



# SACRED HEART COLLEGE, CHALAKUDY

(AFFILIATED TO UNIVERSITY OF CALICUT)

THRISSUR, KERALA - 680307



## Code of Conduct & Ethics Policies

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# SACRED HEART COLLEGE, CHALAKUDY

Railway Station Road, Thrissur Dt., Kerala - 680 307, India

(Affiliated to University of Calicut & Re-accredited with A+ Grade by NAAC, CGPA 3.55)

E-mail ; shcollegeky@gmail.com

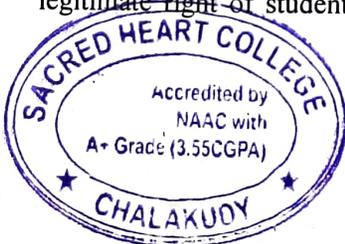
Website : www.sacredheartcollege.ac.in.

Date :

## CODE OF CONDUCT FOR STUDENTS

1. The regulations aimed to secure a good order necessary for the effective pursuit of knowledge, to help the students attain the level of quality work required of them and ensure proper development of the whole person.
2. The student's registration in the college is considered an expression of willingness to abide by all the rules and regulations prevailing in the college. Every student therefore is committed to the observance of these rules.
3. The Code of Discipline exists primarily to provide the discipline necessary for an academic environment. The Management has the right to suspend /dismiss any student for breach of discipline.
4. Important notices are posted on the respective notice boards. It is the responsibility of the students to read these notices and to respond immediately if summoned through them.
5. It is the responsibility of the student to treat college property with care and to keep the buildings and the campus neat and clean.
6. All students should read and understand library regulations.
7. Students are advised to make use of the library during free periods. Those who prefer to sit in the classroom for doing academic work will not in any way cause disturbance to the neighbouring class.
8. Political activism is strictly banned in the campus, as it is detrimental to the teaching learning process. (Vide: W.A. No. 535 of 2003- Judgement dt. 26/5/2003 of the Honourable High Court of Kerala).

Nevertheless, the college recognizes the right of a student to dissent and to fight for the legitimate right of students. However, this right should not fringe upon the right of other



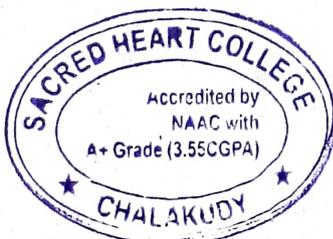
  
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students to attend class and / or of the teacher to conduct his/her lesson, Students shall not take out demonstrations along the corridors or enter the classrooms and obstruct the teaching process.

1. Students are strongly advised to prefer modesty to fashions. They are allowed to wear only the uniforms specified by the College on all days.
2. Students should not wear gold ornaments except a pair of earrings.
3. Mobile phones are not allowed on campus for students.
4. The College ID Card should be worn daily and surrendered after the completion of the course or if the student discontinues.

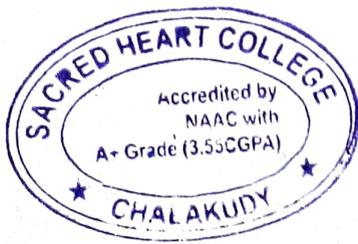
### GENERAL DISCIPLINE

1. Every student shall behave and conduct herself in the college and the hostel in a dignified and courteous manner and should be respectful to the teachers.
2. Consumption of narcotic drugs, tobacco, alcohol etc. are strictly prohibited in the campus and the hostel and action will be initiated against those who are found to have consumed them.
3. Students are prohibited from indulging in anti-institutional, anti-national, anti-social, communal, immoral or political expressions and activities within the campus and hostel.
4. Learning not to damage property whether public or private is one of the primary requirements for civilized behaviour. Students shall not disfigure/damage or destroy public or college properties. In the event of such damage or destruction the cost of such properties will be recovered from the concerned student or students. Disciplinary action will also be taken against the delinquents.
5. Silence shall be maintained in the college library and the premises of the office.
6. Unauthorized entry of outsiders into the campus as well as the hostel is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the college or the hostel.
7. No one shall bring, distribute or circulate any notice, pamphlet, leaflet etc. within the campus or the hostel. The possession, distribution or exhibition of any object which is obscene within the campus or the hostel is also an actionable offence.
8. Nobody shall exhibit any type of banners, flags, boards etc. inside the campus, gates, walls and on the compound walls. Similarly, students are prohibited from disfiguring



