



SYMBIOSIS OPEN EDUCATION SOCIETY'S
SYMBIOSIS JUNIOR COLLEGE

(Arts, Science and Commerce – English Medium)

UDISE No. 27252001414

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Village Kiwale, Adjoining Pune Mumbai Expressway, Tal. – Haveli, Pune – 412101, Maharashtra, India.

Code of Conduct

General Rules and Regulations:

1. The College timing is 9.15 a.m. Students must report to College before 9.05 a.m. Students reporting late will not be permitted for classes. Parents should refrain from arguing with the security staff.
2. ID card is mandatory. Initially; Identity cards will be provided to all students. Students shall not be allowed to enter the college premises without showing the valid Identity Card. Students must be wearing Identity Cards at all the times during college hours.
3. Loss of Identity Card must be reported to Principal along with an application for issuing duplicate Identity Card. Duplicate Identity Card must be obtained from SJC office by paying the prescribed charges.
4. Serious disciplinary action will be taken against students for misusing the Identity Cards.
4. Students should wear decent clothes in College.
5. If any Student wants to leave early before College timing, they must take permission of class teacher and should sign in student's movement register at office before leaving.
5. Every student should take pride in keeping their class, surroundings and school campus clean. College will take strict action against misuse and any damage to college property. No student spite in college premises/campus or in class room.
6. If the Student is unwell, they should remain at home to avoid spreading infection to other students. They can come to college after they are absolutely well.
7. The SOES Management, Principal, Teachers, Office Staff, Support Staff all are to be treated with respect at all times by students and parents.

8. Parents should take prior appointment before coming to college. For taking prior appointment contact number details are provided below.

9. Parents should make note and maintain a record of every circular given by Symbiosis Junior College.

10. Students should Confirm their admission by fulfilling all necessary things and proper document submission for every academic year within stipulated dates given for admission.

11. Students are abided to maintain discipline and college decorum while attending any program or guest lecture in auditorium or for any field trip or study visit. College can take strict action against any misconduct done by student which is against SOES management.

12. Only urgent/important notice shall be read out in classroom. Students should see the notice board daily and keep themselves well informed about the various notices that may be put up there from time to time.

13. Ragging is an offence. Ragging is strictly prohibited in the college campus/premises. Any student/students involved in such activities will be immediately expelled from the college. If any student/students is/are affected by the ragging in the college premises or outside of the college, He/She/They must inform immediately to the Principal.

14. Consuming Alcohol, Guthkha And Smoking Is Strictly Prohibited in The Premises and Out of The College.

15. Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, study room of library & computer lab.

16. A student may not knowingly provide false information or make misrepresentation to any College office. In addition, the forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.

17. In case of any kind of problem or need of medical emergency in the college student should report to the concerning teacher/admin staff, who will help them solve their problem.

Vehicle Parking

Students will park their vehicles in a proper way at designated parking area only.

Attendance:

1. As per Maharashtra State Board of Secondary and Higher Secondary education **75% attendance in College is mandatory.**
2. For leaves more than 2 days, prior approval should be taken from the Principal.
3. In case of any absenteeism, parents should inform to College.
4. In case of medical leave, a medical certificate is to be submitted.
5. Absence from College for merely social functions are strongly discouraged.
6. Absence for any exam will not be accepted until and unless the student is having any medical issue. Students must submit medical certificate by Doctor in case of any absenteeism during exams. Reexam in such cases will be subject of approval by College authorities.
7. Attendance on the last day (before vacation) and first day (after vacation) is mandatory. Attendance during Independence Day, Republic Day is mandatory. No leaves will be granted on these occasions.
8. Students should send e-mail to exam.dept@symbiosisjrcollege.ac.in and Class teacher for absenteeism in exams on medical ground with all relevant documents like medical Certificate and report.

Academics:

1. Students are expected to speak only in ENGLISH in the college premises.
2. Classwork, Homework, Projects, assignments or any submission given by teachers are to be submitted within the stipulated time.
3. Parents should attend all PTM's to know about their ward's progress and college planning.
4. If Parents wants to meet any teacher or Principal madam, they should take 2 days prior appointment. No calling or messaging after working hours and on Sunday will be answered.
5. Students should keep checking college website for college circulars and notices.

6. In the event of continued poor performance in internal tests and poor class attendance by any student, the principal has the authority to withhold permission for him/her to appear the HSC board examinations.

Library

To enhance the skills of independent learning, our college is equipped with library, this indispensable unit is a store house of universal wisdom in the form of books, dictionaries, encyclopaedias, videos, & C.D etc.

Using the Library

- (a) Only SJC students can enter in the Library.
- (b) Students can access the library during his/her validity period only.
- (c) Students must bring their College ID along with them to avail the library Services.
- (d) Students must report to Library staff for using library.
- (e) Students should not mark or mutilate the library book in anyway.
- (f) Students disobeying the rules of the library will be liable for strict disciplinary action which can amount to cancellation of his/her membership from the library or even rustication from the college.

Playground

Students should always take permission and make entry in sports register before going to sports area. Faculties will accompany students to sports ground, without faculty students are not allowed in playground area.

Canteen

Students will have their lunch at Canteen only.

College Contact Number: (M)+91 7796638361

Landline: (020) 27187777 Ext:1017,7878,1001

Website: www.symbiosisjrcollege.ac.in

E-mail ID: helpdesk@symbiosisjrcollege.ac.in