

**St. Mira's College for Girls, Pune
Autonomous (Affiliated to Savitribai Phule Pune University)**

7.1.10

The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

Code of ethics policy document



**Principal Incharge
St. Mira's College for Girls, Pune.**



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SADHU VASWANI MISSION'S

ST. MIRA'S COLLEGE FOR GIRLS

[An Autonomous College Affiliated to the Savitribai Phule Pune University]
[ARTS, COMMERCE, SCIENCE, B.Sc.(COMPUTER SCIENCE) BBA, BCA]

6, Koregaon Road, Pune - 411001.[INDIA]

Ph./Fax : 26124846 E-mail : mira_college@yahoo.co.in



KINDLE THE LIGHT

Dr. G. H. GIDWANI
Principal

PU/PN/AC/015/(1962)
College Code No. : 013

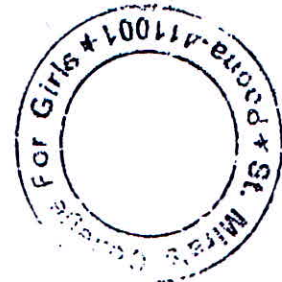
Notification No. A-7(z)/2021-22/60 dated 24.11.2021

Subject: St. Mira's College for Girls Code of Conduct and Ethics Policy Document

It is hereby notified for information of all the concerned that the St. Mira's College for Girls Code of Conduct and Ethics Policy Documents shall be effective from the date of issuance of this notification.

The St. Mira's College for Girls Code of Conduct and Ethics Policy Document is enclosed hereunder.

Dr Jaya Rajagopalan
Principal Incharge
Principal Incharge
St. Mira's College for Girls, Pune.



Please visit: www.dadavaswanisbooks.org

St. Mira's College For Girls, Pune
Autonomous (Affiliated to Savitribai Phule Pune University)

CODE OF CONDUCT AND ETHICS FOR STUDENTS

1. PREAMBLE

St. Mira's College strives to create a culture of teaching and learning wherein all stakeholders participate, lead and serve to ensure that every student's right to education, human dignity and security is upheld. The College adopts a Code of Conduct and Ethics which is binding upon all students across all courses and streams both in the aided and unaided sections. All students must know that they have to abide by this Code of Conduct and Ethics and uphold and fulfil the responsibilities enshrined within.

This document provides a framework for the behaviour and conduct of all students, the aim of which is to give a clear, defined explanation of the standard of behaviour and conduct expected to create a peaceful, safe and happy environment, which is conducive to a culture of learning and excellence.

2. JURISDICTION AND SCOPE

The Code of Conduct provides a framework and a guideline for the behaviour and conduct of students and it applies to:

- 2.1 All the sections and streams of the College; all the students of the Degree College (UG & PG) and the Junior College must adhere to the Code of Conduct laid down by the College.
- 2.2 College sponsored and College-related activities on the College's premises, prior to, during, and following regular college hours
- 2.3 Student behaviour and activities outside the regular College hours and off the campus if the conduct of the student has bearing on the dignity and reputation of the College
- 2.4 Activities on social media platforms.

Notification No. A-7(z)/2021-22/60 dated 24.11.2021 Code of Conduct and Ethics Policy Document




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3. GENERAL PRINCIPLES AND GUIDELINES

- 3.1 College Timings: The Degree College (UG & PG) functions from 7.40am to 3.00pm (all streams); The Junior College functions from 11:00am to 5:00pm. Students of the relevant classes should adhere to their timings.
- 3.2 Value-based Education: All students must attend Sanctuary- a period dedicated every morning to Value based education. There is a grade-based evaluation for the same, without which the student is conferred the Degree.
- 3.3 Physical Education: This course is compulsory for First Year students of all streams. There is a grade-based evaluation for the same, without which the student is conferred the Degree.
- 3.4 Attendance: As per the affiliating SPPU rules, a minimum of 75% attendance rule in class across all streams is applicable.
- 3.5 I-Card: The Student must wear her College I-card of the current year in which she has taken admission. A student not wearing her I-Card is liable to be fined. Loss of an I-Card should be reported to the College Office immediately. For a duplicate I-Card the procedure followed by the College Office will have to be adhered to. During examinations, the student should have possession of her I-Card along with her Examination Hall Ticket/Admit Card.
- 3.6 Dress Code: The College observes a NO SLEEVELESS dress code.
- 3.7 MOBILE PHONE USE:
- i. The use of mobile phones is NOT ALLOWED in corridors alongside classrooms, near the Principal's and College Office and in Sanctuary. A fine of Rs 500/- is imposed on the user in case the rules are not adhered to.
 - ii. DISALLOWED DURING NORMAL OFFLINE LECTURES: During conduct of normal offline lectures, mobile phone use in class is disapproved.
 - iii. LIMITED USE DURING COVID TIMES FOR ONLINE LEARNING: During the pandemic, if the student is on campus, with social distancing, the use of the mobile phone is permitted in the classroom (for online learning)

