7.1.17 ***Number of activities conducted for promotion of universal values(Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years***

**Documents: Upload the following documents.**

* Institutional code of conduct for students
* Institutional code of conduct for teachers
* Handbooks, manuals and brochures on human values and professional ethics
* Report on the student attributes facilitated by the institution

**Code of Conduct for Students**

**DISCIPLINARY RULES**

1. 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.

2. Students should be courteous and gracious towards their staff members. Any disrespect shown to them will be considered as a serious offence.

3. 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.

4. 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.

5. 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.

6. Students should wear their college identity cards (ID) around their necks on working or non-working days in the campus.

7. No student is permitted to take leave without submitting leave letter to the respective HOD.

8. During working hours the students cannot leave the campus without permission.

9. Late coming is to be avoided. Penalty will be levied on latecomers.

10. Use of mobile phone is not allowed inside the college premises between 8.30 a.m. and 6.05 p.m. The offenders will be fined Rs.1,000/- and mobiles will be confiscated.

11. **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.51)**

12. **Any problem created within or outside the campus with regard to boy-girl relationship will lead to dismissal from the institution.**

13. **Boys and girls eloping with college mates or getting married to them, during their period of study, will call for dismissal from the institution.**

14. 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.

15. 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).

16. 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.

17. 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.

18. 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.

19. Smoking, littering and defacing the walls and furniture are punishable offences.

20. Any student found to be indifferent or careless in one’s 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.

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

**Code of Conduct for Teaching Staff**

**1. Service Conditions**

The service conditions of the teaching staff are as prescribed by the Government and according to the rules and regulations laid by the management from time to time.

**2. Salaries and Allowances**

**Salary Schemes**

For the unaided staff, the College works out its own salary scheme according to its financial situation and has it approved by the Management Council.

**Payment of Salaries**

Normally salaries will be paid on the 1st working day after the month. Salaries will be paid in full after authorized deductions are made.

All required documents for the purpose of income tax or other deductions must be duly submitted. Non-compliance with these requirements may lead to irregularities in the income-tax account for which the College cannot be held responsible and the penalty must be borne by the defaulting employee.

**Provident Fund**

Every employee is bound to become a member of the Contributory Provident Fund according to the Provident Fund Rules of the Government of India and its amendments as far as Colleges may be concerned.

**Retirement benefit**

At the time of retirement the staffs are eligible for gratuity. The amount of gratuity payable to any employee shall be at the rate of 15 day’s salary (Basic pay and DA) last drawn for every completed years of service.

**3. Leave**

* Legitimate absence from duty is leave. Leave cannot be claimed as of right.
* The staff shall be entitled to leave under the following heads and these heads alone: Casual Leave, Earned Leave, Medical Leave and Maternity Leave.
* When the exigencies in the interest of the College so require, the Management/Secretary reserves the discretion to refuse/revoke the leave granted to a staff.
* The staff shall in general, take the prior sanction/approval/permission of the Secretary for availing leave (other than the casual leave).
* Absence without legitimate reasons will be considered seriously and shall result in loss of pay for such period.
* Unauthorized absence for a continuous period of 7 days shall result in the termination of the services of the staff.
* All rules given below are subject to addition, modification or alteration by the College Management as it deems fit and expedient.

**Casual Leave**

* Casual leave is a concession to enable members of the staff in special circumstances to be absent from duty for short periods.
* No member of the staff can be absent for more than 12 days during the course of one calendar year. (January to December)
* Casual leave may be combined with Sundays or other authorized holidays, provided that the resulting period of absence does not exceed 6 days. The fact that a maximum has been fixed for the amount of casual leave, which may be taken within a year, does not mean that he/she is entitled to take the full amount of casual leave as a matter of course.
* A staff member desirous of leaving the station during weekends and holidays, shall leave the contact details with the College office.
* When a staff member has no casual leave to his credit, applied for a day or two in advance he/she may be granted leave on loss of pay and allowances, only when he/she is not eligible for any other leave.

