

ST. XAVIER'S COLLEGE, THUMBA



ST XAVIER'S CODE OF CONDUCT

St. Xavier's Code of Conduct

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**St. Xavier's College, Thumba
Thiruvananthapuram**

ST XAVIER'S CODE OF CONDUCT



**IQAC, St. Xavier's College
Thiruvananthapuram**

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1. INTRODUCTION

St. Xavier's College, affiliated to the University of Kerala, is established and maintained by the Jesuits of Kerala Province. At its inception in 1964, it was a Junior College for boys and was part of the Loyola Institutions at Sreekariyam. In 1965 the College was shifted to the present site, about 4 kilometers west of Kazhakuttom. It was upgraded and made co-educational in 1977. It was raised to a Post Graduate College in 2005. It imparts quality education in Commerce, Arts and Sciences, to boys and girls, especially of the marginalized communities, making them intellectually alert, spiritually firm, morally sound, religiously tolerant and socially committed men and women.

This booklet contains a list of code of conduct for various functionaries with a view to improve the teaching learning process and to actualize our vision of a knowledge society with equity. This time tested and mutually agreed principles helped our institution move forward in its mission. We view this code of conduct not merely as strict rules enforced to make life miserable but rather as a set of values that make St. Xavier's what it is. This frames the work culture of the institution.

2. VISION AND MISSION

I. Vision

A knowledge society with compassion, equity and justice.

II. MISSION

We commit ourselves to excellence in higher education, training and building a just society with a preferential option for the marginalized.

III. OUR OBJECTIVES

- To provide quality higher education to the most marginalized in society, especially the fisher people.
- To develop in our stake holders critical awareness of the social reality leading to commitment to justice and active citizenry.
- To inculcate core values in our students.
- To train our students in life skills.
- To ensure gender sensitivity and equity in our campus and in our society.
- To train our students to be excellent researchers and knowledge workers.
- To develop socially committed outreach services.

IV. Our Core Values

- Search for Truth
- Excellence (Magis)
- Equity
- Peace
- Eco-Sensitivity

V. Our Motto

‘Asatho Ma Sadgamaya’

3. CODE OF CONDUCT FOR PRINCIPAL

- The Principal shall be the final authority regarding student discipline and academic matters of the college.
- The Principal is expected to behave in such a manner that commands respect by upholding integrity, dignity, decorum and efficiency at all levels from among all stakeholders.
- Impartiality shall be the guiding principle in all the decisions that the Principal takes.
- Attempt shall be made to be calm, tolerant and non-partisan while dealing with burning issues among students and subordinates.
- Do not discriminate the faculty members and students on grounds of gender, colour, creed and caste.
- Promote and encourage creativity and development of skills, talents, scholarship and responsible freedom in the campus
- Do not deliberately distort evaluation of colleagues.
- The principal shall make arrangements to collect feedback from passing out students on academic and infrastructural facilities.
- The Principal shall take feedback from both administrative and teaching staff to improve the administrative effectiveness on annual basis.
- The principal shall empower and delegate responsibilities to members of staff on the basis of their competence and experience irrespective of other biases in a purely professional manner to ensure better output.
- Principal shall ensure that the admissions done and the financial practices are in tune with the institutional policy.
- The principal shall judiciously and compassionately heed to the advises of PTA, College Council and other statutory bodies.

4. CODE OF CONDUCT FOR TEACHING FACULTY

I. General Guidelines

- Teaching is a noble vocation rather than a profession
- Teaching and character formation are two sides of the same coin and a teacher shall attempt to live up to the expectation on all counts
- A teacher shall be impartial, noble, kind at the same time stern and genuine
- Considering the fact that most of the students who get enrolled in our college are from disadvantaged communities, special efforts to be made to be compassionate and encouraging.
- Teachers shall promote a value system by, first of all, practicing it professional and personal life.
- Teachers shall take care to dress in an appropriate and modest manner
- The language used and the demeanour of the teachers shall be one which commands respect and love.
- As far as possible depend on Public transport system or College bus for commutation. If the above cases are not possible try the option of a 'share a car' policy as part of institutional policy of minimizing environmental damages.

II. Interactions with the Colleagues

- Treat your colleagues as professional equals with respect, regardless of their status.
- Refrain from making false allegations and rumours against colleagues or higher authorities.
- Avoid open confrontation of whatever nature among the faculty before the students of or teachers of other departments.
- Speaking ill of colleagues or higher authorities, especially in the presence of students, other teachers, officials or parents should be strictly refrained from.
- Respect the professional opinions of your colleagues and promote a culture of give and take.
- Speak constructively of other teachers, but report honestly to responsible persons in matters involving the welfare of students, the college system, and the profession
- Maintain active membership in professional organizations and strive to attain the objectives that justify such organized groups
- Support the noble ventures of the colleagues that are useful for the institution, students and the society.
- Avoid professional jealousy and dispute with colleagues especially when you have to work together for the common interest of the institution.
- When there is a dispute with another member of the faculty clarify with the person concerned first. If not able to settle approach the Staff Grievance Cell of the college or approach the principal directly if the magnitude of the problem is negligible.

