



# ST. XAVIER'S COLLEGE (AUTONOMOUS)

Re-accredited with 'A' (CGPA 3.41 out of 4) by NAAC (3<sup>rd</sup> Cycle) | Affiliated to Gujarat University

<b>Title : Code of Conduct</b>	Supersedes: N/A	Total Pages: 10
--------------------------------	-----------------	-----------------

The SXCA has an eventful history that is sixty five years long. The traditions and values which have been developed and nourished over this period need to be protected, cherished and promoted by the students and the staff of SXCA. The onus of the preservation and enhancement of the recognition and reputation of the College lies on them.

1.0		<p><b><u>Objective:</u></b></p> <p>Policy of Code of conduct lays down certain guidelines for the Management as well as the students, teachers and the staff to maintain a disciplined environment in the campus.</p> <p>1.1 Maintain a disciplined college environment.</p> <p>1.2 To develop a system wherein academic excellence is nurtured.</p> <p>1.3 To maintain a culture of equality of justice and opportunity for all.</p> <p>1.4 Character formation of the students, inculcate and propagate a value-based education system.</p> <p>1.5 To develop a system to detect unwarranted practices and behaviours and to prevent or reprimand a student or a staff committing such acts of indiscipline and indecency.</p>
2.0		<p><b><u>Scope:</u></b></p> <p>2.1 All teaching and non teaching staff of SXCA</p> <p>2.2 All students on the campus or out of campus</p> <p>2.3 All visiting faculty on the campus</p>
3.0		<p><b><u>Applicability:</u></b></p> <p>3.1 Certain situations/activities of students and faculties due to their serious nature calls for disciplinary action.</p> <p>3.2 Offences which may result in immediate dismissal are but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Insubordination: refusal to comply with instructions of a supervisor and/or refusal to follow written policy or procedure.</li> <li>• Falsifying application for admission to college programs Or employment, time cards, work records, or any other college documents.</li> <li>• Bringing to work or college campus any of the following: any weapons intended to inflict personal injury (includes firearms of all types and any knife or bladed articles), fireworks or any type of explosives, alcoholic beverages and any illicit drug.</li> <li>• Unauthorized use of or removal of College property or that belonging to a fellow employee or a fellow student.</li> <li>• Gambling or conducting of unlawful games within the premises.</li> <li>• Malicious damage to the College, whether in the form of proprietary information, gossip, innuendo or direct damage to college property.</li> <li>• Bringing/inviting unauthorized visitors to the campus, facilitating unauthorized gathering of antisocial elements and eventually causing unrest within the campus.</li> </ul>

- Divulgence of any confidential information. This includes but not limited to unauthorized use or disclosure of research or research methodology that is proprietary to SXCA. SXCA will protect itself with all means necessary both disciplinary and legal to protect its proprietary information.

3.3 Offences subject to progressive disciplinary action up to and including dismissal include:

- Excessive absenteeism or tardiness (from work or Class)
- Leaving the work area/classes without express permission.
- Bully, harass, use obscene/abusive or threatening language
- Excessive and unauthorized use of mobile phones during the class/work hours. Effort should be made to handle personal calls during break times or lunch. Students should restrict the use of mobile phones to the canteen or outside only.
- Smoking or use of e-cigarettes and tobacco chewing and spitting within the class rooms/ college campus, etc.
- Reporting to work or attending class lectures under the influence of liquor or illicit drugs including consumption of substances during breaks.
- Creating any unsafe or insanitary working condition which threatens the health or well being of fellow employees/students hindering the sanctity of the college campus.