**Medical Leave**

* Medical leave will be granted only on account of serious illness. The secretary will ensure the validity of the request and the time duration required based on the recommendation of the medical officer nominated by the College management. At any time it cannot exceed more than 30 days.

**Maternity Leave**

* Female employees are entitled to maternity leave for three months with half salary.
* Notice of maternity leave should be given at least one month prior to the leave.
* In calculating the three months, calendar months are taken into account and all holidays occurring in those months are included as leave.

**Special Leave**

* Special leave without pay for advanced study or foreign travel or other purposes can be permitted by the management council to permanent employees who have completed 10 years of service in the College.
* The maximum period of this special leave is one year and is permitted only once during the service in College.
* This special leave must be applied at least three months in advance and must be approved by the management council. The special leave will not be considered for pay increment on return to service.

**Superannuation / Termination of Service**

1. The retiring age for all employees is 58 years. However, if the College requests the service of an individual it can be extended on an annual basis with a consolidated pay.

2. A permanent employee may resign from the service of the College with three months’ prior notice, or the Governing Body may terminate the service of a permanent employee by giving three months’ prior notice or three months’ salary in lieu of notice. Here salary shall mean only the basic pay.

3. A temporary or probationary employee may resign or his/her services may be terminated by giving one month’s prior notice or one months’ salary in lieu of notice without assigning any reason whatsoever.

4. An employee convicted by a court-of-law on a criminal charge will be terminated without notice or salary in lieu of notice. An employee against whom a criminal case is registered will not be allowed to continue in the service of the College till acquitted. If acquitted the period will be considered part of service, but no salary will be paid for the period, unless the case was registered by the College itself.

5. An employee may be deemed to have terminated his/her services with the College by way of voluntary abandonment of service if he/she without any intimation /or without any sanction from the College Competent authority, does not report for duty at his/her place of work for a period of 7 continuous calendar days. In the event of such voluntary abandonment of services by an employee, the College shall be at liberty to take such action as it may deem necessary for breach of the conditions of service against such an employee.

6. On resignation or termination, all dues to the employees, after any recovery to be made by the College, will be cleared within seven days after the resignation or termination becomes effective. This, however, does not apply to the Provident Fund, which are to be realized when these amounts are disbursed by the competent authority.

7. On leaving the service of the College, one is entitled to a certificate of service as well as a certificate of release from duty.

8. Return of College Property: Before leaving the service of the College an employee shall return to the College in good order and condition all property or equipment including documents, papers, and files belonging to the College or relating to its business. The cost of any equipment or property not safely returned shall be deductible from the employee’s salary or other amounts due to him on any account or shall be recoverable otherwise, and the employee shall be responsible for all cost and consequences thereof. If any employee is in occupation of any residential premises, whether College owned or leased, immediately on termination of his employment with the College, the employee shall hand over to the College the vacant possession of the premises. If not it may be recovered by any process of eviction considered appropriate in the circumstances by the management.

