

RULES OF DISCIPLINE

- 1) All admissions shall be provisional and be subject to the confirmation by the Principal.
- 2) Students should observe discipline and silence while in the college premises.
- 3) They must be punctual in attendance and must be in their seats at the commencement of every lecture.
- 4) There will be no gathering (Annual Social) in the College. No trip will be organized in the college.
- 5) No Society of students of the College will be permitted to be formed without the previous permission in writing from the principal. Every student event or activity may be conducted only with prior permission and approval from the Principal.
- 6) No person shall be invited to address the students or the members of any Students' Society, without the previous permission from the principal.
- 7) All subjects of debate in the college must be approved by the principal and the chair shall be occupied by responsible person, approved for that purpose by the Principal.
- 8) Students in their own interest should read the notices including notices containing rules, placed on the notice board from time to time and should see the college web site and University web site www.unishivaji.ac.in for necessary, updated information.
- 9) All departments of the college (Gymkhana & Library etc.) will work according to the rules made in that behalf, from time to time by the principal and the concerned committees.
- 10) **Ragging is strictly prohibited in this college as per Govt. of Maharashtra Ordinance dated 19th May 1999. Any one indulging in ragging is liable to be punished strictly including expulsion from the College and / or imprisonment up to three years, and/or fine up to Rs. 25,000/-. Any incident or attempt of ragging should be immediately reported by the students to the Principal or the Ragging Prevention Committee.**
- 11) **As per the Supreme Court directions and the Shivaji University circular for prohibition of sexual harassment of women at work place, special committee is formed and Internal Grievance Committee, which is formed for dealing with such complaints if any in this college, under the 2013 Act, and all the prescribed rules regarding this will be strictly implemented.**
- 12) Students should take identity card within a month from the date of admission and should always carry it with them, whenever in the college, or while representing the college at any other place. Students must produce the identity card whenever demanded by the teaching / non teaching staff in the college premises. Identity Card & Library Card are non transferable.
- 13) Students attendance for lectures, practical training programmes, tutorials and educational tours/ lectures is compulsory. Severe action will be taken against absent students, including fine for unsatisfactory or irregular attendance.
- 14) Student should not make any change in the documents like bonafide certificate, T.C., Identity Card etc. issued by the college.

- 15) Students should return the books on or before the due date and take good care of library books and reading materials.
- 16) Students should take care of the college property and should not damage the property in any manner. Strict action will be taken against such misbehaviour including fine and / or cancellation of admission.
- 17) The suggestions or complaints if any may be put in the Suggestion Box kept in the college premises or submitted to the members of the Grievance Committee or to the Principal.
- 18) Students should keep their mobile phones switched off or on vibrating mode while in college premises. Students must not use mobile phone in the lecture hall, Library or in the Computer Lab or other halls in the college premises. Noncompliance of this rule will invite heavy penalty and fine and of confiscation / seizure of the mobile phones. Students should note that, the use of mobile phones is strictly banned while in lecture or in Computer Lab or Library. Students should not make any use of mobile, computers, other electronic devices for non academic purposes.
- 19) Dress code will be compulsory for all working days excluding Wednesday. Dress code will also be required for all college functions, and while representing the college in any events.

Dress code for boys: White shirt and black Trousers and Black coat/ blazer.

Dress code for girls: White Salwar Kameez with white dupatta/White sari with white sleeved blouse /White shirt with black trousers and Black coat/ blazer).

- 20) The Principal reserves the right to make changes in the above rules & regulations.

LIBRARY RULES

- 1) Regular students of this college are entitled to get the books and other Reading material from the library on the production of the Identity Card & Library Card. All regular students will be given 2 borrows cards including one Digital Library Card.
- 2) Two books will be issued on two borrow cards for 10 days, fine of Rs. 1 per day per book will be charged thereafter.
- 3) If the book is lost or damaged by the student he/she has to pay the current price of the book and equal amount of fine.
- 4) In any case Reference Books will not be issued at home on Library Card. Students can refer them in the library after submitting their I-Cards.
- 5) A student must show his/her or Identity Card & Library card when he/she visits the library.
- 6) Question paper sets, periodicals, reference books and any other material is not allowed to be carried out of the library. Students can avail of the Xerox facility.
- 7) Library card is not transferable.
- 8) Loss of I Card / Library Card should be immediately reported to the college and new I Card/ Library/Digital Card should be obtained by paying the charges of Rs. 50/-.

- 9) Persons other than students can take benefit of the Library Facility by paying Monthly membership fee of Rs. 300/- and Library Deposit Rs. 1000/- and will be issued one book per week. Fine of Rs. 1/- per day will be charged if the book is not returned within one week. Other Library rules will also apply mutatis mutandis to all external candidates. Administrative charges at the rate of Rs. 200/- per one year or part of it, will be deducted from the library deposit.
- 10) Library deposit will not be refunded unless all the books are refunded and the Deposit is claimed within six months from the final examination given.
- 11) Students securing first five ranks of merit in their respective class will be given Benefit of Scholar card scheme wherein, they can avail of the facility of Five books including reference books for the prescribed period of ten days.
- 12) Student can take benefit of online database software including N-List, Manupatra, AIR etc from the Library, Computer Lab.

Rules for Book Bank -

- i) Book Bank Scheme is available to poor and needy students as per availability of the books.
- ii) Students should apply for Book Bank Scheme within 15 days from the beginning of the semester and they must return all books within 15 days of the semester examination failing which fine of Rs. 1 per day per book will be charged at the time of return of books.
- iii) Students can avail of maximum ten books from the Book Bank Scheme by paying 25% of the price which is not refundable. If a student fails in any examination, he /she may continue the book bank for one additional semester without any extra fee.
- iv) Students should use the books with proper care failing which, they will be responsible to make good as damage, the entire price of the book and they will also be charged fine.