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- iv. When a student is appearing for an examination remotely, the use of the mobile phone is permitted. However, the student cannot keep multiple tabs open on the device /other devices during the course of the examination. If a student is found using unfair means, the matter will be dealt with by the Examination Committee and the 'unfair means' rules will be applicable.
- 3.8 Library Protocol: Students should maintain silence and maintain all Library protocols. Books and e-Resources issued from the Library are College property and must be kept in condition. Eating or talking loudly is NOT permitted in the Library.
- 3.9 Loitering: Loitering in the corridors or garden area or sitting in any vacant classroom by students is disallowed during class timings and after College hours.
- 3.10 No Entry into College Office or use of the corridor near the College Office: The student is not permitted to enter the College Office unless she seeks the permission of the Office Registrar. No student is permitted to use the passage near the College Office. There is a fine of Rs 50/- if the student does not comply with this rule.
- 3.11 Restricted entry for student into Staff Rooms, Department Cubicles and the College Office: The student is not allowed to enter the staffrooms unless they seek permission of the staff members seated in the staffroom. No student should access any teacher's locker/s without permission of the concerned teacher.
- 3.12 **No Entry is allowed under any circumstance into the EXAM CELL**
- 3.13 CARE FOR PERSONAL BELONGINGS:
- i. Each student should care for her personal belongings like bags, wallet, mobile phone, books, notes, lunch box, footwear, etc. She should avoid bringing excessive cash or expensive gadgets to college. If any item is lost or misplaced by the student, the College Management will not be responsible for the loss or damage to the same.
- ii. If any item is lost or claimed as stolen, a demand for viewing the close circuit monitoring system of the College cannot be made by the student/parent/guardian unless a First Information Report (FIR) is lodged with the police chowki/station near the college.

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4. GENERALEXPECTED STANDARDS OF BEHAVIOUR

Students must comply with all obligations mentioned above and in the College policies; and follow the College rules. The Student must also, among other things:

- 4.1 Maintain sound relations with other students, faculty and staff; be courteous and respect the dignity and self-worth of others, as well as respect and tolerate the beliefs and opinions of others. **Rude behaviour towards staff members will not be tolerated.**
- 4.2 Behave responsibly and not endanger the safety, welfare or rights of others
- 4.3 Respect and care for the property of the College and others
- 4.4 Be punctual for College and all College related activities
- 4.5 Not to disparage the College, Staff and Students in public or on social media, and to approach the College directly should they have any grievances or issues with the College, staff and students
- 4.6 Behave honestly and conduct themselves with integrity

5. SERIOUS MISCONDUCT

The College believes in promoting a safe and efficient climate by urging behavioural standards. All students must deter from indulging in any and all forms of misconduct including partaking in any activity on or off-campus which can affect the College's interests and reputation substantially. To this end there are several misdemeanours that are considered serious and the breach of which is considered a severe misconduct:

- 5.1 Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, or any conduct which endangers the safety and violates the rights and dignity of others
- 5.2 Intentionally damaging or destroying College property or property of other students and/or faculty members
- 5.3 Any disruptive activity in a class room or in an event sponsored by the College

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- 5.4 Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards
- 5.5 Organizing meetings and processions in College without prior permission
- 5.6 Indulging in activities banned by Government of India
- 5.7 Possession use or threat of use of a dangerous instrument or weapon; carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
- 5.8 Unauthorized possession or use of harmful chemicals and banned drugs
- 5.9 Rash driving on the campus that may cause any harm to others present on Campus
- 5.10 Not disclosing a pre-existing serious health condition, either physical or psychological, during medical examination.
- 5.11 Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the College authorities.
- 5.12 Students are not permitted to record either audio or video lectures in class rooms or actions of other students, faculty, or staff without prior permission.
- 5.13 Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- 5.14 Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the College on the social media or indulging in any such related activities that will have grave ramifications on the reputation of the College.
- 5.15 Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
- 5.16 Fighting, assault or any other violent, abusive or threatening behaviour
- 5.17 Immoral behaviour or use of profanity including the use of expletives or derogatory words
- 5.18 Harmful graffiti, hate speech, sexism or racism or any other conduct that amounts to discrimination on the basis of, among other things, race, gender, sexual orientation, socio-economic position, religion or ethnicity and any conduct that is tantamount to oppressive behaviour

