



**NAGINDAS KHANDWALA COLLEGE
(AN EMPOWERED AUTONOMOUS INSTITUTION)**

**CODE OF CONDUCT
FOR STUDENTS**

For MALAD KANDIVLI EDUCATION SOCIETY

A handwritten signature in blue ink, appearing to be 'A. B. Kumar', is written over the printed name.

Hon. Secretary/ Hon. Treasurer

A handwritten signature in blue ink, appearing to be 'M. Datta', is written above the printed name.

PRINCIPAL

**NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)**

MALAD (W), MUMBAI - 400 064.

एम् के ई एस् विद्यालय गीत

दे मुझे स्वर भारती दे, गीत देश जगा सकूँ ।
दे विधाता ज्ञान वह, भारत भविष्य बना सकूँ ॥
दे मुझे स्वर भारती

सत्य की ही राह पर, चलने की शक्ति दे मुझे,
झूठ, भ्रष्टाचार से, लड़ने की शक्ति दे मुझे,
मात-पितु, गुरु वडों का, मैं नाम जग में बढ़ा सकूँ ।
दे विधाता ज्ञान वह, भारत भविष्य बना सकूँ ॥
दे मुझे स्वर भारती

भावना राष्ट्रीय हो, रहें भाई-चारे से सभी,
दूसरे के दर्द-दुख से, मुँह नहीं मोड़ें कभी,
मदद की दे भावना, दूजे के दुख को मिटा सकूँ ।
दे विधाता ज्ञान वह, भारत भविष्य बना सकूँ ॥
दे मुझे स्वर भारती

एम.के.ई.एस. विद्यालयों से प्राप्त शिक्षा महान हो,
जो भी शिक्षित हो यहाँ, वह नेक इक इंसान हो,
भेद-भाव न उपजे मनमें, सब को मैं अपना सकूँ ।
मैं वहाँ इंसान अच्छा, जग में कीर्ति कमा सकूँ ।
भारत भविष्य बना सकूँ, भारत भविष्य बना सकूँ ॥

Nagindas Khandwala College (Empowered Autonomous)

Preamble

We, at Khandwala College, want every student to become a responsible citizen of the country and with this belief a set of guidelines in the form of Code of Conduct is framed for the students. All the students are requested to be well versed with this Code.

College/Classroom Conduct

- a) Students should not engage in a behaviour that affects the learning in the class like talking in class while the faculty is speaking, usage of offensive language or creating distractions.
- b) Students must treat their classmates, teaching and non-teaching staff with respect and dignity.
- c) Students must be polite and not use any abusive language or pass filthy or vulgar comments.
- d) Students must not indulge in any form of ragging which may cause physical or psychological harm or fear among any other student, such as:
 - a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
 - b. indulging in indiscipline or rowdy activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any student/s;
 - c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
 - d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
 - e. exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;

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- f. any act of financial extortion or forceful expenditure burden put on a student by other students;
 - g. any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
 - h. any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;
 - i. any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.
- e) Students must not get involved in any form of sexual harassment or delinquency (wrongdoing).
 - f) Coming late to the lectures will not be allowed unless some unavoidable situation arise.
 - g) Students should produce the identity card issued by the College. It is compulsory for all the students to wear the identity card failing which a fine would be imposed.
 - h) Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, etc. is prohibited.
 - i) Unauthorized possession or use of harmful chemicals and drugs are banned.
 - j) Smoking on the campus of the Institute, possessing, consuming, distributing, selling of alcohol in the Institute is prohibited.
 - k) Every student is responsible for the cleanliness of the college building and campus.
 - l) Students must read notices displayed on college notice board and college website from time to time. Ignoring the notice will not be accepted as an excuse.
 - m) Students should not record audio or video record the lectures in classroom
 - n) Students are expected to use social media with utmost care and responsibility. They cannot post disparaging comments about other individual from the college on social media or indulge in any such activity that affects the reputation of the Institute.
 - o) Students should take proper care of the resources which are provided by the college, damage or destruction of any property will impose fine on student.

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- p) No student should indulge in any form of harassment that is motivated on the basis of a person's Color, race, religion, age, gender, medical condition, etc.
- q) Students must come decently dressed in the college. No short clothes, ripped jeans, shorts, etc. are allowed.

Academic and Examination Conduct

a) Cheating

- i. Students must sincerely attempt their class tests and examinations, and submit their assignments, projects, and presentations on time.
- ii. Students must be honest in the preparation and participation in all the components of the examination, which includes Continuous Internal Evaluation, Practical and Semester Examination.
- iii. Students must not be involved in any type of cheating during examinations, copying of assignments, term papers.
- iv. Signing another student's name on a project, assignment, research paper, etc. is not acceptable.
- v. Unauthorized use of electronic equipment during examination is prohibited.
- vi. Altering or tampering with examination result is illegal.

b) Plagiarism

- i. Students must not engage in plagiarism or any other academic misconduct.
- ii. Making up or manipulating data and using them in publications is not allowed.
- iii. Students must not create false sources or citations that do not exist.
- iv. Student should acknowledge the actual source from which cited information is obtained.

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