

Policy No: 3/ 34

Date of issue: 6/2019

Document Owner: Principal

Policy Name: POLICY FOR CODE OF CONDUCT (STUDENTS)

Revised on:12/2022

1 General Guidelines:

Code of Conduct:

- 1.1 Cleanliness of the premises must be maintained by everyone in the Mithibai College at all points of time.
- 1.2 Use of cell phones on campus is **not** permitted. Any student found using the cell phone in campus would be penalized as per the regulations in force from time to time.
- 1.3 There is an acute shortage of parking space and the students are requested to park their vehicles outside the premises.
- 1.4 Any problem with regard to administrative facilities, faculty, classrooms etc., must be addressed through the class representative who will take it up with the course coordinator/HOD. In the absence of a satisfactory response, the student may approach the Vice Principal of the Mithibai college. Grievance box or on mail ID at Mithibai.ac.in.
- 1.5 Mode of Communication to students is via Student Portal / email /Notice Board/Website. Students are advised to check the Student Portal / email /Notice Board/Website at least once a day, and not rely on rumour or hearsay in any matter.
- 1.6 All students are provided with an Identity Card, which they are required, to wear **mandatorily**. Entry is strictly through Identity Card and will be monitored by the Mithibai College authorities. Penalty will be levied / action will be taken for non- compliance. If the student misplaces the original ID-Card, duplicate ID-card be issued from the college paying the prescribed fee. ID card is used for access control to Mithibai College campus.
- 1.7 Student should make use of flap barriers (wherever deployed and operational) to enter/exit college premises. Biometric Print plus ID cards is mandatory requirement at Mithibai College.
- 1.8 Student must not use ID card of any other student.
- 1.9 In case student forgets to carry ID card, She/he should approach security and complete the process to get the requested access. Any grievances related to ID Card should be raised to the register of the college.
- 1.10 Students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed at strategic areas in order to ensure the safety and welfare of everyone at Mithibai College. Tampering with fire extinguishers or any part of the fire alarm system is a serious offence.
- 1.11 Any person resorting to physical fights will amount to ragging and appropriate action will be viewed accordingly.
- 1.12 If any student during the tenure of studentship has police case on his/ her name, he/she is liable for appropriate action.





- 1.13 Any comments posted in social media, print attempting to bring disrepute to the college will be viewed very seriously and will attract severe disciplinary action.
- 1.14 Mithibai College has zero tolerance policy towards misbehaviour, discrimination of gender sensitivity, indulgence into unethical practices including possession and consumption of drugs, alcoholic drinks, harassment, violence, non- obedience, non-compliance and any action that will bring disrepute to the college etc. by any student.
- 1.15 College will reserve the rights to take action appropriately.
- 1.16 In case of Lecture Cancellation, the course coordinator will inform said changes to class representative/ respective students through the Student Portal /email /Notice Board. Class representatives will not arrange any extra lectures, guest lectures, and lecture cancellations directly with the faculty on their own.
- 1.17 Any damage to the college & property will invite serious action against students/students/or entire class whichever is appropriate.

CODE OF CONDUCT	LINE OF ACTION
<p><u>Alcohol and Other Drugs</u> The unlawful possession, use, purchase or distribution of alcohol, illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs) or paraphernalia or the misuse of prescription drugs including sharing, procuring, buying or using in a different manner from the prescribed use or by someone other than the person for whom it was prescribed.</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Rustication from the college</p>
<p><u>Assault, Endangerment or Infliction of Physical Harm</u> Physical restraint, assault or any other act of violence or use of physical force against any member of the campus or any act that threatens the use of physical force.</p>	<p>Suspension from attending college pending enquiry.</p> <p>. Rustication from the college</p>
<p><u>Banners, Chalking and Posters</u> Defacing of Campus property by means of Banners, Chalking and Posters.</p>	<p>Severe disciplinary action will be taken.</p>
<p><u>Bullying, Intimidation, and Stalking or any type of conduct which amount to ragging</u> Bullying. Bullying includes any electronic, written, verbal or physical act or a series of acts of physical, social or emotional</p>	



