



**Pune Vidyarthi Griha's College of Engineering,
Mhasrul, Nashik - 04**

Student code of conduct

It is hereby notified for information of all concerned that the Pune Vidyarthi Griha's college of Engineering has prepared common code of conduct for the students of all the constituent department of PVG's COE, Nashik.

1. Dress Code

- 1.1 The students should be decently dressed when they come to college campus. Both boys and girls have specific Dress code of yellow color shirt & black color trouser.
- 1.2 Dress code is compulsory for all students during college time.
- 1.3 Students have to be in dress code for expert lectures, seminars, workshop, & industrial visits etc.
- 1.4 Dress code is also compulsory for University theory, Practical & Oral examination.

2. Attendance requirement

- 2.1 Minimum 75% attendance in aggregate is mandatory for all the students to be eligible for approval of the term & submission of term work of all courses.
- 2.2 If the aggregate attendance is below 75% then the student will not be granted permission for the term work submission and term will not be granted.
- 2.3 Student attendance is also compulsory for expert/guest lectures, department seminars & workshop etc.

- 2.4 Students are advised to take the minimum attendance criteria very seriously to avoid the severe consequences.

3. Internal & External assessment

Performance of students at PVG's COE is assessed through a two tier system.

- 3.1 Students are graded internally throughout the semester based on their performance in class tests, attendance theory & practical, unit tests, home assignments and measure throughout the semester.
- 3.2 External assessment is done solely on the basis of the student performance in the end of semester examination conducted by University. External examinations are conducted under the supervision of an external examiner, with no tolerance to any form of indiscipline or unfair means.
- 3.3 Practical Assessment is also done for certain course laboratories which involve performance of practical experiments in the laboratory as well as performance in viva and practical exam conducted by University.

4. Identity Card

- 4.1 At the time of admission (FE/DSE) or beginning of the academic year, every student of the college should take his/her Identity Card and Library Card.
- 4.2 The student should always carry their Identity cards provided to them by the college with them when moving out of the Campus.
- 4.3 Student should co-operate with security personnel for verification and checking of Identity Card.
- 4.4 The Loss of I-Card and Library card should be reported immediately to the class teacher or HOD in writing.
- 4.5 Duplicate Identity card will be issued on payment of the applicable charges.

5. Discipline

Any student found to have committed or to have attempted to commit the following misconduct is subject to appropriate disciplinary action under this code. These instances are illustrative, and the college reserves the right to take disciplinary action in appropriate circumstances.

- 5.1 Academic Misconduct
- 5.2 Discrimination
- 5.3 Unauthorized Possession or Use of Weapons
- 5.4 Unauthorized Possession or Use of Drugs or alcohol, smoking.
- 5.5 Act of Violence
- 5.6 Property Damage
- 5.7 Recording of images without knowledge & permission
- 5.8 Ragging

6. Anti-Ragging

The following Anti-Ragging committee has been constituted at Pune Vidyarthi Griha's college of Engineering, as per UGC Regulations F; 1-16/2007(CPP-II) dated June 17, 2009;

6.1 Anti-Ragging committee

Following staff members are appointed on anti-ragging committee by PVG's COE, Nashik.

SN	Name of the Staff	Designation
1	Prof. M. V. Bhalerao	Chairman
2	Dr.S.G.Wakchoure	Member
3	Prof.A.R.Rasane	Member
4	Prof.M.T.Jagtap	Member
5	Prof.S.N.Bhadane	Member

6.2 Anti-Ragging squad committee

During the every academic year for the new incoming batch, the college organizes an anti-ragging squad comprising of faculty and staff of the college. These squads checks & prevent ragging.

Following anti-ragging squad is constituted

SN	Name of the Staff	Designation
1	Prof.A.R.Rasane	In-charge
2	Prof.J.A.Dandge	Member
3	Prof. S.A.Shejwalkar	Member

6.3 Anti-Ragging affidavit

In pursuance to the Judgment of the Hon'ble Supreme Court of India dated 08.05.2009 in Civil Appeal No. 887/2009; the University Grants Commission has framed "UGC Regulations on curbing the menace of ragging in higher educational institutions, 2009" which have been notified on 4th July, 2009 in the Gazette of India. These regulations are mandatory for all Universities/Institutions.

The UGC has made it mandatory for all students/parents to submit anti ragging related affidavits to the institutions at the time of admission.

7. Grievance cells

Pune Vidyarthi Griha's college of Engineering has formed Grievance Committee to address grievances of students.

7.1 Grievance committee

- ❖ Internal complaints cell (IGC)
- ❖ Women grievances committee
- ❖ SC/ST cell

8. Examination rules

Instructions to candidates while entering the examination hall:

- 8.1 Make sure that you are not in possession of any material such as books, note-books, scribbled notes which may tempt you to copy OR use as a reminder. Read the instructions given on the answer-book carefully.
- 8.2 Do not take with you any answer-book or supplement written in or blank while leaving the Examination Hall.
- 8.3 Do not speak or communicate in any way with any other candidate in the examination hall while the examination is going on.
- 8.4 Do not disobey any instruction/s issued to you by the Senior OR the Junior Supervisor.
- 8.5 Do not behave in a rude or disobedient manner.
- 8.6 Do not carry mobile phone in examination hall. It is strictly prohibited.

Failure to observe the instruction may result in expelling the candidate instantly and punishing the misconduct or breach of rules by excluding him from any University or College examination or course for a specified period or permanently.

9. Library rules

1. In case you have any problem regarding Library, communicate with Librarian. Keep your Identity Card always with you for inspection as and when required.
2. Identity card is non-transferable. Student members shall produce his/her Identity Card at the Library Counter.
3. The student must deposit his / her belongings such as an umbrella, hat, or bag, file etc. at the counter / rack provided. Do not keep any valuables, money-purse etc in the bags.
4. Library staff, Librarian, or college will not be responsible for Loss of any such valuables.

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5. Maintain absolute silence in the Library and Study room. Use of Mobile, in ANY FORM- SMS, chatting, calling is strictly prohibited. Disturbance to others is not tolerable.
6. Spitting and smoking in any part of the library is strictly prohibited.
7. No waste paper shall be thrown on the floor of the Library. Do not litter. Use Dustbin.
8. Sleeping on the benches, Chairs, Tables is not allowed.

Rules for Circulation

1. Book will be circulated from 10.00 to 5.15 pm on all working days.
2. Every student must produce his/her Identity card while borrowing books.
3. Library observes open Access System for all classes.
4. An issued book must be returned within 10 days otherwise an overdue fine of Rs.01/- per day will be charged.
6. While borrowing, every student must check the book for missing pages if any or any other damages to the book & bring it to the notice of the Librarian.
7. Do not mark or fold any pages of the books.
8. The Librarian is empowered to recall any books at any time.
9. Periodicals, Reference books and rare-books will not be loaned except in the special case with the prior permission of the Librarian / HIGHER AUTHORITIES.
10. Handle the books carefully while browsing /consulting them.
11. No part of Library reading material shall be photo-copied, without permission of the Librarian.
12. All Library books shall be returned at the end of the examination.
13. Issue of books may at any time be suspended by order of the Librarian for instance, at the time of Stock taking.

10. Laboratory rules

- 10.1 Students must follow all verbal and written instruction carefully.
- 10.2 If you are unsure of the procedure, ask lab technician, lab In-charge & faculty members for help before proceeding.
- 10.3 Students of the respective department should not touch any equipment or machines unless instructed to do so.
- 10.4 Students must not eat, drink, in the Laboratory.
- 10.5 Student must perform only those experiment authorized by the faculty members.