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# MARATHWADA MITRA MANDAL'S COLLEGE OF PHARMACY

(D. Pharm., B. Pharm., M. Pharm., Ph.D.)

Approved by AICTE & PCI, New Delhi

Recognized by Govt. of Maharashtra, DTE (MS)

Permanently Affiliated to Savitribai Phule Pune University, Pune

& Maharashtra State Board of Technical Education, Mumbai

Recognized Under Section 2 (f) and 12 (B) of the UGC Act, 1956



Bestowing Health & Happiness

**Shri. Shivajirao D. Ganage**  
President

**Prin. Bhausahab G. Jadhav**  
Exec. President

**Shri. Kishor H. Mungale**  
Secretary

**B. Pharm. – Accredited by National Board of Accreditation (NBA)**

## CODE OF CONDUCT FOR STUDENTS, TEACHERS, ADMINISTRATORS & OTHER STAFF


(A.Y - 2019-2020 to A.Y - 2015-2016)

❖ **LINK to Code of Conduct on College website:**

<https://mmcop.edu.in/wp-content/uploads/2021/07/Governance-Policies-Procedures-1.pdf>

The screenshot shows the website interface for Marathwada Mitra Mandal's College of Pharmacy. The header includes the college name, address (Thergaon, Pune 411033 (MS) India), and programs (D.Pharm, B.Pharm, M.Pharm and Ph.D). The navigation menu has 'ABOUT US' selected. The main content area is titled 'GOVERNANCE' and lists several links: Values, Board Of Governance, Organizational Chart, Governing Copies, Affiliation, Vision Document, Governance, and Map & Location. Below this, there is a link to 'Governance, Policies & Procedure'.



  
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COLLEGE OF PHARMACY  
Thergaon (Kalewadi), Pune-411 033

----- **building Pharmacy Professionals through Education par Excellence**

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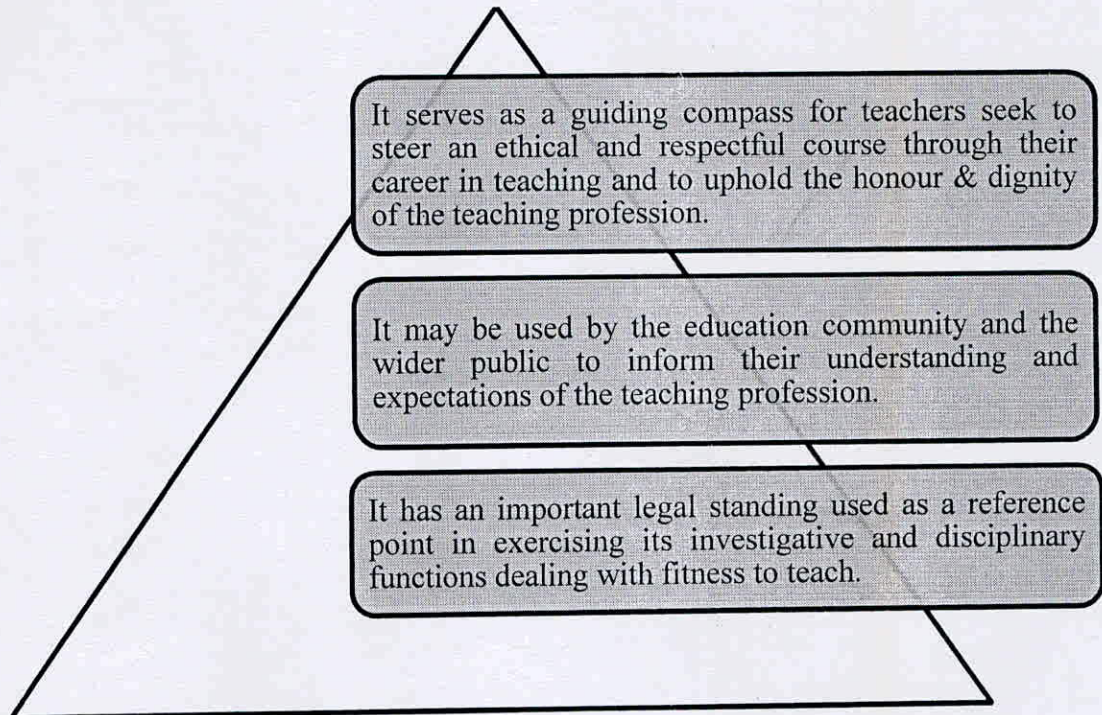
## PROFESSIONAL DECORUM

