

# Code of Conduct and Policies

The Sri Kanchi Mahaswami Vidya Mandir has a strict code of conduct which will be enforced without compromising on any issue. Here are the regulations:

## 1. General behavior and attitude

- In order to maintain high academic standards, the students should be committed to their Studies. They are expected to respect other fellow students and teachers and should interact with them in a positive manner.
- Every student who is granted admission to the school pledges to observe willingly all the rules and regulations, and to uphold and respect the cardinal principles on which the institution is founded.
- It is the duty of each and every student to perform all tasks assigned to him/her in connection with the functioning of the school to the best of his/her ability.
- All students are required to follow the spiritual and religious ways of life, taught in the school.
- Attend Classes on time.
- Complete the assignments and work allocated to them in the stipulated time.
- Come fully prepared for their classes.
- Should not disturb or interfere with the learning rights of others.
- In case of difficulties, seek guidance from teachers and student counselors.
- The school property and facilities should be respectfully and carefully used.
- Classrooms, common rooms and open rooms should at all times be kept clean and tidy.

## 2. Harassment

The Vidya Mandir will not tolerate any kind of harassment (racial / verbal / sexual), and any such incidents reported will be construed to be a serious misconduct and will result in the rustication of the student.

### **3. Attendance**

- Minimum 85 % class attendance is compulsory.
- The school expects each student to arrive on time for every class. Late arrivals are recorded and repeated flouting of norms will be suitably dealt with, including disciplinary action, if warranted. No student should miss any regular, curricular and any other school activities without proper permission from the authorities.
- Frequent absence is not permitted. Leave will not be sanctioned as a matter of course.
- No student should leave the school without prior permission during school timings. If anyone is found absconding, the school will take disciplinary action.

### **4. Exam rules and procedures**

#### Prior to the start of an exam session

- Arrive at the examination venue at least 10 minutes before the commencement of the examination.
- Remove all notes and materials-except those needed for the examination.
- No electronic dictionaries, calculators or electronic devices are permitted during exam sessions.

#### During Exam Sessions

- Obey all written instructions.
- Behave in accordance with the instructions of the invigilator at all times.
- No talking in the exam room.
- Raise your hand if you need to speak to an invigilator.
- Make notes on the rough paper provided during exam time.

## Actions and Consequences of Exams

- If a student is found to be cheating in an exam, disciplinary action will be taken by the school's disciplinary committee.
- No provisions for re-examination is made for students who miss the examination to appear again.
- Student failing to sit in the examination on grounds of medical illness will be asked to produce a medical certificate within 5 days.

### **5. Guidelines for All Parents:**

1] Children will not be allowed to leave the campus during the academic year. Exceptions may be allowed only by the Principal. Parents or guardians of the students must personally be present to take their wards home when permitted; we will not send the students alone. If the parents of students desire that their wards be sent home alone, a written request should be sent to the school well in advance by the parent/guardian. Telephonic calls and messages on this matter will not be entertained (except in the case of emergencies).

2] Parents are allowed to meet their children only on Sunday afternoons as per schedules notified. Whenever parents/guardians come to the school to meet their wards, they must visit the school Office and take prior permission. Parents who reside outside Chennai must make their own arrangements for boarding and lodging. They will not be permitted stay in the campus or make use of boarding facilities.

3] Parents are advised not to give cash or any valuables to the students like ornaments, watch, mobile phone, camera, audio/visual equipment etc. Such articles found to be in possession of the students will be confiscated. Similarly parents are requested not bring outside food items to be given to the children.

4] Parents will be required to leave a deposit with the Vidya Mandir to meet meet emergency medical expenses etc.

5] The Vidya Mandir provides nutritious vegetarian food for the students. It is a well-balanced menu based on advice from professional nutrition experts, focusing on the physical fitness, health and well being of students.

6] Parents can monitor the progress of their children through the online system, through special access provided to them.

7] The Vidya Mandir may take the students on special educational tours, excursions etc as part of the routine activity. No permissions will be taken from the parents for this.

8] The Vidya Mandir prohibits smoking, drinking and drugs on the campus. Any student

9] The Vidya Mandir prohibits smoking, drinking and drugs on the campus. Any student indulging in any of these will be summarily dismissed.

10] The school reserves the right to expel any student at any time, including the final external examination period, for indulging in any act of misconduct/indiscipline.

11] The school reserves the right to strike off the name of any student from the roll or stop him/her from appearing for any examinations, including external examination for non-payment of fees and other dues before the commencement of such examinations.

12] Any indiscipline of the Principal in all such cases is final.

13] The decision of the Principal in all such cases is final.

14] The school's management reserves the right to change, amend, add or delete any of the above mentioned rules and regulations, at any time without prior notice.

15] All complaints to be addressed in writing to the Trustee/Principal/Warden depending on the issue on hand.