



SHREE SWARAJ EDUCATION SOCIETY'S  
**SWARAJ<sup>®</sup> COLLEGE OF COMMERCE AND COMPUTER STUDIES**

(Affiliated to Savitribai Phule Pune University and Recognized by Govt. of Maharashtra)  
(Affiliation ID: PU/PN/BBA, BCA/303/2008 • PUNCODE: CAAP013730 • College Code: 854)

**Leela Vasant Mitkari**  
(President)

**Dr. Babasaheb R. Sangale**  
(Secretary)

**Dr. S. N. Nanaware**  
(Principal)

### CODE OF CONDUCT FOR STUDENTS

1. The student must observe and strictly follow the disciplinary rules and regulations of the college.
2. The student should follow the academic calendar as per the instructions given by the principal and respective Head of the Departments.
3. Any act of indiscipline or misbehaviour by any student will attract severe punishments.
4. Damage to the college & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
5. The students shall only use the waste bins for disposing waste materials in classrooms, and offices to make the college campus free from plastic and other litter.
6. The students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished. The students are strictly prohibited to bring and park four wheeler cars in the campus of the college.
7. No person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.
8. The students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus.
9. Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
10. All Educational tours or Industrial visits shall be accompanied by the teachers after obtaining necessary undertaking from the Parents / Guardian of the students' and with the written consent of the management.
11. Unauthorized entry of outsiders into the campus is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College.
12. Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.
13. Every student must carry with him / her college I-card every day while attending lectures and appearing for various examinations. The student should take his / her Identity Card and Library Card for Home Lending, from the Library at the beginning of the academic year.
14. I-Card will be available a week after he / she produces his / her Identity Card size photographs along with Admission Receipt.
15. The student should collect his / her I- Card within 15 days from the date of admission.
16. The student should carry identity card with him / her regularly and the identity card should be produced when demanded by the authorized persons of the college.
17. At the time of issuing a book, the Identity Card must be presented along with the Library card. Without I- Card the reader may be refused the use of the Home Lending facility.
18. If student has lost library card or I-card, it should be reported immediately to the coordinator / HOD and the librarian with an application.
19. Be scrupulously honest in all academic activities and with all the stakeholders of the college.
20. Be attentive, fair and cooperative to your teachers and peers on various academic and non-academic activities.
21. Believe in loving, sharing and caring.
22. We believe in inculcating a sense of discipline, belongingness and commitment of the students by observing a dress code.





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23. The students are expected to wear college uniform regularly.
24. The students are expected to wear formal dress while on college campus.
25. The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.
26. Mobile phone is strictly prohibited in the examination hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.
27. Ragging as per the Directions of Hon'ble Supreme court of India. MAHARASHTRA ACT NO. XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999. (As modified up to the 29th August 2012).
28. Cancellation of admission and also debarred from taking admission in any institution in India.
29. Withholding/Withdrawing scholarship / fellowship and other benefits.
30. Debarring from appearing in any test/examination or other evaluation process.
31. Withholding results.
32. Suspension / expulsion from the institution.
33. Collective punishment if larger number of students are involved in the act of ragging.
34. An FIR filed without any exception with local police station.
35. The student should be regular in attendance for all sessions during the day.
36. The student should have at least 75% attendance in the Lectures of every subject and 100% overall performance.
37. If the student is found irregular in attendance, disciplinary action will be taken.
38. The student coming late shall not be allowed to enter the class.
39. The student must report about the sickness to the college.
40. The students will not be allowed to remain absent for any mid-semester, term-end examination conducted by the college or continuous assessment conducted by teacher in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.
41. Leave Travel Concession as per the rules and regulations of Indian Railways and MSRTC will be allowed only for designated vacations, such concession forms will not be made available for travel in between vacations whatever be the reason.
42. The student should complete all the Practical and Term – work such as Journals, Assignments and Projects.
43. The students must appear at the examination hall half an hour before the commencement of the examination.
44. The students should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.
45. A student is permitted to bring the following items to an examination pen, pencil, and, if specifically permitted, non-programmable calculators.
46. All students should follow the rules of Savitaribai phule Pune University ordinance No. 257 dated on 5th October 2017 published by Board of Examination.
47. Loud/impolite talk/use of abusive language which offends the listener would be dealt with serious action.
48. Expected to spend their free time in the Library/Reading Room.
49. The students are instructed to follow the information and guidelines given by the project guide from time to time and make the timely submission of their projects completed in all respect.

