



Maharashtriya Mandal's

Chandrashekhar Agashe College of Physical Education

Gultekadi Pune - 411 037



CODE OF CONDUCT

For College Students

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General Code of Conduct

- BPED Classes start from 7.00 a.m. and may continue up to 4.00 p.m. and for MPED Classes start from 12.30 p.m. and may continue up to 6.30 on all the Six days of a week. Students are advised to come to the Institute by 6.50 am/12:30pm to attend classes. As per university rules 75% attendance is mandatory to appear in semester end examination.
- Students must adhere to the Dress Code of the Institute.
- Every student must carry his / her Identity Card while entering the campus and identify himself with help of the Identity Card whenever asked for.
- No guests / visitors shall be allowed with the students in the class/lab/ library.
- Students must help keep the institute neat and clean and also preserve and maintain the greeneries. Eatables / beverages are not allowed inside the study areas including labs, library. Students should have their tiffin inside the canteen or class room. Smoing is prohibited in the premises of the institute.
- Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, laboratories.
- All the labs follow certain safety and academic norms for their smooth functioning. Students are advised to keep themselves updated on those norms and follow them accordingly.
- Any removable data storage device or hardware attachments for software operations cannot be taken in or out without written approval of the department in charge. A violation of this will be considered as an intention for piracy / theft.
- While studying at the Institute, students will have to operate tools carefully and observe all safety regulations and see that no damage is caused to self, others or to the Institute's property, equipment. In case it is found that they have caused any damage to the Institute's property they shall be required to reimburse or make good the damage caused. Any decision regarding the extent of their liability on such account shall be at the discretion of the Institute, which shall be final.
- The nature of learning in any program may require the students to purchase tools, stationary items from time to time. Specific instructions in this regard will be given by the concerned department / faculty at the beginning of various courses.
- In case of medical emergency in the campus, the student must inform the faculty member/ technical assistant without any hesitation.

Behavioral Expectation

- Attending both theory & practical classes in time is mandatory
- Every Student is supposed to meet the deadlines for submission of assignments, homework and projects.
- Student should respect the college members and speak politely with all the members of the institution. Students should not argue with the teachers, non-teaching staff seniors, peers.
- Student is expected not to use offensive or foul language.
- Earrings for boys, fancy haircuts and tattoos are strictly prohibited in college
- Students are not allowed to roam around in malls, theatres etc. or outside wearing the college uniform.
- It is expected that students maintain silence during the classes. It is expected that the students do not disrupt the class by cross- talking, singing, playing games etc.
- Students are not allowed to use mobile phones, tabs, laptops, other gadgets etc. during the lectures.
- Students should respect and give space to other individuals.
- Every student is expected to contribute towards the cleanliness of college and campus. Thereby, maintain highest levels of personal and social cleanliness and hygiene.
- It is expected that students maintain their attendance for theory and practical classes. Students should not remain absent without permission.
- Students should take care of their personal belongings and library books.
- Students should maintain dignity of college and all members.

Following examples of misbehaviors is strictly prohibited

- Fighting during class, in hostel, in the campus
- Argument with Teaching and Non-teaching Faculty
- Argument with students during class or Disruptive talking during class
- Comments, taunts (Teacher & Students) or Physical Abuse
- Discrimination of any form
- Use of Mobile phones in ground sessions, Class and Library
- Misbehaviour during Intramural and Extramural
- Sleeping in class and Library
- Indecent or socially unaccepted behaviour
- Destruction / Damage of Physical Property
- Video/Audio recording by students
- Theft
- Substance abuse or consuming Alcohol-tobacco or any drugs other than medicine
- Birthday celebration in college campus
- Sports uniform in class is not allowed

Any other Behavior that is found inappropriate or detrimental to College Discipline.

Consequences of Misbehavior

- *Any incidence of misbehavior occurred would be dealt with in the following manner:*
- Warning & Record by Class Teacher
- Written letter & Parents meeting with Principal (information to parent & meeting with parent at discretion of the principal)
- Denying Privileges like Hostel/ Intramural / Extramural / Exam / Programme
- Debarring from appearing for University Examination
- Debarring from admission to a course
- Rustication/ Expulsion from the college

Note : Above rules and regulations, expected behaviors are in addition to that mentioned in the guidelines of the university. College will employ disciplinary measures as suggested by the university and according to college discipline policy.

Rules about Attendance

- As per university rules 75% attendance is mandatory to appear in semester end examination, students have to maintain 75% attendance for per ground rotation to appear the examination.
- Authorized Sports competition will consider as Official Duty leave
- Medical leave comes under Casual Leave
- If any student leaves class or practical in between will be considered as absent for that particular session.

Internal Evaluation

- If a candidate misses an internal Evaluation, he/she will have another chance or chances with the permission from college Principal in consultation with the teacher. Such additional opportunities for internal assessment shall not be the right of the student.
- If the candidate fails the internal Evaluation after repeated attempts provided by the teacher, candidate will not be allowed to appear for the external Evaluation of the concerned course and will have to complete/repeat the course in the subsequent semester/ during 5th/6th semester whichever is applicable.
- Candidate must secure minimum passing standard in every internal assessment. Concerned teacher of the course may provide another opportunity to the student who misses an internal exam or who fails to obtain minimum passing standard in each of the internal assessment. It should be noted that the candidate who gets extra opportunity in the internal assessment will be awarded only minimum passing standard (i.e. 40%).
- If a student is absent for the morning field activity without prior permission or valid reason, he/she will not be allowed to appear for internal theory exam/tutorial. Students will not be allowed to retake the subject. It is mandatory to complete the process but the subject will get zero marks.