4.0

#### **Code of Conduct for Students:**

4.1 **General behaviour** : For the sake of good order and personal good conduct, every student is expected to observe the following regulations:

- Students are expected to read the announcements on the notice boards every day, both on arrival at the College and before departing College.
- Ignorance of instructions posted on the notice boards / College website shall not be taken as an excuse for noncompliance of the same. Those who tamper with the notices will be viewed seriously and strict disciplinary action will be taken.
- Students are expected to regularly check their ERP, e-mailbox since information is communicated through students' college email ID.
- Students, who have legitimate grievances are encouraged to place these before the Principal personally or through the suggestion box placed in the corridor outside the College office and in the library.
- Every department is expected to organize a subject society. All students opting for a subject as their major are ipso facto members of the subject society. Students wishing to form any other associations in the College must make a written proposal to the Principal and obtain a written permission for the same.
- All invitations to resource persons for any lectures, demonstrations, trainings and workshops go out in the name of the Principal. When any professor or



		<p>Head of the Department initiates an invitation they must have it countersigned by the Principal.</p> <ul style="list-style-type: none"> <li>• All tours / picnics / excursions of any class or society or association must be arranged with the prior written permission of the Principal, a lady staff member is mandatory if girls are part of above events. Such permission shall not be granted unless a professor or staff member takes responsibility and accompanies the students for the same. As a standard practice, the staff accompanying the students must submit the names of the students going on a tour / picnic / excursion with the mobile numbers of their parents / guardians. This is expected in view of any emergency that may occur.</li> <li>• The organizers of class get-togethers must contact the College office to book the venue. They must abide by the rules laid down in the 'application form'. No outsiders are allowed to take part in these events.</li> <li>• Students are not allowed to organize gatherings outside college without written permission of the Principal.</li> <li>• Students of St. Xavier's College who misbehave at another College or at any public place, or who bring discredit in any way upon themselves or this College, are liable to instant dismissal.</li> <li>• The entire College is a "No Smoking Zone" Smoking/chewing tobacco anywhere on the College premises is strictly prohibited.</li> <li>• We believe in zero tolerance of violence of any kind on campus. The Principal reserves the right to hand over such students to the police and file an FIR.</li> <li>• Corruption of any kind is not acceptable in our system. If it is perceived at any level in the College it is the duty of every Xavierite to bring it to the attention of the authorities.</li> <li>• Every student is expected to take interest in studies and departmental activities. S/he should develop punctuality, respect for teachers and elders, awareness of social conditions in order to develop a compassionate and proactive response to them, adherence to secular values and ideals, a scientific outlook, interest in cultural activities, sports and games.</li> <li>• Health and safety rules are to be strictly obeyed.</li> <li>• Improper sexual conduct will also be treated as a serious offence.</li> <li>• Students are expected not to misuse the electricity of the College and loiter on the corridors.</li> <li>• The College computer system must not be tampered with in any way.</li> <li>• Use of drugs / alcohol is strictly prohibited in the College.</li> <li>• Bringing outside guests / friends to the College is strictly prohibited.</li> </ul>
	4.2	<b>Identity Card</b>
	4.2.1	Each student is provided with an Identity Card which has to be carried by the student in College.
	4.2.2	The Identity Card is meant for identifying bonafide students and is used for permitting the students to participate in various activities and programs of the College.



4.2.3	One has to show his/her Identity Card at the gate when entering College.
4.2.4	Every student must wear the Identity Card as long as he/she is in the College campus. Exchange or lending of Identity Card is a serious offence.
4.2.6	Id card must be produced by the student whenever required by a member of the teaching or non-teaching staff of the College. She/He must take proper care of it to avoid its misuse by other students and outsiders.
4.2.7	If the Identity Card is lost, the Vice-Principal must be immediately informed. A new Identity Card may be issued on payment of Rs. 250/-
4.2.8	In case of transfer or withdrawal from the College, the Identity Card must be returned to the College office.
4.2.9	If the Identity Card is passed on for use to anyone else, the owner of the card will be held responsible for any damage or loss caused by the user.
4.2.10	The Identity Card is to be presented when borrowing books from the library, playing games, attending College functions, during examination etc.
<b>5.0</b>	<b>Attendance:</b>
5.1	Every student must have AT LEAST 75% physical presence in every paper in a semester. Students who fail to have at least 75% attendance in class will not be approved for the Semester end examinations.
5.2	Where practicals are concerned, all Xavierites must ensure that at least 75% of the required practicals are done by them, and their journals are duly signed by the faculty concerned. Journals with less than 75% experiments signed WILL NOT BE CERTIFIED.
5.3	A student must obtain a minimum of 75% attendance in each paper individually - Core / Allied Required / Allied Optional / General / Compulsory.
5.4	Students, whose journals are not certified are debarred from appearing for the end semester examinations. Each department is authorised to debar such students from end-semester internal practical examinations.
5.5	A student who has attendance between 60% and 74% may have to seek condonation from the Principal / Vice- Principal on grounds of illness or involvement in extra/co-curricular activities approved by the College.
5.6	All students are hereby alerted that the 25% absence includes all situations, including medical and accident cases.
5.7	In case of illness, a student must submit a medical certificate along with an application for leave. Leave application must be submitted within three days of the student's return. Submission of leave application in itself will not ensure condonation.
5.8	In case of extra/co-curricular activities, a student must obtain written confirmation of his / her participation from the concerned authorities: Head of Dept. / Director of College Societies / Director of Sports / Director of NSS / NCC officer-in-charge, countersigned by the Vice-Principal.
5.9	When calculating the attendance percentage of the students representing the College in NCC and sports, due consideration will be given to the days when they so represented the College. Condonation request in each case must be in explicit written form authorized by the Principal / Vice Principals.



