

Sacred Heart College: Comprehensive Student Code of Conduct

1. Institutional Foundation

1.1. Preamble and Philosophy

Sacred Heart College (SHC) is dedicated to the mission to "Educate, Empower and Enlighten." This Student Code of Conduct is not merely a set of guidelines but a comprehensive legal and ethical framework defining the mandatory standards of behavior for the campus community. Enrollment at Sacred Heart College constitutes a formal agreement by the student to abide by all terms, restrictions and responsibilities outlined herein. This code serves as a vital instrument for maintaining a disciplined environment that fosters individual psychological growth and collective institutional integrity. It is the personal responsibility of every student to be conversant with these regulations.

1.2. Statement of Applicability

This Code of Conduct applies to all students admitted to the college, regardless of the duration or mode of study. Jurisdiction extends to:

- Undergraduate (UG) students
- Postgraduate (PG) students
- Doctoral (Ph.D.) degree programme candidates (Full-time and Part-time).
- Diploma and Short Term course participants (Full-time and Part-time).

1.3. Core Values and Principles

- **Moral and Spiritual Uprightness:** The College prioritizes the development of a wholesome personality rooted in spiritual and moral values. Students are provided with orientations designed to help them internalize these highly cherished attributes.
- **Integrity:** Absolute honesty is demanded in all academic endeavors, including attendance, examinations, and project work. Students must complete all assignments independently unless collaborative work is explicitly authorized.
- **Inclusiveness:** We maintain a culture of mutual respect free from discrimination or harassment. The college strictly upholds the rights of all members to study regardless of race, ethnicity, gender, disability, religion, or nationality.
- **Security and Peace:** SHC mandates a secure and peaceful academic ambiance. Any individual attempting to disrupt this atmosphere will face immediate sanctions, including potential removal from college rolls and referral to law enforcement.
- **Commitment to Justice, Fairness and Equity:** The College employs rigorous redress mechanisms to address physical or psychological assaults. All disciplinary procedures are governed by the principles of procedural fairness and equity.
- **Secular and Democratic Values:** The college ecosystem is designed to foster secularism and democratic principles. Any student action intended to impair communal harmony will be treated as a major disciplinary breach.

2. Academic Standards and Integrity

2.1. The Academic Integrity Framework

Academic Dishonesty is a violation of the college's ethical foundation and is categorized as follows:

- **Plagiarism:** Presenting the ideas, words, or specific substance of another as one's own without proper attribution.
- **Cheating:** The use of deceptive or fraudulent means to obtain credit, including copying during exams, fabricating research data, or doctoring manuscripts.
- Violations will trigger the Unfair Means and Practices Policy and result in sanctions defined by the college's Anti-Plagiarism protocols.

2.2. General Attendance Policy

Regularity and punctuality are mandatory. Attendance is recorded at the beginning of every hour.

Activity	Requirement
Field Work / SIP / Camps / Block Placement	100% Required
Regular Theory and Practical Classes	75% Minimum
Non-Compliance (The 14-Day Rule)	Absence for 14 consecutive working days without formal acknowledgment results in immediate removal from the rolls.

Procedural Boundary: Students are strictly forbidden from approaching the Principal's office directly for attendance inquiries. All grievances, doubts, or leave applications must be directed solely through the assigned Tutor.

2.3. Protocols for Student Induction Programmes (SIP), Field Work and Camps

During off-campus activities, students represent the institution and must adhere to the following:

- **Participation & Compensation:** Active participation in all scheduled activities is mandatory. If absence is condoned on medical grounds, the student is legally required to compensate for all lost hours at a time determined by the committee.
- **Mobile Phone Prohibition:** Use of mobile phones is strictly prohibited during all SIP, orientation and camp activities.
- **Safety & Supervision:** Students must report all safety concerns immediately to the organization supervisor and Faculty Advisor.
- **Substance Prohibition:** Smoking and alcohol consumption are absolute offences during off-campus programmes.