### Preamble:

The education profession is entrusted with the responsibility to create a learning environment of moulding the minds of young people so that they become worthy citizens of a humane society. Such trust and responsibility calls for the highest ideals of professional service and the highest degree of ethical conduct. This code of conduct should serve as a guiding principle about ethical and professional conduct for within the college. This code understands limitations which are beyond control and this code emphasizes dissemination of duties as per the code of conduct within these constraints and to the best ability.

### Purpose:

The Code of Conduct applies to all the members of college. Its purpose is threefold:



  
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### RESPECT

Teachers uphold human dignity & promote equality, emotional and cognitive development. In their professional practice, teachers demonstrate respect for spiritual and cultural values, diversity, social justice, freedom, democracy and the environment.

### CARE

Teachers' practice is motivated by the best interests of the students entrusted to their care. Teachers show this through positive influence, professional judgement and empathy in practice.

### THE ROLE OF THE TEACHER IS TO EDUCATE

### INTEGRITY

Honesty, reliability and moral action are embodied in integrity. Teachers exercise integrity through their professional commitments, responsibilities and actions.

### TRUST

Teachers' relationships with pupils/students, colleagues, parents, college management and the public are based on trust. Trust embodies fairness, openness and honesty.

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On behalf of the teaching profession, the following standards that apply to all professionals regardless of their position.



❖ **Professional Values and Relationships:**

*Faculty should,*

- be caring, fair and committed to the best interests of the students entrusted to their care and seek to motivate, inspire and celebrate effort and success.
- acknowledge and respect the uniqueness, individuality and specific needs of students and promote their holistic/overall development.
- be committed to equality and inclusion and to respecting and accommodating diversity including those differences arising from gender, civil status, family status, sexual orientation, religion, age, disability, race, ethnicity and socio-economic status and any further grounds as may be referenced in equality legislation in the future.
- develop positive relationships with students, colleagues, parents, college management and others in the college community, that are characterised by professional integrity and judgement.
- work to establish and maintain a culture of mutual trust and respect in their college.

❖ **Professional Integrity:**

*Faculty & staff should,*

- act with honesty and integrity in all aspects of their work.
- respect the privacy of others and the confidentiality of information gained in the course of professional practice, unless a legal imperative requires disclosure or there is a legitimate concern for the wellbeing of an individual.
- represent themselves, their professional status, qualifications and experience honestly.
- use their name/names as set out in the Register of Faculty & staff, in the course of their professional duties.
- avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on students.

  
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❖ **Professional Conduct:**

*Faculty & staff should,*

- uphold the reputation and standing and work within the framework of relevant legislation and regulations of the profession.
- take all reasonable steps in relation to the care of students under their supervision, so as to ensure their safety and welfare.
- comply with agreed national and college policies, procedures and guidelines which aim to promote students education and welfare and students protection.
- report, where appropriate, incidents or matters which impact on students welfare.
- communicate effectively with students, colleagues, parents, college management and others in the college community in a manner that is professional, collaborative and supportive and based on trust and respect
- ensure that any communication with students, colleagues, parents, college management and others is appropriate, including communication via electronic media, such as e-mail, texting and social networking sites.
- ensure that they do not knowingly access, download or otherwise have in their possession while engaged in college activities, inappropriate materials/images in electronic or other format.
- ensure that they do not practise while under the influence of any substance which impairs their fitness to teach.

❖ **Professional Practice: Faculty should,**

- maintain high standards of practice in relation to student learning, planning, monitoring, assessing, reporting and providing feedback.
- apply their knowledge and experience in facilitating students' holistic development.
- plan and communicate clear, challenging and achievable expectations for students.
- create an environment where students can become active agents in the learning process and develop lifelong learning skills.
- develop teaching, learning and assessment strategies that support differentiated learning in a way that respects the dignity of all students.
- inform their professional judgement and practice by engaging with, and reflecting on, pupil/ student development, learning theory, pedagogy, curriculum development, ethical practice, educational policy and legislation.
- in a context of mutual respect, be open and responsive to constructive feedback regarding their practice and, if necessary, seek appropriate support, advice and guidance.