**4. General Discipline**

1. Every Teacher/Staff shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
2. No staff shall engage - directly or indirectly in any trade or business.
3. The Staff shall conduct themselves with discipline within the campus as well as in their interaction with peers, students and parents and strive to be model citizens for students to emulate.
4. The staff shall be mindful of their language whilst in the College and in interaction with students/parents outside College as their adverse action shall reflect on the reputation of the College as well.
5. The staff shall not, under any circumstance/for any reason receive gifts of any kind from students/parents etc. Any information on such receipt of gifts shall result in termination.
6. The Teaching Staff shall not arrange/hold/provide private tuition for the students of our College either at their residence or any other place. Any deviation/non-compliance of this rule shall result in termination.
7. The staff shall maintain a healthy and friendly relationship with fellow staffs and other co-workers.
8. The Staff shall not under any circumstances use their mobile phone in the class room.
9. The staff shall not engage in any conversation on politics, political affiliation either within the class or outside. The staff shall not discuss about their political affiliation or comment upon political parties in bad taste unless it is in connection with the approved syllabus.
10. Even though a teaching staff is generally expected to handle only his/her allotted hours of class, in case of any emergency/exigency, the staff shall fill in/handle classes in excess of their allotted classes.
11. The Staff, both teaching and non-teaching shall sign the Attendance Register immediately on their entry into the College.
12. Request for Salary certificate, certificate of experience etc. shall be addressed only to the Rector & Secretary and he alone shall be the competent authority to issue such certificates.
13. Prior permission of the College Management shall be obtained in a case where any staff seeks to accept honorary work which may not be detrimental to his/her duties as a staff.
14. If a staff gets involved in any criminal proceedings, he/she shall inform the College Management of such proceedings immediately and in any case, within a period of 3 days.
15. No staff shall engage himself/herself or participate in any demonstration or activity which is prejudicial to the sovereignty and integrity of India, the security of the State, the friendly relation with foreign States, public orders decency or morality or which involve contempt of court, defamation or incitement towards an offence.
16. Basic canon of courtesy demands that one should not be a source of disturbance to others around him/her. This must be borne in mind chiefly in the Staff Room. The Staff Room may be considered a place of relaxation, but certainly not a place for recreation. It would be an insult to the dignity of the person and the place to descend to the level of treating it as a place for idle gossip.
17. Unless in any case it be otherwise provided, the whole time of a teacher or other person employed in this institution shall be at the disposal of the management and he/she shall serve it in such capacity and position as he may be directed from time to time.
18. No staff shall resort to in any way abet any form of strike in connection with any matter pertaining to his/her service or the service of others under the management.
19. If a teacher is late for College, he/she shall sign in the Late Attendance Register in the presence of the Principal.
20. No teacher shall leave the premises during the Class hours without the prior permission of the Principal.
21. Staff members are expected to dress decently and modestly.

**5. Academic Matter**

1. Every Teacher shall abide by the instructions given by the Principal.
2. The curriculum given by the Principal shall be followed.
3. No teacher is allowed to sell any curriculum material.
4. No private tuition shall be undertaken without the prior written permission of the Principal.
5. All teachers shall submit the “Lesson Plans” to the Principal on the first day of the week, while the Year Plan shall be submitted to the Principal at the beginning of the Academic Year.
6. Regular class work as well as the home work shall be followed up and corrected by the concerned teachers.
7. Established procedures of preparing question papers/conducting examinations/evaluation of answer scripts/submission of marks shall be adhered to strictly.
8. Substitution work is part of the regular work of every teacher. It will be considered a dereliction of duty if a teacher fails to report to the class for substitution work and do justice to the work if and when he/she is appointed as a substitute.
9. Any adjustments of free periods during emergency may be done only with the permission of the Head of the Department.
10. The Staff shall maintain the confidentiality of any and all information / data/documents etc. which the staff has knowledge of or may come in their possession through their service with the College. The staff shall not make copies of / disseminate or in any other manner circulate such confidential information data / documents etc.

**6. Disciplinary Action**

1. All the teachers/staff members shall abide by the rules and regulations framed by the College Management.
2. All complaints and Disciplinary Action shall be reported first to the Secretary.
3. The Secretary shall, upon receipt of a complaint or maysuomotu initiate disciplinary action and for that purpose, set up a Committee consisting of himself (Rector & Secretary), Principal/Additional Principal and the Administrator.
4. The Committee shall conduct the enquiry and submit its report along with recommendations in the matter, including punishment, if any.
5. Any action against the staff member shall be done only if found guilty after the enquiry, following the due procedure of law.

**7. Misconduct**

**Minor Misconduct**

1. Late attendance or absence from duty without notice or permission or leave.
2. Obtaining leave or attempting to obtain leave on false pretences.
3. Loitering, wasting time in the staff room during working hours or malingering.
4. Using College facilities unauthorized.
5. Making use of others to correct papers.

