



**SWAYAM SIDDHI COLLEGE OF MANAGEMENT
& RESEARCH**

(Approved by AICTE, Recognized by Government of Maharashtra & Affiliated to University of Mumbai Estd. 2006)

GENERAL RULES AND REGULATIONS

FOR

MMS STUDENTS



SWAYAM SIDDHI COLLEGE OF MANAGEMENT & RESEARCH

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1. General Guidelines:

2. The students of the Institute are to conduct themselves in a disciplined and exemplary manner so as to maintain the reputation of the institute as well as their own.
3. Students shall not organize or convene any meetings or take part in any possession in/ around the campus without the prior written permission from the Principal / Director. Similarly no notice / brochure / poster / booklet / banner / C.D etc. should be exhibited or circulated on the campus without prior permission. Political activity of any sort is strictly banned on the campus. Collection of money from students for any purpose (shall not be done from any students inside the campus) is strictly prohibited. Any pooling of money for common purpose shall be done with the explicit permission from the Principal/ Director.
4. Students must not loiter in the Institute premises or cause disturbances to fellow students by moving or talking loudly in the corridors, staircases etc. when the classes are in progress. Free time should be best spent in the Institute library.
5. Students should cultivate the habit of reading notices put on the Institute noticeboard or sent through email. Ignorance of any instructions as contained in the notice will not be accepted as an excuse for failing to comply with it.
6. The following commissions and omissions on the part of the students will constitute breach of discipline and will be severely dealt with:-
Absence without prior permission from the mentor
 - Mass absence from classes
 - Drunkenness
 - Damage to the property of the Institution.
 - Violent or disorderly behavior
 - Theft/ fraud/dishonesty.
 - Copying of any form in assignments or in examinations.
 - Smoking within the campus.
 - Impersonation or proxy submission of assignments, reports and



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other documents to the faculty.

- Dress code Violations
- Non Submission of assignments
- Disobedience in any form such as not meeting deadlines, not following instructions from Director/Deans/Faculty Members and other SSCMR officials
- Any form of misbehavior inside SSCMR or outside while representing SSCMR (Students participating in intercollegiate events should behave decently to keep up the dignity and reputation of the Institute.)
- Involvement in criminal cases is strictly prohibited. Students participating in intercollegiate events should behave decently to keep up the dignity and reputation of the Institute.



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2. Attendance and Leave Rules:

1. The Institute expects punctuality and regular attendance from the students during all Class Sessions. It is an important part of the training of a manager to instill a sense of duty and personal responsibility. Absence from class may result in loss of internal marks.
2. Absence without permission is considered a serious breach of discipline and the student is liable to disciplinary action.
3. Continuous absence for a period of more than 4 days without prior permission of HOD will result in automatic removal from the roll.
4. For absence due to illness, the leave application should be supported by a medical certificate issued by a registered medical practitioner, not below the rank of Assistant Surgeon.
5. All the leave applications must be countersigned by Parent / Guardian must be recommended by the mentor and forwarded to the HOD.
6. Students will not be allowed to enter the class room after faculty has entered the class. No late coming is allowed.
7. Students are not permitted to leave from an ongoing class unless a note is sent from the Director or HOD.
8. Students are not allowed to spend time with any other faculty during normal class hours unless prior explicit permission has been obtained from the faculty who is engaging the session during that time
9. For all leave without prior intimation: Students to submit medical certificate and parents' letter upon return and the Director will decide each case on its merits.
10. No student shall be allowed to appear for the University examination, of a course if he or she has not secured minimum 75% of attendance for each course during the semester. However the institute expects each student to have not less than 90% attendance in each semester.
11. In case of emergencies students shall apply for leave and intimate the respective mentors. Unauthorized absence will invite a disciplinary action.