III. Structural Principles

- Be regular and punctual and should report on time for classes. Teachers should be available in campus from 9:00 AM to 4:00PM unless they are assigned duties elsewhere.
- Teachers can leave the campus during their working hours only with the permission of the principal.

- Teachers should be present in all the programmes organized for the students to maintain the discipline and encourage students.
- No periods should be left free. Head of the department has the prerogative of temporarily assigning a member of staff to teach a class in the absence of a teacher
- Prior approval in writing should be obtained before proceeding on leave except in the case of casual leaves.
- In case of illness or emergency, inform the Principal and the Head of the Department without delay.
- When meetings are called or programmes are arranged where a teacher is a party, care should be taken to arrange the classes with the help of other teachers.

IV. Professional Practices

- Teachers should attend all the meetings convened by the HoD or Principal without fail.
- Teachers should creatively and constructively engage and share their ideas and suggestions in the meetings without fear or favouritism.
- Teacher should abide by the decisions taken at such meetings even if it is against the personal interests of the teacher.
- Teachers should handle the subjects assigned by the Head of the Department.
- Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- Teachers should demonstrate to students their commitment for excellence in work, manners and achievement.
- Teachers shall make efforts to use the ICT facilities available in the college
- Teachers should promote creativity and nonconventional methods of teaching.
- Help students in Physical, Social, Intellectual, Emotional, and Moral Development.
- Teachers should uphold human dignity and promote equality of gender, religion and ethnicity
- Teachers shall encourage students to maintain discipline by remaining gentle at the same time firm.
- Strive to develop mutual courtesy and respect between teachers and students.
- Treat each student with courtesy and consideration.
- Work towards developing and promoting good human relations and qualities.
- Teachers should refrain from making undue familiarity with students.
- Do not smoke, drink or eat during teaching sessions in the presence of students.
- Do not involve in any activities that are likely to corrupt students.
- Do not make students part of any activity that involve the personal interests of the teachers.
- Constantly pursue the improvement of learning facilities and opportunities.
- Develop anti-narcotic attitude among the students.
- Encourage research oriented learning.
- Make responsible efforts to protect students from conditions harmful to their health and safety.

V. Social Responsibility

- Teachers are expected to Perform the duties of citizenship, and participate in community activities with due consideration.
- Maintain objectivity while discussing controversial issues and keep your class free from biased opinions and comments.

- Actively participate and encourage the involvement of students in social service activities
- Work to improve education in the community and to strengthen the community's moral, spiritual and intellectual life.
- Promote and develop a respect for the cultural diversity of India among students.
- Refrain from taking part in such activities that hamper democratic ideals
- Promote collaboration with external agencies that help social interaction
- Stimulate the spirit of enquiry in students.
- Encourage the students to balance their academic and co-curricular fields.
- Teachers should promote and help students to develop a sense of responsibility, self-reliance and independence.
- Ensure that students respect teachers, parents and authorities.
- Help students to develop democratic and constitutional values.
- Encourage patriotic spirit among the students.
- Help students to differentiate right from wrong and justice from injustice.
- Encourage students to show respect and appreciation for personal and public property.
- Assist students to exercise tolerance as they strive for understanding other's ideas and beliefs.
- Promote and instil a feeling of pride in self, institution and community.
- Promote green culture and inculcate in students the value of respecting mother earth.

5. CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

I. General Code of Conduct

- The administrative staff must be present in the office from 9:30 AM to 4:30 PM.
- They shall not leave the campus during the working hours on any grounds without the permission of the Principal.
- They should work sincerely for the effective administration of the institution.
- The behaviour should be polite and accommodative towards students and teachers.
- The dressing and the general appeal of the administrative staff should be decent and modest.
- The administrative staff should effectively carry out the tasks assigned to them in stipulated time.
- They shall be fully committed and responsible to the Management
- They shall guard and protect the property and resources of the college
- They shall be polite and prompt to the visitors to the college
- They shall promptly report to the higher authorities any untoward activity in the college by insiders or outsiders
- They shall be ready to help out for any physical arrangements
- They shall restrain from making any false allegations or spreading rumours about anyone in the college.
- They shall exercise honesty and integrity in carrying out their duties

II. Professional Demeanour

- Treat your colleagues as professional equals with respect, regardless of their status.
- Refrain from making false allegations and rumours against colleagues or higher authorities.
- Avoid open confrontation of whatever nature among the administrative staff before the students or teachers.
- Speaking ill of colleagues or higher authorities, especially in the presence of students, other teachers, officials or parents should be strictly refrained from.
- Respect the professional opinions of your co workers and promote a culture of give and take.
- Speak constructively of other staff, but report honestly to responsible persons in matters involving the welfare of students, the college system, and the profession
- Maintain active membership in professional organizations and strive to attain the objectives that justify such organized groups like Non Teaching Staff Club etc.
- Support the noble ventures of the colleagues that are useful for the institution, students and the society.
- Avoid professional jealousy and dispute with colleagues especially when you have to work together for the common interest of the institution.
- When there is a dispute with another member of the staff or faculty clarify with the person concerned first. If not able to settle approach the Staff Grievance Cell of the college or approach the principal directly if the magnitude of the problem is negligible.

