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Maharshi Dayanand Education Society's Maharshi Dayanand College of Arts, Science & Commerce

NAAC Accredited - A (CGPA 3.03)

SENIOR COLLEGE

MAHARSHI DAYANAND COLLEGE OF ARTS & SCIENCE



Prospectus

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Awarded "Best College" by University of Mumbai

"Road Safety Awareness" Award by Govt. of Maharashtra

"Jaagar Jaanivancha Award" By Govt. of Maharashtra

25, MANGALDAS VERMA CHOWK, DR. S. S. RAO ROAD, OPP. MAHATMA GANDHI HOSPITAL, PAREL, MUMBAI - 400012

Phone No. 24100012 / 24104541, Fax No.: 24106960 email: principal@mdcollege.in / Website: www.mdcollege.in

COLLEGE REGULATIONS

1. A student joining the College puts himself /herself under the governance and guidance of the Principal in all matters.
2. Every student is expected to behave in an orderly and disciplined manner, inside and outside the Institution. Disciplinary action will be taken for any misbehaviour.
3. Every student will receive an Identity Card on which he/she must affix his/her passport-size photograph and obtain the signature of the Principal. Students will not be allowed admission to lectures, practicals, College Office, Laboratories, Canteen etc. without the Identity Card which should be worn at all times. Failure to observe this rule can lead to cancellation of admission.
4. Attendance at lectures, tutorials & practicals is **COMPULSORY**.
5. Attendance at all College examinations is **COMPULSORY**.
6. Prior permission of the Principal should be taken to form a society, make collections, sell tickets, arrange meetings, invite guests, organize excursions or picnics etc.
7. College programmes and meetings must be chaired by a Principal.
8. Any matter published in the Magazine must have prior permission of the Principal.
9. Students should not take active part in politics.
10. A students should not communicate any information to the press without the permission of the Principal.
11. Students are strictly prohibited from loitering in the corridors while lectures, practicals and tutorials are in progress.
12. Suggestion boxes are provided for the Students to help college administration with constructive suggestions.
13. Any leave of absence should be intimated to the office immediately. Late submission of Leave Applications will not be accepted. Fitness certificates should be attached with applications for medical leave of absence.
14. **SMOKING IS PROHIBITED IN THE COLLEGE PREMISES**
15. A student may be expelled by the Principal for the following reasons (Principles laid down by the Maharashtra State Government Education Department)
 - 1) Persistent Insubordination
 - 2) Mischievous behaviour.
 - 3) Malpractices in Examinations.
 - 4) Unauthorized alteration of Leaving Certificate, mark-sheet etc
 - 5) Undesirable influence over fellow students.
16. Students are expected to take proper care of the College property and to help on keeping the premises neat and tidy. Causing damage to the property of the college, e.g. defacing walls and doors, damaging fittings or breaking furniture, etc. is a breach of discipline and will be duly punished.
17. **USE OF MOBILE PHONE WITHIN THE CLASSROOMS ARE PROHIBITED.**
18. Ragging is strictly prohibited.

GENERAL COUNSELLING

The College has appointed, for the benefit of the students, a professional counsellor. The students consult the counsellor regarding their personal and emotional problems related to studies in the campus. The counsellor also conducts workshops on personality development and emotional behavior etc. for the benefit of the students.

GRIEVANCE REDRESSAL CELL

The students as well as members of the teaching and non-teaching staff can approach the Grievance Redressal Cell with any of their problems and seek a satisfactory solution to the same.

RIGHT TO INFORMATION ACT

Hon. Secretary Mrs. Sonia Gandhioke **Appellant Officer**, Principal **Dr. Ms. C. S. Panse** is the **Information Officer** and Head Clerk **Ms. Mansi Shinde** is the **Assistant Information Officer** to provide the necessary information under the RTI Act.

WOMEN'S DEVELOPMENT CELL

As per guidelines of the Vice-Chancellor of University of Mumbai, the College has introduced a Women's Development Cell in the academic year 2002-2003. The main objective of the cell is to look into the grievances of the women, both staff members (teaching and non-teaching) as well as students and provide guidance and help to them.

ZERO-TOLERANCE TO SEXUAL HARRASSMENT

Our college abides to zero-tolerance towards sexual harassment of women. Any form of sexual harassment faced by any female student, women teaching or non-teaching staff within the college premises is severely condemned by our college. Appropriate action will be taken against the person guilty of such an act.

As per **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**.

SEXUAL HARRASSMENT MEANS AND INCLUDES THE FOLLOWING, JOINTLY OR SEVERALLY:

- Physical contact and advances / offensive language
- Demand or request for sexual favours
- Sexually colored remarks or/and bawdy humor
- Showing any pornographic material
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

IF YOU ARE BEING HARASSED ON COLLEGE CAMPUS :

- a) Keep a record of incident (dates, times, location, possible witness, what happened, your response)
- b) Make a formal or informal complaint to the Women Development Cell (WDC) or Principal.

ANTI RAGGING CELL

The College has an Anti-Ragging Squad and Anti-Ragging Committee. Ragging is totally banned in the college. Ragging would be met with exemplary punishment. A student found guilty of ragging earlier will not be admitted. The college strictly follows all the regulations as mentioned in the **"UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009"**. All students will give an undertaking that he or she is ware of the law regarding prohibition of ragging as well as the punishments, and that he/she if found guilty of the offence of ragging and /or abetting ragging is liable to be punished appropriately. A similar undertaking shall be taken from the parents that they are also ware of the law in this regard.

Students and parents are informed that ragging is banned and shall be considered as a serious offence which will attract severe punishment. Parents are requested to emphasize on their wards the seriousness of the offence and instruct them not to indulge in ragging.

UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009 (under section 26 (1) (g) of the University Grants Commission Act, 1956).

Important aspects of the Regulation are given below:

1. **What constitutes Ragging :** Ragging constitutes one or more of any of the following acts:
 - c) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing or handling with rudeness a fresher or any other student;
 - d) indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
 - e) asking any students to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
 - f) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
 - g) exploring the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
 - h) any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
 - i) any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
 - j) any act or abuse by spoken words, emails, post public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
 - k) any act that affects the mental health and self-confidence of a fresher or any other student.
2. **Action to be taken by the Head of the Institution :** On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of Institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions mentioned in the *"UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009"*.
3. **Administrative action in the event of ragging :** The institution shall punish a student found guilty of ragging after following the procedure mentioned in the *"UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009"*.