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- 5.19 Theft or possession of stolen property, including but not limited to, test or examination papers prior to the writing of tests or examinations; theft or abuse of the College computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of College property or facilities, private cubicles and offices of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
- 5.20 Vandalism, destruction, damage to or defacing College property or the property of others
- 5.21 Cheating in any sporting activity or any other activity associated with the College
- 5.22 Knowingly and wilfully supplying false information, fraudulent representation or falsifying documentation to gain an unfair advantage at College
- 5.23 Being an accomplice to any act of Misconduct

6. ZERO TOLERANCE MISDEMEANOUR

There are certain activities which are deemed as Zero Tolerance:

- 6.1 Possessing, consuming, distributing or selling unauthorised or illegal substances including but not limited to, drugs, alcohol, tobacco products or intoxicants of any kind, electronic cigarettes ["vaping"] and any paraphernalia associated with same is strictly prohibited. Reported cases will be dealt with severely and may lead to expulsion from the College.
- 6.2 Infringement of Academic Integrity: Use of Unfair Means during Examinations and Plagiarism: The use of unfair means by the student like cheating, copying during examinations, indulging in plagiarism by students in assignments, research projects, student research papers, dissertations are not permitted. These violations constitute serious offenses. Critical action will be taken will be by the Examination Committee as per the unfair means and anti-

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plagiarism rules and guidelines laid down by the Savitribai Phule Pune University.

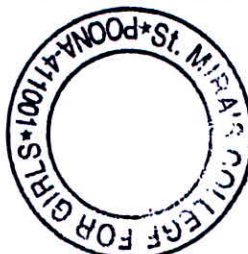
6.3 RAGGING:

- i. The College has a zero-tolerance anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009'. The UGC Regulations have been framed to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The College follows, strictly, this anti-ragging policy. The student has to fill an anti-ragging undertaking at the time of admission. Any complaints received about the same are dealt with by the Anti-Ragging Committee.
- ii. To assist students, an Anti-Ragging Squad is constituted consisting of various members of the campus community including the Class Representatives, the Sanctuary Representatives, and the Student Body members. The Squad actively keeps a vigil on ragging incidents taking place in the community and reports the same to the Anti-Ragging Committee.

6.4 Discrimination, victimisation, or intimidation of other students: Discrimination based on a person's caste, race, colour, national or ethnic origin, citizenship, religion, age, sexual orientation, gender, gender identity, marital status, physical or mental disability, medical condition, etc., will not be tolerated under any circumstance.

6.5 Sexual Harassment: St. Mira's College has constituted an Internal Complaints Committee (ICC) in keeping with the guidelines issued by the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015 and as per the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend on the circumstances of each case.

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7. ETHICS AND CODE OF CONDUCT COMMITTEE / DISCIPLINARY COMMITTEE

The members of the Ethics and Code of Conduct/ Disciplinary Committee are:

1. Dr Shalini Iyer	Vice-Principal	Chairperson	shalini.iyer@stmirascollegepune.edu.in
2. Ms Komal Tujare	Senior Teaching Faculty	Member	komal.tujare@stmirascollegepune.edu.in
3. Ms Ekta Jadhav	Dir. of Physical Edu.	Member	ekta.jadhav@stmirascollegepune.edu.in

7.1 If there is a case against a student for a possible breach of code of conduct, then the Ethics and Code of Conduct Committee shall investigate and inquire into the alleged violation and accordingly recommend a suitable disciplinary action to be taken against the said student. The committee may meet with the student to ascertain the misconduct. and suggest one or more disciplinary actions based on the nature of misconduct. The committee shall consider the seriousness of the alleged offense and recommend disciplinary action that can extend from warnings to restriction of access to various College facilities; community service for a specified time; monetary fines and penalties; to suspension and expulsion.

7.2 Any student of the College aggrieved by any acts of misconduct, sexual harassment, or ragging as defined and described hereinabove can approach the Ethics and Code of Conduct/ Disciplinary Committee or Student Grievance Redressal Committee at the College. Further, any student who is aware of any violations must report the same to the abovementioned committees. The Committees consist of members as appointed by the Principal. Grievances must be in writing and should be made within 30 days from the day of the alleged violation. The Committee shall take cognisance of all grievances and work towards a sound resolution. Details on the Grievance Procedure and Policy are available on the College website - <http://www.stmirascollegepune.edu.in>

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8. UNDERTAKING BY STUDENT

It is compulsory for the student, at the time of seeking admission, to give an undertaking that she will abide by the Rules and Regulations of the College and observe this Code of Conduct.



