



Cosmopolitan's

Valia C. L. College of Commerce & Valia L. C. College of Arts

Code of Conduct For Students

The College attaches great importance to discipline and the same must be scrupulously observed by all students. Failure to comply with any of the rules, regulations or requirements notified from time to time will lead to strict disciplinary action.

The following rules and regulations must be observed by all the students.

1. Students must attend lectures, practicals / tutorials regularly and punctually.
2. Due respect must be given to the Teachers, both inside and outside the classrooms.
3. Talking loudly / shouting in the classrooms, corridors, library, office or anywhere inside the college premises is strictly prohibited.
4. Smoking, consumption of alcoholic drinks and the use of narcotics is strictly prohibited in any part of the college including canteen.
5. Students must not loiter in the corridors when classes are in

progress.

6. No picnics, gatherings, parties, or outings of any kind can be organised in any way, without specific permission of the Principal.
7. Students are forbidden to address a class or write anything on blackboards, in the absence of a teacher.
8. Students must take proper care of the college property. Any damage done to the property of the college is a serious offence. Any such damage (e.g., disfiguring walls, doors, breaking furniture, electrical fittings, etc.) will have to be made good by paying the cost of damage by those responsible for the damage. Disciplinary action will be taken against those students damaging any college property. Students should switch off lights, fans, etc. in the classroom before leaving the room.
9. Any student who
 - a) is persistently insubordinate.
 - b) is willfully mischievous.
 - c) uses foul / abusive language.
 - d) defaces the walls or damages any property within the premises.
 - e) is likely to have an unwholesome effect on other students or detrimental to the smooth and orderly conduct of the college.
 - f) is repeatedly found guilty of fraud/malpractices in tests/examsis liable to be expelled, either temporarily or permanently, depending on the nature and seriousness of the offence or to be denied admission to the succeeding year.
10.
 - a. Every bonafide student at the college must wear the identity card at all times when he / she is in the college campus or else a fine of Rs. 50 will be imposed.
 - b. The identity card must have the student's photograph affixed with the Principal's signature stamp on it, failing which, the card will be deemed as invalid.
 - c. A student must produce the Identity Card for inspection,

whenever demanded.

- d. Students not carrying valid Identity Card may be refused entry into the college premises.
11. Students must read the general and classified notices displayed on the Notice Boards from time to time. Ignorance of any information put up on the notice board will not be accepted as an excuse.
12. Students are required to dress decently and modestly when they come to college. Students whose dress does not agree with the code prescribed by the college will be denied entry to the college campus. Short tops over Jeans and three fourths will not be permitted.
13. Giving proxy is a serious act of indiscipline.
14. Students are answerable to the college authorities for their behaviour both in and outside the college. Any misbehaviour on their part that, in any way, hinders orderly administration and discipline and any act of violence or vandalism will be sternly dealt with.
15. Demonstrations of any kind in the college premises are strictly prohibited.
16. The students are prohibited from approaching the press or publishing any matter relating to the college without the written permission of the Principal.
17. Students should not leave their books, valuables, and other belongings in their classrooms. The college is not responsible for lost property.
18. If for any reason, the continuance of a student in the college is in the opinion of the Principal, detrimental to the best interests of the college, the Principal may ask such a student to leave the college. The Principal's decision shall be final.
19. No student will be allowed to take active part in politics and no political activity will be permitted on college premises.
20. The college respects all religions. However, no concession will be given for any type of religious activity during college hours.
21. Students are warned not to use Mobile Phones / I-pods / Music system or similar gadgets in the college premises.

UNDER NO CIRCUMSTANCES, students should use mobiles in the lecture hall, laboratory, classroom, examination hall, reading room, library, and corridors. A student carrying / using mobile phone will be fined Rs. 1000/- In the event of any student found using the cell phone it will be confiscated and will be given back only on payment of fine of Rs 1000 and if the fine is not paid within 7 days the cell phone will be forfeited. Use of cell phone in the premises other than the college canteen is strictly prohibited.

22. Students are not allowed to invite any outsiders/friends to the college or to the college canteen.
23. If a student remains absent without prior permission/ proper intimation for a long time, his/her name is liable to be removed from the college register and the college is not liable to send any intimation regarding the same to the concerned student or to his parent/guardian.
24. No student shall contribute or collect money for any reason without prior written consent from the principal
25. Students are not allowed to play in any team against the official team of the college.
26. Matters not covered by the existing rules shall rest at the discretion of the Principal.
27. In all matters of discipline of the college, the Principal's decision will be final and binding.
28. Every student is expected to abide strictly by the above regulations. Ignorance of the same will be no excuse for misbehaviour.

Code of Conduct For Online Lectures

- Students to rename their username as <First name>
<Surname>
- Students to remain on mute mode throughout the class unless asked for.
- No students to share their screen unless asked for.
- Attendance shall be recorded by the system itself.
- Students are expected to dress appropriately for the E-class.
- Students are expected to charge their devices before the commencement of the class.
- Students can put their queries in the chat box, last ten minutes shall be reserved for question answer session.
- All sessions are being observed and recorded; any inappropriate behavior shall call for disciplinary actions.