



STUDENTS' CODE OF CONDUCT AND RULES

M.O.P. Vaishnav College for Women places great importance on nurturing a respectful and responsible attitude in an academically enriching environment. All students are expected to uphold the values of integrity, commitment and decorum throughout their academic journey in the Institution. Punctuality, regular attendance and enthusiastic participation in all college activities are essential for making the most of the educational experience here.

✓ **RESPECTFUL CONDUCT & INCLUSIVITY**

- Every student is expected to foster a campus environment that is inclusive, tolerant and respectful of differences in culture, background, beliefs and opinions.
- Derogatory language or gestures, whether verbal or non-verbal are strictly prohibited.
- Any form of bullying, harassment or discriminatory behavior will invite serious disciplinary action.

✓ **ANTI-RAGGING REGULATION**

- Ragging is strictly prohibited by law and institutional policy. Any form of ragging by the student will result in immediate disciplinary action and appropriate punishment including expulsion from the college and also liable for legal action as per the law applicable.

✓ **CLASSROOM ETIQUETTE**

- Students must be punctual to all classes and academic sessions.
- Expected to listen attentively, participate respectfully and refrain from disruptive behavior.
- Maintain decorum with faculty and peers at all times.
- Should not cause disturbance by creating noise and unruly behavior.

✓ **GROUP BEHAVIOUR & REPRESENTATION**

- Students should not act as representatives of the college in any forum (including online platforms) without official permission.
- Mass bunking, group protests, or unauthorized gatherings within or outside college premises are not allowed.
- Students should not display any poster or distribute any pamphlet inside the campus without official permission.
- Students should not indulge in any activities that are opposed to decency and public morals.
- Issues or grievances must be raised through designated grievance redressal channels.

✓ **IDENTITY CARD**

- All students must wear the ID card issued by the college visibly at all times while on campus. In case of loss, a duplicate card may be obtained through the Head of the Programme from the college office upon payment of the applicable fee.



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✓ **DRESS CODE**

- Students are expected to wear attire that is modest, comfortable and appropriate for an academic setting and dignity of the college. Outfits such as T-shirts, sleeveless tops, calf-length pants, shorts and miniskirts are not permitted.

✓ **USAGE OF MOBILE PHONES**

- Students are not permitted to use mobile phones inside the classroom or during any academic activity. Charging of electronic devices in college premises is prohibited.

✓ **INTRANET LOGIN AND PASSWORD**

- Every student is provided with a unique Intranet user ID and password, which shall also be communicated to parents. This can be used to:
 - Track attendance
 - Monitor academic performance
 - Register for electives and examinations

✓ **COMMUNICATION**

- Official announcements are made via:
 - College website
 - Mobile application
 - Intranet
 - Notice Boards

Students are responsible for regularly checking these platforms for updates and compliances.

✓ **ONLINE REGISTRATION**

- Registration for Inter-Disciplinary Electives, certain Non-Major Electives and the End-Semester Examination is through a process of online enrollment. Responsibility for the same lies with the student.

✓ **USE OF TECHNOLOGY**

- Internet access is provided strictly for educational purposes. Students should not access or download objectionable or unauthorised content.
- Students are expected to follow cyber-etiquette, including the ethical use of email, college portals and Learning Management Systems.
- Sharing login credentials or impersonating others digitally is strictly forbidden.

✓ **ATTENDANCE REQUIREMENT FOR ALL UG AND PG STUDENTS**

(Note: 'Programme' refers to degree programmes such as B.Com., B.A., B.Sc., M.A., M.Sc., M.B.A, while 'course' refers to a core / elective or any other subject offered by the programme.)

Category A: General Requirement

- Students are required to maintain a minimum of 75% attendance in each course to be eligible to appear for end-semester examinations.



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Category B: Condonation of Shortage of Attendance

- If a student fails to put in the minimum attendance of 75%, the Principal shall condone the shortage of attendance between 65% & above and less than 75% for all UG/PG Degree courses after collecting the prescribed fee towards the condonation of shortage of attendance.

Category C: Not Eligible for Condonation of Shortage of Attendance

- Students who have secured less than 65% but more than 50% of attendance are not eligible for condonation of shortage of attendance and such students will not be permitted to appear for the end-semester examination but will be allowed to proceed to the next semester of the course and they may be permitted to take next end-semester examination by paying the prescribed condonation fee.

Category D: Detention of Students for Want of Attendance

- Students who have put in less than 50% of attendance may have to repeat the semester (by rejoining) for which they lack attendance without proceeding for II/III Year as the case may be. Until they rejoin the course and earn the required attendance for that particular semester, no student shall be permitted to proceed to the next semester of the course under any circumstances.
- In case of students earning less than 50% of attendance in any one of the semesters due to extraordinary circumstances such as medical grounds, such students shall produce valid medical certificates and shall be permitted to proceed to the next semester to complete the course of study. Such students shall have to repeat the semester which they have missed by rejoining after completion of the final semester of the course by paying the fee for the break of study as prescribed from time to time. Permission to repeat the semester will be subject to availability of seats in the programme.

Category E: Condonation of Shortage of Attendance for Married Women Students

- In respect of married women students undergoing UG/PG courses, the minimum attendance for condonation shall be relaxed and prescribed as 55% instead of 65% if they conceive during their academic career. Prescribed fee along with a medical certificate from a doctor is required for consideration of the condonation of attendance in this category.

✓ LEAVE RULES

All leave must be supported by a leave letter.

- In cases of planned leave, leave letter must be submitted prior to availing of the leave.
- In case of all other leave (medical and other emergencies), a leave letter must be submitted on the date the student reports to the college.
- All medical leave beyond three 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 shortage of attendance and the same is subject to attendance requirement rule.