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<p>domination that is intended to cause physical or substantial emotional harm to another person or group.</p> <p>Intimidation. Intimidation is any verbal, written, or electronic threats of violence or other threatening behaviour directed towards another person or group that reasonably leads the person(s) in the group to fear for their physical well-being.</p> <p>Stalking. Stalking is engaging in a course of conduct, repeated acts or communication towards another person, including unauthorized following, which demonstrate either an intent to put another person in fear of bodily injury or cause the person substantial emotional distress.</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Any person resorting to such act will amount to ragging and appropriate action will be taken.</p>
<p><u>Discrimination, Including Harassment, Based On a Protected Class</u></p> <p>Discrimination, including harassment, based on an individual's sex, race, colour, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, disability or any other legally protected classification.</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Rustication from college</p>
<p><u>Disorderly Conduct</u></p> <p>Excessive noise, which interferes with classes, college offices or other activities; Unauthorized entry into an area or a closed meeting.</p> <ol style="list-style-type: none"> 1 Conduct that restricts or prevents faculty, staff or student employees from performing their duties, including interruption of meetings, classes or events; 2 Any other action(s) that result in unreasonable interference with the learning/working environment or the rights of others. 	<p>Abstain from attendance for the affective lecture / event.</p> <p>Will invite enquiry against student/students involved such activities and will lead to the disciplinary action.</p>
<p><u>False Representation</u></p> <p>Provide false information or make misrepresentation to any college office, forgery, alteration, or unauthorized possession or use of college documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail).</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Rustication from the college</p>



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<p><u>Fire Safety</u> Tampering, interference, misuse, causing damage and/or destruction of fire safety and fire prevention equipment</p>	<p>Severe disciplinary action will be taken. Rustication from the college</p>
<p><u>Theft, Vandalism, or Property Damage</u> Theft, negligent, intentional, or accidental damage to personal or college property</p>	<p>a. Suspension from attending college pending enquiry. b. Rustication from the college</p>
<p><u>Unauthorized Entry or Access / Unauthorized Use of college Facilities or Services</u> Unauthorized entry into or presence within enclosed college buildings or areas, construction sites, and student rooms or offices, even when unlocked, is prohibited.</p>	<p>a. Suspension from attending college pending enquiry. b. Rustication from college</p>
<p><u>Weapons and Fireworks</u> Possession or use of firearms including rifles, shotguns, handguns, air guns, and gas-powered guns and all ammunition or hand-loading equipment, knives etc. Possession or use of fireworks, dangerous devices, chemicals, or explosives</p>	<p>a. Suspension from attending college pending enquiry. b. Rustication from the college</p>

1.1 Discipline Norms and Penalty:

- 1.1.1 A disciplinary committee constituted in college, will look into all cases of indiscipline related to students. The committee comprises Chairperson / Head of the Department, one faculty member and one staff member. The committee will hear each case and recommend action to the Dean and then to the University. On approval by the Vice Chancellor appropriate action will be initiated by the college.
- 1.1.2 Woman Sexual Grievance Redressal committee in constituted as per the UGC gazette as the Internal Complaint Committee (ICC). ICC is constituted for prevention, prohibition and redressal of sexual harassment complains from women employees, and student in college as per UGC regulation 2015.
- 1.1.3 Mithibai College campus is earmarked as non-smoking zones. Possession and Consumption of alcoholic beverages / toxic materials and presence on the campus under the influence of alcohol/ toxic material/ addictive material is a serious offence. Defaulters will be punished depending on



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the gravity of act. Any student found consuming or in possession of any objectionable material will be rusticated from the college. Further after enquiry confirmation, the student's name will be struck off from the roll of the College.

- 1.1.4 Impersonation will also lead to rustication and subsequent deletion of the student's name from the roll of the College after enquiry.
- 1.1.5 Students indulging in Sexual Harassment will also be liable to disciplinary action as per College norms as per UGC guidelines
- 1.1.6 In all matters of indiscipline and indecent behaviour, Principal will be the appellate authority. Ombudsman is appointed by the college who would look into such cases referred by their decision is final and binding. Violations if any on the part of the students will be dealt with as per the existing rules, regulations and provisions. Depending on gravity of Act, the student can be rusticated from the college. MITHIBAI COLLEGE will not be held responsible for any actions which will be initiated by the regulatory authority like police, corporation etc.

1.2 Dress Code:

Mithibai College's visitors include, corporate leaders and international visitors. For this purpose, it becomes essential to adhere to broad guidelines for dress and appearance.

Students are required to be dressed decently (Half pants, shorts, short skirts, bathroom slippers are not allowed).

For all functions of the College, including Guest Lecture, seminars and conferences students are required to dress in appropriate dress code.

1.18 Punctuality

- 1.18.1 Classes will begin on time. Late coming is not permitted. Faculty have the authority to restrict late comers to enter in the classroom.
- 1.18.2 Students are required to be in city on all days of the semester. If they are leaving the city for personal or institutional work, they are required to obtain prior permission from the HOD/Vice Principal. This applies even to those students who are representing the College for social, cultural and co-curricular events.
- 1.18.3 Students are requested to honour deadlines for submissions of projects, reports, assignments, forms and any other submission to the college or the faculty concerned. Students cannot approach faculty members and others to change or extend deadlines.

