

**Vivekanand Education Society's
College of Law**

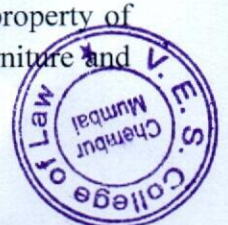
(Affiliated to the University of Mumbai, Approved by BCI & Recognised by Govt. of Maharashtra)

General Rules

1. College Discipline

The institution attaches utmost importance to discipline and character building. The students are required to strictly abide by the following rules.

- A. Students shall abide by any general or special rules made by the College authorities in regard to the conduct if the students both in and outside the College and the decision of the College Authorities shall be final. Parents and Guardians are also presumed to have agreed to these rules when their wards join the College. (See the instructions on the Admission Forms, the notices put up from time to time, etc.)
- B. Students should in their own interest read the College notices, including notices containing rules placed on the Notice Boards from time to time. It shall be the duty of each student to scan all the notice-boards daily.
- C. Use of cell phones is strictly prohibited. Students found using cell phones in class are liable to be fined.
- D. Students shall attend all classes, tutorials, seminars, practicals and college examinations. Students remaining absent shall submit leave note signed by their parents/ guardians stating reasons for their absenteeism . Absenteeism on medical grounds should be supported by a medical certificate of candidates only. Medical ground of relatives will not be considered. In all cases, absenteeism over three days should be immediately brought to the notice of the Principal.
- E. In case of loss of I Card, student can obtain special permission for 3 days from the Principal for entering the College premises. Thereafter, student can obtain duplicate I-Card on payment of Rs.200/- by making application to the Principal. The use of I-Card (Original/Duplicate) without the signature and seal of the principal is invalid and fine will be charged as decided by the authority. Usage of Xerox Copy of I-Card is not allowed. Students, who are not regular students but have taken admission provisionally, can get Ex-students I-Cards on payment of Rs. 200/- as membership fees and Rs.200/- for library card in case they desire to take advantage of the Library facility. Entry of Ex-Students in the library is permitted only after 2pm on working days.
- F. Students must carry I-Cards on their persons or produce/present identity cards for inspection or verification when demanded by any college staff. Refusal to produce I-Card for inspection amounts to indiscipline and will be punishable.
- G. Students shall be in classes in time. Late comers may not be allowed to enter the classes.
- H. Students will not go for job, or work or business or provide coaching during the college hours. If anyone misses the lectures/practicals for that reason, his/ her admission is liable to be cancelled immediately.**
- I. Students shall not bring with them unauthorized persons into the college premises.
- J. Students shall take proper care of all college property. Any damage done to the property of the college by disfiguring walls, rooms, windows and fittings or breaking the furniture and



such things is a breach of discipline and will be punishable. As such damage done to the college property will have to be made good by the concerned class students. The students shall not throw papers or any other material which makes the premises dirty. Students shall take eatables inside the canteen only.

- K. The students should come decently dressed to the college. Informal dresses will not be permitted in the college premises.
- L. **Boys** – Full Pant/jeans with shirt/ T-Shirt with sleeves. Boys should cut their hair short. **Girls** – Salwaar Kameez / or jeans/pants/long skirts with tops / T-Shirts with sleeves. Shorts and Bermudas are not permitted in the College. Girls shall tie their hair.
- M. For violation of dress code there will be a fine of Rs. 100/-
- N. Associations/Organizations will be formed only after the prior / permission of the principal.
- O. Collecting funds for any purpose is strictly prohibited unless scrutinised and permitted by the Principal.
- P. No meeting, demonstration, party or picnic will be permitted without the permission of the Principal.
- Q. For inviting a person to preside/address/participate in association/organisation/visits etc. Prior permission of the Principal is necessary.
- R. Subjects/topics selected for debates/lectures/seminars etc. must have the previous approval of the Principal.
- S. No information about the college can be communicated to outsider without the permission of the Principal.

2. Ragging

According to Maharashtra Prohibition of Ragging Act, 1999 any act of ragging is prohibited and therefore it is a punishable offence. The College may suspend or dismiss the student from the College for such an act. Even for cases regarding Sexual harassment, College will take appropriate action as per rules. At the time of admission, students has to submit online affidavit as per rule given in www.antiragging.in and the print of the affidavit should be attached along with the admission form. (Format of Affidavit- Annexure- I & by the Parents- Annexure- II).

3. Attendance

Normally 100% attendance of the student is expected, but it can be condoned up to a maximum of 25% covering students sickness and other absence. As per University Rules if the students fails to attend the college for 75% of actual working days, the term will not be granted to them and he/she will not be allowed to appear in the examination.

- Late comers will not be allowed in the class.
- Bunking classes is not allowed.



- Students has to submit medical certificate if absent for more than two days.

4. Refund of Caution Money

On completion of the course, an application for refund of caution money should be made (along with First Year fee receipt) within the same financial year. Unclaimed caution money will be forfeited. Life membership fee (Rs. 500) for alumni will be deducted from the caution money.

5. Feedback

Our College has a feedback system in place, wherein at the end of every Semester all the Professors are rated by the students on various parameters and the scope of their improvement is identified. This continuous evaluation helps in improving their teaching methodologies and in the long term, overall development of the students.

