



Vivek Education Society's

*Vivek Vidyalaya & Junior College*

Siddharth Nagar, Goregaon (W), Mumbai- 400 104.

## CODE OF CONDUCT – STUDENTS

**STUDENT ID CARD** - Every student of this College is required to display the College issued Identity Card (ID) at the point of entry and within the college campus. Use of others ID or lending is unacceptable.

**Since ID Cards will be issued later, students are required to produce their fee receipt during entry at the gate.**

**College Timings -** Reporting Time 1.10pm  
Lectures will begin at 1.20pm  
[Entry will be allowed till 1.30pm, after which the gates will be closed]

**DRESS CODE** - The students must **strictly adhere** to the dress code established by the institution. They are expected to wear **appropriate** and **modest clothing** on campus.

### Acceptable attire:

- **For Boys** – Formal half or full shirts and trousers, T-shirts/J Jeans.
- **For Girls** – Any appropriate Indian or western outfit.

Boys are required to have a **proper haircut** and girls need to **keep their hair tied up** at all times.

### Not permitted:

- **Sleeveless tops, short tops, jerseys, short dresses, short T-shirts, body-hugging tops, shorts, ripped jeans**, or any other **revealing attire** deemed inappropriate will not be permitted.

**Clothing that reveals religion or shows cultural disparity is prohibited.**

- **For Girls – Burqa, Niqab, etc.** (i.e., dresses or emblems, signs specifying religion) must be **removed before entry** into the class. **Hijab is permitted** for girls.
- **For Boys – Cap, badges, and dresses or emblems specifying religion** are not permitted.

**All students must wear appropriate footwear at all times — being barefoot due to religious requirements or reasons will not be permitted.**

This dress code is specifically to address **“security concerns”** over the recent entry of **“non-students on the campus.”**

**ATTENDANCE** - Students are required to maintain a minimum attendance of 75% at all times. Unauthorised absence without valid reasons will not be considered and appropriate action will be taken. Prolonged absence due to medical reasons need to be supported by submitting proper medical certificates and other supporting documents.



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### **THE FOLLOWING IS NOT PERMITTED /ALLOWED WITHIN THE CAMPUS –**

Mass Bunking/absenteeism during lectures - Students not attending lectures will face attendance shortfall. Attending all scheduled lectures is mandatory. Mass Bunking/absenteeism during lectures is not tolerated. Students found absent without authorization will face disciplinary action, which may include suspension.

1. Leaving the classroom after every lecture except for any genuine reason.
2. Indulging in any kind of misbehaviour with fellow students or teachers.
3. Use of foul language or indulging in violent behaviour.
4. Engaging in inappropriate behaviour within classrooms and corridors, loitering in the corridors during lecture hours and creating disturbance or nuisance to other classes.

Please be reminded of the following:

- Students must respect the learning environment by maintaining discipline and refraining from actions such as noise, fights, disturbances, or unruly conduct that may disrupt classes or adjoining classrooms.
  - Roaming in the corridors during lecture hours is strictly prohibited to avoid disturbing ongoing sessions of our faculty.
5. Damage of any kind to the college property (includes disfiguring walls, furniture). The cost of damage will be recovered from the concerned student.
  6. Use of mobile phones and other electronic gadgets for any purpose during lectures/practicals/examinations. These are not permitted and needs to be switched off and kept in one's bag. Use of these gadgets during lectures will result in permanent confiscation and would not be returned.

### **CONSEQUENCES OF NON-COMPLIANCE -**

- **First Offence:** Verbal warning and documentation of the misconduct.
- **Second Offence:** Written warning to the student and notification to parents/guardians.
- **Third Offence:** Suspension or other disciplinary actions as deemed appropriate by the Disciplinary Committee.
- Severe offenses, including property damage, violence, or repeated defiance, may result in expulsion.

**We urge all students to uphold the standards of conduct and contribute positively to the learning environment. Your cooperation is essential in maintaining the integrity and smooth functioning of our institution.**