11. Library Rules and Regulations:

11.1 Use of the Library is conditional on observance of the Rules and Regulations. Users must comply with these and any reasonable request or instruction issued by library staff. Anyone failing to do so may be excluded from the Library and/or incur a fine. The Librarian reserves the right to refer any breaches of the Rules and Regulations and/or improper behaviour towards library staff for consideration within the terms of the appropriate College disciplinary procedures.



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- 11.2 Access to the College Library is restricted to staff and students of the Mithibai College who have a currently valid identification card issued by College, and to such other persons as may be authorized by the Librarian.
- 11.3 Students are required to carry their College student ID-card, and staff to carry their College staff identity card to get entry and to use the Library and must produce this when required by an authorized person. This card must be used only by the member to whom it is issued.
- 11.4 Bags, etc., are not allowed in the Library. Bags and other personal possessions should not be left unattended for security reasons. The Library will not take responsibility in case of damage to or theft of private property.
- 11.5 Silence is to be maintained in library areas. The use of mobile phones in the Library is strictly prohibited. Phones should be either switched off or set to silent mode. Failure to comply with these requirements may result in a fine and/or exclusion from the Library. Violation of the rules will lead to a student's penalty and /or suspension for three weeks.
- 11.6 The consumption of food and beverages (except for bottled water) and use of personal audio equipment are not permitted in the Library.
- 11.7 Photography, filming, videotaping and audio-taping in the Library is not allowed.
- 11.8 Personal equipment should not be used without the prior permission of the Librarian.
- 11.9 Users are required to comply with copyright regulations as displayed by the photocopiers.
- 11.10 Data retrieved from the Library's electronic resources may not be used for purposes other than teaching, research, personal educational development, administration and management of Mithibai College and development work associated with any of those mentioned above. Use of the data is not permitted for consultancy / services leading to commercial exploitation of the information for work of significant benefit to the employer of students on an industrial placement or part-time courses. Users must also comply with the specific requirements of individual data providers. Passwords must never be revealed to others.
- 11.11 Removing any material from the Library must be appropriately authorized and recorded. Damage to or unauthorized material removal of material, constitutes a severe offence and may lead to a fine or to disciplinary action.
- 11.12 Borrowing entitlement: Two books for ten days. One-time renewal is possible if the book is not in demand. As Library is RFID enabled, the issue of the books will be done at self-check in kiosk only.
- 11.13 Fine of Rs.3.00 per day per book is levied on overdue books. Students can check their account details online in OPAC (Online Public Access catalogue) and be notified of due by email. If fines or charges are outstanding, borrowing rights will be withdrawn and passwords for accessing electronic services withheld until those fines are paid. Reference books, Journals / magazines and Audio/Video material are strictly to be used / viewed in the library only.
- 11.14 Users are responsible for material borrowed on their cards. They will be required to pay for any damage to, or loss of, material borrowed at replacement cost, plus an administrative charge. Borrowing rights are withdrawn while payment is outstanding.





- 11.15 Students must wear smart casuals (Bermuda, half pants, Short skirts, Bathroom slippers are not allowed).
- 11.16 Access to library and/or borrowing rights may also be withdrawn temporarily if fees/charges in other parts of the College are outstanding.
- 11.17 The award of a College qualification will be deferred until all books, and other library materials have been returned and outstanding fines/charges paid.
- 11.18 For list of electronic resources / Databases refer annexure.

Guidelines for the Use of Computing Facilities:

- 4.1 College management invests significant resources in the provision of computing resources for the students. In order to ensure maximum availability, computing resources must be used in a responsible way. Students are responsible for ensuring that these resources are used in an appropriate manner. All inappropriate websites are blocked for student access. The list of blocked websites dynamically updated based on their defined global category.
- 4.2 Students are strongly advised to read these guidelines & regulations carefully. Failure to comply will result in withdrawal of your rights to use these facilities and may lead to further disciplinary action. Please also note that the regulations and guidelines are subject to change without any prior notice. The latest version of this document will be available with the Computer laboratory or website.
- 4.3 The internet access to students will be as per the College policy. Any change request has to be routed through the Registrar in writing.
- 4.4 Food and/or beverages are allowed only in cafeteria. Food and/or beverages (except drinking water) will not be permitted in the Computer Laboratory.
- 4.5 It is important to note that all the College premises are deployed with CCTV surveillance equipment and all the areas of the premises recorded 24x7.
- 4.6 It is important to note that all College is monitoring network 24x7. All actions and logs are stored and recorded. College has all the rights to record all actions by student on the network and use appropriately.
- 4.7 The students of Mithibai College are provided with the computing facilities to support their learning and research activities. Their use for any other purpose that interferes with these primary aims, or that otherwise, acts against the interests of the College is prohibited. In the event of non-approved usage of the computing facilities, College reserves the right to withdraw access to computing facilities at any time.
- 4.8 Use of College computing facilities for students' commercial gain is prohibited.
- 4.9 Student should not use/install third party software to bypass campus Network security policies. It is prohibited and may lead to further disciplinary action.
- 4.10 Computer Centre facility will be provided on priority to the students of the concerned programmes, where using Laptop is not compulsory.
- 4.11 Students are not allowed to connect personal pen drives/ Laptops to the systems/smartboard installed in the classrooms.





