



## Rules and Regulations

1. Students should treat all members of the college community with respect and consideration, and should avoid saying or doing anything which may cause hurt to another person.
2. All students must maintain discipline in the classroom and the corridors.
3. Students must wear decent clothes in the college, going to and from the college and at all college events.
4. Students must be well behaved in the College, going to and from the College and at all college events. Any behaviour, even outside college hours, which would bring discredit to the college, will be dealt with very seriously.
5. Students must obey the instructions of staff and all authorised representatives at all times when they are carrying out their duties.
6. Students are required to reach the college in time or before the time of the first class/practical as per their time table.
7. Students are prohibited from leaving the college grounds during college hours unless they have obtained permission from the Principal/In Charge Principal/Head of Department (HOD) and have submitted the Early Departure Leave notice to the concerned HOD.
8. Students must attend all classes and study periods as set out in their timetable.
9. At the end of the semester, students must achieve the minimum attendance as per the guidelines laid down by VNSGU.
10. In case a student is unwell and is not attending classes, the college must be informed about the student's health along with a medical certificate, in person or by email, within two days of being absent.
11. Students who are absent for any reason, must give their class coordinator/HOD a written explanation from their parents/guardians, on their return to the College. If the absence lasts for three days or more, the parent/guardian must inform the Students Office/Admin by telephone. The letter of explanation is still required even when a telephone call has been made to the college.
12. Students are prohibited to be in possession of or to have used or consumed illegal drugs, solvents or alcohol either in the college, travelling to and from the college, and at all college-related functions. Any infringements of these rules are regarded as serious and will result in disciplinary action and possible expulsion.
13. Students are prohibited from bringing any article, book or paper that is not required for their work in the college. In particular, students are prohibited from having the below items in their possession in college or at any college-related events;
  - Knives
  - Cigarettes, tobacco, alcohol, solvents, illegal substances
  - Matches or lighters (Lab purposes are exempted)
  - Laser pens
  - Chewing gum
  - Computer games
14. It is the responsibility of a student who misses class for any reason (such as participation in co-curricular activities or sports activities) to find out what work he/she has missed and to catch up on both classwork and assignments.
15. The college Library and IT facilities must only be used in line with the college Policy for the Acceptable Use of Computers and the Internet.
16. Using mobile phones is strictly prohibited during class hours. Violation of this rule will invoke strict action against students. Students are prohibited from taking photographs or videos with their mobile phones on college premises. Students are prohibited from contacting parents using their mobile phones during the college hours unless for an emergency.
17. Students are not permitted to be in the college outside college hours unless supervised by a member of staff.
18. Students must inform the Students Office/Admin Office immediately in case of any change of address or telephone number. This should be in the form of a letter from parent/guardian.



## Shrimad Rajchandra Vidyapeeth

---

19. Students who damage college property or the property of staff or other students may have to pay restitution in addition to any other sanction applied. Any accidental damage to college property must be reported immediately to a member of staff.
20. Textbooks/Reference books are the property of the college. They must be kept in good condition and returned to the college library when requested.
21. Students must throw all litter into the bins provided.
22. College bags, books, PE kit etc., should not be left in the main entrance or on the floor in corridors.
23. The college does not assume any responsibility for loss of or damage to students' personal belongings.
24. Sports games may be played only in the designated areas during recess or sports classes only.
25. Students need to get a written permission from the Principal to formally use the name of the college for any event.
26. Above all rules are subject to amendment/modification by the College Management/Principal.

I/C Principal  
Dr. Smita H. Bakshi