



An Institution of  
the Society for the Higher Education  
of Women in India

Sophia College for Women  
Empowered Autonomous

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## Code of Conduct policy for students

1.	Administrative Policy Number (APN): SCWAPN/07	<b>Functional Area:</b> Quality in functioning and governance.
2.	Brief Description of the Policy:	Purpose: Promoting quality in Academics and administration
3.	Policy Applies to:	Students of the institution.
4.	Effective from the Date:	26 <sup>th</sup> November, 2018
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority	IQAC
7.	Superseding Authority	Principal
8.	Last Reviewed. / Updated:	Revised Policy
9.	Reason for the policy	Quality as the sole criterion for updating
10.	References for the policy	UGC/ University/ previous policy.

### Introduction

Sophia College for Women is committed to provide a safe, respectful and inclusive environment to all its stakeholders. This code of conduct outlines the expectations for behavior and principles, we uphold. We require everyone associated with organization to adhere these guidelines.

## **Part A: Basic Principles for Code of Conduct:**

1. **Respect:** Uphold dignity and kindness towards all individuals, irrespective of their background or personal characteristics.
2. **Inclusivity:** Embrace diversity and value the perspectives of people from various cultural and societal backgrounds.
3. **Professionalism:** Adhere to high standards of professional behavior both within and outside the organization.
4. **Integrity:** Demonstrate honesty, ethical behavior, and transparency in all actions and communications.
5. **Harassment and Discrimination:** Maintain a zero-tolerance policy towards any form of harassment, discrimination, or bullying, whether online or offline.
6. **Safety:** Prioritize the physical and emotional well-being of all members within the organization.
7. **Compliance:** Ensure compliance with all relevant laws, regulations, and organizational policies.

## **Part B: Aspects of Code of Conduct:**

### **1. Academic integrity:**

- **Academic Integrity:** Implementing measures to prevent academic dishonesty and plagiarism in regular academic activities.
- **Ethical Conduct:** Encouraging ethical behavior in coursework and examinations, including proper citation of sources.
- **Reference Disclosure:** Encouraging students to cite specific sources when using material from external sources.
- **Leave Protocol:** Requiring students to request leave of absence in advance from the designated authority, with unauthorized absences not counted towards attendance.
- **Sick Leave Procedure:** Mandating sick leave to be supported by a doctor's note, with extended illness requiring hospital documentation.



## 2. **Student Behavior:**

- **Respectful Conduct:** Demonstrate courteous behavior towards faculty and staff within the campus premises.
- **Attendance Requirement:** Attendance in all lectures and academic activities is mandatory.
- **Punctuality:** Adhere to punctuality by arriving on time for lectures, practical sessions, and other academic engagements.
- **Safety Compliance:** Abide by safety and security protocols outlined by the institution, including mandatory I-card checks and adherence to campus regulations during examinations.
- **Vehicle Guidelines:** Two-wheeler riders must maintain a speed limit of 5 km/h and wear helmets while entering and leaving the campus. Four-wheelers are prohibited.
- **Conflict Resolution:** Handle conflicts in a responsible manner without resorting to heated arguments, physical altercations, or group confrontations; disputes should be addressed through the discipline committee.
- **Visitor Protocol:** Obtain written permission from the relevant authority before inviting guests or non-affiliated individuals onto campus premises.
- **Responsible Technology Use:** Ensure ethical and lawful use of technology; any unauthorized or illegal activity may result in criminal charges and expulsion from the campus.
- **Anti-Bullying Measures:** Bullying or cyberbullying of students is strictly prohibited and subject to disciplinary action.
- **Social Media Guidelines:** Institutional representation on social media platforms requires prior consent from the college; unauthorized creation of groups, websites, or apps in the institution's name is subject to penalties.
- **Prohibition of Unlawful Activities:** Engaging in unlawful or anti-national activities on campus is unacceptable and will result in disciplinary consequences.

### **3. Identity Cards:**

- **Mandatory I-Card Requirement:** Students must wear their I-card at all times while on campus.
- **Accurate Information:** Ensure that the information provided on the I-card is truthful and up-to-date.
- **Lost Card Protocol:** Notify the college immediately in the event of a lost I-card.
- **Prohibited Misuse:** I-cards should not be used for any purpose other than their intended use.
- **Card Security:** Stealing, misplacing, or tampering with I-cards is strictly prohibited.
- **Validity Requirement:** Only current and valid I-cards are permitted for use on campus; expired or previous years' cards are not accepted.