	<p>5.10 A student, who is condoned will have to pay a condonation fee within the notified time period .</p> <p>5.11 A student will be debarred from appearing for the semester-end examination in the paper/papers in which he/she has less than the required attendance without condonation. A student so debarred may be permitted to appear for that paper on the condition that he/she satisfies attendance and Continuous Internal Assessment requirements. In the meantime, if there has been a change in syllabus, the student will have to appear for the CIA and semester examination in the earlier syllabus.</p> <p>5.12 A student with overall attendance below 60% in a semester may be struck off the College rolls or he/she may be allowed to repeat the semester in the following academic year, at the discretion of the Principal or Vice Principals.</p> <p>5.13 Students who are absent from class for more than 5 consecutive periods are to obtain an excuse slip from the Vice-Principal. The name of a student who is continuously absent for 15 working days without submitting any information to the College will be struck off the College rolls. Medical certificates and other relevant documents of illness must be submitted to the Vice-Principal after getting necessary signature from the HoD.</p>
6.0	<p><b>Dress Code:</b> Decency in dress and decorum in behaviour is to be maintained. Students must come to College in simple and unostentatious dress suitable for an academic environment. SXCA expects its students to exercise their responsibility in the manner of dressing as befitting college students. Simple, modest and formal dress is the norm.</p>
7.0	<p><b>Use of Smart Phones &amp; Social Media</b></p>
	<p>7.1 Use of cell phones is strictly prohibited in the class, laboratory, library, and corridors. Offenders are liable to have their mobile phones confiscated by any professor. Confiscated phones will be delivered to the Principal's office and will be returned only at the end of the academic year, around the last week of April.</p> <p>7.2 Students/staff should not spread/post negative/abusive statements about the College/ faculty /staff/other students on social media. Violation of this will be viewed seriously and strict disciplinary actions would be initiated including dismissal from college.</p> <p>7.3 Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.</p> <p>7.4 Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.</p> <p>7.5 Students are not permitted to make video/audio recording, taking photographs, or streaming audio/video of any person in a location within the campus where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.</p>
8.0	<p><b>Anti-Ragging Policy</b></p> <p>8.1 New students are to be given a welcome with respect and affection. Any type of harassment, ragging or misbehaviour will be dealt with sternly, according to the guidelines of the UGC and the Government. Any incident of ragging must be brought to the notice of the Principal / Vice-Principals / Coordinator of CW DC.</p>



