



Vivek Education Society's

Vivek Vidyalaya & Junior College

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

STUDENT CODE OF CONDUCT

STUDENT ID CARD:

Every student of this College is required to display the College-issued Identity Card (ID) at the point of entry and wear it throughout the period when in college premises.

ID Cards will be issued in due course, till then, students are required to produce their fee receipt during entry at the gate.

COLLEGE TIMINGS:

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

DRESS CODE:

To promote discipline and a sense of identity among students, the institution has introduced a **mandatory uniform** for all students of FYJC and SYJC. All students are required to **strictly** adhere to the prescribed uniform and grooming standards while on campus. The institution will communicate detailed specifications regarding colour, pattern, and design.

Please note: This dress code is specifically to address 'Security Concerns' and **prohibit** entry of non-students on the campus.

Footwear

All students must wear **appropriate footwear (sandals or shoes)** at all times on campus. Barefoot entry is not permitted.

Grooming Standards

- Students are expected to maintain a neat and presentable appearance at all times.
- Hair should be clean and well-groomed. For Girls - Long hair must be neatly tied. Boys must keep their hair neatly trimmed and well-maintained.

General Guidelines

- The uniform must be worn properly and respectfully at all times.

Students are expected to adhere strictly to the prescribed dress code and uniform regulations of the institution, except where specific exemptions are permitted in accordance with the applicable rules and directives.

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. Absence due to medical reasons should be supported by medical reports from a registered medical practitioner.

THE FOLLOWING IS NOT PERMITTED /ALLOWED WITHIN THE CAMPUS:

Mass Bunking/absenteeism during lectures - Students not attending lectures will face an attendance shortfall. Students found absent without authorization will face disciplinary action, which may include suspension.

- Leaving the classroom after every lecture except for any genuine reason.
- Indulging in any kind of misbehaviour with fellow students and teachers.
- Use of foul language or indulging in violent behaviour.
- 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.
- Damage of any kind to the college property (includes disfiguring walls, furniture). The cost of damage will be recovered from the concerned student.
- Use of mobile phones and other electronic gadgets for any purpose during lectures/practicals/examinations. These are not permitted and need to be switched off and kept in one's bag. Use of these gadgets during lectures will result in permanent confiscation and will 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 offences:** 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.

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