# Ready for Every Good Work

### SACRED HEART COLLEGE (AUTONOMOUS)

Tirupattur - 635 601, Tamil Nadu, S.India

Resi : (04179) 220103 College : (04179) 220553

Fax : (04179) 226423

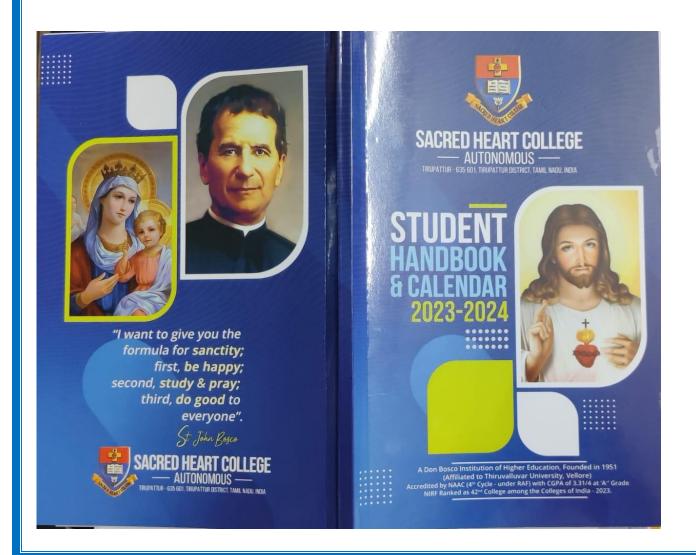
A Don Bosco Institution of Higher Education, Founded in 1951 \* Affiliated to Thiruvalluvar University, Vellore \* Autonomous since 1987

Accredited by NAAC (4<sup>th</sup> Cycle – under RAF) with CGPA of 3.31 / 4 at 'A+' Grade

7.1.10 The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes

Documents showing code of conduct for students, teachers governing body and administration as approved by the competent authority: Handbooks, Manuals and brochures on human values and professional ethics

7.1.10. Code of Conduct in the College Calendar





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College Calander – Code of Conduct

# CODE OF CONDUCT FOR STUDENTS IN THE COLLEGE

- Students shall conduct themselves in such a manner as not to bring discredit to the college or to themselves. The good name of the college is in the hands of the students and the college authorities will not allow any student to defame it.
- Students should be courteous and gracious towards their staff members. Any disrespect shown to them will be considered as a serious offence.
- The medium of instruction and language of communication is English. Students are expected to converse always in English. Those who violate this language rule will be dealt with seriously.
- Students are expected to conduct themselves inside and outsides the college as gentle persons and maintain the honour and dignity of the academic community to which they belong.
- Men students are asked to wear decent clothes however T-Shirts are forbidden. Women students can wear either Saree or Chudidar. No Jeans or half sarees or tight fittings for women students.
- Students should wear their college identity cards (ID) around their necks on working or non-working days in the campus.
- No student is permitted to take leave without submitting leave letter to the respective HOD.
- During working hours the students cannot leave the campus without gate pass.
- Late coming is to be avoided. Penalty will be levied on latecomers.
- 10. Students are asked to switch off their mobile Phones in the class rooms and in the verandas of various buildings. However if need be, students are allowed to use their mobile Phones outside the buildings. The offenders will be fined ₹1,000/- and mobiles will be confiscated.
- Students bringing disgrace to the college by posting or sharing objectionable content, involving, the college, staff

and students in social media, may lead to dismissal from the college.

- Ragging is prohibited: Whoever directly or indirectly indulges, participates, abets or propagates 'ragging' within or outside the college, shall be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine up to Rs.10,000/- (See page No.74)
- Any problem created within or outside the campus with regard to boy-girl relationship will lead to dismissal from the institution.
- 14. Boys and girls eloping with college mates or getting married to them, during their period of study, will call for dismissal from the institution.
- 15. According to Section 5 "Any student convicted of an offense under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution". (Madras Educational Rules, Ch.VIII) Graduate and under graduate students on the rolls of college are forbidden to take an active part in political agitation directed against the authority of the Government. Principal may further, at their discretion, forbid students to engage prominently any public movement.
- Any college fine, by whomsoever imposed, must be paid to the midday meals account of the college in the Catholic Syrian Bank (A/C.No.2629981).
- 17. Students are forbidden to organize or attend any meeting in the college or collect money for any purpose without the explicit permission of the Principal. Severe action will be taken on the erring students.
- 18. No student shall be a member of any association unconnected with the college, without the permission of the Principal not shall a student take part in any antisocial and subversive activities.
- 19. Students are forbidden to remove or tamper with the furniture of the college. Severe action will be taken against such students and the loss shall be made good. If the offender is not traceable, a collective fine will be imposed.
- 20. Smoking, littering and defacing the walls and furniture are punishable offences.