### **4. Abuse:**

- **Prohibition of Physical Abuse:** Any form of physical force or violence, including pushing, hitting, or intimidation, is strictly prohibited on campus.
- **Zero Tolerance for Sexual Misconduct:** Sexual harassment, inappropriate comments or gestures, unwanted physical contact, and any other form of sexual misconduct are not tolerated.
- **Prevention of Emotional Abuse:** Actions aimed at emotionally manipulating, controlling, or degrading others, such as verbal abuse or threats, are not allowed.
- **Tobacco and Betel Nut Prohibition:** The use, sharing, sale, or distribution of tobacco, betel leaf, betel nut, or any related products is prohibited on campus.
- **Substance Abuse Policy:** Drugs and alcohol abuse are not acceptable and will result in disciplinary action, including potential restriction of campus entry.

### **5. Dress code:**

- **Dress Code:** Students are encouraged to dress modestly and in a socially acceptable manner, covering shoulders to knees, while adhering to the institution's preference.
- **Faculty Dress Code:** Faculty members are expected to adhere to the dress code set by the institution.



**6. Respect for college property:**

- Respect for Property: Show respect and care for college buildings, laboratories, auditoriums, halls, and equipment, refraining from defacing, damaging, or vandalizing them, with consequences for non-compliance.
- Reporting Damages: In the event of property damage, promptly report to the appropriate authority as a responsible stakeholder.
- Safety Compliance: Adhere to safety regulations and guidelines, including fire, electrical, and evacuation procedures.
- Elevator Use Policy: Students are prohibited from using elevators; use staircases for descending.
- Classroom Security: Lock doors and windows upon leaving classrooms, and switch off lights and fans to prevent unauthorized access, theft, and damage.
- Campus Cleanliness: Maintain cleanliness and hygiene by disposing of waste in bins and refraining from littering.
- Sanitary Unit Maintenance: Keep sanitary units clean by using flushes and avoiding wall literature that diminishes the overall aesthetic appeal.
- Noise Regulation: Maintain silence and minimize noise levels within the campus premises.
- Energy Conservation: Conserve energy by turning off lights, fans, and electronic devices when not in use, and use water and other resources efficiently.

**7. Respect for teachers:**

- Respect for Teachers: Demonstrating respect towards teachers, including politeness, courtesy, gratitude, and appreciation for their knowledge and expertise, is integral to the learning process.
- Compliance with Instructions: Students are expected to listen to and follow instructions from teachers both inside and outside the classroom, refraining from disruptive behavior, derogatory comments, interruptions, or irrational conduct towards teachers.
- Personal Boundaries: Respecting the personal boundaries of teachers is paramount, and any form of inappropriate contact or harassment is strictly prohibited.

- Receptivity to Feedback: Students should approach feedback from teachers with openness and a constructive mindset, acknowledging and considering suggestions for improvement.

#### **8. Event & activity guidelines:**

- Clarity and Compliance: Students should have a clear understanding of the purpose and guidelines for activities, which may be designed by the teacher or developed with guidance, ensuring adherence to college policies and legal frameworks.
- Adherence to Policies: Activities conducted by students must align with college policies and adhere to university, state, and government laws.
- Embracing Diversity and Creativity: Activities should showcase diversity, inclusivity, and creativity, reflecting the intended concept.

#### **9. Freedom of expression**

- Prohibition of Hate Speech and Discrimination: Hate speech and discrimination are strictly prohibited and considered punishable offenses under state law.
- Rejection of Threats and Violence: Any form of threats or incitement to violence, even under the guise of freedom of speech, will not be tolerated.
- Prevention of Defamation: Defamation of individuals, institutions, religions, castes, creeds, sexes, or national interests will not be tolerated.
- Prohibition of Obscenity and Pornographic Material: Displaying or sharing obscene, pornographic, or sexually explicit content on campus, or associating it with the campus in any way, is strictly prohibited.
- Restriction on Promotional and Commercial Content: Without management approval, promotional or commercial content is not accepted on campus; the campus is dedicated to learning rather than business activities.

#### **General rules of conduct of the college**

1. **Identity Cards:** Students should wear their Identity Cards on entering the college campus. Identity cards without photograph, stamp and signature are not valid.
2. **Administrative Office Timings:**



Day	During Term( ie. Regular working days)	During Vacations
Monday-Friday	10:30a.m-12:30 p.m	10:30am-12:30p.m
Saturday	10:30a.m -12:30 p.m	10:30a.m- 12p.m

### 1. Holidays & Non-instructional days:

The College will be closed on:

- Sundays and all Public Holidays declared by the Government. Holidays prescribed by the Maharashtra State Department of Education or University of Mumbai, for vacations and for mid-term (e.g. Ganesh Festival, Christmas).

