



# RAHUL COLLEGE OF EDUCATION

(N.C.T.E. Reg. No. WRC/5-6/89/2006 Dtd. 27/09/2006 CODE NO. APW03437/123403)  
AFFILIATED TO UNIVERSITY OF MUMBAI AFF/RECOG.1/1249 OF 2007 Dtd. 28 Feb. 2007

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## Student Code of Conduct Policy Handbook

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PRINCIPAL

Rahul College of Education  
Mira Road (East), Thane - 401107.



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## Context

The Student Code of Conduct Policy Handbook for Rahul College of Education has been meticulously crafted to reflect the institution's commitment to maintaining a harmonious, disciplined, and academically enriching student environment. This handbook results from a collaborative and thorough process initiated by Rahul College of Education's Internal Quality Assurance Cell (IQAC). Under the able guidance of Mr. Yigal Banker, a distinguished member of the IQAC, the handbook has been developed to serve as a comprehensive guide for students, delineating the expectations and responsibilities of being a part of this esteemed institution.

This handbook's formulation aligns with the college's broader mission to provide a quality education that is academically rigorous and grounded in ethical values and social responsibility. Rahul College of Education, being a Hindi linguistic minority institution, is deeply committed to promoting an inclusive and supportive environment where students from diverse backgrounds can thrive. This commitment is echoed throughout the policies outlined in the handbook, emphasising respect, integrity, and fairness.

The handbook has been designed to address every aspect of student life, from academic integrity and classroom etiquette to behaviour in and outside the college premises. It provides clear guidelines on the use of college facilities, participation in extracurricular activities, and adherence to safety protocols, ensuring that students are well-informed of their rights and responsibilities. By doing so, the handbook aims to foster a sense of accountability among students, encouraging them to take ownership of their educational journey while respecting the community they are a part of.

In addition to outlining expected behaviours, the handbook details the disciplinary procedures that will be followed in the event of any misconduct. These procedures are designed to be fair and transparent, allowing students to be heard while maintaining the integrity of the college's standards. This approach underscores the institution's dedication to upholding justice and fairness, principles that are integral to the educational philosophy of Rahul College of Education.

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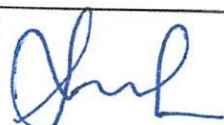


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This handbook was created to ensure that all students have a clear understanding of what is expected of them and the consequences of failing to meet these expectations. It is intended to serve as a resource that students can refer to throughout their time at the college, helping them navigate the challenges and opportunities of higher education.

The Student Code of Conduct Policy Handbook is more than a regulatory document; it is a testament to the college's dedication to creating a nurturing and disciplined educational environment. It is a cornerstone of the student experience at Rahul College of Education, ensuring that every student is well-equipped to contribute positively to both the college community and society at large.

Prepared by: 	Approved by: 
Name: Mr Yigal Banker	Name: Mrs Sanjana Mishra
Designation: IQAC Coordinator	Designation: I/C Principal
Seal IQAC COORDINATOR	Seal I/C PRINCIPAL RAHUL COLLEGE OF EDUCATION Navghar Road, Bhayandar (E), Dist. Thane - 401 105.
Date:	Date:
Place: Mumbai	Place: Mumbai

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## Chapter 1: Introduction

### 1.1 Preamble

Rahul College of Education, established as a Hindi linguistic minority institution, operates under the self-financing model affiliated with the University of Mumbai. The college is dedicated to upholding the principles of inclusivity, academic excellence, and holistic development. This Student Code of Conduct Policy Handbook is a comprehensive guide for all students, detailing the standards of conduct expected from them to maintain the college's esteemed reputation.

### Legal Basis

This handbook is aligned with the guidelines provided by the University of Mumbai, the University Grants Commission (UGC), and the National Council for Teacher Education (NCTE), ensuring compliance with statutory requirements governing higher education institutions in India.

