



OSHWAL EDUCATION TRUST MANAGED

Smt. Chandramaniben Zaverchand Meghji Gosrani B.C.A. College (SELF FINANCED)

Affiliated To Saurashtra University || College Code : - 13015

Calling :- +91 2563885 / 2563886
WhatsApp :- +91 288 2573475

Website :- czmgbc.oshwaleducationtrust.org
Email ID :- info.czmgbc@oshwaleducationtrust.org

Shah Bhagwanji Kachra Education Complex,
Ahead of Oshwal Circle, Indira Gandhi Marg,
Jamnagar - 361004, India

Code of Conduct for Students

1. Introduction

This Code of Conduct has been formulated to foster a disciplined, respectful, safe, and academically focused environment for all students enrolled in the Bachelor of Computer Applications (BCA) and Master of Science in Information Technology & Computer Applications (M.Sc. IT & CA) programs. Adherence to this code shall be expected from every student as a condition of continued enrollment.

2. College Timings

Classes shall be conducted as per the following schedule:

- **BCA (First & Second Year):** 8:30 a.m. to 1:00 p.m.
- **BCA (Third Year):** 9:30 a.m. to 2:00 p.m.
- **M.Sc. (IT & CA):** 2:00 p.m. to 5:00 p.m.

Students must report at least 10 minutes before their scheduled class and must be seated in the classroom before the commencement of the prayer session.

3. Dress Code

A neat, modest, and professional appearance shall be required at all times on campus. Attire deemed inappropriate or offensive shall not be permitted. Final authority on dress code interpretation shall reside with the Principal.

4. Identity Card (I-Card)

Wearing of the college I-card shall be mandatory at all times on campus. The I-card must be presented upon request by any faculty or staff member. Repeated non-compliance (five or more instances) shall lead to a meeting with parents and may result in disciplinary action.

5. Attendance & Academic Integrity

A minimum of **75% attendance** shall be required for each semester. Students must pass all internal assessments to be eligible for university examinations. Plagiarism, cheating, or falsification of academic work shall be treated as serious violations and addressed through disciplinary procedures.





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6. Examination Conduct

Silence must be maintained during all exams. Any attempt to use unfair means, including possession of unauthorized materials or devices, shall result in the cancellation of that exam and further disciplinary consequences. Carrying of I-cards to the examination hall shall be compulsory.

7. Anti-Ragging Policy

Ragging, in any form, shall be strictly prohibited as per AICTE and UGC regulations. All complaints must be reported to the **Anti-Ragging Committee**, and shall be dealt with promptly. Proven cases may lead to suspension, expulsion, or legal action.

8. Library Conduct

Absolute silence must be maintained in the library. Group discussions and mobile usage are not allowed.

- Late returns shall incur a fine of ₹5 per day per book, up to three times the MRP.
- Lost books must be replaced with the latest edition and overdue charges paid.
- After returning a book, the student must verify the return status on the **library portal** and **library card**. Any discrepancies must be reported immediately.

9. Laboratory Conduct

Entry into computer laboratories shall be allowed only with a valid college ID card.

- Silence must be maintained; no food or beverages shall be permitted.
- Systems and peripherals must be used responsibly. Any malfunction must be reported immediately.
- Only assigned systems are to be used. Unauthorized seat changes or hardware tampering are prohibited.
- Lab usage beyond class hours shall be allowed only after 1:00 p.m. or with prior permission.
- Students shall not leave the lab during lectures without approval.
- A delay of up to 5 minutes may be tolerated, but punctuality is expected.





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10. Internet & Cyber Policy

Internet access shall be provided through a **WatchGuard login** system.

- Login credentials must not be shared.
- Internet shall be used strictly for academic and research purposes.
- Access to inappropriate websites, use of VPNs, or downloading of unauthorized material is prohibited.
- Internet activity shall be logged and monitored to ensure cybersecurity compliance.

11. Laptop & Device Usage

Personal laptops may be used for academic work only.

- Unauthorized software installation or changes to network settings are not permitted.
- Devices must be scanned for malware before connecting to college networks.
- The college shall not be held liable for loss or damage to personal electronic devices.