**8. Major Misconduct**

1. Leaving the place of work during working hours without permission or absence without permission from the place of work.
2. Laziness, inefficiency or careless work.
3. Refusal to accept, receive or take delivery of any notice, letter or communication from the Management.
4. Getting question papers from concerned teachers to help students at the time of tests and examinations.
5. Leakage of questions, abetting or cheating in an examination, making use of others unauthorized for evaluation not only within the premises but even when one is deputed for examination work.
6. Furnishing false or incorrect information or withholding any relevant or pertinent information at the time of appointment or at any other time.
7. Habitually sitting while teaching.
8. Refusal to accept or obey an order of transfer from one class to another.
9. Insubordination or disobedience whether alone or in combination with others, or any lawful or reasonable order of the Management or instigating others to insubordination or disobedience.
10. Delaying in performing work or instigating others thereof.
11. Habitual late-coming or habitual absence or absence without intimation for more than three days.
12. Gross negligence or neglect of work.
13. Using indecent language or making false allegations against superiors or against co-workers or any other staff member of the school.
14. Any act subversive to discipline or to good behavior in or outside the College premises if it affects the discipline or administration of the College or has a bearing on the smooth and efficient working of the College.
15. Unauthorized removal of notices from the notice board; tampering with or affixing notice on the notice board or in any other place in the College.
16. Organizing, holding, attending or taking part in any meeting, exhibiting, sticking or disturbing of hand bills, notices, leaflets, pamphlets or posters in the school premises without the prior permission of the Management.
17. Tampering with the records of the College, falsification, defacement or destruction of any records of the school of any kind whatsoever.
18. Participating in a strike or any form of dharna or abetting, inciting, instigating or acting in furtherance of a strike or dharna.
19. Soliciting, demanding, collecting or canvassing people, the collection of any money from anyone or the sale of any kind of tickets within the premises of the College for any purpose.
20. Soliciting, demanding, offering or accepting a bribe or any illegal gratification.
21. Disclosing to any person any information affecting the interest of the College or with regard to procedures, practices and functioning of the College without the permission of the competent authority.
22. Engaging in private work within the College premises. Engaging in another employment while in the service of the College or engaging in the same or similar profession in or outside the College without the written permission of the Secretary.
23. Any conduct prejudicial to the interest or reputation of the College or any act of conduct involving moral turpitude or immoral behavior or act, in or out of the College premises.
24. Use of abetting under the influence of drugs, alcohol while on duty and within the College premises.
25. Any other act of a teacher not covered above which affects the peace, discipline, academic activities, etc., in the campus.

**Procedure for taking disciplinary action**

1. Memo seeking explanation.
2. Show cause notice
3. Charge memo
4. Conduct of Domestic Enquiry
5. Suspension, if situation so warrants
6. Final Order

**Sexual Harassment Committee**

1. The female staff may give complaints of sexual harassment against staff members to the Secretary. The Secretary shall, upon receipt of any such complaint, call for a reply from the staff against whom the complaint is made.
2. The Secretary shall then setup a Sexual Harassment Committee as per the mandate of the Supreme Court of India in Vishaka’s case and the Special Committee shall hold enquiry as per the conditions laid down in the said judgment.
3. Even though the Committee is free to decide upon its own procedure, the Committee shall follow with the principles of natural justice in the enquiry.