### 1.2 Vision and Mission of the Institution

Vision: Resilience, Adaptability, Humanity, Uniqueness and Leadership (RAHUL) are the pillars of our educational institution. We envision a learning community, where these values inspire students to navigate challenges, cultivate empathy and emerge as visionary leaders, shaping a brighter and compassionate future for themselves and society.

Mission: Redefining Academia with Humanity, Uniqueness and Leadership (RAHUL). Through an unwavering commitment to these values, we aim:

- To provide a transformative education experience that instills resilience among learners
- To develop research skills in the future teachers
- To cultivate strong life, soft and leadership skills

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- To empower individuals to thrive in a rapidly evolving world while making meaningful contributions to the betterment of society and global community.

## 1.3 Objectives of the Handbook

The objectives of this handbook are:

- To delineate the standards of conduct required from all students.
- To outline the procedures for addressing violations of college policies.
- To safeguard the rights and responsibilities of students, faculty, and staff.
- To promote a culture of mutual respect, integrity, and academic rigour.

## 1.4 Scope of Application

This handbook applies to all students enrolled in any program at Rahul College of Education. It governs conduct within the college premises, during college-sponsored activities, and in any context where student behaviour impacts the college community or its reputation.

## 1.5 Jurisdiction

The jurisdiction of this handbook extends to:

- **On-Campus:** All activities within the college premises, including classrooms, laboratories, sports facilities, and common areas.
- **Off-Campus:** Events sponsored or endorsed by the college, including internships, field trips, and extracurricular activities.
- **Digital Conduct:** Online behaviour that affects the college's environment or its members' well-being, including social media and other digital platforms.

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## Chapter 2: General Provisions

### 2.1 Definitions

- **Student:** Any individual enrolled in a program at Rahul College of Education.
- **Institution:** Refers to Rahul College of Education, including all its affiliated departments, facilities, and administrative bodies.
- **Misconduct:** Any action or behaviour that violates the policies and regulations outlined in this handbook.

### 2.2 Applicability

This Student Code of Conduct applies to all students from the moment of their admission until the completion of their academic program, including periods of leave, internships, or any other educational activities endorsed by the college.

### 2.3 Interpretation

In cases where ambiguity or disputes arise regarding the provisions of this handbook, the interpretation provided by the college's administration, in consultation with legal counsel if necessary, shall be final and binding.

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## Chapter 3: Rights and Responsibilities

### 3.1 Rights of Students

Rahul College of Education is committed to safeguarding the following rights of its students:

- **Right to Education:** Every student has the right to receive quality education in a supportive and non-discriminatory environment, by Article 21A of the Indian Constitution and UGC guidelines.
- **Right to Fair Treatment:** Students are entitled to fair treatment in all academic and disciplinary matters, including the right to appeal decisions, as outlined in this handbook (UGC [Promotion of Equity in Higher Educational Institutions] Regulations, 2012).
- **Right to Privacy:** Students have the right to confidentiality regarding their personal information and academic records, except where disclosure is required by law or institutional policy (University of Mumbai Ordinance 6086).

### 3.2 Responsibilities of Students

Students are expected to:

- **Adhere to College Policies:** Comply with all college policies, including those related to academic integrity, behaviour, and the use of college facilities.
- **Respect for Others:** Treat all college community members with respect and courtesy, fostering a culture of inclusivity and mutual support.
- **Maintain Academic Honesty:** Uphold the highest standards of academic integrity in all educational endeavours, avoiding plagiarism, cheating, and other forms of academic misconduct.

### 3.3 Role of the Institution

Rahul College of Education is committed to:

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- **Providing a Safe Environment:** Ensure a secure and supportive learning environment for all students.
- **Awareness of Rights and Responsibilities:** Educate students on their rights and responsibilities through orientation programs and regular communication.
- **Addressing Violations:** Take appropriate action to address violations of the Student Code of Conduct, ensuring fairness and due process.

