

CHELSEA INTERNATIONAL ACADEMY

CODE OF CONDUCT FOR A-LEVEL STUDENTS

Congratulations for your decision to apply in Chelsea International Academy. This institution, from the very first day of its inception, has been constantly working for the all round development of the students. We would like to inform you all that all the students should abide by the rules and regulations and norms and values of the institution. Breaking of rules and regulation of this Academy will lead to disciplinary action against the student.

1. UNIFORM AND PERSONAL APPEARANCE:

1.1. It is mandatory for all students to be in proper uniform during college hours.

Uniform for the A-Level students of this Academy is as follows:

Pants: Green

Shirt: White with green linings

Shoes: Black (leather)

Belt: Black

Tie: As issued by Academy

Black coat or green sweater (winter)

Boots, canvas shoes, casual slippers, high heeled shoes, colorful socks, jeans, T-shirts, jackets and other fancy dresses will not be allowed in the college.

1.2. Prohibition for Boys: Long hair (short hair cut is the must) and beard, fancy watches and belts, earrings, beads and other gaudy items.

1.3. Prohibition for Girls: Dying of hair is strictly prohibited, Long nails, heavy cosmetics, ornaments, jewelry and other fancy and expensive items.

2. PUNCTUALITY:

2.1 Students should be punctual all days for their college.

2.2 Students should enter the campus by 8:50 am.

2.3 Students are allowed to leave the college after their last lesson is over. Students will be sent back for their late arrivals. Parents and guardians are therefore requested to note this and supervise their ward accordingly.

3. CLASSROOMS:

3.1 Students should be on time for classes. Anyone late for classes will not be allowed to enter the classroom. Students repeatedly coming late for classes will be dealt with seriously.

3.2 Students should obey and respect teachers and should perform as told by teachers. Any misconduct inside the classroom will lead to disciplinary action against the student.

3.3 Bunking of classes will be taken seriously. Student caught bunking for the first time will be fined Rs. 100\-. Students repeatedly bunking classes will be barred from sitting in the final examination or even expelled.

3.4 It is compulsory for students to sit for all class tests.

4. ATTENDANCE:

- 4.1 Students should attain minimum of 90% attendance to be eligible to sit for the final examination.
- 4.2 Name of the student absent for more than a week without any information will be removed from the college register. To register again the student should go through the admission process from the beginning.

5. EXAMINATION:

- 5.1. It is mandatory for all students to sit for internal and mock examinations (each paper) conducted by Chelsea International Academy. Anyone missing examination for trifle reasons will be fined NRs.1000 per subject.
- 5.2. Students should pass all internal examinations conducted by Chelsea International Academy. Anyone who fails to pass (obtain less than 50% in aggregate in the internal examinations of the college before the final examination of Cambridge International Examination) will not be allowed to sit for the final examinations conducted by Cambridge International Examination (CIE). If the students fail continuously in the examinations, the college management can even confer transfer letter.
- 5.3. Students found cheating during examinations will be seriously dealt with.
- 5.4. It is mandatory for parents to visit the college in order to collect the report card of their ward in the time and date given by the college. If the parents fail to come on the given date, students will be charged NRs. 2,500 as fine.
- 5.5. The examination report will not be handed over to students without the legal guardians.

6. PLAYGROUND:

- 6.1 Students should maintain proper discipline while playing.
- 6.2 Any student caught abusing or misusing playing materials will be penalized.

7. LIBRARY:

- 7.1. Students should maintain silence inside the library.
- 7.2. Students should maintain a library card for borrowing or using library books and other resources.
- 7.3. Students unable to return the borrowed library items on time will be fined as per library rules.
- 7.4. If the borrowed item is lost or damaged, the borrower will have to pay accordingly. If the same is repeated, the particular student will be stopped from using library facilities.

8. INTERNET ZONE:

- 8.1 Students should follow the cyber ethics while using the internet facility provided.
- 8.2 Misuse and abuse of internet facility will be seriously dealt with.
- 8.3 Students are not allowed to play computer games and surf social networking sites inside the computer lab or internet arena.

9. MISCELLANEOUS:

- 9.1. Use of drugs, alcohol, cigarette, tobacco, and other intoxicating materials inside the college campus and its surroundings will outright lead to expulsion.
- 9.2. Fighting and bullying are considered as serious offenses. Anyone caught doing so will be expelled.
- 9.3 Use of foul and offensive language will be dealt with seriously.
- 9.4 Breaking and vandalizing of the college property will lead to severe action.
- 9.5 Any kind of harassment to anybody is a serious offense. Such harassment may lead to expulsion.
- 9.6 Possessing sharp and dangerous weapon is a crime. Students caught with such items will be expelled and taken action as per the national rule. He/she will be handed over to police for further action.
- 9.7 Any action that hampers the prestige of the college and all those mentioned in 9.1, 9.2, 9.5, 9.6, 9.3 in college uniform will lead to expulsion without any warnings.
- 9.8 Students are not allowed to use cellular mobile phones inside the college premises. They are suggested not to bring mobile phones inside the college. If caught using inside the college campus it will be confiscated.
- 9.9 Student has to sign a commitment letter for not to ride a bike till s/he will be the student of this college.

10. FEES:

- 10.1. Students should pay the college fees on time (as per the rules and regulations of Account Office).
- 10.2. If the dues are not cleared on time the student will not be allowed to sit for classes. He/she may be removed from the college if the accumulated due is of more than two Installment. The name of such student will be put up on the notice board. H/she has to admit again with the full procedures of admission if willing to join the college.
- 10.3. No fees are refundable except for the deposit fee which will be refunded after successfully completing of A-Levels.

***NB:** All the records of students will be maintained in their personal files. Any recommendations or references of students will be as per their person records maintained in the file.*

I hereby confirm that I have gone through the rules and regulations of Chelsea International Academy in detail. I promise to abide all the above mentioned rules and regulations. I will be ready to accept the action taken by the institution if I violate any of the above mentioned rules and regulations.

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(Name of the Student)

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(Name of the parent/guardian)

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(Signature of the Student)

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(Signature of the parent/guardian)

Date.....