



Discipline and Code of Conduct for Students

1. A student admitted to College must maintain an ethos of commitment to the academic programme. She/he is expected to aim at the highest achievement in every sphere and to conduct himself/herself in a responsible and dignified manner wherever she/he may be.
2. College phones are available during college office hours i.e. from 10.30 a.m. to 5:15 p.m.
3. According to the University regulations the students must attend 75% of all classes. Prior permission from the Cluster Incharge or other faculty is necessary for taking leave from the College. In case of an emergency like a serious illness, the guardians/parents should inform the College office immediately and when the student re-joins the College, s/he should submit to the cluster Incharge relevant documents like a prescription of the doctor, medical certificate, etc. Such documents submitted at the end of the Semester/Year will not be accepted.
4. Students are expected to be punctual at the lectures, tutorials and all the activities of the Colleges. A student is allowed to enter the first lecture late only once a month. If a student is late more than once a month, s/he can enter the class with the permission of the Professor.
5. It is not enough to be physically present in the class. Students must maintain discipline in the class. Any act of indiscipline may lead to further disciplinary action.
6. A student must also attend all functions and activities of the Colleges such as, cultural functions, seminars, symposia, debates, quizzes, essay competitions, sports, community services, exposure programmes, retreats, etc. Students should take part in at least one item of a cultural programme and one of the competitions like speech, essay writing, poster making, etc.
7. Prior permission is required from the HODs/Cluster Incharge for any absence either from classes, community life activities or any other College activity.
8. It goes without saying that no other commitment should be undertaken during the regular timings of the College classes and activities.
9. The student's name is liable to be dropped from the rolls if s/he is absent continuously for more than 10 days without leave. A re-admission fee will be charged if re-admission is granted at all.
10. Use of mobile phones within the College building is strictly prohibited and they should be switched off mode/silent mode. In case of violation of this code, the mobile phones may be confiscated or fines imposed or both.
11. Students are advised to come to the College in simple and modest dress, befitting an institution of higher learning.
12. There is a good number of books in the library. Every student is expected to make the best use of it making sure, however, to observe the library rules fully.
13. Once the teaching days are over, the students will be allowed to check out books in the library on library rules:
14. Students will always have the College identity card around the neck in the college premises. It must be given to any authority of the College for inspection on demand.
15. If an ID is lost for the first time, students will have to pay the cost of the ID and if they lose it for a second time, they will have to pay the cost for a new one.
16. No visitors for students are allowed during lecture hours.
17. No meetings should be held in the College nor any new activity be taken up without the consent of the Principal.
18. No student will leave the College premises without the Principal's permission, except to go home after the lectures are over.






Shiksha Mandal's
G. S. COLLEGE OF COMMERCE, WARDHA
(NAAC (UGC) ACCREDITED INSTITUTION (3rd Cycle))
(PERMANENTLY AFFILIATED U/S 2 (F), 12 (B))
(A 'Hind' Linguistic Minority College)



19. Ragging is a criminal offense and those found indulging in it will face immediate expulsion and legal action.
20. Any offense regarding gender discrimination, eve-teasing, disrespectful acts or words will be dealt with severely and may lead to dismissal from the College.
21. No student shall come to the college under the influence of any intoxicant and if found, serious disciplinary action will be taken. No student shall be found chewing tobacco products or any such things in the college building.
22. One of the specialities of the college is its large campus. No student shall mistake the campus for a park and behave in an improper way.
23. All students should maintain the cleanliness of the campus so they shall be careful in throwing wrappers, plastic papers, polythene bags, etc., in the dustbins.
24. Students changing their residence or their parents' mobile number must inform the College office without delay. If no information is given to the College office, action will be taken against the student.
25. If a student has any complaint with regard to fellow students or teachers or administration, s/he should register the complaints through the various forums provided by the Colleges such as Suggestion Box, Teachers, Co-ordinators, Students' Council, Grievance Cell, Women's Grievance Cell, Vice Principal, and Principal. A student should not contact any outside agency without exhausting the various forums for redress given by the College. Serious action will be taken, even dismissal if a student does not follow this rule.




PRINCIPAL
G. S. College of Commerce
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