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## Chapter 4: Student Code of Conduct

### 4.1 General Conduct

Students of Rahul College of Education are expected to conduct themselves in a manner that reflects the institution's values and standards, both on and off campus.

#### 4.1.1 Compliance with Laws

Students must comply with all applicable local, state, and national laws. Any legal violations, whether occurring on or off-campus, may result in disciplinary action by the college by UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.

#### 4.1.2 Ethical Behaviour

Students are expected to demonstrate ethical behaviour in all aspects of their academic and personal lives. Dishonest conduct, such as falsifying documents, lying to college officials, or engaging in fraudulent activities, is strictly prohibited.

### 4.2 Academic Integrity

Academic integrity is the cornerstone of the educational experience at Rahul College of Education. Students must adhere to honesty, trust, fairness, respect, and responsibility in all academic endeavours.

#### 4.2.1 Plagiarism

Plagiarism, defined as using someone else's work, ideas, or expressions without proper acknowledgement, is strictly prohibited. This includes copying text, ideas, or data from books, articles, the internet, or other sources without appropriate citation (UGC Regulations on Plagiarism, 2018).

#### 4.2.2 Cheating

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Cheating during examinations, assignments, or other academic activities is a severe offence. This includes using unauthorised materials, copying from another student, or collaborating on an assignment without permission. Students found guilty of cheating will face disciplinary action, including suspension or expulsion (University of Mumbai Examination Ordinances). This clause has to be further read the examination policy made by IQAC and is in effect.

## 4.3 Dress Code

Students are expected to dress in a manner that is appropriate for an academic environment and reflects the professionalism expected at Rahul College of Education.

### 4.3.1 Specific Requirements

- **Identity Cards:** As stipulated by the University of Mumbai's code of conduct for students, all students must wear their college-issued identity cards at all times while on campus.
- **Laboratory Dress:** Appropriate lab coats or aprons must be worn during laboratory sessions to ensure safety and maintain the decorum of the institution.
- **Prohibited Attire:** Clothing that is offensive, disruptive, or inappropriate for the educational setting is not permitted. This includes attire with inappropriate slogans, graphics, or any form of indecent exposure.

## 4.4 Classroom Etiquette

Students must maintain a respectful and conducive atmosphere within the classroom, which is essential for effective learning and teaching.

### 4.4.1 Participation

Active class participation is encouraged, provided it is done respectfully and does not disrupt the learning process. Students should be prepared for each class, complete assigned readings, and engage in discussions constructively.

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## 4.4.2 Use of Electronics

The use of mobile phones, laptops, and other electronic devices during class is prohibited unless expressly permitted by the instructor for academic purposes. Unauthorized use of such devices is disruptive and will be subject to disciplinary action.

## 4.5 Use of College Facilities

Students are responsible for appropriately using and caring for all college facilities, including classrooms, laboratories, sports facilities, and common areas.

### 4.5.1 Damage to Property

Any damage to college property, whether intentional or accidental, must be reported immediately to the appropriate authorities. Students responsible for such damage may be required to pay for repairs or replacement costs and face disciplinary action.

### 4.5.2 Unauthorized Access

Access to restricted areas of the college without proper authorization is strictly prohibited. This includes entering offices, labs, or any area off-limits to students without prior permission. Violations of this policy will result in disciplinary measures.

## 4.6 Behavior Outside the Classroom

Students are expected to uphold the standards of Rahul College of Education in all settings, including off-campus activities and online interactions.

### 4.6.1 Representation of the College

When representing the college at external events, students are expected to behave in a manner that reflects positively on the institution. This includes maintaining professionalism, respecting others, and adhering to the event's rules and regulations.

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## 4.6.2 External Internships

Students participating in internships or other external assignments must comply with the rules and regulations of the host organisation and the college. Any misconduct during such assignments will be subject to review and possible disciplinary action by the college.