12. Mobile Phone Policy

Use of mobile phones inside classrooms, laboratories, and the library is prohibited.

Phones may be used **only outside the building** during break times or after college hours.

Penalties for violations:

1. First Offense: Confiscation, return after college hours.
2. Second Offense: Return next day with ₹100 fine.
3. Third Offense: Return after two working days with ₹200 fine.
4. Fourth Offense: Return after three working days with ₹500 fine.
5. Fifth Offense: Suspension from the college for the remainder of the semester. The student shall be allowed to appear only for final exams.





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13. Fee Payment & Refund Policy

All term fees must be paid in full at the beginning of the semester.

Fees are non-refundable except under the following withdrawal conditions:

Time of Withdrawal	Refund Percentage
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Within 7 days	100%
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8-14 days	90%
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15-21 days	80%
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22-28 days	65%
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29-35 days	50%
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36-42 days	40%
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After 42 days	0%
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NOC (No Objection Certificates) shall be issued **only after full payment of fees.**

All payments, except for first-semester students, must be made via **online mode.**

14. Leave Policy

All leave must be applied for in writing and approved in advance.

Medical leave must be supported by a medical certificate and submitted within 7 days of returning.

Leave does not contribute to attendance but helps in regularizing the record.

Exemptions for working students may be granted at the discretion of the Principal.

15. Campus Conduct

- Latecomers shall not be permitted to enter the classroom.
- Students arriving late shall be required to sit exclusively in the library and shall not be allowed to loiter or roam in the campus premises during academic hours.
- If late arrival is recorded more than three times in a month, the student shall be treated as a defaulter, and disciplinary action may be taken as decided by the Principal or Disciplinary Committee.
- The use of tobacco, pan masala, chewing gum, or narcotic substances is strictly prohibited.
- Four-wheelers shall not be allowed on campus; two-wheelers must be parked in the designated areas.



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- Access to the canteen is allowed only after 11:00 a.m.
- Unauthorized representation of the college and sharing of media content without permission shall not be permitted.
- Respect for faculty, staff, and fellow students must be maintained at all times.

16. Social Media & Digital Conduct

Digital platforms must be used responsibly.

- Disparaging remarks or defamatory content about the institution, faculty, or students shall be strictly prohibited.
- Participation in virtual forums must reflect professionalism and respect.
- Disciplinary action shall be taken for misuse of digital spaces.

17. Environmental & Safety Responsibility

All students must ensure cleanliness across the campus.

- Plastic usage must be minimized.
- Water and electricity must be used judiciously.
- Emergency drills and safety instructions must be followed.
- First aid shall be made available for any medical emergencies.

18. Infrastructure Damage Policy

College infrastructure, including furniture, electrical fittings, classroom property, and lab equipment, must be used responsibly.

- Any willful or negligent damage shall be treated as a **serious offense**.
- The cost of repair or replacement shall be borne by the responsible student(s).
- Vandalism, defacement, or misuse of property may lead to suspension, restricted access, or further disciplinary action.



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19. Disciplinary Measures

Any breach of this Code of Conduct shall be subject to one or more of the following actions:

- Verbal or written warning
- Parental intimation
- Suspension or denial of campus facilities
- Issuance of NOC for withdrawal from college

All disciplinary cases shall be reviewed by the **Disciplinary Committee**, and final decisions shall rest with the Principal.

Disciplinary Committee Constitution

1. **Prof. Hetal Savla** – Chairperson
2. **Asst Prof. Asmita Zala** – Member
3. **Asst Prof. Khushal Rajani** – Member
4. **Mr. Siddharth Sheth** – Member
5. **Ms. Bhakti Bakraniya** – Member

The committee shall ensure fairness, confidentiality, and impartiality in every disciplinary matter.

20. Grievance Redressal

Student concerns or complaints may be submitted through the following institutional bodies:

- **Grievance Redressal Cell**
- **Anti-Ragging Committee**
- **Women's Development Cell**

All complaints shall be addressed fairly and confidentially.

21. Amendments

This Code of Conduct may be revised at any time without prior notice.

Students are required to remain informed and updated.

In all cases of interpretation and enforcement, the decision of the Principal shall be final and binding.



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