❖ **Professional Development:**

*Faculty should,*


Take personal responsibility for sustaining and improving the quality of their professional practice by,

- growing their professional knowledge and ensure it is current
- reflecting on and critically evaluating their professional practice, in light of their professional knowledge base
- availing of opportunities for career-long professional development.

❖ **Professional Collegiality and Collaboration Development:**

*Faculty should,*

- work with teaching colleagues and student, faculty in the interests of sharing, developing and supporting good practice and maintaining the highest quality of educational experiences for students.
- work in a collaborative manner with students, parents/guardians, college management, other members of staff, relevant professionals and the wider the community, as appropriate, in seeking to effectively meet the needs of students
- cooperate with the statutory and public non-statutory educational and support services, as appropriate.
- engage with the planning, implementation and evaluation of curriculum at different levels.

  
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## CODE OF CONDUCT



The code of conduct should be characterized by integrity and has prepared to know the rules and regulations of the college to the Faculty and Non-teaching staff. It is expected that all students, teaching and non-teaching staff should strictly follow the code of conduct mentioned in this document.

### CODE OF CONDUCT FOR FACULTY

The profession of teaching is a vocation that calls for high personal standards of ethics, responsibility and accountability. A faculty has to lead by example and his / her conduct in a college environment has great impact on students. As responsible, educated adults, faculty need to shoulder certain norms. All the faculty members are expected to display a good conduct so that the students consider their faculty as their role model. Following are the code of conduct for faculty members:

- All faculty members must maintain high standards of punctuality, honesty, integrity and professional ethics.
  - Report at least 10 minutes before time to duty as per the working hours.
  - Sign the attendance register and bio-metric while reporting for duty.
  - Should be available in the campus unless and otherwise they are assigned duties elsewhere.
- Faculty should be good counsellor and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
  - Treat all the students irrespective of religion, caste, creed, sex, economic and social status.
  - To make contribution for the personal development of students, while looking after their interest and welfare.
  - To be a role model for inculcating the virtues of self-reliance, national consciousness and democratic values among students.
  - To be fair and to assess the students impartially and only on merit/ performance.
  - To have respect for and an affectionate and friendly attitude towards all students and help them to improve their behaviour
  - Unmindful of some untoward events if occurred, rather than having feeling of revenge.
  - To abstain from accepting fees or honorarium, gift, etc., other than those permissible under the rules for providing guidance or coaching to the students.
  - No faculty shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the College Management.



- Develop positive relationships with pupils/students, colleagues, parents, management and others in the college community, that are characterized by professional integrity and judgment.
- Faculty must be enthusiastic in taking up the subjects allotted to them. Should prepare a lesson/teaching plan, notes and academic file well in advance before commencement of the classes and the information should be disseminate among the students well in advanced through the Academic ERP and other online platforms.
- Guardian faculty system must be followed and the faculty should take proper care of his group of students by guiding, motivating, counselling and monitoring their attendance and performance.
- Faculty should adhere strictly to the official resumption/ closing time and must dress decently and appropriately.
- Written permission is required from the Principal / at least a day in advance while availing CL or OD- *Medical Leave will be sanctioned on medical grounds*
- Every Faculty shall update his/her knowledge and skills to equip himself/ herself professionally for the proper discharge of duties assigned to him/her. Faculty represent themselves, their professional status, qualifications and experience honestly and must take part in Professional Development activities Such as
  - Write text books, Publish articles in reputed Journals and present papers in Seminars and Conferences, to take up Research projects
  - Attend Faculty Development Programmes, Quality Improvement Programmes etc to update their knowledge.
- Avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on students.
- Ensure that any communication with students, colleagues, parents, college management and others is appropriate, including communication via electronic media, such as e-mail, texting and social networking sites.
- The Faculty shall not contribute to the Press any matter connected with the College without obtaining the previous sanction.
- The Faculty shall not directly or indirectly take part in any political activity, formation of association or demonstration either inside or outside the campus or movement that the College in disrepute.
- To carry out various activities that may be assigned to them from time to time.
- Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.
- No Faculty shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.