## 4.7 Safety and Security Regulations

All students' safety and security are paramount at Rahul College of Education. Adherence to safety protocols is mandatory.

### 4.7.1 Laboratory Safety

Students must follow all safety guidelines provided for laboratory sessions. This includes wearing protective gear, handling chemicals and equipment with care, and adhering to all instructions given by the laboratory supervisor. Violations of safety protocols will result in immediate disciplinary action.

### 4.7.2 Emergency Procedures

Students must familiarise themselves with the college's emergency procedures, including evacuation routes and contact numbers. In an emergency, students must comply with all instructions from college authorities and participate in drills as mandated by the institution.

## 4.8 Prohibited Conduct

Certain behaviours are strictly prohibited at Rahul College of Education and will result in severe disciplinary actions.

### 4.8.1 Disruption of College Activities

Any action that disrupts the normal operations of the college, including protests, sit-ins, or unauthorised assemblies, is prohibited. Students involved in such activities will face disciplinary actions ranging from warnings to expulsion.

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## 4.8.2 Substance Abuse

The possession, use, or distribution of illegal drugs or alcohol on college premises is strictly prohibited. Students found in violation of this policy will be subject to immediate suspension or expulsion in accordance with the Narcotic Drugs and Psychotropic Substances Act of 1985.

## 4.8.3 Harassment

Any form of harassment, including verbal, physical, or sexual harassment, will not be tolerated. Students found guilty of harassment will face disciplinary action, including suspension, expulsion, and legal action under the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013.

## 4.8.4 Violence

Acts of violence, including physical altercations, threats, or intimidation, are strictly prohibited. Students engaging in violent behaviour will be subject to immediate disciplinary action, including expulsion and potential criminal charges.

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## Chapter 5: Disciplinary Procedures

### 5.1 Reporting Misconduct

All members of the college community—students, faculty, and staff—are encouraged to report any observed misconduct to the appropriate authorities. If desired, reports can be made anonymously. This will be handled as per the SOP of the internal complaints committee, the grievances redressal cell, the women's development cell, or any other jargon of the nature of the concern.

#### 5.1.1 Confidentiality

All reports of misconduct will be handled with the utmost confidentiality. The reporting individual's identity will be protected to the greatest extent, consistent with the need to conduct a thorough investigation.

### 5.2 Investigation Procedures

Upon receiving a misconduct report, the college will initiate a formal investigation to determine the facts and circumstances surrounding the incident.

#### 5.2.1 Fair Hearing

Students accused of misconduct are entitled to a fair hearing. They will be informed of the charges against them and allowed to present their side of the story during the investigation.

#### 5.2.2 Evidence Collection

The investigation will involve collecting all relevant evidence, including witness statements, physical evidence, and documentation. The evidence will be reviewed impartially to ensure a just outcome.

### 5.3 Disciplinary Measures

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Disciplinary actions will be proportionate to the severity of the misconduct. The following measures may be imposed, singly or in combination:

## 5.3.1 Warning

A formal warning may be issued for minor infractions, which will be documented in the student's record. Repeated violations may lead to more severe disciplinary action.

## 5.3.2 Probation

Students may be placed on disciplinary probation, with specific conditions that must be met to continue their enrollment at the college. Failure to comply with probation conditions may result in suspension.

## 5.3.3 Suspension

Severe violations may result in suspension from the college for a specified period. During suspension, students are barred from attending classes and participating in college activities.

## 5.3.4 Expulsion

In cases of egregious misconduct, students may be expelled from the college. Expulsion is a permanent measure and will result in the student's dismissal from the institution with no possibility of readmission.

## 5.4 Appeals Process

Students have the right to appeal disciplinary decisions if they believe that the decision was unjust or that new evidence has come to light.

### 5.4.1 Grounds for Appeal

Appeals may be filed for procedural error, new evidence, or disproportionate sanctions. The appeal must clearly state the grounds and provide supporting documentation where applicable.