- 'Non-Instructional Days' are declared by the Principal. These will be communicated to all students and staff.

### 2. Applications for Certificates/Testimonials:

Kindly contact the Administrative Office during office hours if you wish to obtain the following: Your original retrievable documents (e.g. Mark sheet, Passing Certificate), Testimonials, Letters of Recommendation, Attestation of documents (with proof), Principal's signature, etc. Nominal charges are applicable for certain special services, details of which are displayed on the Admin. Office Notice Board.

### 3. ACADEMIC MATTERS

**1. Course Syllabi:** The syllabi for all courses (Junior College, Undergraduate and Postgraduate programmes are available on the college website.

**2. Announcements:** WhatsApp groups, Google Classroom, Jr. & Sr. College Notice Boards and announcements on the public address system will bring to your attention matters of immediate concern, changes in lecture schedules, room changes, events, Tests, etc.

**3. Class Time Tables:** Time Tables are displayed on the respective Class Notice Boards and shared on Class groups. You are expected to be punctual and regular for all lectures, tutorials, presentations and practicals.

#### **4. ATTENDANCE NORMS**

Commitment to attendance: Upon admission to Junior and Senior College, you will have signed an undertaking relating to HSC Board rules/ University Ordinances, assuring regular attendance while understanding the consequences of defaulting. Be consciously aware that 75 percent attendance is expected at Lectures and Practicals.

In the degree programmes, the College is required to strictly follow the University of Mumbai provisions mentioned in Ordinance 6086 (effective from 2014-2015 - Circular UG/01 of 2014). Please note: Under these Ordinances, the College may not permit the appearing at College Examinations of those students who do not fulfil the necessary requirements. These include the following:

- (a) A minimum 50% attendance for each Course;
- (b) An average attendance in each Semester of 75% of the days are delivered; and
- (c) Completion of the course of study at the College to the on which lectures, practicals, tutorials etc.

**5. Attendance Records:** Attendance is taken daily. In the Jr. College, in addition to attendance records maintained by teachers, a daily Attendance Register for all classes is maintained in the Vice Principal's office, which is open to inspection by the HSC Board and Education Inspectors from the State Department of Education.

**Absence:** You are expected to inform the Vice Principal/Coordinator if you take 3 and more days of absence, at the time of taking leave or immediately thereafter. The leave application must be signed by the parent/guardian.

Medical leave should be supported by a valid Medical Certificate. If you have taken leave to participate in State/National/International events, please support your application with relevant documents (e.g. Certificates of Attendance/Merit, Letter from DSO etc.)



6. **DEFAULTERS' LIST:** A list of students whose attendance is unsatisfactory will be displayed on your respective Class Notice Board from time to time. Defaulting students and their parents/guardians will be called to the college, to meet the concerned authorities.

Students with unsatisfactory attendance may be debarred from appearance at Tests/Examinations. Parents and guardians are encouraged to keep themselves informed of their daughter's/ward's attendance and academic progress. If you would like to meet the Vice Principals/Course Coordinators please do so during their office hours.

### **Code of conduct for students**

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.

### **Code of conduct regarding Student Complaints Redressal**

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 Coordinator of Student Activities for students who wish to drop their complaints and suggestions, anonymously. Additionally, the Coordinator of Student Activities, College Wardens and Counselors 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](mailto:grievance.redressal@sophiacollege.edu.in)

**Internal Complaints Committee**

Email ID: [internal.complaints@sophiacollege.edu.in](mailto:internal.complaints@sophiacollege.edu.in)

**Sophia Caste-Based Discrimination Complaints**

Email ID: [caste.complaints@sophiacollege.edu.in](mailto:caste.complaints@sophiacollege.edu.in)

**Sophia Anti Ragging**

Email ID: [anti.ragging@sophiacollege.edu.in](mailto:anti.ragging@sophiacollege.edu.in)

**Sexual Harassment Compliance Committee**

Email ID: [sexualharassment.complaints@sophiacollege.edu.in](mailto:sexualharassment.complaints@sophiacollege.edu.in)

*A.P. Pahl*

**IQAC Coordinator**

Coordinator  
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*Sharda P. Pahl*

**Principal**

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