- 4.12 All students will be given Mithibai College email id on Microsoft office 365 and internet authentication id. They are permitted to access internet in computer centre or on their own laptop through this id and password only. Action will be taken against if any misuse of internet and email Id is seen.
- 4.13 Student should not show sensitive personal information over email.
- 4.14 Improper behaviour towards staff will result in disciplinary action.
- 4.15 College endeavours continually to provide a high level of service as regard the computing facilities. In case there is some problem with any of the services, students should lodge a written complaint in a Complaints Register available in Computer Lab. No action will be taken on any verbal complaint.
- 4.1 Disciplinary Proceedings: In the event of a breach of these regulations, your access to some or all of the computing facilities may be withdrawn depending on the outcome of disciplinary proceedings. This may seriously affect your ability to complete your course of study satisfactorily.
- 4.2 If any student comes across any security incidents, please contact reportsecurityincidents@svkm.ac.in. Any observation regarding security concern should be brought to the notice of the register of the college.
- 4.3 Use of any faculty member's user name and password to access IT infrastructure including smartboards is prohibited and may lead to disciplinary action.
- 4.4 Student should not copy or share other's data resulting in data theft of any kind under IT Act.
- 4.5 Once logged in, do not leave IT facilities unattended in an unlocked room. You must log out at the end of each logged in session unless prevented by system failure. Failure to do so may leave the account open for others to use. The College accepts no responsibility for any loss to a user consequent upon a failure to log out correctly at the end of a session.
- 4.6 Removal, borrowing, connecting or disconnecting of any IT equipment is not permitted. Neither deliberately introduces any virus, worm, Trojan horse or other harmful or nuisance program or file into any IT facility or network/ campus, nor take deliberate action to circumvent any precautions taken or prescribed by the institution to prevent this.
- 4.7 Student should not damage IT facilities.
- 4.8 Without permission of the account owner or system administrator, do not hack, access, copy, delete or amend or attempt so to do the computer account, information or resources of another user
- 4.9 Do not initiate or perpetuate any chain email message. Do report immediately to 'postmaster' the receipt of chain email messages forwarding the email message wherever possible.
- 4.10 Student should not click on links or attachments from senders that you do not recognize or asking something which is not regular in nature.
- 4.11 Student should not deliberately create, display, produce, store, circulate or transmit defamatory or libellous material.
- 4.12 Transmission of unsolicited commercial or advertising material on Mithibai College network / Campus is prohibited.
- 4.13 Do not deliberately create, display, produce, store, circulate or transmit obscene material in any form or medium.
- 4.14 Never monitor, read and disrupt network traffic inside the campus.



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- 4.15 Do not make deliberate unauthorised access to facilities or services accessible via the Mithibai College Local Area Network (LAN).
- 4.16 Appreciate staff effort or networked resources, including time on end systems accessible via LAN and the effort of staff involved in the support of those systems.
- 4.17 Do not deny service to other users including deliberately or recklessly overloading access links or switching equipment.
- 4.18 Students must adhere to the terms and conditions of all licence agreements relating to IT facilities, which you use including software, equipment, services, documentation and other goods.
- 4.19 Students must use the IT facilities only for academic, research and administrative purposes together with limited personal use. Such personal use is allowed as a privilege not a right, must conform to these guidelines, and should not incur unreasonable costs or have an adverse impact on resources or services.
- 4.20 Students are prohibited from viewing any Pornographic material in computer Centre or on any other computer or IT system inside Mithibai College campus or store child pornography, Playing Games, hacking into networks and other computers, spamming and sending junk mail, causing damage to IT infrastructure. If found so, appropriate disciplinary action will be taken.
- 4.21 Students must obtain prior permission to use computers for commercial or outside work including the use of IT facilities to the substantial advantage of other bodies such as employers of placement students.
- 4.22 Students request related to additional Internet Bandwidth requirement for special access on events, request should reach IT helpdesk minimum 72 hours in advance.
- 4.23 Do not interfere with or change any hardware or software; if you do, appropriate action will be taken to make it right.
- 4.24 Do not interfere with the legitimate use by others of the IT facilities; do not remove or interfere with output belonging to others.
- 4.25 Game software loading onto, or play games software on, the IT facilities unless required for academic purposes.
- 4.26 Neither admit any other person to computer facilities or other Mithibai College premises when those facilities or premises are locked nor enter unless authorised to do so.
- 4.27 Students must respect the rights of others and should conduct yourself in a quiet and orderly manner when using IT facilities.
- 4.28 **Important:** In the event, the guidelines are not followed and there is a consequent damage to any computing facility, Mithibai College reserves the right to charge students for the cost of rectification of such damage and/or take further disciplinary action.
- 4.29 Student request related to additional internet Bandwidth requirement & any IT related for special access on any events, request should reach IT helpdesk minimum 72 hours in advance with approval of HOD OR Registrar inform of Email and IT request form.
- 4.30 Student are not allowed to change default settings of Desktops/smartboard installed in the classrooms, Conference Rooms & Board rooms (except prior approval intimation).





