

SNDT College of Arts & SCB College of Commerce and Science for Women
Churchgate, Mumbai – 400020

NOTICE

Subject: Guidelines for Student Discipline on College Campus

All students are hereby informed that maintaining discipline on campus is mandatory and essential for fostering a positive and productive academic environment. The following guidelines must be strictly followed by every student:

1. Attendance:

Minimum **75% attendance** is compulsory in all lectures, tutorials, and practicals.

Students failing to meet this requirement will not be permitted to appear for university examinations.

2. Regular Lectures:

Students must attend lectures punctually and regularly.

Habitual absenteeism will be dealt with seriously.

3. Proper Behaviour & Language:

Students are expected to maintain respectful and courteous behavior with faculty, staff, and peers.

The use of inappropriate or abusive language is strictly prohibited.

4. Dress Code:

Students must wear modest and appropriate attire while on campus.

Revealing, offensive, or inappropriate clothing is not allowed.

5. Identity Cards:

Wearing the college **ID Card is mandatory** at all times on the college premises.

Students without ID Cards may be denied entry to classes or college events.

6. Mobile Phone Usage:

Mobile phones must be switched off or kept on silent during lectures.

Use of mobile phones during lectures is not permitted unless allowed for academic purposes.

7. Cleanliness & Conduct:

Maintain cleanliness and order in classrooms, corridors, restrooms, and common areas.
Loitering in corridors or causing disturbance during class hours is not allowed.

8. Substance Abuse Prohibition:

Smoking, substance abuse, or bringing any prohibited items to campus is strictly forbidden.
Violation will lead to immediate disciplinary action, including possible suspension.

9. Anti-Ragging Policy:

Ragging, bullying, or harassment in any form is a punishable offense under university and legal norms.

Students are urged to report any kind of Ragging, such as Physical, Mental, Psychological, social Media and Cyber incidents immediately.

Grievance Redressal Committee (For Complaints/Reporting Issues):

1. Dr. Meera Sawant – Coordinator
2. Ms. Sonali Deshbratar
3. Dr. Hetal Barot

Discipline Committee:

1. Ms. Chitra Lele – Coordinator
2. Ms. Sushma Ahire
3. Dr. Dyaneshwar Mankare
4. Dr. Meera Sawant
5. Dr. Ram Pradhan

Contact for Complaints/Assistance:

Mobile: **8879481040**

Email: **principal@collegemumbai.sndt.ac.in**

Noncompliance with any of the above rules will result in disciplinary action, including warnings, suspension, or dismissal from the college. Students are advised to cooperate in maintaining the dignity and decorum of the college.

Principal

**SNDT College of Arts & SCB College of Commerce and Science for Women, Churchgate,
Mumbai – 20.**