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21. Any student found to be indifferent or careless in one's work or whose conduct is considered to be detrimental to work or whose conduct is considered to be detrimental to the best interest of the college, may at any time be suspended or dismissed from the institution with forfeiture of the fees paid.

Students who come drunk or in possession of liquor or any drug will either be dismissed or suspended or debarred.

- 23. Students debating on controversial religious topics in the college campus is prohibited.
- Serious action will be taken against the students involving in violent behavior.
- Students are not allowed to go for any outing in the name of the college without proper permission from the college, The college will not take any responsibility for any of such adventures.
- Students shall not participate in the family functions and rituals of their classmates, without the permission of the principal
- Birthday celebrations of fellow students without the expressed permission of the Principal/HoD, both inside the campus and outside, are forbidden.
- 28. Students coming to the college with unruly hairstyle and beard, ear studs, colored hair, and flashy colored clothes are not permitted to enter the college premises.

### **GUIDELINES TO PARENTS/GUARDIANS**

Parents/Guardians are requested to co-operate with college authorities in the formation of good character, in maintaining regularity in attendance and progress in studies of their children/wards.

Parents/Guardians are advised to check, in person with HODs/ Vice Principal regarding the attendance of their children/wards. At the beginning of every semester parents meeting organized by the management. The parents are advised to attend these meeting to know about the performance of their children.

# CODE OF CONDUCT FOR STUDENTS IN THE LIBRARY

The library work on all the days except on Government holidays.

Working Hours:
Weekdays
Saturdays
Sundays
Vacation

07.00 a.m. to 07.00 p.m.
08.30 a.m. to 04.30 p.m.
09.00 a.m. to 12.30 p.m.
08.30 a.m. to 04.30 p.m.

While entering and leaving the library, a student should press the Biometrics to clock his stay in the library.

i) Normal period of lending : 10 days ii) Number of books for UG : 2 iii) Number of books for PG : 4 iv) Number of books for M.Phil. : 4

v) Photocopying : 08.30 a.m. to 04.30 p.m.

- 4. No books, notebooks, files, purses, etc., may be taken into the library by the members. Such materials may be left at the property counter. Only sheets of papers may be taken into the library. Library is not responsible for any loss of property at the counter. Do not leave your laptops at the property counter; take them with you into the library.
- Everyone shall return the books borrowed on due date. For books returned late, an overdue charge of Rs.1.00 per book per day will be collected. This charge will be raised to Rs.2.00 per day after weeks.
- 6. All materials overdue by more than 2 months or not returned will declared lost. The member concerned must replace the book within a week. If not, the cost of the book shall be charged to the borrower at the current price. If the book is not in print, cost of the similar book shall be charged. In addition the member will have to pay a service charge of Rs.20. The said borrower is not allowed to use the library till the sum is paid.
- After using books for reference in the library, the books shall be left on the table itself. All books will be replaced in their proper place by the library staff.
- 8. All the members must show the identity card (ID) to the library staff, when requested. No one may bring non-



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No book is to be lent or taken out of the reference room only books from the stack room are lent to the members.

Only books in take due care of books and library furniture Members shall take due care of books and library furniture.
Any marking, Underlining or annotating of books is strictly
forbidden. Members will be held responsible for any
damage or defacement of books or other library property will have to be paid for the loss.

- Absolute silence shall be observed at all times in the library. Those unable to do so may be asked to leave the library
- Any one borrowing books from the library should show them to the library staff at the return counter on leaving the library.
- 13. Politeness, good order and cooperation are expected from all the members so that the time you spend in the library may be rewarding and useful.
- All books must be returned to the library before the end of the academic year.
- Interdepartmental books shall be returned within a month, In case, they are required by the concerned departments, they may be recalled by the library staff.