**Termination – Removal – Dismissal**

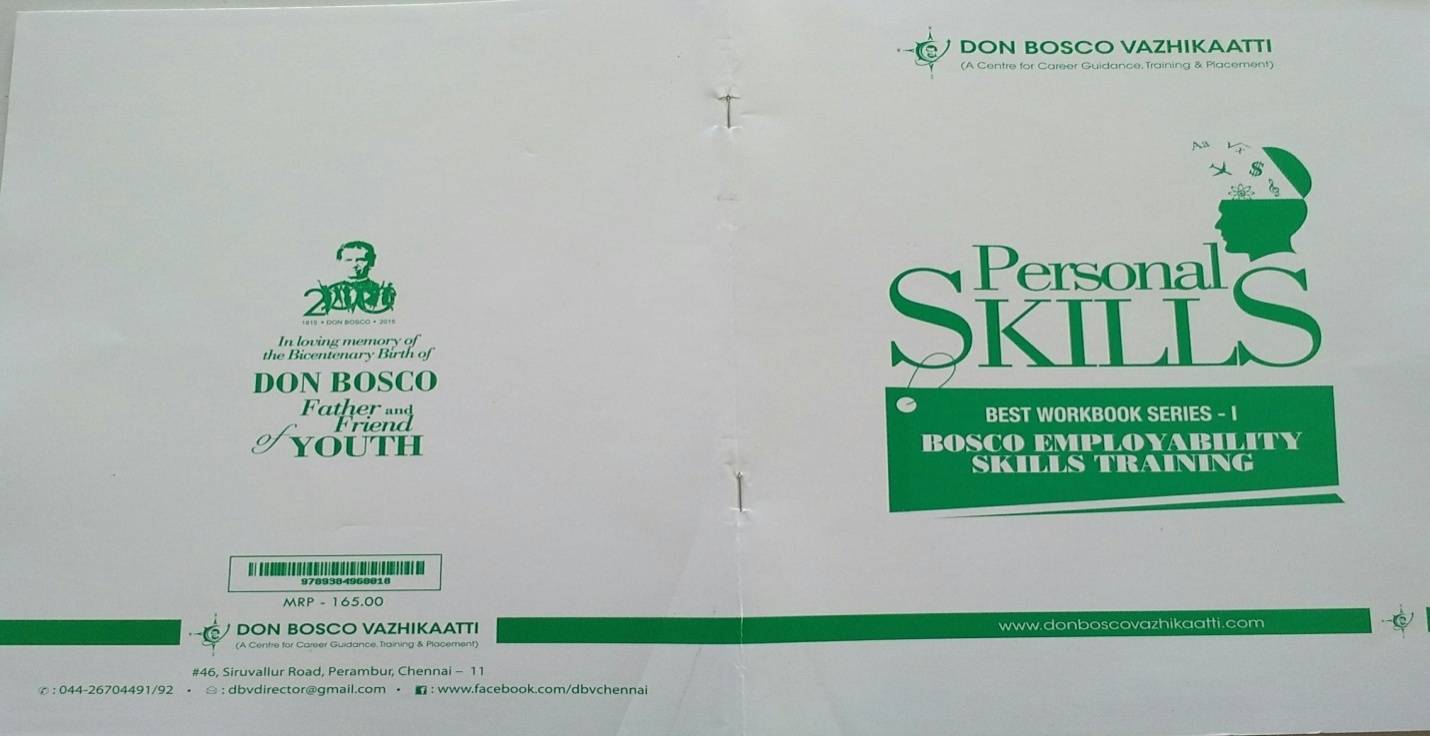
A confirmed staff can be relieved from duty/service by giving three months notice or there month salary on either side. The probationary staff by giving one month notice or on month salary on either side.