Principal Incharge
St. Mira's College for Girls, Pune.



Kindly print, sign, and submit the following undertaking:

UNDERTAKING:

Student Name : _____

Stream _____ Class: _____ Division _____

Admission Date _____ Admission Number _____

I _____, a student at St Mira's College for Girls, Pune have read and understood the rules in this Code of Conduct Policy Document and their implications and hereby undertake to:

- abide by the Code of Conduct
- abide by the College Policies and Rules

STUDENT: _____

PARENT: _____

DATE: _____

DATE: _____



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Principal Incharge
St. Mira's College for Girls, Pune.

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The Code of Conduct Policy of St. Mira's College for Girls sets out how students are expected to behave and the rules they have to follow. All students have to comply with the College policies and regulations. This Code of Conduct is included in the College Prospectus and available to all students.

GENERAL RULES AND REGULATIONS

1. **Academic Year:** The academic year is divided into two terms/semesters: First Term/Semester: From June to October; Second Term/Semester: From November to April.
2. **Vacation Period:** The Diwali Vacation, Christmas Break and Summer Vacation will be as per the Circular issued by the affiliating Board/University.
3. **Attendance:** A minimum attendance of 90 days in each term is necessary for keeping terms. One day's attendance means attendance at all the lectures, tutorials, practicals and seminars prescribed for the day.
4. **Leave of Absence:** Students who wish to be absent from the College on any day or days must apply for leave in advance to the Principal. Students remaining absent, without such proper leave from the College, are liable to be penalized. In case of illness, a student must apply for leave, as soon as possible, with a Medical Certificate attached to the application. She must report to the College Office immediately after returning to the College.
5. **Student to keep Terms:** In order to keep terms at the College a student must complete, to the satisfaction of the Principal, the course of study including lectures, practicals, tutorials /seminars at the college as prescribed for the term for the class to which the student belongs. In the case of Science students, the term/terms shall not be deemed as kept and shall not be granted unless the student produces at the end of the term her laboratory journals in her science subjects duly certified by concerned group teacher of the respective science departments.
6. **Students are required to be present** in the college on the appointed day after examination, holiday or vacations. Those who remain absent without sufficient reason are liable to be penalized or removed from the College Roll.
7. **Transference Certificate**-An application for a Transference Certificate must be submitted through the Principal of the College to which the student wishes to be transferred.
8. **Migration Certificate**-Students migrating to other Universities should note the following procedure for securing a Migration Certificate:
 - (i) They must submit their application in the printed form prescribed for the purpose by the Savitribai Phule Pune University, which should be obtained directly from the Registrar, Savitribai Phule Pune University.
 - (ii) The application for a Migration Certificate must be accompanied by a separate application for a transference certificate, which should be submitted to the Principal, St. Mira's College by the admission seeking applicant.
 - (iii) Before applying for a Migration Certificate or a Transference Certificate, students must clear all dues outstanding in their name on account of College, Library, Laboratories and Gymkhana.
9. **Fees:** The Term / Semester Fees must be paid immediately on admission. Students who do not pay their fees on the prescribed date are liable to pay a fine



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or their names may be struck off the College Rolls.

10. **Rules regarding Caution Money:** The Caution Money will lapse to the College, if not claimed in writing in the prescribed form within ONE YEAR of the last day of the term, last attended by the student. A student whose Caution Money is refunded can appear as an ex-student for an examination from the College, provided she has not joined any other college after leaving this College. In the case of a student newly admitted to the College. Caution Money will lapse if the student leaves the College without giving intimation in writing within a specified period or before paying tuition fees. It will also lapse if it is not claimed before 30th April of the year following if admission has not been accepted.

Note: The receipt for the Caution Money paid at the time of joining the College should be carefully preserved. It will have to be produced in original when refund is claimed.

