

CODE OF CONDUCT

The College expects every student to abide by the following Code of Conduct:-

- 1) **Identity Card:**
 - a) Students must have their identity Card duly filled in and signed. Students must wear their Identity Card when they are in the college premises.
 - b) Transfer of I. D. Cards is a criminal offence. The student will be liable to expulsion from the college.
- 2) **Littering** in the classrooms, corridors & the campus is prohibited. Please use the dustbins provided all around. Offenders will be penalized.
- 3) **Sluings on the vehicles** in the college compound or on A-Road is strictly prohibited.
- 4) **Loitering or Crowding** on A-Road is also prohibited. Students are required to remain in the college campus during their free hours.
- 5) **Mobile Phones** if carried by the students should be switched off while in classroom, library & corridors of the college. If these instructions are not followed, the instrument will be confiscated and the concerned student will also be levied fine.
- 6) **Anti-Racism act** : Ragging is banned in this institution. A student involving in any such act will be expelled from the college and in addition may undergo imprisonment and fine.

Cancellation of admission and refund of fee :

Tuition Fee and Laboratory Fee : The candidate cancelling his / her confirmed admission will be entitled to receive the refund of fees after deducting the amounts as indicated below except otherwise as stated by the state Govt. / University / Competent Authority.

| Sr. No. | Time of Cancellation | Amount to be deducted |
|---------|--|-------------------------|
| 1. | From 1st day to 10th days from the date of securing admission | 20 % of the total fees |
| 2. | From 11th day to 30th days from the date of securing admission | 40 % of the total fees |
| 3. | After 30 days | 100 % of the total fees |

Eligibility Criteria

All admissions are made as per rules and regulations of the Maharashtra state board & Dy. Director of Education, Pune

I) Qualifying Examination:

- i) S.S.C. Examination of Maharashtra State Board of Secondary and Higher Secondary Education
- ii) I.C.S.E. / C.B.S.E / An Equivalent Examination of any other Board

II) Admission to in house quota will be done by the Management of the College at the level of the Principal under guidelines by 11th Centralize admission process.

FOR STUDENTS SEEKING ADMISSION UNDER THE SPORTS, CULTURAL CATEGORIES AND OTHER RESERVATIONS.

*Attested true copy of the relevant documents supporting the particular reservation is also required.

III) Certificate and documents to be submitted in original and 2 attested true copies AT THE TIME OF ADMISSION along with the fees.

- I. Duly filled admission form with student's & parent's/guardian's signature with a recent photograph.
- ii. Attested true copy of the Mark Sheet of the qualifying examination.
- iii. Original School Leaving Certificate.
- iv. Proof of local address for correspondence.
- v. 1 recent stamp size photograph

IN HOUSE QUOTA ADMISSIONS

Copies of certificates to be attached at the time of submission of forms.

1. An attested true copy of the mark sheet of the qualifying examination.
2. For an In house student an attested copy of the School Leaving Certificate also should be attached along with the attested true copy of the mark sheet.

DOCUMENTS REQUIRED FOR THE PROVISIONAL ELIGIBILITY CERTIFICATE FOR STUDENTS COMING FROM BOARDS OTHER THAN THE MAHARASHTRA STATE BOARD.

- i) Application in the prescribed form which is obtained from the Maharashtra State Board of Secondary and Higher Education, Pune Divisional Board, Pune.
- ii) Statement of Marks and 3 attested true copies of the same.
- iii) Leaving Certificate (counter signed by the educational inspector) and 3 attested true copies of the same.
- iv) Migration certificate
- v) Deed of Undertaking on Rs. 20/- stamp paper. Specimen copy of the matter which is to be typed on stamp paper given in the prospectus.

IV) GENERAL INSTRUCTIONS:

- i) Submission and acceptance of the form does not mean any assurance of admission.
- ii) Only one person will be allowed to enter the college premises for submission of form.
- iii) No admission form will be entertained either for submission or for admission unless all the particulars asked for in the admission form are properly filled in and the required number of documents and/or certificates are attached.
- iv) Full name (in capital letters) Birth date, Birth place, Nationality and Caste should be written exactly as mentioned in the school leaving certificate.
- v) Those students who do not secure admission by paying fees on the day, date and time specified will lose their claim for admission. No claim in this respect will be entertained later for any reason whatsoever.
- vi) All admissions are provisional. They will be confirmed only after the verification of documents submitted.
- vii) The Principal reserves the right to make necessary changes in the details of admission-procedure depending on the circumstances prevailing during the days of admission.

V) Schedule for submission of admission form, dates of Merit Lists and corresponding admission will be displayed on the Notice Board as per directives from the Deputy Director's Office.