5. Students Portal (Learning Management System):

- 5.1 Student Portal is a Web-based learning management system designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching.
- 5.2 URL: Access Portal through <https://portal.svkm.ac.in/usermgmt/login>
- 5.3 Login Policy: Default User ID is Student's SAP number and Password will be mailed by the Admin / Course Coordinator
- 5.4 Change Password: Students are recommended to change password after first login for safe surfing.
- 5.5 Email Update: Users need to change/update their email id & contact number for getting regular notification.
- 5.6 Course links: Your login will contain only current trimester/semester course list.
- 5.7 Announcements: Announcements related to course and other activities are published in Announcements section.
- 5.8 Library: It will be a single gateway for all library data like Question Papers, Syllabus, Notices, etc.
- 5.9 Remote Access to Databases: Remote access to all the web-based databases subscribed by Mithibai College and NMIMS Libraries globally.
- 5.10 Assignments / Assessments: Assignments can be uploaded and will be graded by faculty. Online score will be stored. All type of assessments can be conducted online.
- 5.11 Academic Content: Syllabus, Teaching plan, Class Time-table etc. can be uploaded.
- 5.12 Course Content: All course related reading materials (ppts/notes/videos/links) can be published.
- 5.13 Examination related content: Results and exam time table can be made available. Online examination is conducted on the portal. SAP education exam conducted online.
- 5.14 Admission Related content: Admission Notices can be published.
- 5.15 Assessment (Internal/External): Tests can be conducted on the Portal. Internal/External marks for respective courses will be published on Students Portal.
- 5.16 Faculty Feedback: Faculty Feedback is accepted online for respective trimester/semester.
- 5.17 Online Similarity index: Student / Faculty can check Similarity index through this feature.
- 5.18 Groups: Groups can be created by faculty for assessments, File Exchange, Discussion Board etc. for their Courses.
- 5.19 Student Discussion Board / Chat: This tool can be used by students and faculty to interact and discuss on topics related to their respective courses.
- 5.20 Mobile Application: available for student attendance, assignment, survey, Display ICA marks, notification can be viewed.
- 5.21 Student Service: Students are benefitted on students' portal for Name validations as required for mark sheet, photo upload, railway concession, bonafide certificate, Letter of recommendation (LOR), whenever required. Registration and allocation process for CBCS and Interdisciplinary courses.
- 5.22 Student are PROHIBITED from taking pictures and videos within college premises.



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6. Feedback Mechanism:

Mithibai College has a well-established online feedback mechanism through Student Portal for communication of perceptions. The components of this feedback mechanism are:

- 6.1 Feedback at the end of the third week of every Semester. Dean / Director /Programme Chairperson/HOD will meet students personally, if applicable.
- 6.2 Online Feedback through Students Portal is taken using a questionnaire preferably in the last session of every course in each Semester. This feedback is compiled and statistics are placed before each faculty member by the end of the Semester.
 - 6.2.1 All students should get involved in this mechanism seriously as it truly helps the Mithibai College improve the quality of services and teaching provided.
 - 6.2.2 These are open ended questions in which student can reflect learning and teaching aspects of the course.
 - 6.2.3 Mithibai College uses feedback to improve the teaching learning process proactively.
 - 6.2.4 While sharing the feedback to the faculty members, student's identity is kept confidential.
 - 6.2.5 Feedback

7. Mentoring Programme / Counsellor:

7.1 Mentoring Programme:

Students have been assigned faculty mentors whose role is to help assimilate the Mithibai College culture, and help identify resources needed by all students, monitor and guide for attendance related issues and resolve queries / issues on academic, co-curricular and extra curricular activities. Do meet your faculty mentor regularly as per their convenience and availability.

7.2 Counsellor:

A counsellor is a non-judgmental friend who understands, ensures privacy and confidentiality and counsels you by giving choices so that you make the right decision. Counselling is a realistic, structured, and research-based therapy. Managing emotions is vital to ensure all-rounded progress in life. We need to break the old walls of myths and misconceptions to learn something new. Visiting a counsellor helps us to relearn more helpful, progressive, reality- based thinking.