3. Categorized Disciplinary Misconduct

3.1. Conduct Against the Community and Individuals

- **Discrimination:** Verbal or physical behavior targeting origin, gender, caste, race, religion, disability, or sexual orientation. This includes wearing clothing with derogatory or biased messages.
- **Violence:** Any conduct involving threats, harassment, or physical assault that endangers the welfare of students or staff.
- **Bullying and Intimidation:** Any act of social, emotional, or physical domination, including Cyber Bullying. Intimidation includes any threat that leads a student to fear for their physical well-being.
- **Breaching Professional Boundaries:** Engaging in dual or multiple relationships with staff that risk exploitation, including inappropriate physical touch, gift exchanges, or personal off-campus activities.
- **Inappropriate Teacher-Student Relationship Behaviours:** Demonstrating disrespect through verbal abuse, shouting, or personal attacks. This includes complying with requests to perform inappropriate personal errands for staff.

3.2. Integrity, Property and Security

- **Falsification and Defrauding:** Willfully providing false information, doctoring attendance registers, or attempting to defraud the college by misrepresenting official documents.
- **Misrepresentation:** Representing or acting on behalf of the College or another individual without express authorization.
- **Theft and Vandalism:** Unauthorized possession, embezzlement, or destruction of college property.
- **Unauthorized Entry or Access:** Entering restricted areas (Board rooms, Assessment Centres) or tampering with CCTV cameras, locks and duplicating college keys.
- **Misuse of Property:** Conduct that defaces, destroys, or litters any public or private property on campus.

3.3. Substance and Statutory Policies

- **Smoking and Tobacco:** SHC is a Tobacco-Free Zone. Smoking and use of all tobacco products (including e-cigarettes) are prohibited in all indoor and outdoor campus spaces.
- **Alcohol and Drugs:** Possession, distribution or being under the influence of illegal drugs or alcohol is strictly prohibited on campus and during off-campus placements.
- **Unauthorized Possession of Weapons:** The possession of firearms, knives, explosives, or any instrument used as a weapon is strictly forbidden.

3.4. Digital, Media and Communication Conduct

- **Social Media Misuse:** Posting derogatory, offensive, or instigating remarks about individuals or groups that damage the college's interests.

- **Recording without Consent:** Taking photographs or audio/video recordings of persons in private locations (washrooms, student rooms) without express consent.
- **Exhibiting Pornographic Material:** The distribution of obscene material via SMS, email, or social media is a criminal offence under Section 67 of the IT Act 2000.
- **Recording Lectures:** Recording classroom sessions or meetings without prior permission from the Faculty is prohibited.
- **Media Contact:** Students may not speak to media organizations or invite them to campus without written consent from College authorities.
- **Copyright Infringement:** Misusing college resources to infringe upon the rights of software owners, publishers, or artists.

3.5. Organizational and Public Conduct

- **Organizing Events:** Forming organizations, collecting funds, or conducting meetings without written permission.
- **Banners and Notices:** Displaying any materials without prior review and written approval by sanctioned authorities.
- **Breaching Protocols and Failure to Disperse:** Creating excessive noise, entering private work areas, or failing to disperse when a campus space is closed.
- **Disruptive Conduct and Demonstrations:** Intentionally obstructing teaching or movement. Mass assemblies that disrupt the classroom experience will not be tolerated.
- **Entertaining Outsiders:** Students shall not bring outsiders (including parents) to the premises without the Principal's permission.
- **Violation of University Rules:** Any breach of the parent University's regulations or laws.
- **Complicity:** Aiding, abetting, or conspiring to commit any violation of this Code.

4. Campus Operations and Facility Usage

4.1. Classroom Etiquette and Professionalism

- ❖ **Standard Observances:** Upon the entry of the Principal or a teacher, students must stand and greet the instructor, remaining standing until asked to sit.
- ❖ **Entry and Exit:** Students must be seated by 9:45 AM. If a student needs to enter or leave while a class is in progress, they must obtain the explicit permission of the teacher.
- ❖ **Mobile and Equipment Policy:** Phones must be on "silent." A fine of Rs. 100 is imposed for charging mobile phones in class or misusing electrical appliances/furniture.