- Faculty are barred from using cell phones while taking classes and must always wear their identity badges while inside the college premises.
- Faculty are expected to attend Department academic association meetings, seminars etc. and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.
- Faculty are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes or value added courses.
- A faculty member is expected to develop proper rapport with the employer viz. Management of the College.
  - Co-operate whole heartedly with the authorities of the College in the fulfilment of educational policies in conformity with professional responsibilities.
  - Should follow all norms and standards set by the College for the faculty from time to time.
- Every faculty members should work within the institutional policies and practices so as to satisfy the vision and mission of the institute/trust.
- All faculty members must refrain from any from harassment or unlawful discrimination based on existing legislative norms relating to gender/ sexuality /age / marital status.
- Every Faculty shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College Management from time to time.
- Every Faculty shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
- No faculty shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
- No faculty shall participate in any strike or demonstration and /or indulge in any criticism of College Management policy or of the Government for any reason whatsoever.
- No faculty shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the College Campus.
- No faculty shall incite, provoke or instigate any students or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.
- Every faculty in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.

  
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Keeping this in mind it is expected that **No faculty shall...**

- Knowingly or willfully neglect his/her duties.
- Discriminate against any student on the ground of caste, creed, language, and place of origin, social and cultural background.
- Indulge in, or encourage, any form of malpractice connected with examination or any other college activity.
- Make any neglect in correcting class-work/assignment done by students.
- While being present in the college, excusing him/herself from the class which he/ she are required to attend.
- During the period of your service, you cannot join any college or pursue any course of studies without the prior approval of the college management.
- Leave cannot be claimed as a matter of right. When the exigencies of college service so require leave of any kind may be refused or revoked by the management.
- Accept any remuneration related job from any source other than the college or give private tuition to any student or other person or engage him/her in any business.
- Enter into any monetary transactions with any student or parent; nor shall she exploit her influence for personal ends.
- All faculty are responsible for maintaining their academic, examination and any other portfolio related records. For any loss of the same, the accountability rests solely in the hands of the respective faculty.
- All the faculty are strictly forbidden from inflicting any corporal punishment to any student irrespective of any compelling circumstances whatsoever they may be. Incidents of this nature will be viewed seriously by the college administration.
- Faculty, especially those who are using their private mode of transport are required to leave from the college only after the departure of all students.

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## CODE OF ETHICS FOR NON-TEACHING STAFF


- Loyalty to the College by punctual and reliable in all duties.
- Integrity by being honest in words and actions.
- Creating and maintaining with strong relationships with:
  - Proper interactions with students.
  - Maintaining professional boundaries with students and staffs.
- Dignity by treating students by care and kindness.
  - impartial treatment to all students irrespective of religion, community, caste, creed, sex, economic and social status.
  - Making contribution for the personal development of students.
- Being supportive and cooperate with other staff members and Dealing with parents / guardian of wards politely and compassionately
- Responsibility by meeting the required standards for every assigned task.
  - Provide co-operation and support to all for the development of laboratory/ workshop and in the maintenance/calibration of equipment.
  - Refrain from passing information about colleagues to any individual or agency without his/her express permission.
- Respect by mutual respect, trust and confidentiality and develop the team spirit.
- Justice by being committed to the wellbeing of individuals, the wider community and the common good of all people.
- He / she must respect and maintain the hierarchy in the Administration.
- He /she should adhere strictly to the official resumption/ closing time and must dress decently and appropriately.
- Perform all professional activities through proper channels. .
- Do not discuss with unauthorized individuals about professional and other information pertaining to the College.
- Must not use unauthorized persons to perform official duties.
- All staff members should maintain the image of the institute.
- Enter into any monetary transactions with any student or parent; nor shall she exploit her influence for personal ends.

The College Management may, however, at its sole discretion provide an opportunity to the teaching staff for presenting his/her case through a personal hearing before taking a final decision. The decision of the College Management will be final and binding and will not be subject to any appeal to any individual or forum.

  
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Non-compliance or violation of code of conduct by the Teaching & Non-teaching staff are subject to Disciplinary action, Show Cause Notice, Memo, Enquiry Committee, Transfer to any other Institute, Suspension, Termination etc. or any other action as per the Competent Authority.



