



## **ST. GONSALO GARCIA COLLEGE OF ARTS AND COMMERCE, VASAI.**

### **General Code of Conduct: Students**

1. The conduct of students in the college shall be such that it will not interfere with the orderly administration and discipline in the college, or cause any disturbances to fellow students.
2. Students must wear the identity card, throughout the stay in the College premises. Entry to the College premises, lectures, practical's, college functions or access to the Library, College Office, Laboratories, Canteen and Gymkhana is strictly based on a valid identity card.
3. Students are expected to come to the college decently attired. Students are expected to wear modest clothes that contribute to the academic atmosphere necessary on campus. Accordingly girl students wearing tank tops, short dressers, mini skirts, shorts, three fourths, ripped jeans and male students wearing three fourths, shorts, armless T-shirts, ripped jeans is considered inappropriate. If a student's dress, in the opinion of the Principal and staff members, is indecent and is detrimental to the best interests of the college, appropriate disciplinary action may be taken against such a student.
4. Ragging in any form is strictly prohibited in and around the campus and is punishable under law as per the Supreme Court decision.
5. Use of Mobile Phones is not permitted in classrooms.
6. Students must not loiter in the corridors when classes are going on.
7. Students are not permitted to bring outsiders into the College campus without prior permission.
8. Any external interference in college functioning and administration will not be permitted.
9. All college excursions or outings require the prior sanction of the Principal. Students will participate in the Industrial visits/Excursions/Study Tours at their own risk and will not hold the college responsible for any undue incidents or claim compensation for damages arising out of it.

10. Students are expected to take care of the college property and to help in keeping the premises clean. Damage to the property of the college e.g. spitting, disfiguring walls, doors, breaking furniture, fittings, glasses is a breach of discipline and will attract severe punishment and the concerned student will have to make good for the damage done.

11. Students are advised to carry with them their books, valuables and other belongings whenever they leave their classrooms/laboratories/library. The college is not responsible for any loss of students' property.

12. Students are expected to read the Notice Boards daily for academic and administrative information.

13. Smoking/ Spitting / Drinking In the College Premises Is Strictly Prohibited.

14. Sexual Harassment is a punishable offence.

<https://www.ggcollege.ac.in/files/Policy-Paper-1.pdf>

15. Matters not covered under the above mentioned instructions/rules and regulations shall rest with the discretion of the Principal.

### **Academic Code Of Conduct – Students**

The college has been instructed by the University of Mumbai to strictly follow the provisions of the ordinance 119 and 125. Under these ordinances, the college may not send up the forms for admission to the university examinations of those students who do not fulfill the necessary requirements.

This involves:

- Minimum attendance in each term is three- fourth of the days on which lectures are delivered and the completion of the course of study at the college to the satisfaction of the principal.
- Lecturers will maintain records of attendance in their class throughout the year. Students are asked to note that absence from one lecture at which attendance has been taken will be deemed as absence for the whole day.
- In case of absence due to illness, students are required to submit to the vice principal a medical certificate with a letter from the parent/ guardian explaining the reasons for absence.

- Students of the college, successful at an examination and desirous of continuing in the college are required to apply within the stipulated time for admission to the next class.
- Students should make themselves familiar with the syllabus of their course of studies, college regulations given in the college handbook, and notices appearing from time to time on the notice boards.

### **Examination Code Of Conduct - Students -**

1. Candidates should occupy the correct seat and write correct seat number and other details in the space provided for the purpose on the answer-books.
2. Candidates who are not in their seats by the time notified, will not as a rule be permitted to appear for the examination. The Senior Supervisor may at his/her discretion admit those who give him/her a satisfactory reason.
3. Each answer-book contains Twenty/Eight pages.
4. Candidates should write their answers in legible handwriting. They are warned that zero marks may be assigned to answers which cannot be assessed by the examiners owing to illegible handwriting.
5. Write on both sides of a page. Rough work where necessary, should be done on the last page in the space provided. No page should be left blank. Any such act shall be treated as unfair means.
6. Candidates should not write anything in the Examiner & Moderator sheet (Part-B) & Re-Evaluator Sheet except Candidate details.
7. Candidates should not damage or make any stray marks on the barcodes.
8. Candidates will not be permitted to leave the examination hall until half an hour after the question paper is distributed.
9. All answer-books supplied shall be returned whether written or blank. Nothing shall be written on the question paper.
- 10.. No sheet shall be torn from the provided answer-books nor shall additional papers attached to them.
- 11 If any paper/ subject have multiple sections, the candidate has to write all sections in one and the same answer books.
12. A warning bell will be given ten minutes before the close of the examination. Candidates will not be allowed to leave the examination hall during the last ten minutes. At the final bell, they must stop writing and be ready to hand over their answer books to the Junior Supervisor.

They should not leave their seats until answer-books from all candidates are collected by the Junior Supervisor.

**UNFAIR MEANS IN THE EXAMINATIONS -**

- Candidate shall write the answers only with BLUE/BLACK Ink Ball pen only. Use of any other Pen like Gel Ink or Fountain ink or any other colour ink, will be treated as unfair means in terms of revealing of identity.
- Candidates are forbidden to (1) bring any book, notes, scribbling papers, pages, Mobile phones/smart watches or any other similar devices. i) speak or communicate in any manner to any other candidate, while the examination is in progress, and ill) take with them any answer-book written or blank while leaving the examination hall. The supervisors/authorized persons are authorized to check the students.
- A candidate who disobeys any instructions issued by the Senior/ Junior Supervisor or who is guilty or rude or disobedient behaviour is liable for disciplinary action to be taken against him/her by the University as per 0-5050.
- Do not fold the answer book anywhere because it will be treated as unfair means in terms of revealing of identity.
- Candidates suspected to be guilty of any of the aforesaid acts will be allowed to write their paper only after giving an undertaking in writing that the decision of the University in respect of the reported act of unfair means is binding on them/Exchange of writing materials, stencils, mathematical instruments, etc. is strictly prohibited. If candidates want anything, they should approach the Junior Supervisor without disturbing other candidates. However, they should not leave their seats on any account.
- Any method to bribe the examiner/s by attaching currency notes or letters is strictly prohibited and will result in serious action being taken by the University.
- Seat number should be written only the space provided for the same. Candidate should not write his/her name in any part of the answer-book. Writing Name, Seat No., Phone/Cell No., putting signature, use of religious Invocation or any writing that is not relevant to the answers anywhere in the answer-book will be treated as attempts to reveal identity.

- Underlining of answers for focusing attention is permitted. However, use of varied inks, except for illustrations and figures must be avoided. DO NOT use symbol like encircling the question or using colour arrows for P.T.O. These will all be considered as attempt to readily identify the specific answer-book and will be treated as unfair means.
- Candidates are requested to go through the provisions of 0-5050 for preventing malpractices at University.

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