



Student Code Of Conduct

Applicable from the Academic Year 2021-2022

MKSSS's School of Fashion Technology

By College Development Committees

***Previous rules & regulations (Prior to 2021) are been disclosed through handbook which was given during the Induction Program, whereas all students have agreed and signed the same in the form of undertaking.**

MKSSS's SOFT in its effort of quality improvement has devised policies for students discipline and academic policy.

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1. CODE OF CONDUCT

Students are expected to maintain discipline in and out of the College. The number of behavioral indiscipline reported from the faculty staff or from the public would be taken seriously. As a responsible representative of MKSSS's School Of Fashion Technology, students are expected to set an example through politeness, community spirit and morality. Students are required to give an undertaking at the time of joining the College as well as in the beginning of each Academic Year.

POINTS OF MISCONDUCT

- i. Students shall not engage themselves in action that are offensive and are causing any harm to any student/students of the college.
- ii. Students must observe strict discipline in the college campus; behave with dignity and courtesy with everyone in college including the principal, faculty members, administrative staff, support staff, visitors and all students.
- iii. Any action that cause injury or affect safety on, in and around college.
- iv. Sexual or racial harassment of any student, staff member or any other employee of college or any approved visitor of college or any behavior that is of hostile or intimidating nature aimed at individuals or groups of people.
- v. Intentional damage to College property or the property of other members or misuse of such property which includes damaging lockers / walls / boards / Lab tables / equipment's / chairs / by writing names/drawing/scribbling/colouring/ etc.
- vi. Political activities and the working of student's organization are strictly banned in the college. No one can hold unofficial meetings, strikes, demonstrations, and any kind of unauthorized fund collection. The Student who will violate the above rules will be liable to be dismissed from the college.
- vii. Failure to disclose name and other relevant details about an incident to any teaching or non-teaching officer of college under the circumstances where sharing of the information is essential.

- viii. No meeting or entertainment nor any fund collection shall be organized in the college or hostel without the permission of the Principal.
- ix. Students are not allowed to go outside the college during class hours. In case of unavoidable necessity they should seek special permission of the Principal / Head of the Department.
- x. Students shall always wear identity cards issued by the college and should show them as and when demanded by the Principal, faculty members and office staff/ security staff.
- xi. No student shall use or keep in possession any kind of alcoholic drinks or drugs. Using or keeping of these items will lead to immediate expulsion of the student from the college and hostel.
- xii. Any kind of activity on social media that will defame college will be liable to immediate action by the concerned college authorities.
- xiii. Students are required to maintain the holistic environment in the college.

2. ACADEMIC IRREGULARITIES

The following are different types of academic irregularity:

Assessment Related

- i. Copying the work of another student, without the prior consent from the student is not allowed. In such case the student/students copying is guilty of plagiarism. Copying from, any other student during an examination that includes group assessments or group assignment is allowed after getting the consent from fellow group members and the faculty.
- ii. Knowingly allows another student to copy all or part of their own work, and to submit it as that other student's own unaided work.
- iii. Some subjects may require group working/ learning. In such case the criteria & manner in which the work is assessed and the way in which individual marks will be given will be conveyed by the concerned faculty.

Indiscipline Related

The following activities are classified as indiscipline on the students' part:-

- i. Being involved directly or indirectly in mass absenteeism or boycott of classes resulting in the spoiling of the atmosphere of the College.
- ii. Plagiarism in the assignment, research and design projects, design collection, dissertation and any other students work.
- iii. Stealing and damaging items and properties within the premises of College.
- iv. Ragging in or outside the premises of College.
- v. Malpractice and using unfair means such as copying.
- vi. Giving interviews to the media or any other outside agency with the intention of defaming College or any other intention.
- vii. Using abusive language and creating nuisance in the premises of college that leads to disturbance among students and faculty members.
- viii. Involved in creation of web pages / blogs/social media groups or any other web based material regarding the college or its activities or persons without obtaining prior official permission.