4.2. Code of Conduct for Library Users

- ❖ **Access and "No Due" Policy:** Entry requires a Photo ID. Every student must obtain a "No Due Certificate" from the library (after returning all books and cards) before final departure from the college.
- ❖ **Visitors:** Non-students are permitted only on Fridays and Saturdays with a reference letter and a Rs. 100 daily fee.

- ❖ **Mobile Violation:** Use of a mobile phone in the library results in a Rs. 500 fine and 15-day confiscation of the device.
- ❖ **Care of Materials:** Writing in books, folding corners (dog-earing), or using highlighters is strictly forbidden. Tearing pages is a serious offence subject to disciplinary action.

4.3. IT and Computer Lab Regulations

- ❖ **Storage:** All bags, laptops, and phones must be stored in the designated racks at the entrance.
- ❖ **Conduct:** A valid Photo ID is mandatory. Altering computer configurations, installing software, or removing hardware components is prohibited. No food or water bottles are permitted.

5. Statutory and Safety Regulations

5.1. Anti-Ragging Regulations

Ragging is a criminal offence under the Maharashtra Prohibition of Ragging Act 1999 and UGC Regulations 2009.

- Individual Punishments:
 - Cancellation of admission and suspension from classes.
 - Withholding of results and debarring from exams.
 - Expulsion and debarring from admission to other institutions.
- Collective Punishment:
 - If the specific perpetrators of a ragging incident cannot be identified, the College will impose collective punishment on the entire group/class involved as a deterrent.

5.2. Prevention of Sexual Harassment

In accordance with the 2013 Act and UGC Regulations 2015, the Internal Complaints Committee (ICC) holds the powers of a Civil Court to investigate grievances. Prohibited acts include unwelcome physical contact, sexual remarks, and the showing of pornography.

5.3. General Safety and Public Order

- **Gangs and Hazing:** Involvement in gang activities or dangerous initiation rituals (hazing) is strictly prohibited.
- **Rioting and Safety:** Starting fires, obstructing emergency services, or refusing directions from authorized personnel during an emergency are major violations. Rioting cases will be referred to law-and-order authorities.

6. Disciplinary Process and Penalties

6.1. The Enquiry Committee

Upon a suspected breach of the Code, an Enquiry Committee is formed to investigate and meet with the student. The committee recommends action to the Principal based on the nature and gravity of the misconduct.

6.2. Hierarchy of Penalties

The College may impose one or more of the following:

- ❖ Warning: A formal written reprimand.
- ❖ Suspension: Termination of enrolment for a specific period.
- ❖ Monetary Fines: Penalty payments, forfeiture of scholarship, or restitution for damages.
- ❖ Confiscation: Seizure of goods used in violation of rules.
- ❖ Restricting of Privileges: Denial of access to facilities, placements, or events.
- ❖ Withholding of Diploma/Certificate: Delaying the award of degrees until sanctions are met.
- ❖ Rustication: Permanent separation from the College.

7. Student Support and Development

7.1. The Tutor-Ward System

The college facilitates student growth through a Tutor-Ward system featuring mandatory monthly meetings.

- Objectives: To motivate academic performance and assist in the student's psychological and spiritual transformation.
- Grievance Protocol: The Tutor is the only authorized channel for inquiries regarding attendance. Students are reminded that approaching the Principal's office for such matters is a breach of protocol. All leave applications must be submitted via the Tutor.

8. Code of Conduct Committee

S.No	NAME	DESIGNATION
1.	Dr Samuel Paul Raj S	Secretary
2.	Dr Pawan Kumar Jaiswal	Principal
3.	Dr B. L. Chouhan	Nodal Officer
4.	Dr Aakash Choudhary	Faculty Member