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3. Examination Guidelines (Code of Conduct for Examination)

1. Students shall be admitted to the examination hall ten minutes before the scheduled start of the examination.
2. A student shall not be allowed to enter the exam hall after 30 minutes of the commencement of the exam. Students shall not be permitted to leave the examination hall during the 60% of the total time allotted, or the final 10 minutes of the examination.
3. Any student found having in his/her possession or using any unauthorized materials or paper shall be considered as an academic misconduct. A Supervisor, Invigilator, or Examiner has the authority to confiscate such documents and the disciplinary committee will impose appropriate penalty.
4. No Student shall take into an examination hall any electronic calculator or other means of data storage or retrieval unless specifically authorized. A Supervisor, Invigilator or Exam In-charge has the authority to confiscate such unauthorized items. Simple type calculator is allowed for use in College examinations.
5. Use or possession of electronic items such as calculators, video/audio equipments, mobile phones, analogue or wrist watches is at the discretion of a Supervisor/Invigilator or a higher competent authority and who has the authority to confiscate and deprive such gadgets until the examination is concluded.
6. Students shall not remove from an examination hall any paper except the question paper and such tables or papers, if any, as they were authorized to take into the hall.
7. No student shall communicate with any other student during an examination session. Students shall maintain perfect silence and attend to their papers only. Conversation, gesticulation or disturbance in the examination hall shall Be deemed as a violation.
8. Students shall not leave their places during a session except with the consent of the Supervisor or the Invigilator.
9. Students should wear college I-Card and college uniform, students are not allowed



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for examination with any other dress or fancy dress.

10. A Student who acts in such a way causing disturbance or inconvenience to other students shall be warned and may, at the discretion of the Supervisor or Invigilator either be required to change seat or be dismissed from the session.
11. There shall be other rules which will be announced at the exam hall.
12. Violation of any of the rules of conduct of examination will be viewed as a serious offence and will result in all or any of the punishments such as cancellation/disqualification of all examinations, suspension/expulsion, or any other appropriate punishment as per the discretion of the Director.
13. Malpractices in University examination will lead to debarring the student from examination as decided by university authorities.
14. For taking re-examination (for those who were absent without proper permission as above, a minimum of Rs.1000 or Rs. 2,000 will be charged as re examination fee).
15. Leave during Internal Exams, students should get permission with signature from the mentor and the Exam Coordinator.
16. All these rules and regulations are applicable to all internal, model and university exams.



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4. Ragging:

1. Ragging of any kind is strictly prohibited on the campus. Ragging is considered as an inhuman and heinous crime, and any student found guilty would be expelled from the institute after due investigation. Criminal prosecution procedures would be filed against guilty, if necessary.
2. Any such things shall be brought to the notice of Disciplinary and Anti-ragging committee.

UGC on Ragging (UGC Notification No.FI – 16 / 2007 (CPP-II) April 2009

Ragging means the following:

1. A conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such students will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student. (Ref.3.4)
2. Every student of this Institute is required to possess and wear an Identity Card with his / her passport size photo affixed and signature attested by the Principal / Director. Since duplicate copy of I.D Cards is not normally issued, the students are advised to keep their I.D Cards safely.
3. Redressed of any grievance is by mutual discussion or arbitration only. No student or parent shall demonstrate against the Management on any ground, nor shall they go for any legal action against the Principal / Director or the Management.
4. Non – compliance with the rules of the Institute will attract, suitable fines, apart from other punitive measure.
5. Decisions on matters not covered by the existing rules are at the absolute discretion of the Director.



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5. DRESS CODE AND GROOMING:

All the first year & Second year MMS students are required to adhere to the uniform Dress Code as indicated below:

- **Boys:** College Uniform, Blazer with Tie and Shoes.
- **Girls:** College Uniform, Blazer with scarf & half shoes

A. Violation of Dress Code will result in disciplinary action.

a. Groomed Management Professional

The importance of maintaining exquisite standards of grooming cannot be overlooked in the management sector. “Apparel proclaims the man”, it is said. Our personality and attitude is reflected in our dressing style and appearance. Each of us is different in personality, physical appearance and background. Yet if we set quality grooming standards and maintain them meticulously, we’ll be able to improve our personality and physical appearance.

When we have a neat appearance and appropriate attire, it will not only brighten our career prospects but also make us a role model for others.