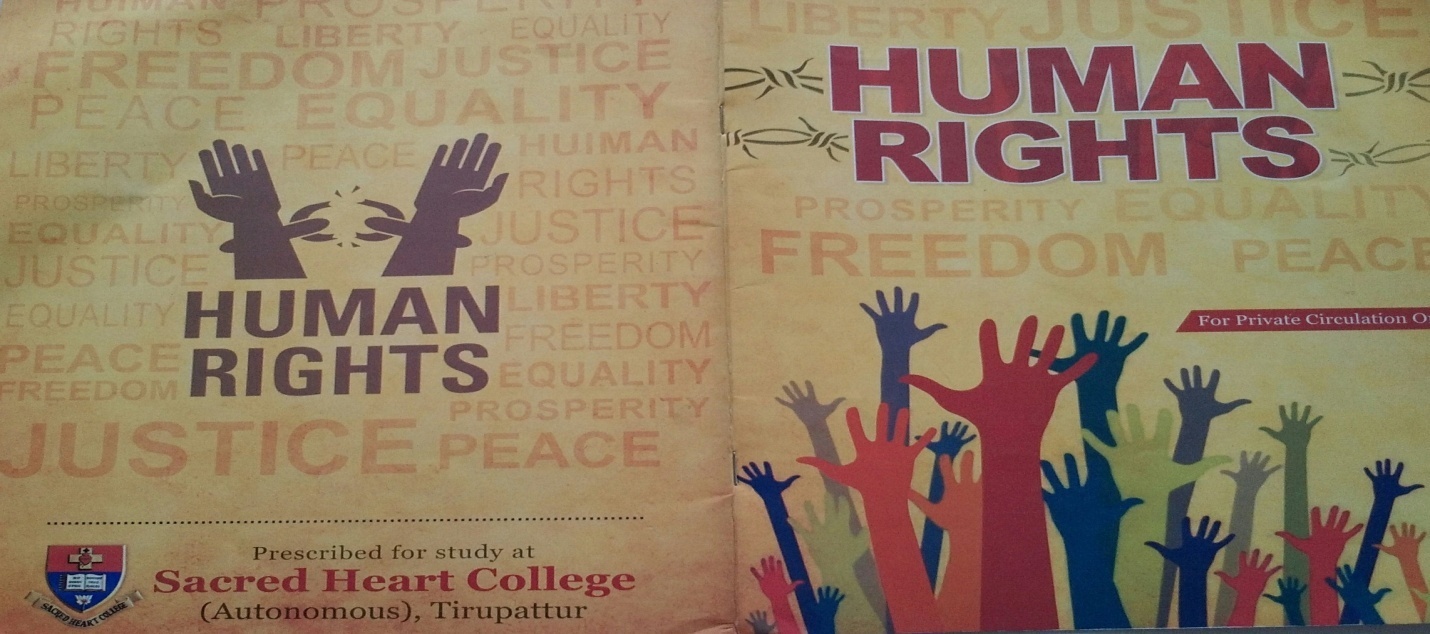
When the management observes that a staff needs to be either removed or dismissed on disciplinary grounds or mis-conduct / misbehavior / unsuitability for continuance in service, the management removes / dismisses him/ her after calling upon the delinquent employee to that course of allegations / charges and in cases where conduct of an enquiry is necessary to prove the allegation / charges and or thereby provide her/him to fair opportunity to defend herself/himself.