8.2	<p>Ragging constitutes one or more of the following acts:</p> <ul style="list-style-type: none"> <li>• any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;</li> <li>• indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;</li> <li>• asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;</li> <li>• any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;</li> <li>• exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;</li> <li>• any act of financial extortion or forceful expenditure burden put on a student by other students;</li> <li>• any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;</li> <li>• any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;</li> <li>• any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.</li> </ul>
9.0	<p><b>Sexual Harassment Prevention Policy:</b></p> <p>The UGC's Policy on Prevention and Prohibition of sexual harassment at Workplace 2016 shall apply <i>mutatis mutandis</i> to the students of the College. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend on the circumstances of each case.</p>
10.0	<p><b>TWO WHEELER / FOUR WHEELER PARKING REGULATIONS:</b></p> <ul style="list-style-type: none"> <li>• The watchman at the parking lot is authorized to enforce discipline. Students' four-wheelers are NOT allowed on campus.</li> <li>• The College takes no responsibility for the loss of vehicles. Students are advised to have their vehicles securely locked, chained and parked at the parking lot.</li> <li>• Good civic sense demands that cars and motorcycles are not parked on the pavement outside the College.</li> </ul>



	<ul style="list-style-type: none"> <li>• All students who come to college by two wheelers are expected to wear helmet.</li> <li>• Parking vehicles on the pavement outside the College bring disrepute to the College. This uncivilised behaviour will invite a heavy fine either from the Police department or from the College.</li> </ul>
11.0	<p>All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the College's interests and reputation substantially. The various forms of misconduct include:</p> <ul style="list-style-type: none"> <li>• Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.</li> <li>• Intentionally damaging or destroying College property or property of other students and/or faculty members</li> <li>• Any disruptive activity in a class room or in an event sponsored by the College</li> <li>• Any type of attempt to copy in the examination</li> <li>• Inability to produce the identity card, issued by the College, or refusing to produce it on demand by campus security guards</li> <li>• Organizing meetings and processions without permission from the College</li> <li>• Accepting membership of religious or terrorist groups banned by the College/Government of India</li> <li>• Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.</li> <li>• Unauthorized possession or use of harmful chemicals and banned drugs and smoking in the campus</li> <li>• Possessing, consuming, distributing, selling of alcohol, tobacco and or drugs (abusive substance) in the College and/or throwing empty bottles on the campus of the College</li> <li>• Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; fighting, pushing and shoving; inciting or participating in a riot or group disruption at the College</li> <li>• Students are expected not to interact on behalf of the College with media representatives or invite media persons on to the campus without the permission of the College.</li> </ul>
12.0	<p><b>Notice Board/College website for dissemination of information</b>  General information and important announcements are made available through the College notice boards /website (<a href="http://www.sxca.edu.in">www.sxca.edu.in</a>). The rules may be amended from time to time and the students will be informed of that through notice boards or website or both. The notice board must be read every day on coming to, and before leaving, the College. No excuse will be entertained if notices on the board are ignored or not read.</p>
13.0	<p><b>Posters</b>  No poster is to be pasted or fixed with cello tape anywhere on the College walls. For any writing on walls, strict punishment will be imposed.</p>



14.0		<b>Class Rooms</b> The College class rooms should not be used for private study outside College hours.
15.0		<b>Games</b> No (outdoor or indoor) games are to be played anywhere in the College premises during College hours.
16.0		<b>Change of Address</b> The College office should be informed of any change of address and phone number after admission is completed.
		<b>Correspondence with the College</b> All correspondence should be addressed to the Principal / Vice -Principal, St. Xavier's College (Autonomous), Navrangpura, Ahmedabad-380009. In all correspondence with the College it is necessary to state the student's name, roll number and semester.
17.0		<b>Code of Conduct : TEACHERS</b>
	17.1	A St. Xavier's College teacher is expected to work conscientiously given the responsibilities and the trust placed in him/her to mould the character of students and to advance knowledge, intellectual freedom and social progress. S/he is expected to realise that s/he can fulfil the role of moral leadership more by example than preaching through a spirit of dedication, moral integrity and purity in thought, words and deeds. Without prejudice to the above mentioned general principles the following code of conduct is laid down for College teachers:
	17.2	<b>Misconduct:</b> The following lapses would constitute improper conduct on the part of a College teacher: Failure to perform academic duties such as: <ul style="list-style-type: none"> <li>• Preparation of lectures, demonstrations, assessment, guidance, invigilation and all other work connected with examinations.</li> <li>• Gross partiality in assessment of students, deliberately over-marking, under-marking or attempts at victimization on any grounds.</li> <li>• Inciting students against other students, colleagues or administration. This does not interfere with the right of a teacher to express his/her opinion on principles in seminars or other places where students are present.</li> <li>• Raising questions of caste, religion, race or sex in his/her relationship with his colleagues and trying to use the above considerations for improvement of his/her prospects.</li> <li>• Refusal to carry out the decisions by appropriate administrative and academic bodies and/or functionaries of the College. This will not inhibit his/her right to express his/her opinion on their policies or decisions.</li> </ul>
	17.3	<b>Maintenance of integrity and devotion to duty:</b> <ul style="list-style-type: none"> <li>• Every teacher shall at all times maintain absolute integrity and devotion to duty.</li> <li>• In his/her way of behaviour and outlook every teacher shall set an example to his/her colleagues and students.</li> <li>• Every teacher shall at all times conduct himself/herself in accordance with the orders regulating behaviour and conduct which may be in force in the College.</li> </ul>