  
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## Students' Code of Professional Conduct



### ➤ Overview:

The code of professional conduct (“the conduct”) is meant to encourage and clarify appropriate classroom, interpersonal, and extra-curricular etiquettes that are expected from each individual by their peers, the faculty and the institution. It is also intended to help describe the overall environment of excellence and professionalism that all students of the MMCOP seek to establish and to continually enhance. It is the responsibility of each student of MMCOP to uphold the spirit, as well as the principles, of the Code of Professional Conduct:

Expectations- Professional Standards of Conduct: In keeping with these shared expectations, MMCOP students are expected to conduct themselves at all times in a professional manner.

### ➤ Preamble:

This code of conduct prescribes standards of personal and professional conduct which the University expects to be maintained by all students of the MMCOP.


### ➤ Objective:

The objective of providing the code is to provide a clear set of guidelines on how students are expected to conduct themselves in their day-to-day work and how they are expected to behave towards each other. Adherence to these guidelines will help in providing an open, tolerant and friendly atmosphere that is conducive to learning. It also aims to promote high standards of discipline.

This code attempts to achieve the following:

#### ▪ **Conduct & Relationship:**

1. Treat everyone with dignity, respect, privacy and help those in need.
2. Respect different cultures and customs.
3. Oppose all forms of prejudice and be particularly vigilant against prejudice with respect to gender, age, ethnic, national or social or economic condition.
4. Be sensitive to the rights of others.

  
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5. Extend your support to Divyangjan students wherever possible.
6. Avoid injuring others, their property or reputation.
7. Avoid using words in oral, written or electronic communication that are unnecessarily aggressive or intimidating.

▪ **Professional Practice:**

1. Honor confidentiality.
2. Maintain high standards of professional competence.
3. Always identify the source of information to avoid claims of plagiarism.
4. Familiarize with relevant laws (e.g. health and safety) and Institute policies, procedures and Codes of Practice and act in accordance with them.

▪ **Probity:**


1. Act at all times with integrity and honesty.
2. Reject bribery or attempts to influence by unethical means and do not accept gifts or favors intended to buy influence.
3. Be alert to possible conflicts of interest and try to avoid them.

➤ **College Hours:**

The standard college hours for students from Monday to Saturday will be from 9.30am to 5.00pm. Any contingent change in the college hours will be communicated to the students well in advance. It is the responsibility of student to constantly adhere to the said timing. Students need to strictly abide by the schedule. In case of any delay in reporting to session student will be allowed to attend but will be marked absent for the respective session.

➤ **Dress Code:**

At MMCOP, we believe in inculcating a sense of discipline and belonging in the students, by observing a strict dress code. Students are expected to wear formal dress throughout the week, except on THURSDAY which will be observed as 'casual-day'. Students are expected

  
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to maintain personal hygiene and grooming to match corporate standards. On the occasion of guest lectures, seminars, and like, students are expected to be dressed in College Uniform. The code for male and female students is as mentioned below.



***Do's for Male Student:***

- Black Trouser, White color Shirt with black Tie.
- Color of Socks should match your Trousers.
- Shoe and belt colors should match, preferably Black.

***Do's for Female Students:***

- Black Trouser, White color Shirt with black Tie or Black and White color traditional Salvar Kurta with black chunari.
- Color of Socks should match your Trousers.
- Shoe and belt colors should match, preferably Black.

***Dont's:***

- No Slippers (even on casual day)
- No Designer Tie.
- No Fancy Jewelry.

**Faculty In-charge of Students' Discipline Committee** will be entrusted with the responsibility and authority of monitoring and inculcating the sense of discipline in students. If any Student is found violating dress code rule he or she will be suspended from the session till the desired dress code is adhered.

- ❖ **Attendance:** At MMCOP, students should maintain an **aggregate** attendance of **85%** for each subject on monthly basis. Attendance includes Guest Lectures, Seminars and events organized at institute as well as group level activities.

Irregularity in class attendance or repeated monthly short fall in attendance, will be a gross violation of rules of conduct & discipline, and may include punishment as under:

- Term Not Granted (TNG) for respective semester
- While calculating attendance percentage, **the sanctioned personal leaves, if any, will also contribute towards total absenteeism.**

Leave, if any to be availed, should be pre-planned and informed well in advance to respective **faculty mentor**. Leaves due to medical reasons will be considered only after submission of doctor's certificate and **medical reports**. Authenticity of such

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medical reports may be verified by the institute through its own sources. In case of emergency medical leave for long duration (3 or more days), Institute must be intimated of the same in writing during the leave period by the students **with counter sign of his/her parents/ guardian.**

The Cumulative attendance is the sum of physical attendance and absence on account of institute work. The attendance will be compiled every week on Saturday and will be displayed on the Notice Board on **following Monday**. In case of any discrepancy the students are required to approach the faculty member concerned on Monday and get it rectified. Complaints regarding such discrepancies will not be entertained beyond Monday. In case of visiting faculty members the students should approach them, on the day of their next visit to campus.