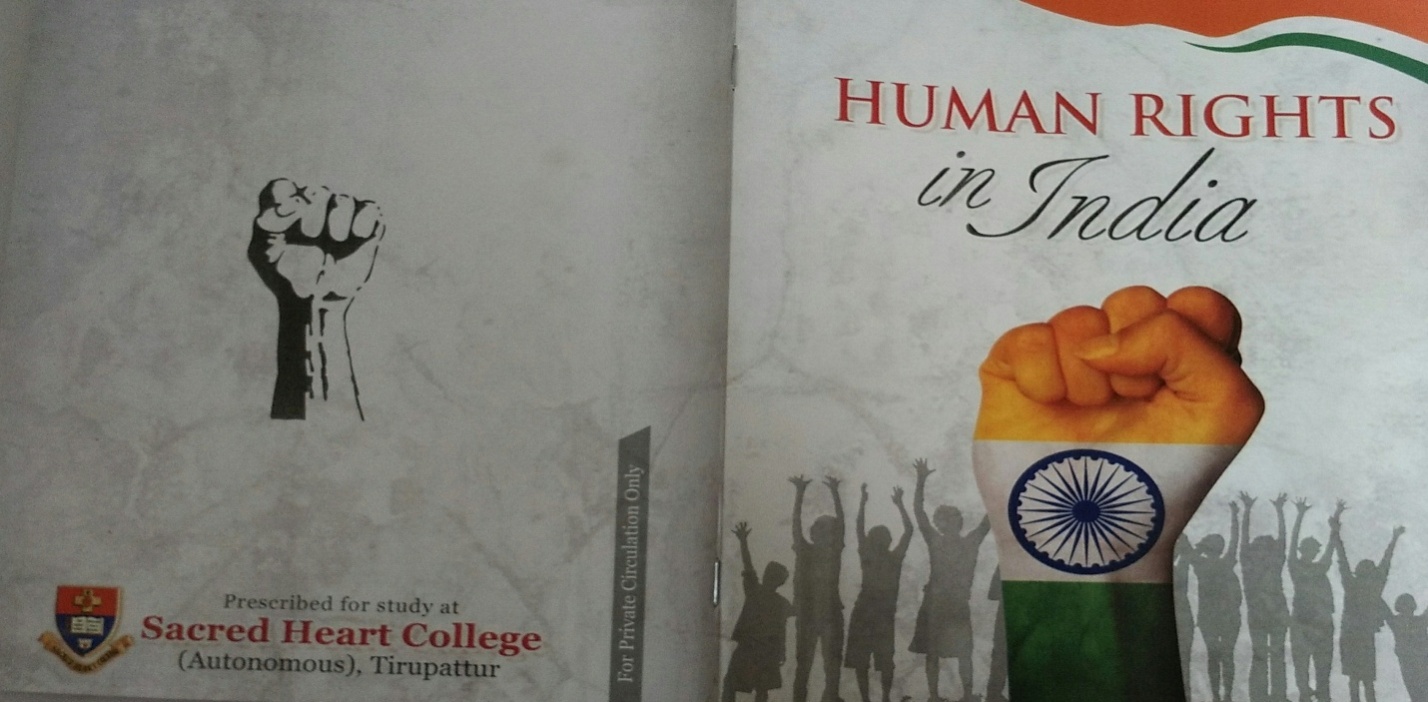
In cases where the public interest or the interest of the institution is at risk or endangered the management has the right to place the delinquent employee under suspension for a period of 15 days pending disciplinary proceedings and pay her/him an maintenance allowance at the rate of 50% of her/his basic salary during such period.

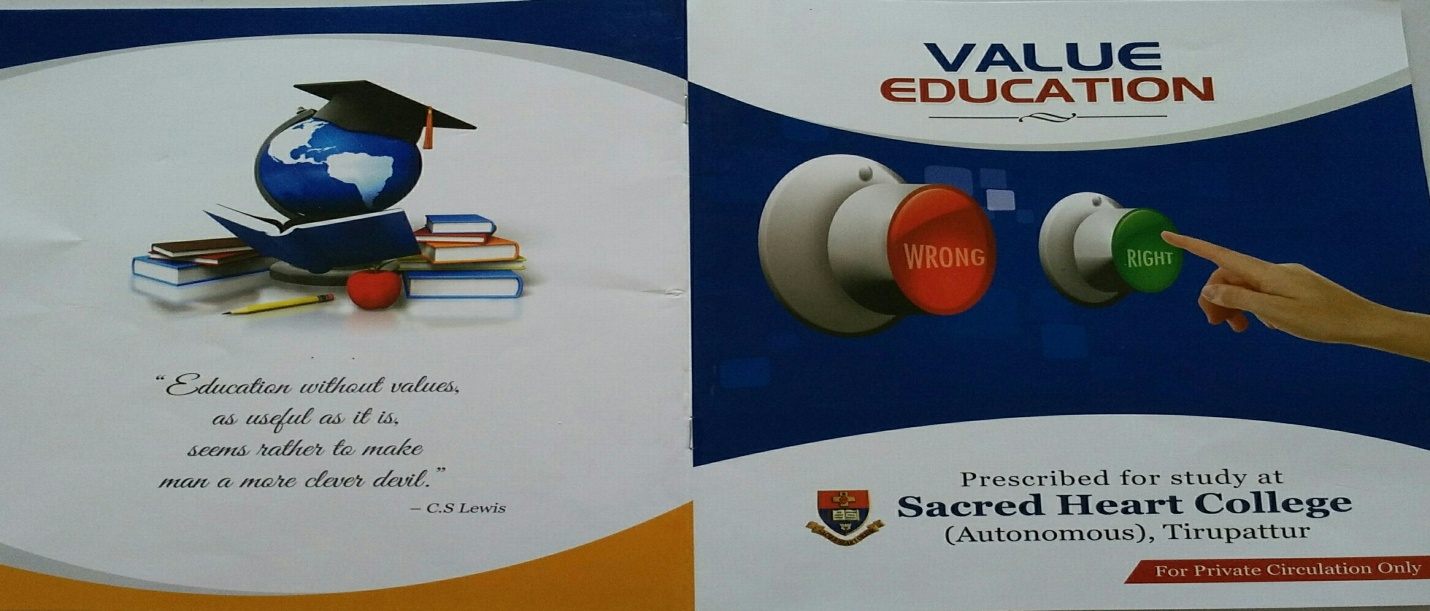
At any point of time, the College management has the authority to review (the appointment made to the teaching and non-teaching staff members) and terminate them from service following the procedure laid down in the code of conduct.