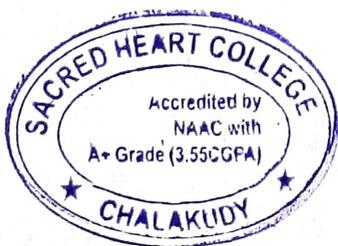
  
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- the walls of the college building. Except with the specific permission of the Principal, no student shall collect money either by request or by coercion from others within the campus or the hostel.
9. Politically based students and other organizations or outfits are not allowed in the campus. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by the politically based student organizations.
  10. The college being a temple of learning and an exclusive academic zone, nobody shall respond to any call for any form of strike or agitation including slogan shouting, dharna, gherao, burning in effigy or indulge in anything which may harm the peaceful and serene atmosphere of the institution and shall eschew from violence within the campus and hostel.
  11. Any student who is found to exert undue influence on fellow students will be strictly dealt with. No student is allowed to enter classes of other batches when the class is in session.
  12. No student will enter or leave the classroom when the session is on Without the permission of the teacher.
  13. Students absent themselves without submitting proper leave applications for more than ten working days will have their names removed from the rolls. They may be readmitted only at the discretion of the Principal.
  14. Usage of cell phones within the campus is prohibited. Violation of the ban would entail seizure of the same with fine.
  15. There is a students' grievance redressal cell in the college. In case the students have any grievance or complaint they may approach the Head of the Department first and if not satisfied, the Principal. The Principal will at her discretion refer the matter to the students grievance redressal cell consisting of the vice- Principal (or an impartial Senior Teacher), one HoD and one Senior Teacher (Selection Grade/Reader/Associate Professor) nominated by the Principal.
  16. Students who are charged with a criminal offence or are under suspension will not be allowed to enter the college campus without the permission of the Principal.
  17. The principal shall have power to declare holiday for the college if she is satisfied that peaceful academic functioning of the college cannot be carried on.
  18. Any case of criminal activity or violation of law and order in the college campus will be reported to the police and the police shall register a case and initiate action against the offenders.



  
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19. The terms and conditions of admission and the code of conduct are included in the college calendar issued to the students and are binding on the students. In the application form an undertaking shall be given by the student and the parent accordingly.
20. In the matter of internal discipline the decision of the Principal shall be final.
21. Students should not throw litter in the campus, rather place them only in the waste bins. This campus is yours and you are bound to keep it clean.
22. Students are expected to be properly dressed. Showing clothes is to be avoided. Women students are expected to show lady-like dignity in their dress and general behaviour.
23. Students are not permitted to drive their vehicles into the prohibited area of the campus.
24. Any student who is persistently insubordinate, who is repeatedly or wilfully mischievous, who is guilty of fraud or mal-practice in connection with examinations or who, in the opinion of the Principal, is likely to have an unwholesome influence on his fellow students, shall be removed from the rolls. The removal shall be either temporary or permanent according to the gravity of the offence.
25. Rise from your seats when the teacher enters the class room and remain standing till he takes his seat or till you are allowed to sit down. Greet your teacher appropriately when the teacher enters the class. Rise again and say 'Thank you, Sir,' when the teacher leaves the classroom.
26. Nothing is more appreciated in a student than courteous and mannerly behaviour. Greet your teachers when you meet them inside and outside the campus. Please note, it is a rude behaviour to enter a room without being asked to, not to say 'Thank you' when something is done for you, to jump queues, to scramble for seats in the bus, to get past a person at a door or passage without saying 'Excuse me' or not to say 'sorry' when you have bumped into someone.
27. Students are expected to spend their free hours in the Library/ Reading Room. They should not loiter along the verandas or crowd at the gate or in the campus road.
28. In order to ensure a congenial academic atmosphere in the campus, the election process shall be parliamentary form of indirect election. The college parliament will be constituted with the representatives elected from each classes and the college parliament will in turn elect the college level office bearers/ university level office – bearers.



  
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