7.3 Personal counselling is essential at every step in life, even at the corporate level. What we think about situations affects our subconscious mind and interferes with our present-day life.

As normal human beings at any given time in life, we could go through challenging times and have no one to share or guide us. We often do not share our issues with family or friends due to the fear of upsetting them. We worry that perhaps they may not understand or could become judgmental. At such times, we recommend Personal Counselling.





Mithibai College wants to ensure holistic development of the students. Therefore have appointed a counsellor.

World health organisation and the U.S. National Library of medicine articles: National library of
Medicine: Psychosomatic disorders in developing countries:

www.ncbi.nlm.nih.gov/pubmed/16612204

WHO | Prevention of bullying-related morbidity and mortality:

www.ncbi.nlm.nih.gov/pubmed/16612204

5. Rules for participating in National/International Level Contests: All contests have to be routed through Faculty in charge of Student Activity/HOD.

5.1 All contest notices, posters, letters; leaflets will be posted on student notice boards as well as on student email groups.

5.2 Contest Winners:

Any student who has won any contest is required to provide full details of the contest and award won to the faculty (video clip / photographs/reports etc.) within 7 days of winning the contest. Any student failing to submit details of contest won within 7 days will not be considered for appraisals.

6. Guidelines for Convocation

6.1 The Annual Convocation will be held for all passed out students of degree programs of Mithibai College.

6.2 Only those students who have fulfilled the requirements of the program will be eligible to receive their degrees/diplomas at the Convocation. These requirements include migration certificate, attendance requirements, submission of all assignments and projects, clearance of all dues from various departments like accounts, library etc., and passing of all examinations and any other deliverables to the College.

6.3 In case any student is found in-eligible to receive degree on any account, he/she may apply for consideration of his case at least 48 hours before the Annual Convocation. The decision of the management will be final and binding. No last minute requests for reconsideration will be entertained.

6.4 Students will be given a set of guidelines by college authorities and they are required to follow these guidelines for effective conduct of the event.

7. Roles and Responsibility of Class Representative and Student Council

7.1 Class Representative:

The Class Representative serves as an important link between his/her division, the faculty & administration. The CRs for each division are selected by class vote for students who wish to nominate

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themselves for the post.

The major roles & responsibilities include:

- Serving as sole point of contact between faculty & students
- Co-ordinating the scheduling of lectures, assignments & formation of groups
- Resolving student grievances
- Relationship building & co-ordinating with CRs from other divisions
- CR's cannot cancel / Reschedule lectures directly with Faculty
- Any additional responsibility assigned by college heads.

7.2 Student Council:

Mithibai College Student Council

The Student Council is the apex student body of the Mithibai College and has a representation from students across all programs. The primary objective of student council body is to assimilate and integrate students of Mithibai College and to provide the students with a platform to harness their creative activities. The Mithibai College Student Council promotes collective and constructive leadership within the student community.

The major roles and responsibilities of Students Council includes:

- Providing a holistic and integrative platform to encourage interaction between various streams and courses.
- Organizing a College Day, with the intent of executing and planning parallel activities and events across all colleges and campuses.
- Organizing a College level Cultural/ Sports festival, to encourage participation and assimilation for holistic development of all students.
- To organize activities which are in the larger interest of the student community.

From each program one student council representatives will constitute the College Student Council. The names of representatives are finalized by Principal of the college. The Council comprises of three core positions, i.e.: President, General Secretary and Joint-General Secretary, and Treasurer. The Core committee represents and coordinates with the council members for various activities and for every academic year are selected through a formal selection procedure (consisting of voting and personal interviews etc.) involving the Faculty Advisor/ faculty members & existing Council members.

8. Interface with Accounts:

- 8.1 All students who are working for contests, co-curricular, extra-curricular and any other activities for and on behalf of Mithibai College that need funding and accounting from Mithibai College, are required to prepare budgets for all their expenses well in advance and obtain approval from the





Management. Once the expenses are incurred, they must be settled within 72 hours along with the report of activities.

8.2 Re-examination Fees:

The students who have failed and wish to re-appear for an examination will be required to pay re-examination fees, which shall be determined from time to time and communicated through suitable mechanisms.

8.3 Re-Admission fees:

A person who is not allowed to progress to the next year due to rules regarding failures in multiple courses/subjects or is debarred in a semester, shall be required to take re-admission and attend all the classes of that academic year. He will be required to pay re-admission fees, which will include tuition fees and other fees as prescribed from time to time.

8.4 Library Deposit and Security Deposit Refund:

Procedure:

- 8.4.1 On completion of program (course), course coordinator would co-ordinate with all students for Student Bank account details (for NEFT Transfer). The same is required for refund of Library and Security Deposit
- 8.4.2 Please allow a period of 3 weeks for issue of the Refund through NEFT

9. Anti- Ragging Committee / Women Grievance Redressal Cell / Internal Complaints Committee / University Student Grievance Redressal Cell / Ombudsman.