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## 5.4.2 Submission of Appeal

Appeals must be submitted in writing to the designated appeals committee within 15 days of the disciplinary decision. Late appeals will not be considered unless exceptional circumstances can be demonstrated.

## 5.4.3 Final Decision

The appeals committee will review the appeal and recommend it to the Principal. The principal's decision, based on this recommendation, will be final and binding.

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## Chapter 6: Academic Policies

### 6.1 Attendance Requirements

Per the University of Mumbai guidelines, students must maintain a minimum of 75% attendance in each course to be eligible to appear for examinations.

#### 6.1.1 Medical Exemptions

Students who cannot meet the attendance requirement for medical reasons may apply for an exemption. Such applications must be supported by a medical certificate and submitted to the administration within seven days of the student's return to college.

### 6.2 Examination Conduct

Examinations are a critical component of the academic assessment process. Students are expected to adhere to the highest standards of conduct during examinations.

#### 6.2.1 Prohibited Items

Students cannot bring mobile phones, notes, or unauthorised materials into the examination hall. Violating this policy will confiscate the prohibited items and possible disciplinary action.

#### 6.2.2 Cheating

Cheating during examinations, including copying from another student or using unauthorised materials, is a severe offence. Students found cheating will be immediately removed from the examination hall and face disciplinary action, including suspension or expulsion.

### 6.3 Grading and Assessment

The college follows a transparent grading system that accurately reflects students' academic performance. The University of Mumbai's regulations conduct all assessments.

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## 6.3.1 Grade Appeals

Students who believe there has been an error in grading an assignment or examination may file a grade appeal. Appeals must be submitted within ten days of the grade being issued, along with a detailed explanation of the grounds for the appeal.

## 6.4 Academic Appeals

Students can appeal decisions related to academic matters, such as course grades, academic progress, and eligibility for honours or awards.

### 6.4.1 Submission Process

Academic appeals must be submitted in writing to the Academic Appeals Committee, detailing the grounds for the appeal and providing any supporting evidence.

### 6.4.2 Review Process

The Academic Appeals Committee will review the appeal, consider the evidence, and make a recommendation to the Principal. The decision of the Principal, based on this recommendation, will be final.

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## Chapter 7: Anti-Ragging Policy

### 7.1 Definition of Ragging

Ragging is defined as any act of physical or mental abuse, including bullying, harassment, or intimidation, directed at students, particularly new entrants to the college. This definition aligns with the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.

### 7.2 Prohibition of Ragging

Rahul College of Education has a zero-tolerance policy towards ragging. All forms of ragging, whether inside or outside the campus, are strictly prohibited.

### 7.3 Disciplinary Actions

Students found guilty of ragging will face severe disciplinary actions, including suspension, expulsion, and filing a criminal complaint with the appropriate authorities, as mandated by the Supreme Court of India and UGC guidelines.

### 7.4 Grievance Redressal

Students who experience or witness ragging should report the incident to the Anti-Ragging Committee immediately. The committee is responsible for investigating the complaint and taking swift action to ensure the safety and well-being of all students involved.

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## Chapter 8: Student Welfare Measures

### 8.1 Group Insurance

All students are automatically enrolled in a group insurance policy upon admission, providing financial assistance in case of accidents or emergencies. This policy is part of the college's commitment to student welfare.

### 8.2 Gymkhana Facilities

Rahul College of Education provides state-of-the-art gymkhana facilities, including multipurpose turf, basketball, throwball, and badminton courts. These facilities are available to all students to promote physical fitness and well-being.

### 8.3 Mental Wellness Counseling

The college offers access to a licensed mental wellness counsellor who provides confidential counselling services to students with psychological or emotional challenges. Students are encouraged to seek support whenever needed.

### 8.4 Common Rooms for Boys and Girls

Separate standard rooms are provided for boys and girls to ensure privacy and comfort. These spaces are equipped with seating, study areas, and recreational facilities.