#### TAMIL NADU PROHIBITION OF RAGGING ACT-1997

The following Act of the Tamil Nadu Legislative Assembly received the assent of the Governor on the 14th February 1997 and is hereby published for general information.

#### Excepts form Act No.7 of 1997

An Act to prohibit ragging in educational institutions in the State of Tamil Nadu. Be it enacted by the Legislative Assembly of the State of Tamil Nadu in the Forty Eighth year of Republic India as

#### 1) Short title, extend commencement

This Act may be called the Tamil Nadu Prohibition of Ragging Act, 1997. It extends to the whole of the state of Tamil Nadu. It shall be deemed to have come into force on the 19th day of

#### 2) Definition

In this Act unless the context otherwise requires, "ragging" means display of noisy, disorderly conduct doing any act which causes or is likely to cause physical or psychological harm or

raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes.

a) teasing, abusing of playing practical jokes on, or causing burt to such students or

asking the students to do any act or perform something such student will not in the ordinary course willingly do.

### 3) Prohibition of Ragging

without any educational institution is Ragging v prohibited.

### 4) Penalty of Ragging

4) Penalty of Ragging whoever directly or indirectly commits, participates in, abets or propagates "ragging" within or without any educational institution, shall be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

### 5) Dismissal of Student

Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational

### 6) Suspension of Student

(1) Without prejudice to the foregoing provisions, wherever any student complains of ragging to the Head of an Educational Institution, or to any other person responsible for the management of the educational institution he/she shall inquire into the same immediately and if found true shall suspend the student, who has committed the offence, from the educational institution.

(2) The decision of the Head of the Educational Institution the person responsible for the management of Educational Institution that any student has indulged in ragging under sub-section (1) shall be final.

#### 7) Deemed Abetment

If the Head of the educational institution or the person responsible for the management of the educational institution fails or neglects to take action in the manner specified in subsection (1) of section 6 when a complaint or ragging is made, such person shall be deemed to have abetted the offence of ragging and shall be punished as provided for in section 4. ok and Calendar 2023-2024 175

**CRITERION VII** NAAC 5th CYCLE



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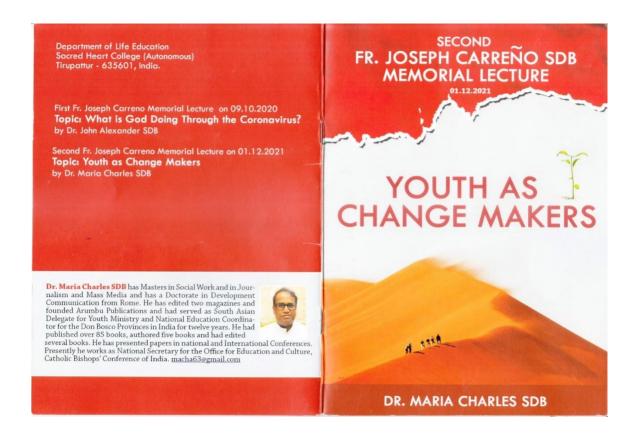
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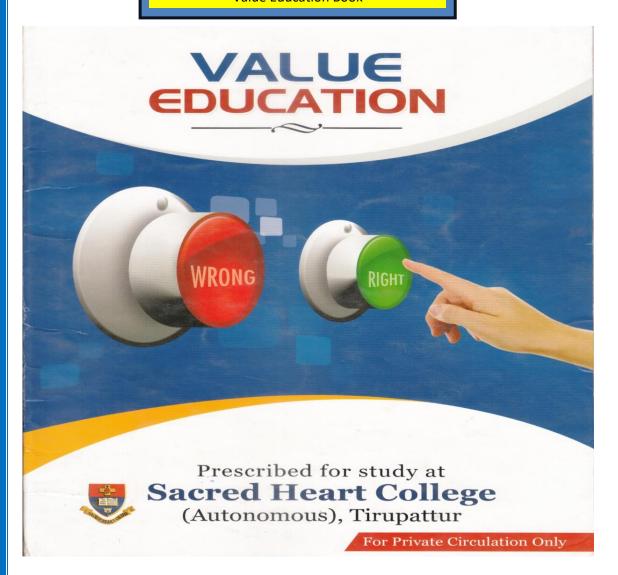
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Value Education Book





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