9.1 Ragging: Ragging of fellow students in any form is strictly prohibited inside and outside the campus. Any student/s found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished as per the rules. Ragging often ends up in sexual or physical harassment for the victim. The college maintains a zero tolerance policy towards ragging. All issues in this regard will be dealt with utmost urgency and stringent action will be taken against those involved.

To help students, Committees have been formed at College level.

It is mandatory as per the Hon. Supreme Court & UGC/MHRD Regulations that all students fill in an Anti Raging Undertaking, each year.

To make the process easy MHRD has developed an ONLINE Facility. You are requested to fill the College name while filling the online form. Students can fill an Undertaking ONLINE at any of the link : www.amanmovement.org (OR) www.antiragging.in.



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4. Safety Guide for Students on Floods, Fire and Earthquakes

Mithibai College gives utmost importance to safety of its students. It prepares students for natural hazards. The safety measures for some natural disasters such as 1) Floods, 2) Earthquakes and 3) Fire are highlighted briefly.

4.1 Floods: Precautions to be taken in case of Floods are given in Table 1 below.

Before Floods	During Floods	After Floods
<ul style="list-style-type: none"> Identify and visit elevated areas in and around the Institute as places of refuge during a flood Be aware of drainage channels, and other low-lying areas known to flood suddenly. Consult and involve local authorities in the institutes Check out for the monsoon alerts for the heavy rains declared by the Municipal Corporation Do not travel long distances on dates indicated as 'Monsoon Alerts'. Contact the Institute if there is any pre planned activity or examination or any other important work on that day and try to adjust it on some other day Keep locally available equipment such as ropes, battery, radio, plastic bottles and cans handy during rainy season. This can help you to plan your rescue 	<ul style="list-style-type: none"> Evacuate to previously identified elevated areas Your life is most precious Avoid to save valuables at that moment. Disconnect electrical appliances. Turn off utilities at the main switches of valves if instructed to do so Don't touch electrical equipment if you are wet or standing in water Do not walk through moving water. Six inches of moving water can make you fall If you have to walk in water, walk where the water is not moving Use a stick to check the firmness of the ground in front of you Avoid floodwaters; water may be contaminated by oil, gasoline, or raw sewage Water may also be electrically charged from underground or downed power lines Listen to the radio for advance information and advice. Don't spread rumors Move vehicles to the highest ground nearby Do not enter floodwaters by foot if you can avoid it 	<ul style="list-style-type: none"> Stay away from downed power lines, and report them to Security Officer Leave the Institute / home only when authorities indicate it is safe Stay out of any building if it is surrounded by floodwaters Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations Floors in the building will be slippery due to water and mud. Walk carefully on the slippery floor. Wear appropriate footwear. Do not use slippers during rainy season Watch out for loose flooring, holes and dislodged nails Clean and disinfect everything that got wet Discard any food items which may have got wet Inform about the damaged drainage and sewage systems in and around the building to the authorities as soon as



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<ul style="list-style-type: none"> • Prepare a food kit including emergency food items such as biscuits, snacks, drinking water and so on 	<ul style="list-style-type: none"> • Never wander around a flooded area • Drink clean water 	<p>possible. These can be a major health hazard</p> <ul style="list-style-type: none"> • First protect yourself and then help others.
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4.2 Earthquake: Precautions to be taken in case of earthquakes are displayed in Table 2 below

Before Earthquake	During Earthquake	After Earthquake
<ul style="list-style-type: none"> • In hostel or at home keep heavy objects on lower shelves so they will not fall on you during an earthquake. • Make sure your water heater and gas cylinder is secured and intact. This will ensure that it will not fall during an earthquake and hurt someone or start a fire. • Keep a torch and a mobile handy. • Keep the corridors in the hostel/house clear of furniture and other things, making movement easier. 	<p>If you are at home or inside a building</p> <ul style="list-style-type: none"> • Do not rush to the doors or exits; never use the lifts; keep well away from windows, mirrors, chimneys and furniture. • Protect yourself by staying under the lintel of an inner door, in the corner of a room, under a table or even under a bed. <p>If you are in the street</p> <ul style="list-style-type: none"> • Walk towards an open place in a calm and composed manner. Do not run and do not wander round the streets. • Keep away from buildings, especially old, tall or detached buildings, electricity wires, slopes and walls, which are liable to collapse. <p>If you are driving</p> <ul style="list-style-type: none"> • Stop the vehicle away from buildings, walls, slopes, electricity wires and cables, and stay in the vehicle. 	<p>If you are at home or inside a building</p> <ul style="list-style-type: none"> • Expect aftershocks. Be prepared. Stay where you are and do not come out immediately. • Keep calm obey any instructions you hear after you come out • Turn off the water, gas and electricity • Do not smoke and do not light matches or use a cigarette lighter. Do not turn on switches. There may be gas leaks or short-circuits. • If there is a fire, try to put it out. If you cannot, call the fire brigade. • Immediately clean up any inflammable products that may have spilled (alcohol, paint etc.). • Avoid places where there are loose electric wires and do not touch any metal object in contact with them. • Do not drink water from open containers without having examined it and filtered it through a sieve, a filter or an ordinary clean cloth. • Eat something. You will feel better and more capable of helping others. <p>If the building is badly damaged, you will have to leave it. Collect water containers, food, and ordinary and special medicines (for persons with heart complaints, diabetes, etc.).</p> <ul style="list-style-type: none"> • Help people who are injured. Provide them first aid. Do not move seriously injured people



