

CIRCULAR – MCA STUDENTS

This is to inform all students of MCA to follow and obey the following conduct and discipline issued by the College Authorities strictly.

1. Students must wear the uniform proposed by the college in the campus.
2. Students must use their identity cards issued by the college authority.
3. Students shall be regular and punctual in attending classes and laboratory and other activities organized by the college.
4. Normal working hours of the college is from 9 am to 3:45 P.M. Late arrival and / or early leaving is not permitted either from class or laboratory without prior written permission.
5. Students should read notices / circulars displayed on the college notice board.
6. Tuition fees, examination fees etc. must be remitted on time at the college office without fail.
7. Student should not miss even a single lecture/lab session.

8. Students while in the class rooms/lab should be attentive and must maintain strict silence and discipline while the lecture/laboratory sessions are going on. Students will not be allowed to enter or move out during the teaching.

9. Students are expected to use polite language when they are communicating with the professor and non-teaching staff and maintain decorum on and off the campus.
10. Use or possession of mobile phone, walkman, i-pod in Classroom or Lab is completely prohibited.
11. Students must avoid roaming around the foyer, lobby, verandahs, sitting on staircase and dirtying the walls.
12. As per Gujarat Technological University norms, 75% of overall attendance is the minimum requirement to appear for the University examination.
13. Application for leave for two or more days necessitates a sanction from the Principal of the college recommended by the class counselor along with proof of justification duly endorsed by the parent/ guardian.
14. Prohibition of Ragging: Ragging or eve teasing in any form is strictly prohibited in the college campus. In case of such heinous actions are noticed, will be considered very serious and further action as proposed by law will be taken.
15. Students should not destroy, damage, deface or remove the college property.
16. Do not use chewing bubble gum, chocolate, etc. inside the class rooms and in college campus.
17. Avoid Temptations: Smoking, usage of panmasala, alcohol etc are strictly prohibited in the campus.
18. Do not collect money from students for any purpose without the approval of college authorities.
19. Students functions, parties, meeting, etc.. shall be arranged on the campus only with prior written approval from the Principal.
20. Do not scribble on black board, desks or walls of the college building.

21. Students shall avoid using any inciting, insulting and/or threatening language when they are talking with their colleague/fellow students.

Principal