Attendance is linked with Internal Marks as per the following norms:

a) 10 Marks are reserved for Attendance for each Subject's internal evaluation.

b) Each student will be given 10 Internal Marks depending upon his/ her percentage attendance for the semester as follows:

a. If attendance 85% or above	10 Marks
b. If attendance is 75% to 84.99%	08 Marks
c. If attendance is 65% to 74.99%	06 Marks
d. If attendance is 50% to 64.99%	04 Marks
e. If attendance is below 50%	00 Marks

c) While calculating attendance percentage the sanctioned personal leaves if any will also contribute towards total absenteeism.

d) A student will have to fill and submit Time Sheet to Academic Coordinator in case he/ she have remained absent in lectures on account of participation in Event/Activity/ Program of the institute or on behalf of the institute. Such a Time Sheet must be duly authorized by the faculty member in charge of such Event/Activity/ Program.

#### ❖ **Identity Card:**

Purpose: MMCOP urges students to understand the spirit of wearing of identity cards and to comply with rule as it is:

i) A symbol of belonging to a premiere institution of MMM, i.e. MMCOP.

ii) A means of identification in the event of accidents, medical and other emergencies.



After admission and the commencement of the batch each student is issued an identity card by the Administration department.

The identity card will contain the student's name, batch details, permanent registration number (P.R.N) course details and expiry date along with a recent passport size photograph duly stamped and signed by the Principal.

Students are required to carry their identity cards at all times. They may be asked to produce the identity card on demand by personnel authorized by MMCOP for the purpose of identification.

In case of loss of the identity card, a duplicate identity card will be issued on a written request subject to the approval of the Principal and payment of applicable fee of Rs. 100/-

Identity card must be surrendered to the Institute's Administration Department at the end of the course while obtaining final clearance.

#### ❖ Discipline:

Any act of indiscipline/insubordination or misbehavior by any student will attract severe penalties/punishment.

1. Use of mobile phones in the academic block of the institutes is strictly prohibited. Violation of the rule will result in confiscation of the phone, including the SIM Card.
2. Loud / impolite talk / use of unparliamentarily language which offends the listener would be dealt with seriously.
3. Damage to institute & campus property due to negligence / lack of care would attract punishment and compensation for loss caused and may also result in termination from the program.
4. Instigating or abetting collective insubordination will be viewed very seriously.
5. No society or association of the students will be started without written permission of the concerned authority.
6. No person shall be invited to address or entertain the students of the college, without the previous written permission of the authorities.
7. Theft, Gambling, Sexual harassment, Physical fights / bouts with each other, smoking on

MMCOP campus, indecent behavior in public places will be dealt with severely by the institute. Any other offence not included in this list will be dealt with on a 'case-to-case basis' by the Principal and may result in termination from the program.

  
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❖ **Green Initiative Campaign:**

In order to support the Green Initiative Campaign of the college, students are advised

1. not to use plastic bags in the campus for whatsoever reason.
2. to observe first working day of the second week of every month as no vehicle day.
2. to observe first working day of the third week of every month as bicycle day. Students are encouraged to use bicycles or e-bikes only on this day.
1. not to use vehicle by those students staying in one km periphery of the college.
2. to observe the first working day of third week of each month as no Gazette day.
3. On this day students are encouraged to read the books to inculcate habit of reading.

❖ **Tentative Exam Schedule:** (Subject to change as per examination schedule of S.P.P.U)

Sr.No	Exam	Tentative Schedule
1	Sem-I & Sem-III Internal Exam	November
2	Sem-I & Sem-III University Exam	December
3	Sem-II & Sem-IV Internal Exam	April
4	4 Sem-II & Sem-IV University Exam	May

The schedule of the concurrent internal evaluation shall be announced from time to time.