The way one looks says a lot about the institution where he/she is trained. In order to achieve the best grooming standard for the students of the Marian International Institute of Management, we have laid emphasis on uniforms, accessories, colour, hairstyle, and other details which have been discussed to form guidelines. All the students are expected to be aware of and adhere to these basic guidelines laid down.

b. Gentlemen Look

- Hair must be cut periodically and neatly in a natural style that it does not extend beyond
- Or cover any part of the ears. It must be neatly tapered at the back and on the sides forming a smooth symmetrical appearance. Hair sticking out or over the shirt collar is not acceptable. Putting the hair behind the ears also is not acceptable



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- Dandruff in the hair is to be avoided at all costs
- Side burns should be neatly trimmed and may be permitted to extend to the middle of the earlobe, following their natural contour
- Earrings for men are unacceptable.
- Moustaches / French beard must be neatly trimmed.
- Daily morning shave is a must
- Ensure a smooth shave look. 6 o' clock shadows are unacceptable
- The nails should be closely nipped and should not extend beyond the tip of the finger, Finger nails should be clean and presentable at all time.
- The uniform should always be clean and well ironed
- Shirt must be well laundered with clean collars and cuffs
- Trousers should be well ironed with a sharp centre crease
- The length of the trousers must just cover the shoes
- The coat/blazers must be properly ironed and brushed
- The buttons on shirts and blazers shall not be loose
- Tie when knotted should reach the top of the belt buckle
- Background color of the tie should match the color of trousers
- It is a must to wear regular shoes matching the uniform color. No fancy styles or models will be permitted They must always be well polished and kept in a good state of repair
- Socks should be black / navy blue in color and of a plain design and should be changed daily. Sagging socks give an untidy look and are unacceptable

(Failure to adhere to the established standards will result in disciplinary action)

c. Ladies Look

- The uniform should always be clean and well-ironed: Shirts must be well laundered with clean collars and cuffs. The Coat/Blazers must be properly ironed and brushed
- Rings strung on any part of the person are not acceptable.



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- The buttons on shirts and blazers should not be loose.
- The nails should be closely clipped and should not extend beyond the tip of the fingers. Finger nails should be clean and presentable at all times.
- Soft make-up is preferred.
- The eyes should be made up in a soft manner. Harsh, colored eye-liner or frosted eyeshadows must not be used.
- During interviews, Indian formals can be worn.
- Hair must look clean and shiny at all times
- Very short hair must be trimmed periodically
- Short hair which is above the shoulders in length must be neatly combed to give a sleek, shiny appearance
- Hair styles with the hair falling on to the forehead are not permitted
- Hair that fall below the shoulders in length must be made into French roll or low bun or clipped together neatly.
- Dangling earrings should not be worn.
- Only nose studs can be worn. Nose rings are not allowed.
- Ladies must wear black shoes, preferably court shoes. Ensure that the shoes are not embellished with studs.

(Failure to adhere to the established standards will be resulting in disciplinary action)

d. **Use of electronic devices :**

The use of mobile phones, laptops and other electronic devices is prohibited during class sessions except when explicitly authorized by the faculty member for educational purposes. If found using, it will be confiscated and kept with the administrator for 3 days and second time for a week and third time will not be returned. It will be reported to the Mentor and Disciplinary committee. Each time, the student should apply to the Director with an apology letter.



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6. Campus:

1. You will have to wear your I-card in College / Institute at all times.
2. You will maintain utmost discipline as per the direction of the organizational authorities, Head of the Institution / College.
3. You can access our Internet Lab and Library in the campus before and after your classes as per the time table displayed. You may use the Wi-Fi facility provided in the campus.
4. It is necessary to have your Library Card with you, when you are using Library / Reading room in the campus.
5. It is mandatory to maintain silence, hygiene and cleanliness in the campus.
6. In case of damage to property or equipments of the Institute by you, you will be liable for fine (full cost recovery) as per the norms of the Institute / College.
7. Ragging, smoking, use of mobiles, consumption of tobacco and consumption of alcoholic drinks / drugs is strictly prohibited in the campus, hostel and vicinity of the campus. Stringent actions will be taken against those who will indulge in such activities.
8. You will abide by the rules and directions of the Institute / College for dress code and uniforms. Uniform is compulsory during all classes, seminars, guest lecturers & visits. College uniform & wearing of College Id card is mandatory on all days when you are in campus.
9. You should not indulge in thefts, mal-practices in exams and tests, sexual miss-conducts inside or outside the Institute / College. In case of violation of norms insubordination or any other offences, the students will be liable for punishment as per the norms of the Institutes local competent authority.
10. You will not carry any valuables like Jewelry/laptop etc. in the institute/college campus. In case you carry such items, it shall be entirely at your own risk and responsibility.
11. As per the rules and regulations of the competent authority, use of mobile phones in the Institute/College campus is not allowed. Do not bring mobile phones in the campus. It shall be entirely at your own risk and