	<ul style="list-style-type: none"> <li>No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality or languages etc. S/he shall also discourage such tendencies amongst his/her colleagues and students.</li> <li>Every teacher shall devote himself/herself diligently to his/her work and utilise his/her time in the service of the College, and to the cause of education. S/he shall give full cooperation in all academic programmes and other activities conducive to the welfare of the student community.</li> </ul>
17.4	<p><b>Unauthorised communication of information:</b></p> <ul style="list-style-type: none"> <li>No teacher shall, except in accordance with any general or special order of the College authorities or in the performance in good faith of duties assigned to him/her divulge or communicate directly or indirectly any official document or other information whatsoever to any teacher or to any other person to whom s/he is not authorised to divulge or communicate such document or information.</li> </ul>
17.5	<p><b>Private trade, employment or tuition:</b></p> <ul style="list-style-type: none"> <li>No teacher shall, except with prior permission of the Principal or the Management, engage directly or indirectly in any trade or business or undertake any other employment.</li> <li>No teacher shall engage himself/herself in any private tuition for which a fee/remuneration is charged either within or outside the precincts of the College.</li> </ul>
17.6	<p><b>Rules Regarding Suspension of Employee:</b></p> <ul style="list-style-type: none"> <li>When complaints are received against a particular employee, the Principal constitutes a Disciplinary Committee consisting of Academic Heads of the College. The concerned employee is given a chance to explain him/her self to the Disciplinary Committee.</li> <li>After a thorough preliminary enquiry into the complaint, the Disciplinary Committee makes its recommendations to the Principal.</li> <li>After studying the recommendations of the Disciplinary Committee, if the Management or the Principal is of the opinion that the presence or behaviour of a particular employee is against the interest of the students/institution, s/he may be placed under suspension pending inquiry.</li> <li>Such a suspended employee shall not enter the premises during the period of inquiry without the written permission of the Principal or the Management.</li> <li>It shall be the duty of such an employee to co-operate fully in the enquiry against her/him and shall have to provide all the necessary information required for that purpose.</li> <li>During the first six months of the period of suspension, the suspended employee shall be entitled to receive 50% of the basic salary plus allowances taken together, other than personal allowance, if any.</li> <li>If the enquiry continues beyond six months the suspended employee shall be entitled to receive 75% of the basic salary plus allowances taken together, other than personal allowance, if any.</li> <li>No suspended employee shall undertake any work either remunerative or otherwise during the period of enquiry.</li> </ul>



		<ul style="list-style-type: none"> <li>• At the end of the enquiry, if such an employee is declared innocent, s/he will be paid the remaining pay (including allowances) for the period of suspension and will be entitled to all the rights and benefits as per rules to which s/he would have been entitled had s/he not been suspended.</li> <li>• If, however, s/he is declared guilty, s/he shall have to undergo the punishment, including the loss of the remaining salary, that may be imposed by the Management.</li> </ul>
--	--	--

Approved &			
Signed			

*[Handwritten Signature]*

**Principal**

St. Xavier's College (Autonomous)  
Ahmedabad-380 009.