➤ **Due Date for Fees Payment:**

First year students should pay complete fees at the time of admission and the students availing bank loan facility must complete fee payment latest by 31<sup>st</sup> August of respective academic year. Second, third and final year students should pay complete fees by 10<sup>th</sup> August of respective academic year

➤ **Mentorship Program:**

MMCOP has a strong mentorship program to assist and guide students on various fronts.

- Mentor will be the first point of contact for student's grievance redressal or guidance required, if any.
- Leave will be sanctioned only when the student fill the leave application provided in the Student Manual and relevant signatures availed by the student. This form must be submitted to student coordinator.
- In case of any important communication with the Principal of the institute, it should be routed through respective mentor.



### ➤ **Grievance Redressal Cell**

MMCOP is seriously concerned to the genuine grievances of its students. Grievances are manifestation of the dissatisfaction and if not promptly addressed may cause frustration. Keeping this in view a formal Grievance

Mechanism is introduced to serve the following objectives:

- a) to settle grievances of the students in shortest possible time
- b) to ensure that the aggrieved person derive satisfaction.

### **Grievance Procedure**

- If any student has a grievance, may petition the Grievance Committee for redress.
- The plaintiff can submit the complaint through a mail / email addressed to the Secretary of the committee or in person.
- The petition shall be written and shall set forth in detail the nature of the grievance and against whom (person/department) the grievance is directed.

### **Withdrawal of Complaint**

The complainant may withdraw the complaint at any time by submitting a written statement of withdrawal to the Committee Secretary.


### ➤ **Anti-Ragging:**

Ragging is prohibited as per the decision of the Supreme Court of India in Writ Petition No. (C) 656/1998.

Maharashtra Prohibition of ragging Act 1999 which is in effect from 15<sup>th</sup> May 1999 has following provisions for Action against Ragging:

(Provisions of the Maharashtra Prohibition of Ragging Act, 1999).

- a. Ragging within or outside any educational institute is prohibited.
- b. Penalty :Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also pay fine of thousand rupees.

  
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c. Dismissal of student: Any student convicted of an offence under penalty for ragging shall be dismissed from the educational institution and such other educational institution for a period of five years from the date of order of such dismissal.

AICTE has framed regulation which has been notified vide F.No.37-3/Legal/AICTE/2009 dated July I, 2009. This is also (available on AICTE web portal aicteindia.org) on curbing the menace of ragging.in AICTE approved Technical Institution, in order to prohibit, prevent and eliminate the scourge of ragging in AICTE approved Technical Institutions.

Every Student, Parent/Guardian must submit separately, an affidavit as per Clause 5, Sub-clause 3 & 4 of AICTE regulation. Another affidavit must also be submitted along with application by Students availing accommodation as per Clause 5, Sub-Clause 6 of AICTE regulation cited above.

#### **Drugs and Alcohol Policy:**

Students of MMCOP are strictly prohibited to *consume or carry any kind of drugs and alcohol during their stay at the Institute*. Violation of this policy will lead to **cancellation of admission**.

#### ➤ **General Norms:**

- **Smoking & consumption of Tobacco / Alcohol** is banned in and around campus and Hostel premises.
- **All information** is conveyed to the students from the **notice board, and college Email-Id**; therefore it **is responsibility of students To update** from required source.
- **Submission** of projects reports/reports, forms etc. must be done on or before the due date as provided to the student.
- Students should **carry their Identity cards** at all times and wear formal attire (Girls: Salwar-Kurta/Sari; Boys: Formal trouser and Shirt with tie) on all days except Thursday.
- Thursday will be observed as **"Casual Dress" day**.
- Students are provided with uniform and this has to be worn on all MMCOP events (Seminars, Campus Interview, Company Visits, Viva and Special Occasions). Instructions to this effect will be given in advance.
- Use of Mobile phone/ Tablet or any other electronic gadget is strictly prohibited in the class rooms. If found violating the rule, gadget will be confiscated.
- Behavior of students, inside and outside the campus should be in consonance with the brand image of MMCOP. Any complaint in this regard will be viewed seriously.