Penalties For Minor Disciplinary Violation:

If the Committee considers the violation as minor, the following penalties may be imposed at the decision of the Committee for minor disciplinary violations:

- i. A fine for each violation/offence and/ or
- ii. The student pays the cost of the damage in relation to any property lost or damaged or any expenditure incurred on medical expenses in case of any physical fight. The expenditure will be fixed by the committee and will have to be paid by the violator/s' to College. The penalty shall be deposited by the student within a week of the notification issued by the Principal, SOFT.
- iii. A warning is to be issued to the student for first offence that may not be placed in the students' record but in case of repeated offence the contempt may be included in the student's record and may call for an action.

Penalties For Major Disciplinary Violation:

If the Committee considers the violation as major, the following penalties may be imposed at the decision of the Committee for minor disciplinary violations:

- i. Suspension from the College and will be debarred from entering the college premises, facilities and from attending the classes.
- ii. Permanent expulsion from the College
- iii. Any other action which may be required in such circumstances

3. RAGGING

Ragging will be treated as a major disciplinary violation and the offenders (direct or indirect) will be treated as per the guidelines notified by the Supreme Court of India dated 8.5.2009 in civil appeal No. 887/2009 in "regulation on curbing the menace of ragging in higher education institutions, 2009.

<https://ugc.ac.in/page/Ragging-Related-Circulars.aspx>

4. SEXUAL HARRESTMENT

The UGC guidelines for prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institution, regulation, 2015 will be followed.

https://www.ugc.ac.in/pdfnews/7203627_UGC_regulations-harassment.pdf

5. ATTENDANCE

- i. Attendance shall be taken before the commencement of the class. The record of attendance will be available at college ERP system. Parents of those students who are falling short of required attendance can always check their wards attendance on the college ERP system / shall be informed by registered post under acknowledgement through courier.
- ii. At the middle of the semester a strong warning would be given to the student.
- iii. Two weeks before the final semester exam the final eligibility list will be put up which will notify the student about her eligibility status.

Minimum 75% attendance of total sessions / classes conducted during the semester will be essential for a student to be allowed to appear in the final internal jury of the subject and semester end exams. No exceptions will be made on medical grounds or any social needs as provision of 25% relaxation in attendance is kept for all such things.

In extreme circumstances, 5% relaxation in attendance may be allowed to student under the authority of Principal and additional 5% under the authority of VC of SNDT University, Mumbai.

6. MEDICAL CERTIFICATE

In the case of medical leave of a student, she is required to inform her course coordinators, HOD and Principal for permission and also required to submit Medical Fitness Certificate within two working days of resuming her studies.

7. GENERAL RULES & REGULATIONS

- i. Use of mobile phones in the classrooms, Library, labs etc. is strictly prohibited. In case if a student is found using a mobile phone in the restricted areas, the mobile will be confiscated.
- ii. Every student is expected to carry her Identity Card while entering the College Campus. A student is expected to show the Identity Card at any point of time whenever asked for.
- iii. During the course of studies at SOFT, students are required to do industry internship / visits/ craft documentation visits , which could be anywhere in India. For visits outside India, specific details and terms will be worked out by College depending on the context and situation. Only in some special case, if the student wishes to choose a location / industry other than the one assigned, she shall have to obtain prior approval from the faculty concerned and Principal after informing Course Coordinator and HOD. All these are integral part of the curriculum and no student can, therefore, refuse to participate in their internship / training / documentation programmes. Inability to participate in or complete the same shall result in failure of the student in that particular subject. The student may have to bear the cost relating to

travel, boarding and lodging during such modules. The cost of transportation of the visits that are within the 200kms of the college will be borne by college.