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✓ **ACADEMIC INTEGRITY**

- Students must maintain the highest standards of academic honesty in all assignments, presentations, tests and research work and must refrain from acts of dishonesty such as copying, stealing, plagiarism, data fabrication, collusion, etc.
- A student found guilty of academic dishonesty may face severe punishment including suspension, debarment from exams, with-holding of results and cancellation of admission.

✓ **MALPRACTICE IN EXAMINATIONS**

- All forms of unfair practices during tests or examinations, including possession of mobile phones or other electronic devices/unauthorised materials, are strictly forbidden. Violators may face suspension or expulsion or ban from appearing in exams for a period up to three years.

✓ **LIBRARY RULES**

- The library will be open from 8 a.m. to 6 p.m. on 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 a request for the book has not been submitted by another patron.
- A fine of Rs.10/- per day per book shall be charged if the book is not returned on the due date.
- Photocopying facility is available inside the library during specified hours on prescribed charges.

✓ **TRAFFIC AND PARKING RULES**

- Two-wheeler parking is available inside the campus.
- Students should obtain permission for parking their two-wheeler by submitting a valid driving licence and copy of the registration certificate.
- Priority parking is available for E-vehicles.
- Helmets are mandatory for both rider and pillion rider.
- Students' cars are strictly not permitted to be parked inside or outside the campus.

✓ **FEE COLLECTION**

- The College does not collect any money other than the tuition and examination fees. Fee collection is done only through the online portal of the college.

✓ **UNAUTHORISED COLLECTION OF MONEY**

- Students must refrain from unauthorised collection/payment of money for any purpose.



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✓ **USE OF COLLEGE INFRASTRUCTURE**

- Students must take care to use college property (labs, classrooms, washrooms, common areas, etc.) responsibly and leave spaces clean and tidy.
- Tampering with electrical fittings, IT equipment, lab tools, or safety installations is prohibited.
- The College will pursue disciplinary action against students who cause damage to college property.

✓ **FOOD AND CANTEEN SERVICES**

- The College has a food court that supplies nutritious vegetarian food at subsidised prices. Students may also bring their own vegetarian food that can be consumed at designated places.

✓ **SUSTAINABILITY & ENVIRONMENTAL RESPONSIBILITY**

- Students are encouraged to avoid plastic usage, conserve resources and participate in environmental initiatives organised by the college.
- Littering and wastage of food, water, or electricity are discouraged and may attract warnings or penalties.

✓ **ELEVATOR FACILITY**

- Elevator use is restricted to differently-abled students or those with medical conditions. Requests for using the elevator must be submitted with appropriate documentation through the Head of the Programme to the Vice-Principal.

✓ **PERSONAL SAFETY**

- Keeping in mind their own privacy and personal safety, students are cautioned against interacting with unknown persons from outside the M.O.P. community within the campus.

✓ **SOCIAL MEDIA PRESENCE**

- Students are expected to maintain a respectful online presence and refrain from posting content that is anti-institutional, anti-constitutional or offensive.

✓ **INTERPERSONAL RELATIONSHIPS**

- Students must maintain professional boundaries in all interpersonal interactions within campus. Romantic gestures and public displays of affection are discouraged in the interest of maintaining a focused academic environment.

✓ **PARTICIPATION IN MEDIA AND OTHER EVENTS / COMPETITIONS**

Prior permission in writing should be obtained from the Principal through the Head of programme for –

- Media Participation (Radio/TV programmes, interviews)
- Events/competitions organised by other institutions
- Public performances
- Any response to media queries related to the college

✓ **TOBACCO-FREE, ALCOHOL-FREE AND DRUG-FREE ZONE**

- The College strictly prohibits students from the purchase, possession and consumption of tobacco, alcohol and drugs.



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✓ **LOSS OF PROPERTY**

- Students are advised not to bring valuables, or cash in excess of their daily needs to the College. Students shall take care of their personal belongings. The College is not liable or responsible for the loss of any personal belongings. In the event of any loss, requests for reviewing the CCTV footage will be entertained solely at the Principal's discretion.

✓ **MENTAL HEALTH AND WELLBEING**

- The College encourages students to seek support from the Counseling Cell in times of emotional distress or personal challenges.
- Students are expected to be empathetic towards peers and avoid stigmatising mental health concerns.
- Confidentiality and respect for each other's well-being are vital to a supportive community.

✓ **CHANGE OF PERSONAL INFORMATION IN DATA SHEET**

- Any change in student data (name, address, telephone number, etc.) shall be communicated in writing to the college through the Head of Programme within three working days of the change.

✓ **REQUEST FOR CERTIFICATES AND DOCUMENTS**

- Applications for the issue of certificates, documents and testimonials (TC, conduct certificate, bonafide, etc.) must be made in writing, addressed to the Principal through the Head of the Programme.
- The processing time is typically five working days.
- Requests cannot be accommodated within 48 hours.

✓ **DISCONTINUATION OF PROGRAMME**

- Students choosing to discontinue must pay all dues for the remaining programme-duration to receive the Transfer and Conduct Certificates.

The Principal has the authority to initiate disciplinary action against any student who does not abide by the rules and regulations and the Code of Conduct of the College, or fails to maintain the dignity and decorum of the institution. The punishment may include censure, loss of attendance, debarment from examinations, suspension from classes, imposition of fines, suspension from the College, and dismissal.

Rules are subject to change at the discretion of the Management with the approval of the Academic Council.

Anusha Prasad

PRINCIPAL