



Smt. P.D. Hinduja Trust's

K.P.B. HINDUJA COLLEGE OF COMMERCE

(Autonomous)

Sindhi Linguistic Minority Institution: NAAC Re-Accredited With "A+" Grade: CGPA: 3.59
Current Address (Temporary): Sadhana House, 570 Pandurang Budhkar Marg, Behind Mahindra
Towers, Worli, Mumbai – 400018. Contact Details Tel: 022-4098-9000.
Email: info@hindujacollege.Com : Website: www.hindujacollege.edu.in

Code of Conduct Student's

Students – Rules, Regulations and Code of Conduct

Every student admitted to K. P. B. Hinduja College of Commerce (Autonomous), Mumbai, is expected to maintain the highest standards of discipline, integrity, responsibility, and ethical conduct. The College strives to provide a safe, inclusive, academically enriching, and professionally oriented environment for all students. Every student is therefore required to observe the following rules and regulations throughout their period of study in the institution.

1. Compliance with College Rules

Admission to the College implies that every student has read, understood, and agreed to abide by all the Rules, Regulations, Ordinances, Statutes, Circulars, and Guidelines issued by the College, the University, and other competent authorities from time to time. Ignorance of any rule shall not be accepted as a valid excuse for non-compliance.

2. Identity Card

Every student must obtain a valid College Identity Card immediately after admission. The Identity Card must bear the student's recent photograph and all necessary authentication by the College.

- Students shall carry their Identity Card at all times while on the College campus.
- The Identity Card must be produced whenever demanded by any member of the teaching, administrative, security, or authorized staff.
- Students without a valid Identity Card may be denied entry into the College premises, classrooms, laboratories, library, examination halls, or any College event.
- Loss of the Identity Card should be reported immediately to the College Office, and a duplicate card shall be issued upon payment of the prescribed fee.



3. Dress Code and Professional Appearance

K. P. B. Hinduja College of Commerce believes that proper attire reflects discipline, professionalism, and respect for the academic environment.

Students are expected to:

- Dress neatly, modestly, and appropriately while attending College.
- Wear formal attire during guest lectures, seminars, workshops, presentations, placement drives, industrial interactions, academic conferences, and official College functions.
- Avoid wearing clothing that is offensive, revealing, inappropriate, or likely to disturb the academic atmosphere.

Students failing to comply with the prescribed dress code may be refused entry into classrooms or College activities and may be subject to disciplinary action.

4. Attendance and Academic Responsibility

Regular attendance is essential for academic progress and is mandatory.

Students shall:

- Attend all lectures, practical sessions, tutorials, workshops, seminars, internal assessments, and examinations according to the prescribed timetable.
- Maintain the minimum attendance prescribed by the University, College, and other statutory authorities.
- Obtain prior permission whenever absence is unavoidable.
- Understand that shortage of attendance may result in loss of term, detention from examinations, cancellation of admission, or any other action prescribed by applicable rules.

Students are solely responsible for completing academic work missed during their absence.



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5. Leave Due to Illness

Students who remain absent due to illness or any medical emergency must:

- Submit a written leave application along with a valid medical certificate issued by a registered medical practitioner.
- Report personally to the Professor In-Charge, Mentor, Class Teacher, or Vice Principal immediately after resuming classes.
- Produce additional documents if required by the College authorities.

Submission of a medical certificate does not automatically entitle the student to condonation of attendance shortage.

6. Attendance in Authorized Classes Only

Students shall attend only those classes, lectures, practicals, tutorials, or laboratory sessions allotted to them.

Entering or attending any other class without prior written permission from the Principal or authorized College authorities is strictly prohibited.

7. Prohibition of Smoking, Tobacco and Intoxicants

The College campus is a Tobacco-Free and Smoke-Free Zone.

Smoking, chewing tobacco, consumption of alcohol, narcotic substances, vaping, or possession of any intoxicating substance within the College premises is strictly prohibited. Any violation shall invite strict disciplinary action in accordance with College Rules and applicable laws.

8. Discipline and Orderly Conduct

Students shall conduct themselves with dignity, courtesy, honesty, and mutual respect both within and outside the College campus.

No student shall indulge in any activity that:



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- Disturbs the peaceful functioning of the College.
- Obstructs teaching-learning activities.
- Creates nuisance or inconvenience to fellow students, faculty, staff, or visitors.
- Brings disrepute to the College.

Students are expected to maintain discipline during lectures, examinations, cultural events, educational tours, sports activities, and all official College programmes.

9. Formation of Associations and Meetings

No society, association, club, union, or student organization shall be formed without prior written approval of the Principal.

Similarly:

- No meeting, gathering, campaign, demonstration, or public address shall be organized without prior permission.
- No outside speaker or guest shall be invited to address students without obtaining the Principal's approval.

10. Collection of Money and Public Representation

Students shall not collect money, subscriptions, donations, contributions, sponsorships, or funds for picnics, educational visits, study material, social causes, celebrations, charity, or any other activity without prior written sanction of the Principal.

Students shall also not:

- Issue public statements on behalf of the College.
- Communicate College-related matters to newspapers, television channels, digital media, blogs, or social media platforms.
- Use the College logo, name, photographs, or official identity for any personal, commercial, political, or unauthorized purpose.



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11. Care of College Property

Students are expected to preserve and protect all College property.

