

RULES AND REGULATIONS FOR COLLEGE STUDENTS



**Maharashtriya Mandal's
Chandrashekhar Agashe College
of Physical Education Gultekadi Pune 411037**

General Code of Conduct

- Classes start from 7.00 a.m. and may continue up to 2.00 p.m. on all the Six days of a week. Students are advised to come to the Institute by 6.50 am 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.
- Use of mobile phones in the classrooms, Library, labs, Play Field area etc.is strictly prohibited.
- 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. Smoking 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.
- Rules to be followed in laboratory / library/ Class Room/Play Field etc.
- 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.

Rules about Late for Ground/Theory

- Record of late comers will be kept for both practical and theory classes.
- Late record will be considered to mark absent.
- Three Late record = One absent.
- If student joins class after fifteen minute will be marked absent
- If any student leaves class or practical in between will be considered as absent for that particular session.

Rules about Extramural

- Defaulters for attendance and behaviour will not be allowed to represent college in extramural competition.
- Each student can participate maximum in 2 extramural events.

Note: Student will be given only one chance to reappear for ground exam or tutorial he/she had missed during extramural competition.

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
- Indecent touches
- Cheating in Examination
- 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.

Library Rules

- **While coming in library it is compulsory to have your college ID card**
- **Library Timing**
All Working days of the Institute
Monday to Friday: - 10.00 am to 5.30 pm
Saturday:-8.00 am to 12.30 pm

Membership

- All registered students of the institute are eligible to become members of Library.
- To become a member of Library, a student has to submit 3 copies stamp size photograph, his/her address proof, Photocopy of College Fee Challan to the Library Assistant, who will further guide him/her regarding membership procedure. Readers shall always notify any change of his/her permanent address to the Librarian in writing.
- Membership to the library is not transferable.

- Library membership cards or other identity cards are to be shown, if demanded, at the time of entering into the library or whenever asked for in the library.
- While in the library, all persons shall observe all basic and elementary principles of library ethics, obey the rules and procedures of the library, and maintain to discipline enforced by the Librarian.
- Dress code for students will be observed in the library even beyond class timings.
- Conversation, gossiping, sleeping, smoking, sitting on top of the table and loitering, speaking, use of mobile are not allowed in the library.
- The arrangement of chairs in the reading rooms should not be disturbed.
- Users are not allowed to distort or deface any book, magazine, newspaper. If a student requires any article, it may be photocopied with permission of the Librarian.
- No reader shall bring any non-member into the library, nor shall lend, even temporarily, library books borrowed by him to others.
- Without obtaining special permission from the Librarian, nobody shall enter the Stack-room or any part of the library, not ordinarily open to him.
- Any official of the institute or the security personnel will have the authority to examine everything that passes into or out of the library.
- Upon any infringement of the Library rules, students may forfeit the privileges and memberships.
- Readers detected to be acting in contravention to the above rules of library above shall be liable to be deprived of the facilities of the Reading Room temporarily or permanently.
- No reader who has been thus excluded from the privileges of the library shall be allowed to use the reading rooms or to borrow books unless and until such person be reinstated by the Library Committee.
- Every member of the library shall be responsible for the safe custody of any library book borrowed by him for study in the Library Reading Room or for use at home.
- Library books issued for use in the Reading Room shall not be taken out of the section without prior permission of the Librarian.
- Library books shall never be left unattended on the table in the Reading Room. The borrower shall be held responsible for loss, mutilation or damage, if any, while the book stands issued on his account.

Note: Use of the Library is strictly reserved for the readers possessing CACPE library borrower's ticket (Library card).

Circulation Rules

- Lone 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.
- Only 1 book will be issued on 1 card. Each student will get maximum 3 books.
- Use your own Library Card.
- 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/-
- Library Borrower's Ticket is not transferable.
- Xerox Copies will not make available for students.
- 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 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 borrower shall replace a book if it is lost while in custody.
- A person losing or damaging Library books repeatedly shall be debarred from using the library.
- All readers are required to maintain the perfect silence and Discipline in the Library.

Reference material not to be lent-out

Renewal of Books

- 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/-

NO Dues

- The users of Library must return all the Library books and other documents borrowed by them and cleared all Library dues before Year end.

Reading Hall Rules

- Mobile Phone to be kept on silent mode in Library Premises
- The student must carry identify card along with them while sitting in the library reading hall.
- Eatables in the reading hall is not allowed
- Please report to us immediately, if you find anyone damaging the library materials.
- Any infringement of library rules may lead to the withdrawal of membership privileges.

Following activities shall be deemed as act of indiscipline

- Disruption of, or improper interference with the academic, administrative, sporting, social or other activities of the institute, whether on institute premises or elsewhere
- Using abusive language and creating nuisance in the premises of this institute, disturbing the peace and independent rights of fellow students and faculty members;
- Violent, indecent, disorderly, threatening or offensive behavior or language and action likely to cause injury or impair safety on this premises;whilst on MMCACPE or engaged in any activity in MMCACPE or for MMCACPE;

- Fraud, deceit, deception, dishonesty or theft in relation to this institute or its staff, or in connection with holding any office in MMCACPE, or in relation to being a student of this institute;
- Action likely to cause sexual or racial harassment of any student, member of staff or other employee of this institute or any authorized visitor of this institute;
- Damage to, or defacement of, MMCACPE property caused intentionally or recklessly, or misappropriation of such property which includes , damaging library books, resources and furniture like cupboards / lockers / file cabinets / walls /doors/ windows/ white board / tables / equipment / chairs etc. by way of writing names/painting/scribbling etc.;
- Misuse or unauthorized use of the institute premises or items of property, including computer misuse;
- Being instrumental directly or indirectly for mass absenteeism or boycott of classes resulting in vitiating the atmosphere of the Institute;Threatening, physically preventing or using any other means from preventing the students from attending classes;
- Consuming drugs, alcohol or any other activity in Campus/ Hostel which is construed as a societal offence at large.

Penalties for minor disciplinary violation

- Where the violation is considered minor by the Competent Authority, the following penalties may be imposed at the discretion of the Competent Authority for minor disciplinary violations:
- A warning to be issued to the student for first offence may not be placed in the students' record. However, in case of a repeat offence the censure may be placed on the student's record and may invite action;
- A fine may be imposed for each violation / offence;
- Withholding scholarship or other benefits/ grade cards / offer letters

Penalties for major disciplinary violation

- When violation is considered major by the Competent Authority, the following penalties may be imposed for the major disciplinary violations:
- Suspension / debarment from the institute/ hostel where the student will be declared 'persona-non-grata' and will be debarred from entering the premises, facilities and from attending the classes or;
- Permanent expulsion from the institute or;
- The defaulter may be debarred form taking an examination or examinations for one year or more than one year.
- Any other course of action which may be reasonable in the circumstances.

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.

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

Forums for discussions/complaints/suggestions

- Any complaint regarding women's sexual harassment may be addressed to the internal complaints committee or the Principal in writing or orally. Details of the committee are displayed in the college.
- Any complaint regarding ragging should be addressed to the Anti-ragging committee. Details of the same are available in the college and hostel premises.
- Complaints/suggestions/opinions regarding other issues/matters can be conveyed through drop box kept in the library, or can be told directly to the class teacher or the Principal in written.