**Brochures on Human Values and Professional Ethics**

**Report on the student attributes facilitated by the Institution**

Sacred Heart College inculcates various positive attitudes in students of the institution in an effort to bestow a successful, competent, and an efficient individual to the society. To enhance the academic skills, the college management motivates students by awarding the **toppers with medals**, **certificates, gifts, cash prize** and scholarships. Students are facilitated to engage in self learning by utilizing the college library and browsing centre. By utilizing the Seeding Hope Services of the institution, students build up their self motivation and learn to tackle hindrances on own. SHAPE helps the students to stay self motivated and climb up in the ladder of their career. Counselling Services empower students to learn to support themselves and cope up with their own issues and obstacles in academic and other areas of life. Institution assists the students to develop their interpersonal skills through means of various forums like NCC,YRC,RORA, NSS, Rotaract Club, MNI,RRC,AICUF and DEEDS.

The rules of the institution such as ‘restricting mobile usage inside the college campus, restricting going out of the campus during class hours without prior permission, compulsory attendance hours, dress code and insisting possession of ID card’ have paved way to the self discipline of the students which will make them a successful individual in future. To inculcate time management skills in students, the institution makes sure not to encourage late comers and late submissions, failing which appropriate action will be taken by the HODs’ and the management to eradicate such ill behaviours, which in turn is not healthy for their future. To instill perceptiveness in academics, placement cell offers career guidance course to the students and also the department makes sure to include employability skills in the curriculum to prepare and equip the students to face the job market with all the essential soft skills.

Sacred Heart College indoctrinates human values and professional ethics to students and staffs through various means. In **morning/afternoon assembly**, students are inculcated with human values such as peace, love, joy, tolerance, patience, faith, humbleness, transcendence and so on through the means of practical illustrations. Students are motivated to **contribute to scholarship** by taking up leadership on own and in the end the **Non Government Organization (IVDP**) endow double the collected amount for the purpose of scholarship. In **CQC activity**, the whole class will comes together and students engage in framing action plans on how to go about with the academic curriculum and activities. The campus language of SHC is English and students are expected to communicate only in English to develop their communication skills. To insist the value of hard work and to support oneself, **Work Scholarship** is active where students earn while they study by contributing few hours to assigned work. To cope up with themselves, with others and to the environment around them, students are encouraged to utilize SHAPE and Counselling Services. Students are allowed to participate in various programs in SHC or other colleges to improve their confidence. **Cultural programs** are organized once in every academic year where the students are paved way to exhibit their talents**. Research activities** are encouraged by the management by providing scholarships to carry out research; research forums in every department acts in their own innovative way to equip students with research based knowledge. Students are indoctrinated with **job oriented skill** development programs such as Typing, Video editing, Employability skills. Dress code and possession of identity card are enforced to enhance **discipline** among students.