



**M.O.P. VAISHNAV COLLEGE FOR WOMEN
(AUTONOMOUS)**

(Affiliated to University of Madras, Re-accredited at 'A++' grade by NAAC)
CHENNAI – 34

CODE OF CONDUCT FOR STUDENTS

ISSUING AUTHORITY

THE INTERNAL QUALITY ASSURANCE CELL

M.O.P. Vaishnav College For Women (Autonomous)

(Affiliated to University of Madras, Re-accredited at 'A++' grade by NAAC)

20, IV Lane, Nungambakkam High Road, Chennai – 600 034,
Tamil Nadu, India.

RULES AND REGULATIONS FOR THE STUDENTS

ATTENDANCE REQUIREMENT

- ◆ Students must have 80% attendance to be permitted to take up end semester examination.
- ◆ Condonation may be permitted if a student has 70% to 80% attendance. In case of **Medical Emergencies** (supported by sufficient evidence), condonation may be permitted for a student who has 65% attendance.
- ◆ Students whose attendance falls between 70% to 80% due to participation in co-curricular, extracurricular, NCC may be permitted to take the examination on the recommendation of the Head of the Department / Faculty-in-Charge.
- ◆ Students with less than 50% attendance will have to repeat the semester.

LEAVE RULES

All leave must be supported by leave letter.

- ◆ In cases of planned leave, leave letter must be submitted prior to availing leave.
- ◆ In case of all other leave (medical and other emergencies), leave letter must be submitted on the date the student reports to the college.
- ◆ All medical leave beyond 3 working days must be supported by a certificate from a registered medical practitioner.
- ◆ Submission of medical certificate or other documentary evidence does not make the student automatically eligible for condonation of attendance.

The Decision of the Principal will be final in all matters relating to attendance and leave.

INTRANET LOGIN AND PASSWORD

Every student is provided with a unique Intranet LOGIN ID and PASSWORD. **The same shall be communicated to the parent also.**

This login ID and password can be used.

1. To access the student's performance in the continuous assessment.
2. To access the student's attendance
3. For Online registration of
 - a. Inter Disciplinary Elective and Non Major Elective
 - b. End - Semester Examination.

COMMUNICATION

All communication intimation to the student will be

- ◆ Posted on the college website
- ◆ Made available through intranet

It is the responsibility of the student to see the notice board/ website / intranet for necessary information. Ignorance of particular information cannot be an excuse for non-compliance or non-performance.

ONLINE REGISTRATION

Registration for

- ◆ Inter - Disciplinary Electives
- ◆ End semester examination

is through a process of Online Enrollment. Responsibility for the same lies with the student.

DISCONTINUATION OF COURSE

In cases where a student discontinues her course of study, she shall pay the fees due, for the balance period of the course, to be eligible to receive the Transfer Certificate and the Conduct Certificate.

UNAUTHORISED COLLECTION OF MONEY

The College does not collect any money other than the Tuition and Examination fees.

CHANGE OF PARTICULARS IN STUDENT DATA SHEET

Any change in student data (Name, Address, Telephone number etc.) shall be communicated in writing to the college through the Head of Department within three working days of the change.

REQUEST FOR TESTIMONIALS

Requests for certificates, testimonials or any other attestation should be made in writing addressed to the Principal through the Head of Department. The request shall be effected within 7 working days of submission of the request.

LIBRARY RULES

- ◆ The Library will be open from 8.00 a.m. to 6.00 p.m. during all working days.
- ◆ Students are permitted to borrow two books at a time by producing the student ID card.
- ◆ Books marked 'Reference only' will not be issued.
- ◆ All books should be handled with care and must not be tampered with in any manner.
- ◆ A book may be renewed if available.
- ◆ A fine of Rs.10/- per day per book shall be charged for those who do not return the book on the due date.
- ◆ Students may approach the Librarian / H.O.D / Principal in case of any difficulty using the facilities of the Library.
- ◆ Photocopying facility is available inside the library during specified hours.

DRESS CODE

Obscenity and vulgarity in dressing is strictly prohibited. Simple, modest and comfortable dress in keeping with the dignity and decorum of the college should be worn. T shirts, three fourth pants, sleeveless tops, shorts and miniskirts are not permitted.

IDENTITY CARD

An identity card is issued to every student. The student has to wear the ID card at all times inside the campus. In case of loss of ID card, duplicate ID card may be issued on payment of the prescribed fee.

TRAFFIC AND PARKING RULES

For Two - wheeler users

- ◆ Two wheeler parking is available inside the campus.
- ◆ Both the rider and the pillion rider must wear a helmet.
- ◆ Severe disciplinary action will be taken against a student who does not wear helmet or possess a valid licence.

Four - wheelers are strictly not permitted. Four wheelers cannot be parked even outside the college campus.

ELEVATOR FACILITY

Students are not allowed to use the Elevator. However the facility is available for students who have a genuine disability or ailment. Request to use the elevator must be forwarded to the Vice Principal through the Head of Department accompanied by documentary proof of disability or ailment.

FOOD

- ◆ The college has a cafeteria that supplies healthy and wholesome food at reasonable prices.
- ◆ Students may also bring their own food that can be eaten at the cafeteria.

Only vegetarian food can be brought or consumed within the campus.

LOSS OF PROPERTY

- ◆ **Students are requested not to wear heavy or expensive jewellery and accessories.**
- ◆ **Students are requested not to carry valuables and heavy cash.**
- ◆ **The Management, Principal and staff shall not be responsible for the loss of any belongings of the student.**

MOBILE PHONES

- ◆ **Students are not permitted to use mobile phones/iPods inside the college campus. Violation of this rule will lead to serious disciplinary action, including issue of Transfer Certificate.**

PARTICIPATION IN MEDIA AND OTHER EVENTS

Prior permission in writing should be obtained from the Principal through the Head of Department.

- ◆ to participate in Radio / TV programmes
- ◆ to participate in Events / Competitions organized by colleges / University / TV Channel and any other organization
- ◆ to give interviews to media
- ◆ to appear in public shows
- ◆ to respond to any query from any press regarding any aspect of the college, academic or non-academic.

Policy framed by the institution should not be violated on any account.

DISCIPLINARY ACTION

Malpractices such as copying or attempt to copy in Tests or Exams can lead to the student being debarred from examinations for 3 years.

Principal has the right to suspend or issue a TC to any student who indulges in any such malpractice, who does not abide by the Code of Conduct of the college or fails to maintain dignity and decorum in her interactions with her fellow students, faculty, Administrative staff, Principal and Management of the College.