Rules of Laboratories

- Laboratory equipments will be issued only during 10 a.m. to 5 p.m. on Monday to Friday.
- Issued equipment should be returned within seven days from the issue date. In case it is required for more days then the students should renew it again.
- Any damage to the equipment will be the responsibility of the students and will be recovered from deposit money.

Library Rules

- Loan Privilege and Period of Loan (How many documents/book can be issued?)
- One book against producing one Reader's ticket could be borrowed for a period of 15 days from the date of issue. This rule is applicable for general books for reference and reading only.
- Only 1 book will be issued on 1 card. Each student will get maximum 3 books.
- Exchange of cards is strictly prohibited.
- Students will not be allowed to take books home without Library Card
- CD/ periodicals /Thesis will be issued only for Reading Hall.
- Student can get one Additional Borrower's Ticket by depositing the additional deposit amount of Rs:-100/-
- Use your own Library Card.
- Library Borrower's Card is not transferable.
- Reference or reading room any book, if taken outside the library a fine of Rs. 100/- be levied.
- Fine of Rs.5/-per day will be charged if the documents (books) are not returned on due date.
- In case borrowers fail to replace a lost or damaged book within a month from the due date of its return, he/she shall pay to the library 5 times price of the book.
- Master 2nd years student can issue only master degree thesis for period of 15 days. Failing to return the thesis after 15 days the student will be charged a fine of Rs.10/-per day.
- A person losing or damaging Library books repeatedly shall be debarred from using the library.
- Prior permission from Librarian for group discussion is required.
- All readers are required to maintain the perfect silence and Discipline in the Library.
- The same book may be re-issued 2 times, if it is not in demand. Loss of Reader's Ticket/Identity cards should be immediately reported to the Librarian.
- A duplicate thereof ,shall be issued after payment of Rs:-100/-

Rules about Extramural

- One student can participate in any 2 University recognized sports excluding Athletics at intercollegiate level.
- Female students can allowed participating in more than two sports only in the case of women team fails to meet required no of players to prepare the team.
- For participation in open sports competition prior approval of in charge Teacher and Principal is must. For approval student have to produce required documents.
- On duty attendance will be considered at actual Days for one intercollegiate sport competition, 3 days for Inter-zonal sport competition, 15 days for University sport competition.
- For selection in the college team student have to undergo selection trials as per the schedule displayed by college.
- Along with the merit or performance the attendance in the practice camp, overall behavior will be considered for the selection.
- Selected students have to fill the online eligibility form at least 8 days prior to reporting of the competition.
- Defaulter student in any category will not consider for the selection.
- Student will be given only two chances to reappear for ground exam or tutorial he/she had missed during extramural competition.

Rules about Sports Equipment

- All sports related material issued to college students and staff, should be used solely for ground activities only and not for personal use and entries are maintained in store register
- Day-to-day issues and return of equipment by students during ground activity should be maintained in the day-to-day issue register. In case students do not return it on the same day, then it should be recorded in their names in their respective class issue record book.
- Only college regular students will be allowed to issue sports equipment.
- Equipment's to be issued related to current physical activities going on for the class at the ground, and for practice purposes only. Such issued equipment should be returned before the start of the ground activity.
- Students will not be issued equipment for their personal use or training. In special cases, they need to take permission from the principal.
- No issued equipment will be taken out of the college campus.
- Issued equipment should be returned within seven days from the issue date. In case it is required for more days then the students should renew it again.
- Any damage to the equipment will be the responsibility of the students and will be recovered from deposit money.

Penalties for ragging

As per Supreme Court Judgment ragging is - any disorderly conduct whether by words spoken or written or by an act with the effect of teasing, treating or handling with rudeness any other student, Indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

The punishment may also take the shape of:

- withholding scholarships or other benefits
- debarring from representation in events
- withhold results
- suspend or expel from hostel or institute

Hostel

- All residents are required to maintain standards of behavior expected of students of a prestigious Institution such as ours. They are expected to behave courteously and fairly with everyone both inside and outside the campus.
- All residents are required to carry their valid Identity Cards issued to them by the Institute.
- The rooms, common areas and surroundings should be kept clean and hygienic. Notices, Posters, Study Material etc. Shall not be pasted on walls and walls shall not be scribbled on.
- All the girl students are expected to be in the hostel before 9.00 p.m. If any student wishes to be away from the hostel during the weekend, holidays or any other time, she has to take prior permission from the Warden.
- In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostel, as decided by the Warden.
- Ragging of students admitted to the Institute is totally banned. Any violation of this by the students will be dealt with very severely.

General rules regarding Practice teaching lesson:

- Student teachers should complete all the lessons included in the syllabus within the stipulated time.
- If the lesson is not completed as per the rules, (if the internal work is incomplete) the internal committee should give such remarks. Accordingly, no marks of that student teacher should be sent to the university.
- It is also mandatory for student teachers to teach school physical education within the uniform prescribed by the college.
- It is mandatory for student teachers to have proper hairstyles. (Beard should not be grown - cutting should be fine)
- Do not wait too long on the school premises without permission except for lessons.
- Do not raise your hand to hit any student during the lesson.
- Do not give or ask for personal information to any student during the lesson.
- Contact the concerned professors in case of any difficulty.
- Student teachers should not make any decisions on their own
- It is expected to behave in a proper and disciplined manner with the students and teachers of the school while taking lessons in the school.
- In case of any violation of school rules during the lesson and any complaint against the concerned student teacher, the seriousness of the complaint should be taken into consideration and severe punishment should be given by the college.