9. Books will be issued to the students for 8 days only. Due date and the fine will be charged Rs. 5 per day from the due date till the book is returned to library.
10. At the end of the college degree borrower cards shall be returned to the library.