This includes classrooms, laboratories, furniture, computers, projectors, library resources, sports equipment, electrical fittings, washrooms, gardens, and all other infrastructure.

Acts such as:

- Writing on walls,
- Damaging furniture,
- Defacing notice boards,
- Tampering with electrical installations,
- Misusing computers or laboratory equipment,
- Damaging library books,

shall be treated as serious misconduct.

Students responsible for any damage shall be liable to disciplinary action and recovery of repair or replacement costs.

12. Cleanliness and Environmental Responsibility

Students shall actively contribute towards maintaining a clean, hygienic, and eco-friendly campus by:

- Using dustbins appropriately.
- Avoiding littering.
- Conserving electricity and water.
- Maintaining cleanliness in classrooms and common areas.
- Supporting College initiatives related to environmental sustainability.



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13. Lost and Found Property

The College shall not be responsible for any loss of personal belongings including mobile phones, laptops, bags, wallets, jewellery, cash, or other valuables.

Students are advised not to bring expensive items unnecessarily.

Lost property, if found, may be deposited with the College Office. Students may approach the Vice Principal or College Office to enquire regarding lost articles.

14. Certificates and Official Documents

Students requiring:

- Bonafide Certificates,
- Leaving Certificates,
- Testimonials,
- Recommendation Letters,
- Character Certificates,
- Scholarship Documents,
- Railway Concession Forms,
- Educational Verification,
- Principal's Signature,

must submit their requests through the College Office following the prescribed procedure.

Students should not directly approach the Principal for signatures without completing the required office formalities.

15. Conduct Prejudicial to the Interest of the College

If, in the opinion of the Principal, the continued presence of a student is detrimental to the discipline, reputation, safety, academic environment, or overall interest of the College,



appropriate disciplinary action may be taken, including suspension or expulsion, in accordance with applicable rules.

16. Misconduct and Indiscipline

The following acts shall constitute serious misconduct:

- Insubordination.
- Use of abusive or offensive language.
- Physical assault or threats.
- Harassment.
- Bullying.
- Intimidation.
- Damage to College property.
- Possession of prohibited substances.
- Disruptive behaviour.
- Forgery or submission of false documents.
- Any unlawful activity.

Depending upon the severity of misconduct, disciplinary action may include warning, fine, suspension, rustication, expulsion, or legal proceedings.

17. Scholarships and Fee Concessions

Students receiving Government Scholarships, Freeships, Fee Concessions, Minority Scholarships, Institutional Scholarships, or any financial assistance shall maintain:

- Good conduct.
- Regular attendance.
- Satisfactory academic progress.
- Acceptable performance in examinations.



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Failure to satisfy these conditions may result in cancellation or withdrawal of the scholarship or concession.

18. Organization of College Activities

All academic, cultural, social, sports, extension, NSS, NCC, departmental, or committee activities shall be organized strictly under the guidance and supervision of the Principal, Vice Principal, Faculty Coordinators, and Professor In-Charge after obtaining prior approval.

19. Unauthorized Activities

Students shall not organize, participate in, or promote any activity that has not been officially approved by the College.

Participation in unauthorized meetings, campaigns, protests, commercial promotions, political activities, or events conducted in the name of the College without permission shall invite disciplinary action.

20. Examination Conduct

Students shall maintain complete honesty and integrity during examinations.

Use of unfair means, malpractice, impersonation, possession of unauthorized material, copying, communication during examinations, or violation of examination rules shall be dealt with strictly in accordance with University and College Examination Regulations.

Students found guilty may face cancellation of examination, debarment, suspension, or other penalties prescribed under the applicable rules.

21. Notice Boards and Official Communication

Students are responsible for regularly checking:

- College Notice Boards.
- Official Website.



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- Learning Management Systems.
- Student Portal.
- Official Email.
- Authorized communication platforms.

Students shall not claim ignorance of notices, circulars, schedules, examination timetables, or other official communications.

22. Mobile Phones and Electronic Devices

The use of mobile phones inside classrooms, laboratories, library, examination halls, seminars, workshops, and other academic areas is strictly prohibited unless specifically permitted by the faculty for academic purposes.

Students found using mobile phones in violation of these rules may have their devices confiscated temporarily and may face disciplinary action.

23. Misuse of College Name

Students shall not use the name, logo, reputation, address, photographs, identity, or social media identity of the College for any private, commercial, political, promotional, or personal activity without prior written approval.

Violation of this provision shall be viewed seriously and may result in suspension, expulsion, legal action, or permanent debarment from the College.

24. Anti-Ragging Policy

The College maintains a zero-tolerance policy towards ragging.

Ragging in any form—including physical, verbal, psychological, emotional, online, or indirect harassment—is strictly prohibited within and outside the College campus.

Any student found indulging in, encouraging, assisting, or abetting ragging shall be liable for stringent disciplinary action, including suspension, expulsion, cancellation of admission,



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filing of police complaints, and punishment as prescribed under the regulations of the Government, University, and other competent authorities.

Every student is expected to contribute towards maintaining a safe, respectful, and inclusive learning environment.

25. General Provision

Any matter not specifically covered under these Rules and Regulations shall be decided by the Principal, whose decision shall be final and binding on all students, subject to applicable laws, University Statutes, and Government Regulations.