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		<p>unless they are in danger.</p> <p>If you are outside</p> <ul style="list-style-type: none"> • If you know that people have been buried, tell the rescue teams. Do not rush and do not worsen the situation of injured persons or your own situation. • Do not re-enter badly damaged buildings and do not go near damaged structures. • Do not walk around the streets to see what has happened. Keep clear of the streets to enable rescue vehicles to pass. • Keep away from beaches and low banks of rivers. Huge waves may sweep in. • Keep updating yourself with latest information on earthquake through radio or T. V.
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4.3 Fire: Precautions to be taken in case of fire are given in the Table 3 below:

Before Fire	During Fire	After Fire
<ul style="list-style-type: none"> • Identify the fire hazards and where fires might start, e.g. laboratories, storeroom, kitchen and other such places. • Identify all the exit routes of the Institute. • Check the adequacy of firefighting apparatus and its maintenance. 	<ul style="list-style-type: none"> • Do not panic. Shout loudly for help. • Do not run. • Do not waste time in collecting valuables. • Inform the fire brigade about the fire and alert neighbors. • If possible, use fire extinguisher. • Do not take shelter in toilet. • Shut all the doors behind you while leaving the room to prevent fire from spreading everywhere. • Do not use the lift to escape. • Use nearest means of escape and the staircase available. • Make exit to ground level instead of the terrace. • Report about your safe escape and any other information to the University authorities, fire brigade or police present at the site. <p><i>If trapped or stranded:</i></p>	<ul style="list-style-type: none"> • Don't re-enter or permit anyone to enter the building, unless the fire officials have given permission to enter.



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	<ul style="list-style-type: none"> • Stay close to the floor level. • Cover the gaps of the door by any piece of cloth available. • Do not jump out of the building. • Signal or shout for help. • Stop, drop and roll on the ground and cover with blanket; pour water on the body • Dial 101 or 22620 5301 for fire brigade • Give the fire officer detailed address, nature of the incident and the telephone number from which you are calling. Preferably, use landline. Keep down the receiver and wait at the same spot. Control Room will call back to verify the call. • Wait for the Fire Brigade to arrive and co-operate with the firefighters. 	
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The list of websites categories which are blocked for use at Mithibai College



K. Anurag

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 (AUTONOMOUS)
 VILE-PARLE (WEST), MUMBAI - 400 056.
 NAAC REACCREDITED 'A' GRADE, CGPA : 3.57



Shri Vile Parle Kelavani Mandal's
**MITHIBAI COLLEGE OF ARTS, CHAUHAN INSTITUTE OF SCIENCE &
 AMRUTBEN JIVANLAL COLLEGE OF COMMERCE AND ECONOMICS**
 (AUTONOMOUS – Affiliated to University of Mumbai)



NAAC Reaccredited 'A' Grade, CGPA:3.57 (February 2016 to December 2023)
Best College (2016–17), University of Mumbai

Sr. No.	Category
1	Potentially Liable
2	Drug Abuse
3	Occult
4	Hacking
5	Illegal Unethical
6	Racism and Hate
7	Violence
8	Marijuana
9	Folklore
10	Proxy Avoidance
11	Web Translation
12	Phishing
13	Plagiarism
14	Child Abuse
15	Controversial
16	Abortion
17	Adult Materials
18	Advocacy Organizations
19	Gambling
20	Extremist Groups

Sr. No.	Category
21	Nudity And Risqué
22	Pornography
24	Tasteless
24	Weapons
25	Sex Education
26	Alcohol
27	Tobacco
28	Lingerie and Swimsuit
29	Sports Hunting and war Games
30	Games
31	Peer-to-peer File Sharing
32	Multimedia Download
33	Internet Radio and TV
34	Potential Security Violating
35	Malware
36	Spyware
37	Web Hosting
38	Multimedia Search
39	Audio Search
40	Video Search
41	Spam URL

Krutika

Prof. Krutika B Desai
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