

Code of Conduct & Discipline Rules

Arts, Commerce & Science College, Hupari, maintains a strict code of conduct to ensure a safe, respectful, and academically focused environment for all students. By taking admission to the college, students and parents agree to abide by the following rules and regulations:

1. General Conduct & Discipline

- **Authority:** The right of giving admission is strictly reserved by the Principal. The decision of the Principal shall be final and binding in all matters. The Principal has the right to amend or modify the rules at any time.
- **Behavior:** Students should be polite and humble with all faculty and staff. Every student must actively contribute to maintaining disciplinary rules in the college premises.
- **Identity Cards:** Students must always carry their college-issued Identity Card. It must be produced whenever demanded by the teaching or administrative staff. Failure to produce the ID card will result in a fine of Rs. 100/- every time. For a duplicate copy, Rs. 100/- will be charged.
- **Document Integrity:** Students must not make any unauthorized changes or alterations to official documents like the Transfer Certificate (T.C.), Identity Card, etc., issued by the college.
- **Personal Belongings:** The college will not be responsible if a student loses any of their personal commodities or valuables on campus.
- **Notice Board:** Students must regularly read the notices displayed on the college notice board. The college administration will not be responsible for any loss incurred due to a student's failure to observe these notices.
- **Information Updates:** Any change in a student's name, surname, or residential address must be immediately informed in writing to the college office.

2. Academic Rules & Attendance

- **Mandatory Attendance:** Every student must attend at least **80%** of lectures and practical sessions. Failure to meet this requirement will result in disqualification from the University Examinations.
- **Participation:** It is mandatory for all students to attend lectures, practicals, internal tests, tutorials, and examinations. Students are entirely responsible for their educational loss if they miss classes.
- **Practical Work:** Students must complete all practical work according to the schedule and instructions given by teachers. Late submission of Journals or Project work will not be accepted.
- **Subject Selection:** Students must select the exact same subjects in the University Examination form as they selected in their college admission form.
- **Examinations:** Any kind of malpractice or misdeeds in the classroom or college premises during examinations will be strictly liable for severe punishment and admission

cancellation.

3. Campus Rules & Regulations

- **Dress Code:** The college dress code is compulsory on all days except for a single day in a week (as decided by the college authority).
 - **Girls:** Jeans, pants, sleeveless dresses, and informal dresses are not allowed on the college campus.
 - **Boys:** Must wear formal attire only.
- **Mobile Phones:** The use of mobile/cell phones in the college campus and classrooms is strictly prohibited. If found using a mobile phone, it will be confiscated, and a fine of Rs. 100/- will be levied each time.
- **Prohibited Substances:** Chewing tobacco, gutkha, smoking, and the consumption of alcohol are strictly prohibited on the college campus. Strict punishment will be given if found violating this rule.
- **Loitering:** Students should not linger in the corridors, verandas, or on the college ground during lecture hours. They must engage in their studies in their classrooms during off-periods.
- **Vehicles & Parking:** * Students' two-wheelers will not be allowed on campus without a valid driving license.
 - Four-wheelers belonging to students are strictly forbidden in the college premises.
 - Vehicles must be parked only in the designated parking slots. Loud honking is not allowed.

4. Anti-Ragging Policy

- **Zero Tolerance:** As per Maharashtra Government Rules, Ragging is a cognizable offense.
- **Definition:** Teasing, abusing, threatening, torturing, making practical jokes, or causing any mental, emotional, or physical hurt to anyone falls under ragging offenses.
- **Consequences:** Strict action, including immediate cancellation of admission and legal proceedings, will be taken in any case related to ragging.

5. College Property & Library

- **Care of Property:** Students must take utmost care of college property. Scribbling on benches, walls, college buildings, or latrines is strictly forbidden.
- **Penalties:** Paying a penalty amount is obligatory if any student damages college property directly or indirectly. Admission will be canceled if a student is found intentionally damaging assets.
- **Library & Labs:** Students must handle library books, practical equipment, and periodicals very carefully. Any type of damage will be treated as misconduct and is punishable.
- **Book Returns:** Students must return books borrowed from the library on or before the due date, failing which a late fine will be charged.