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responsibility.

12. You will lock and park your vehicle properly at the designated place at your own risk.
13. You will not indulge in any kind of wrong social sites & will follow all the rules & regulation of the Information Technology policies. Strict action will be taken against the Students and Parents if found violating the policies.
14. It is your responsibility to read notices on the notice boards for the latest activities / instructions by the Institution/ College.
15. You will bear moral, ethical & proper conduct during your tenure at SSCMR.



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7. Academics:

1. You are not allowed to undertake any type of jobs (fulltime / part time) - at the cost of your health, attendance, academics.
2. You will maintain your own records & personal file about admission, fee receipt, prospectus, industry visit reports, guest lecture notes etc.
3. You will have to take permission in writing from the concerned Director of the Institution / College for leave. If you leave without permission, you will be liable for punishment. Regular absenteeism without informing may lead to cancellation of admission.
4. You are required to submit assignments, appear for Internal Exams, Field Work, and Project etc. as per the stipulated time and norms of the program and the Institute / College subject to satisfactory attendance requirements. Please refer to the respective Institute's / College notice boards for schedules.
5. All students must complete their homework / assignments given by the faculty and submit the same before deadline date.
6. College conducts various co-curricular, cultural and extracurricular activities in the college round the year and your participation in the same is mandatory for your overall holistic development.



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8. Other Rules & Regulations:

- The Institute offers Industrial visits, training, field works, Seminars, Conferences, Yoga, Meditation in the premises and outdoor training camps for holistic development. You are expected to benefit from these activities and observe rules and regulations, discipline and safety requirements. Although the institute arranges these activities, it is mandatory to attend the same and take utmost care and follow all rules and regulations.
- You have to submit the Undertakings and Medical certificate periodically from the certified Doctor.
- The Institute arranges industrial visits. Candidates will be nominated for these visits based on attendance, behavior, compliance for various assignments and various academic activities, etc.
- The Institute / College reserve the right to amend, modify and change the norms, rules & regulations from time to time.
- Full rights are reserved with the Director / Management to take action against the students in case of violation of the above guidelines.
- In case of disputes, the decision of the Director of the respective Institute / College shall be treated as final and binding.
- For your own safety, kindly follow all the traffic rules of the competent authorities, wear helmet & carry all the required documents.
- Students should not take any sort of eatables in the classroom and should not throw papers, empty bottles in the campus premises / classroom. Students should abide by the Clean India Green India Mission.
- While leaving the classroom, it is the duty of the students to close the windows, switch off the fans and lights etc. arrange the chairs properly and then leave the classroom.
- Students are not allowed to bring their friends or relatives inside the campus and hostel for any reason what so ever. Kindly take written permission from authority if the above is essential. Strict action will be taken leading to detention expulsion from college.
- You are requested to cooperate with the security staff for the ID card &



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uniform.

- Student should submit the application for availing any additional facility
Visit respective institutes / college website regularly for notices & other updates.
- The Institute, University and other regulatory bodies are taking series of efforts for the overall holistic development of the students, in this regards we also receive regular circulars, suggestions and guidelines from the various competent authorities such as UGC / AICTE / University, etc. It is mandatory for all the students to take active participation in all such activities for yourself development and for creating the strong foundation for better professional career options leading to success in your respective careers.

Director

SSCMR, BHIWANDI.