- Students are expected to arrive and be seated prior to the start of each class session. They should wear their Identity Cards in all classes at all times.
- Classroom interaction will be conducted in a spirited manner, but always while displaying professional courtesy and personal respect.
- Students are expected to complete the readings, case preparations and other assignments prior to each class session and be prepared to actively participate in class discussion.
- MMCOP has official Facebook page. Students must maintain descensee and ethics in their presence on facebook page and responses thereupon.
- Students are responsible towards all MMCOP Properties and facilities; damage to any material or equipment by student/s will be responsibility of the student/s concerned and they will have to bear the cost of the same.
- Parking of vehicles is at owners risk and must be done in designated parking area.
- While visiting the other campuses or colleges, or on the educational visits, tours it is important that students display proper attitude and behavior. Likewise, on Annual day events and like, we should be enjoying, But well-mannered, and behaving ourselves.
- Faculty or authority disobedience will attract severe penalty depending on nature.
- On the special events and occasions separate guidelines, regulations maybe issued as per the requirement, which one needs to observe.

❖ **Communication to students:**

- Any changes affecting the students or class schedule will be communicated to the students via the Notice Boards, ERP or other modes of communication. It is important that the students keep themselves abreast of any changes of timetable details and other announcements.
- It is the responsibility of the students to update themselves with these communications made from time to time, irrespective of whether they are attending or not attending sessions.

❖ **Examination:**

- Students are required to strictly observe the dress code prescribed and carrying Identity cards is compulsory. Students will be sent back if this is not adhered to.
- Students are expected to carry Hall tickets during examination.
- Students are required to carry the required stationary for writing examination.
- Mobile phone should not be carried in the examination hall.
- Students should not resort to any unfair practices as per MMCOP rules will be applicable for the same.
- All other rules of SPPU will prevail. 13

  
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### ➤ **Library Rules and Regulations:**

Library is the center of all academic activities of the institute, as such; it is to be center of the requirements of students and faculty. In order to achieve these objectives, following rules and regulations shall be applicable to all its members without exception.

1. At all time, complete silence shall be maintained in the library.
2. Smoking, chewing pan, consuming alcoholic drinks, tobacco, spitting and such other unhygienic acts are prohibited in the library and its surroundings.
3. All the members using the library shall show discipline and avoid arguments, quarrels, and exchange of un-parliamentary words among themselves or with the staff members.
4. The library is an asset, hence it is to be used very carefully and preserved for posterity, as such, damage to its property like books, furniture, walls, portraits etc. shall be scrupulously avoided, in case of miscreants being found indulging in such act of indiscipline, the same shall be dealt with strictly, as an act of misconduct.

**Library Timings:** 9.00AM to 7.00 PM (MON - SAT)

#### • **Procedure for Membership:**

1. The membership of the Library shall be confirmed to the student by issuing a library card to him/her.
2. The member who losses his/ her library card must pay a fine of Rs. 100/- and get the same re-issued from the librarian.
3. The library card shall be used exclusively by the member to whom it belongs. The library card is not transferable.

#### • **General Precautions:**

Huge cash, valuables and such other undesirable items should not be brought in the library. Member having such items may be denied entry to the library.

#### • **Issue of books to students:**

Three books for then days at a time shall be issued to student on library card. Fine shall be levied for delay in returning the books.

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- **Signing of register:**

Any student or the faculty member has to write his name and sign in the register with and in and out time.

**Circulation:**

1. Books for student members will be issued on library card only for ten days. If the student fails to return the book in ten days, fine of Rs. 5/- will be charged per day.
2. Reference books and periodicals will not be issued for home reading as a rule. Reference books and periodicals will not be issued against library card for reading room only.

**Issue of Clearance Certificate:**

After the student completes the course or if a student leaves the institute, he has to obtain a clearance certificate from the librarian, which will be issued to him after verifying following aspects:

1. Dues, outstanding if any have been paid by him.
2. A library card has been surrendered to the library. Loss of books or cards: in the event of loss of membership card, the same shall be reported to the librarian in writing immediately. The members, whose membership card has been lost, shall be held responsible for the book issued to them. In case, member loses the book or damages the book, cost of replacement with a fine of 50% of the cost shall be recovered from the member.

**Rights of Librarian:**

The librarian reserves the rights of preventing any member to enter in the library, reissue or recall any issued books as per need. In this case, the decision of the librarian will be final and binding.

**Modification and deletion of rules:**

The Management of Marathwada Mitra Mandal and Principal of MMCOP reserves the rights to modify, delete any or all the clauses of the rules above if necessary.

  
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