

# CODE OF CONDUCT

1. All students are accountable to the Principal and to the Vice-Principals/Course Coordinators for their conduct on campus.
2. Students joining the College are, by that very fact, required to accept and adhere to all Rules and Regulations of the College, HSC Board and University of Mumbai. They undertake to submit to the normal enforcement of the same, to the satisfaction of the Principal, whose decision shall be final.
3. **Ragging is strictly prohibited.** Students found indulging in ragging will be expelled. There is zero tolerance for bullying or teasing. Smoking, consumption of alcohol, gutka, tobacco, drugs/psychotropic substances are *not* allowed on the College premises and within a specified distance from the campus boundaries, as per law.

**For any support you can contact the college at [anti.ragging@sophiacollege.edu.in](mailto:anti.ragging@sophiacollege.edu.in)**

4. **Attire:** As an educational institution in an Indian context, Sophia students are expected to abide by a fairly reasonable and modest dress code while on campus, even if you might be permitted by your families to dress differently elsewhere. Students are urged to internalize this expectation.

5. **College Excursions/Outings:** These are organized by faculty members after prior sanction of the Principal. Accurate information must be provided to the college, and specific information regarding health or other needs *prior to* the commencement of the field trip/tour/excursion etc. Written parental consent has to be submitted to the Teacher-in-charge in advance. All trips will have a female staff member accompanying the group.

6. **College Canteen:** It is a *self-service canteen*. Please do not litter anywhere on the campus. Consumption of foods and beverages is permitted only in specific areas (Canteen and its extension). You will make yourself liable for penal action if you violate this norm.

7. **Mobile Phone use:** Please do not use mobile phones in the classroom, laboratory or library nor in corridors outside these places, *unless permitted to do so*. Charge your gadgets with your own power banks; you may not use the sockets on campus for this purpose. Violation of this rule will lead to confiscation of the device and levy of a fine.

8. **Personal Responsibility:** The College cannot take responsibility for your own belongings - if these are lost or stolen. With over 150 CCTV cameras on campus, we hope they serve as effective deterrents. Please be alert and safeguard your property.

9. **College Property:** The college properties and its infrastructure are for your use and for generations of students yet to come. Please take care of the same and do not deface nor damage it. A student who is found to have damaged college property will have to make good the damage done.

## **Student Redressal/Complaints Cell**

In case of any grievance, the concerned student must give her/his application in writing to the Principal, for placement before the Students' Grievance Redressal Committee. A **Student Grievance Box** is kept at the Office of the Co-ordinator of Student Activities for students who wish to drop their complaints and suggestions, anonymously. Additionally, the Co-ordinator of Student Activities, College Wardens and Counsellors are available, to listen to your grievances and provide help when needed.

**For any support you can contact the college at:**

### **Sophia Grievance Redressal Cell**

**Email ID:** grievance.redressal@sophiacollege.edu.in

### **Internal Complaints Committee**

**Email ID:** internal.complaints@sophiacollege.edu.in

### **Sophia Caste-Based Discrimination Complaints**

**Email ID:** caste.complaints@sophiacollege.edu.in

### **Sophia Anti Ragging**

**Email ID:** anti.ragging@sophiacollege.edu.in

### **Sexual Harassment Compliance Committee**

**Email ID:** sexualharassment.complaints@sophiacollege.edu.in



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**Dr. (Sr) Ananda Amritmahal**  
Principal, Sophia College Autonomous

