

N.S.S. COLLEGE OF COMMERCE AND ECONOMICS

TARDEO, MUMBAI – 34

Code of Conduct for Students

- Every student must have Identity Card with him/her in the college campus.
- The College Identity Card is meant for identifying bonafide students and is used for permitting the student to participate in various activities and programs of the College. Identity card must be produced by the student whenever demanded by a member of the teaching or non-teaching staff of the college. In case the identity Card is lost, the matter should be immediately reported to the Principal and an application should be made for a duplicate Identity Card, which will be issued on payment of charges.
- Students must attend lectures, practicals, tutorials etc. as per the Time Table. They must not abstain themselves from classes, practicals, tutorials, examinations etc. without written permission of the Principal. A student whose attendance and /or progress in various tests and examinations is not satisfactory and who does not perform the required number of tutorials/or practicals are likely to lose their terms. Defaulters will not be sent up for University Examinations.
- Students shall not organize picnics, excursions, trips any practical activity or meetings of any kind etc; without prior written permission of the Principal.
- No society must be formed or meeting held or any person invited to address the students in the college without prior written permission of the Principal.
- Ragging is Prohibited. Government of Maharashtra has notified ragging as a cognizable offence. Any one reporter to be involved in any form of ragging will be severely dealt with. Therefore learners are advised to restrain from indulging in any form of ragging
- No student will be allowed to conduct any political activity in the College premises.
- Students shall be dressed decently and appropriately for an educational institution.
- Use of Mobile Telephones is strictly prohibited in the college premises .Defaulters will be punished and their instrument confiscated.

- Outsiders are not permitted in the College premises without the prior permission of the Principal. Strict action will be taken against the concerned outsider as well as the College student who is instrumental in bringing outsiders to the College premises.
- Students involved in malpractices at the College / Board/University Examinations will not be admitted to the college.
- If, for any reason, the continuance of a student in the College is found detrimental to the best interest of the college, the Principal may ask the student to leave the College without assigning any reasons and the decision will be final and binding on the student.
- Smoking and tobacco chewing is strictly prohibited.
- Matters not covered by the above will rest at the absolute discretion of the Principal.
 - Acts of misbehavior, misconduct, indiscipline or violation of the Rules of
 - Discipline mentioned above are liable for one more punishments as stated below:
 - Warning to the student.
 - Warning to the student as well as letter to parents.
 - Imposition of a fine.
 - Denial of gymkhana, library, laboratory, N.S.S., student and or any other
 - facility for a specified period or for the whole Term/Year.
 - Cancellation of admission.
 - Refusal of admission in the next term or academic year.
 - Expulsion from College for a specified period.
 - Rustication.

Code of conduct for Admission Process

- Parents and students are requested to go through the prospectus and admission notices put on the college notice boards before seeking admission in the college.
- A transparent admission procedure is followed strictly based on Standard norms.
- Any modification in admission guidelines will be notified on the college notice board and website at the time of admission.
- Admission preference will be given to students who have passed the eligibility qualification in the preceding academic year.

- Rules regarding admission may be modified or amended as and when such amendment and guidelines are received from the University, the Government or the Management. The Principal also reserves the right to refuse admission, if in his opinion; such an admission is likely to adversely affect the overall discipline of the college.
- Students once admitted will be considered as duly enrolled for the whole academic year, subject to his / her good conduct and observance of discipline, unless he/she informs the principal in writing his/her intention to leave the college, latest by, fortnight before the starting of the second term failing which the college shall be entitled to recover from them the tuition fees of the second term.
- When a student cancels his/her admission immediately after admission, the fees paid by him/her shall be refunded according to the rules prescribed by the University.
- Admission form will not be accepted if it is mutilated or torn, and / or is incomplete or is unaccompanied by the necessary certificates, copies of documents.
- Students who have passed the Higher Secondary Examination (S.Y.J.C.) XIIth Std. from Maharashtra State, i.e. Mumbai, Poona, Aurangabad and Nagpur divisions are eligible for admission for the First Year of the 3 year integrated degree course in Commerce under enrolment, provided they satisfy the requirements as laid down by the University of Mumbai vide their circular No. 194 of 4/4/1979 given below.
Students are required to fill in the online form on the website of the University of Mumbai (mum.digitaluniversity.ac.in OR mu.ac.in and submit the copy of the same to the college. (Cir.No. Enrol / 1782 of 2013 dt. 16/04/2013)
- *All the admission given by the college will be provisional till the university approves it. (Cir.No. Aff./Recog.I/Admission/(2017-18)/4/ of 2017)*

Code of conduct for Examination

Undergraduate Programmes - B.Com.

I. Undergraduate Programmes - B. Com. (Semester And Choice Based Credit System)

Duration:

- The program (Degree Course) will be of 3 years comprising SIX Semesters i.e. from Sem. I to Sem. VI, two semesters per year of approx. 6 month duration. Every semester will have number of courses (subjects/papers) that a learner will have to offer. Each course /subject) will be assigned certain number of credits. Learner will be assessed and evaluated at the end of the semester. The results will be declared at the end of every semester. Credits will be earned by the learner on successful completion of the course.

- The degree will be awarded to a learner who successfully completes 120 credits of the programme in period of 3 to 6 years from the year of enrollment to semester I.
- If a learner does not earn 120 credits in 12 semesters from the year of enrolment to semester I, he/she may at his/her option transfer his/her performance in the existing/ new program after establishing equivalence between old and new syllabus. Such a performance transfer will be decided by the Board of Studies / Ad hoc Board / Ad hoc Committee of the concerned subject. The admission to the program will be governed by the existing rules

Passing Standard:

- The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course in Semester End Examination and minimum of Grade D to pass a particular semester.
- A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination separately if applicable in a particular course/ subject.

Ex student:

Learners who are declared failed in one or more courses on account of failure at the Internal Assessment and/or Semester End Examinations or who have been allowed to keep terms for the higher class shall appear as ex student for the Internal Assessment and/or the Semester End Examination in the failed course at the examinations held by the irrespective college. Examination for the ex students will be held at least 15 days prior to the Semester End Examination of the next Semester as per the pattern of the course in the respective (failed) semester. The examinations for the ex students shall be held in every semester.

Unfair means at College Or University Examination:-

- Unfair means used by the students during college or university examinations will be strictly dealt with.
- Attention of the students is invited to Section 6 to 10 of the Maharashtra Act No. XXXI of 1982, providing for preventing malpractices at college or University exams.