Fees: As per the chart given on page number 14. Refund of fees: As per Maharashtra Board Rules

Principal
Pri. Dr. Sudhakar Rao Jadhavar Arts, Commerce & Science College, Narhe - Dhayari, Pune 411 004

College Discipline

The College attaches great importance to discipline and the same must be scrupulously observed by all students, Failure to comply with any of the rules, regulations or requirements notified from time to time will lead to strict disciplinary action. Students joining the College shall observe all the Rules and Regulations of the College laid down from time to time.

- ▶ In order to qualify to appear for the examination, the admitted student has to have a minimum of 75% attendance per term as per H. S. C. Board regulations. In the event of any default in attendance and discipline, the college authorities can take disciplinary action against the student including dismissal from the college, non eligibility to write the final Examination etc.
- ▶ Students must always wear the valid Identity Card issued by the college with their recent photograph affixed, bearing the signature of the Principal, around their neck. They must present it for inspection or verification whenever demanded by the college Authorities and/or Security Staff. No student shall be allowed to attend lectures, Practicals etc. unless he / she has his / her Identity Card with him / her.
- ▶ Students must not attend lectures other- than their own without the special permission of the professor concerned.
- ▶ Students must attend their lectures / Tutorials / Practicals regularly, Defaulters may face Disciplinary Action.
- ▶ Students should make use of the College library and must not loiter in the college premises whenever they have free period.
- ▶ Students must be in their classes on time. Late comers may not be allowed to enter the class.
- ▶ Students must do nothing either inside or outside the college that will in any way interfere with its orderly administration and discipline. They should not communicate any information or write anything about the college to the press without the written permission of the Principal.
- ▶ Students are liable to lose their term for disobedience, misconduct mis behavior or for any act of indiscipline. Student must take proper care of all the college property. Any damage done to the property of the college by disfiguring walls, doors, windows, fittings, furniture and such other things is breach of discipline and will be considered a punishable offence. Smoking, Tobacco, Chewing, use of Drugs etc. are strictly prohibited in the College premises.
- ▶ Use of Mobile Phones, Pagers, Walkman etc; in the College premises is strictly prohibited.
- ▶ No association or organization shall be formed, no meeting shall be held, no person will be invited to address the students in the college without the prior written permission of the Principal.
- ▶ No picnic, socials, excursion or tour shall be arranged without the prior written permission of the Principal. If students join an unofficial picnic or tour, the College shall not be responsible for anything that happens in the picnic or tour.
- ▶ No student shall collect money as contribution to picnic, trip, educational visit, get-together, study notes, charity or any other activity without the prior written sanction of the Principal.
- ▶ While conducting debates or meetings in the College a responsible staff member approved by the principal will chair the session and the subject of debates or lectures must have the prior approval of the Principal,
- ▶ Matters not covered by the existing rules will be at the discretion of the Principal.
- ▶ Ragging is strictly prohibited in the college premises and outside. Students indulging in ragging will be punished as per The Maharashtra Prohibition of Ragging Act, 1999.

COLLEGE RULES AND REGULATIONS (GENERAL)

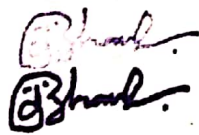
- ▶ All students are answerable to the Principal, member of the staff for their conduct in the college premises.
- ▶ In subordination, abusive language, mis behavior or misconduct can lead to the dismissal of a student.
- ▶ Demonstration of any kind in the college is strictly prohibited.
- ▶ In case of sickness, a leave application shall be submitted to the college office along with a medical certificate within two days of resuming the College. Fitness certificate at the time of resuming the college essential.
- ▶ All the receipts on account of the fines imposed on students for any cause whatsoever shall accrue to the Students Aid Fund of the College.
- ▶ All students applying for bonafide certificates, character certificates, birth date certificate, testimonials etc. and requiring the Principal or Vice Principals signature on any kind of document or application should first contact the Head Clerk in the College Office, No paper taken by the student directly to the Principal.
- ▶ All students representing the college in sports / cultural activities should ensure that the relevant documents are submitted for leave of absence within a week of the respective events (Sports / Cultural).

Prin. Dr. Sudhakar Rao Jadhavar Arts, Commerce

& Science College, Narhe - Dhayari, Pune - 41

7.1.12 The institution functioning is as per professional code of prescribed / suggested by statutory

<http://www.jadhavarcollege.edu.com/college/rulesandregulation>



Principal

Prin. Dr. Sudhakarrao Jadhavar Arts, Commerce
& Science College, Narhe - Dhayari, Pune - 41