### 8.5 Sanitary Napkin Vending Machines

To promote menstrual hygiene, sanitary napkin vending machines are installed in the girls' common room and other strategic locations on campus. These machines are regularly stocked to ensure availability.

### 8.6 Sports and Recreation Facilities

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In addition to gymkhana facilities, the college provides a swimming pool and other recreational amenities to support students' physical and mental well-being. Participation in sports and recreational activities is encouraged as part of a holistic education.

## 8.7 Policy for Higher Education Sponsorship

The college offers a sponsorship program to support students pursuing higher education. This policy provides financial assistance to deserving students based on their academic performance and financial need.

### 8.7.1 Application Process

Students interested in applying for sponsorship must submit a detailed application, including academic records and a statement of purpose. The selection committee will review applications and make recommendations to the management.

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## Chapter 9: Scholarship Policies

### 9.1 Management Scholarship Scheme

The Management Scholarship Scheme, initiated in the academic year 2023-24, is designed to support newly admitted first-year students by providing a 100% tuition fee waiver based on academic merit.

### 9.2 Eligibility Criteria for Academic Scholarships

To be eligible for the Management Scholarship, students must have secured more than 85% in their previous qualifying examination (Graduation or Post Graduation). The scholarship is available to students from all categories, including reserved and minority quotas.

### 9.3 Eligibility Criteria for Sports Scholarships

Sports scholarships are awarded based on the student's performance in recognised competitions. The scholarship tiers are as follows:

- **100% Scholarship:** Awarded to students representing India at international sporting events.
- **50% Scholarship:** Awarded to national medal winners in recognised competitions (Gold, Silver, Bronze).

### 9.4 Continuation of Scholarships

Scholarships are granted on an annual basis. Continuation in subsequent years is subject to the student's academic performance. To continue receiving a 100% scholarship, the student must secure a position in the top 5% of their class. For a 50% scholarship, the student must be in the top 10%.

### 9.5 Application and Selection Process

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The scholarship application process is as follows:

- **Submission:** Students must submit the scholarship application form within 15 days of confirming their admission.
- **Review:** The Scholarship Selection Committee will review all applications, verify eligibility, and make recommendations to the management.
- **Final Decision:** The management's decision on scholarship awards is final and binding.

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## Chapter 10: Inclusivity and Non-Discrimination

### 10.1 Inclusivity in Admissions

Rahul College of Education is committed to creating an inclusive educational environment. Admissions policies ensure that students from diverse backgrounds, including women, transgender individuals, and other marginalised groups, have equal opportunities to access education.

### 10.2 LGBTQIA+ Inclusion

The college actively promotes LGBTQIA+ inclusion, ensuring that all students, regardless of gender identity or sexual orientation, feel safe, respected, and supported within the college community.

### 10.3 Barrier-Free Environment

The college campus is designed to be barrier-free, with facilities that accommodate students with disabilities. This includes ramps, elevators, accessible restrooms, and other modifications that ensure equal access to all educational resources.

### 10.4 Reservation Policies for Women and Transgender Students

In alignment with the college's commitment to gender equality, some seats are reserved for women and transgender students. This policy is part of the broader effort to promote diversity and inclusion within the student body.

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## Chapter 11: Amendment Procedures

### 11.1 Process for Amendments

Faculty, students, or administrative staff may submit proposals for amendments to the Student Code of Conduct Policy Handbook. The College Council must review all proposals and recommend them to management for approval.

### 11.2 Review and Revision of Policies

The handbook will undergo an annual review to ensure its relevance and effectiveness. Revisions will be made as necessary, based on feedback from stakeholders and in response to changes in the legal or educational landscape.

### 11.3 Communication of Changes

Any amendments or revisions to the handbook will be communicated to students through official college channels, including the college website, email notifications, and notice boards. Students are expected to stay informed of any changes to the policies.

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