- iv. Students could also be asked to participate in consultancy / classroom / College/Parent organization projects on behalf of the College. This will be a part of the teaching – learning process of the programme. The college may or may not pay students for such activity, unless decided by the authorities.
- v. Students are prohibited from joining any employment / assignment during their studies at SOFT. However, in case it is necessary, the student shall take a written permission from the principal.
- vi. Any work / design developed by the student's during their tenure at the college will be the property of SOFT. No commercial business of the work can be done without the permission given by the college authorities.
- vii. No Guests / Visitors shall be allowed with the students without prior permission from the college.
- viii. No full time student of the college can pursue any other regular or part time course of any other University, College or Institute simultaneously with a regular programme at SOFT.
- ix. Students must maintain cleanliness in the premises of SOFT. Eatables / beverages are not allowed inside the Labs, Library, photo studio, classrooms, art rooms and seminar hall. Students should have their breakfast/lunch etc. inside the college Canteen or the assigned area. The students are not allowed to take the eatables/beverages outside the canteen.
- x. During the learning process the students are required to purchase raw materials, tools, stationary items and other study material from time to time. Specific instructions in this regard will be given by the concerned faculty /Course coordinators at the beginning of Programme.
- xi. The students will have to stick to the Academic Calendar, guidelines as circulated to them at the beginning of the semester.
- xii. In case of medical emergency, the student must inform the college authorities. The student should provide all the medical documents at the time of admission.

Rules In Construction/Pattern Making Lab/Art Rooms/Photo Studio Are As Under:

- i. Students have to show their Identity Card before entering.
- ii. No Guests/Visitors shall be allowed with the students.
- iii. In case of any damage or items missing, the concerned student(s) shall be responsible for the same and has to pay for the damages.
- iv. Use of mobile phone, head phones or other such electronic equipment's in class-rooms/lab during lecture hours is prohibited.
- v. Students are not supposed to damage the tables/ machines/chairs/stools in the lab by painting/drawing/ scribbling etc.
- vi. In every Lab, emergency numbers are displayed along with the compliance and notifications in a visual form.
- vii. The students should read the instructions carefully and to be followed as and when required.

Rules In Computer Laboratory

- i. Students have to present their Identity Card for getting admission in the labs.
- ii. Bags would be kept outside the Computer Lab or in the assigned area. Student should ensure that no valuables are kept in the bag. College shall not be liable for any loss in this regard.
- iii. Any Hardware attachments for software operations or any other removable data storage device cannot be taken in or out without written approval of the faculty. A violation of this will be considered as a purpose for piracy / theft.
- iv. In case of any damage or items missing, the concerned student(s) shall be held responsible for the same and has to pay for the damages.
- v. Use of mobile phone, head phones or other such electronic equipment's in class-rooms/lab during lecture hours is prohibited.

8. STUDENTS' SUPPORT SERVICE

Each batch of class has a class representative (CR) which is selected on the basis of the academic performance/overall performance. The CR would be responsible for issues related to the class discipline, communication between faculty & the class etc. All communication to the students would be sent through the CR and it will be

her responsibility to ensure that all members of the class receive the communication. The CR would be reporting to course coordinators.

College can provide counselling in the specific area such as Academic Performance Enhancement and Psychological problems on the basis of personal request.

9. STUDENT EXTRA-CURRICULAR ACTIVITIES

Students are required to participate in activities such as cultural, sports, NSS, life skills along with the academic studies which will help them to socialize, energized and will make them positive.

University has defined mark benefits for the same. *Conditions applied.

10. INTERNSHIP

- i. During the course of studies at SOFT, students are required to do industry internship which could be anywhere in India.
- ii. The internship is compulsory for every student of the final year. This is an integral part of the curriculum and no student can, therefore, refuse to participate in the internship program.
- iii. The students have to bear the cost relating to travel, boarding and lodging.
- iv. The college reserves the right to provide internship on the basis of availability and student academic performance.
- v. The college provides necessary guidance and counselling sessions which are compulsory to attend by every student.
- vi. In case of personal recommendations for specific industry through personal efforts, previous permission from Course Coordinator and Internship/Placement officer is mandatory.
- vii. Any mishaps, misconduct shall be managed between industry and the student. However the necessary information shall be provided on immediate basis for necessary guidance.

The detailed guidelines shall be provided by the internship and placement department.