CODE OF CONDUCT

1. **Code of Conduct:** All Students of Degree College (UG & PG) and Junior College must adhere to the Code of Conduct laid down by the College.
2. **College Timings:** The Degree College (UG & PG) functions from 7.40am to 3.00pm (All streams); The Junior College functions from 11:00am to 5:00pm. Students of the relevant classes should adhere to their timings.
3. **Value-based Education:** All students must attend Sanctuary- a period dedicated every morning to Value based education. There is a grade-based evaluation for the same, without which the student is conferred the Degree.
4. **Physical Education:** This course is compulsory for First Year students of all streams. There is a grade-based evaluation for the same, without which the student is conferred the Degree.
5. **Attendance:** As per the affiliating SPPU rules, a minimum of 75% attendance rule in class across all streams is applicable.
6. **I-Card:** The Student must wear her College I-card of the current year in which she has taken admission. A student not wearing her I-Card is liable to be fined. Loss of I-Card should be reported to the College Office immediately. For duplicate I-Card the Procedure followed by the College Office will have to be adhered to. During Examinations, the student should have possession of her I-Card along with her Examination Hall Ticket/Admit Card.
7. **Dress Code:** The College observes a NO SLEEVELESS dress code.
8. **MOBILE PHONE USE:**
 - a. **WHERE NOT ALLOWED:** The use of mobile phones is NOT ALLOWED in corridors alongside classrooms; near the Principal's and College Office and in Sanctuary. A fine of Rs 500/- is imposed on the user in case the rules are not adhered to.
 - b. **DISALLOWED DURING NORMAL OFFLINE LECTURES:** During conduct of normal offline lectures, mobile phone use in class is disapproved.
 - c. **LIMITED USE DURING COVID TIMES FOR ONLINE LEARNING:**
 - (i) When student is off campus, the use of mobile is permitted for online learning only.
 - (ii) When a student is on campus (with social distancing), the use of mobile is permitted in the classroom (for online learning)
 - (iii) When a student is appearing for an examination remotely, the use of mobile is



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permitted. However, the student cannot keep multiple tabs open on the device /other devices during the course of the examination. If a student is found using unfair means, the matter will be dealt with by the Examination Committee and the unfair means rules will be applicable.

- d. Restricted use of mobile phones is permitted in the Canteen and the Garden area during no-lecture timings.
9. **Anti-ragging:** The College has a strict anti-ragging policy. The student has to fill an anti-ragging undertaking at the time of admission. Any complaints received about the same are dealt with by the Anti-ragging Committee.
 10. **Substance Abuse:** The College prohibits the use of drugs, tobacco, alcohol (in any form) on campus. Reported cases will be dealt with severely and may lead to expulsion from the College.
 11. **Library Protocol:** No eating or loud talking will be permitted in the Library. Students should maintain silence and maintain all Library Protocols.
 12. **Loitering:** Loitering in the corridors or garden area or sitting in any vacant classroom by students is disallowed during class timings. If a student is free during a particular lecture, she should make constructive use of her time by using the library facilities for study or use the facilities of the Common Room or Canteen.
 13. **No Entry into College Office or use Corridor near College Office:** The student is not permitted to enter the College Office unless she seeks the permission of the Office Registrar. No student is permitted to use the passage near the College Office. There is a fine of Rs 50/- if the student does not comply with this rule.
 14. **Restricted entry for student into Staff Rooms and Department Cubicles:** The student is not allowed to enter the staffrooms unless they seek permission of the Staff members seated in the Staffroom. No student should access any teacher's locker/s without permission of the concerned Teacher.
 15. **CARE FOR PERSONAL BELONGINGS:** Each student should care for her personal belongings like bags, wallet, mobile phone, books, notes, lunch box, footwear, etc. She should avoid bringing excessive cash or expensive gadgets to college. If any item is lost or misplaced by the student, the College Management will not be responsible for the loss or damage to the same. If any item is lost or claimed as stolen, a demand for viewing the close circuit monitoring system of the College cannot be made by the student/parent/guardian unless a First Information Report (FIR) is lodged with the police chowki/station near the college.
 16. **Grievance Redressal:** Student complaints related to College academics, functioning, infrastructure) can be brought to the notice of the authorities through the appropriate channels.
 17. **RUDE BEHAVIOUR:** Rude behaviour of the student towards staff members will not be tolerated.
 18. **Use of Unfair Means during Examinations and Plagiarism:** The use of unfair means by the student like cheating, copying during examinations, indulging in plagiarism by students in assignments, research projects, student research papers, dissertations is not permitted. The action taken will be as per the unfair means and anti-plagiarism rules laid down by the College.
 19. **Undertaking by Student:** It is compulsory for the student at the time of seeking admission to give an undertaking that she will abide by the Rules and Regulations of the College and observe this Code of Conduct.

Jayant
HAC Coordinator
St. Mira's College for Girls, Pune



2. H. J. Jadhav
Principal
St. Mira's College For Girls