6. CODE OF CONDUCT FOR STUDENTS

General Rules & Directives

- All students of St. Xavier's College are expected to conduct themselves in a manner worthy of a Jesuit institution of learning and an educated Indian citizen in the campus and outside.
- Students, wherever they are, should stand in attention as the prayer song is played before the classes begin.
- When the teacher enters the class, gently rise and greet the teacher appropriately and remain standing till he/she sits or signals to be seated.
- No student will enter or leave the classroom when the session is on without the permission of the teacher concerned.
- Students shall not enter classrooms other than their own.
- Practise and promote respect and cordiality among the students and the staff.
- Students are expected to show respect to the teachers and administrative staff of the college both inside and outside the campus.
- Students are expected to be properly dressed. Casual dressing/specially designed / extra colour/special dressing will not be permitted.
- Students shall always wear identity cards issued by the college with tag and show them as and when demanded by the Principal, teachers and office staff/security staff.
- Students should not disfigure the walls, doors, windows and furniture.
- Students are expected to spend their free hours in the Library/Reading room.
- Insubordination to teachers, habitual neglect of class work, vulgarity in word and deed, fraud or malpractice are sufficient reasons for serious disciplinary action.
- No student shall use or keep in possession alcoholic drinks or drugs. Using/keeping of these items will lead to immediate expulsion of the student from the college.
- Students should not go outside the college during class hours. In the event of unavoidable necessity they should seek special permission of the Principal / Head of the Departments.
- Sea bath is strictly forbidden.
- Students are strictly forbidden to bring mobile phones to college. If cell phones are found to be in the possession of students, it will be confiscated and will not be returned.
- Any damage by students to college property, furniture, and building will be made good at their expenses and those responsible for such damage shall be dealt severely. Collective fines will be imposed for any damage if the cause cannot be traced to any individual.
- DJ, fashion show, cinematic dance, *ganamela*, by outside troops, etc shall not be allowed inside the College campus. Violating these rules will meet with disciplinary action.
- Ragging is totally banned in the college and if found guilty of the same, it is liable to be punished appropriately as per UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.

- Political activities and the functioning of student organisations are strictly banned in the Campus. Unofficial meetings, strikes, demonstrations, agitations, and fund collection are strictly prohibited. Students who violate the above rules are liable to be dismissed from the college.
- Election to the College Union, if required, will be conducted under Parliamentary Mode, as per Lyngdoh Committee recommendations, under the verdict of the Hon.ble High Court of Kerala in WPC © No.19411 of 2012.
- Banners, flags, posters, etc. shall not be allowed inside the campus or at the gates or compound walls for purpose of any activity without the permission of the Principal.
- Students who are charged in criminal offence and are under suspension shall not be allowed to enter the campus without permission.
- Students are not allowed to bring vehicles into the campus. They have to park their vehicles at the allotted place at their own risk. Stunting and racing of vehicles within and in a radius of 200 metres outside the campus are strictly banned.
- Students and staff members can make use of the grievance redressal mechanism available in the college.

II. Recommendation to Parents

- The college expects the parents to discuss frequently matters of study and conduct of their wards, with the teachers concerned. Your concern in this area will pay dividends.
- The college has a Parent Teacher Association which gives the administration every help in the smooth functioning and development of the college. Attending the PTA meetings and other college functions and occasional meeting of the members of the staff are duties and services parents owe their sons and daughters. Your wards will feel cared for and protected.

III. Attendance and Leave

- The College insists on regular attendance at all classes. So, unless there is a real necessity, no one should absent oneself from classes.
- The certificate of attendance compulsory for the admission to the University Examination will not be issued unless the Principal is convinced that the student's conduct and progress have been satisfactory and the student has attended three fourths of the working days in the semester. For undergraduate programme under CBCSS the minimum requirement of attendance during a semester is 75 percent. Students may also note that unless they register for the University Examination they will not be eligible for promotion to higher classes.
- The application for leave on account of illness should be supported by a medical certificate.
- Students who want to participate in extra-curricular and co-curricular activities will not be granted grace attendance in lieu of such participation unless they get prior written permission from the Principal through applications forwarded by the teachers in-charge.
- When absenting from class, a leave letter duly signed by the parent or guardian should be presented to the Class Teacher in advance. If the absence is due to any unforeseen circumstance the leave letter should be submitted on the day of return.
- Students going for sports and games, NCC/NSS camps, cultural competitions and

other extracurricular activities should get prior permission from the Principal through the teacher-in-charge of these programs.

- The attendance of every semester will be communicated to the student through the Class Teacher.
- Frequent absence will be reported to the Guardian.
- Failure to observe the rules regarding attendance will entail the loss of attendance and this may disqualify a student from appearing for the University Examinations.

IV. Examinations and Reports

- Attendance at examinations is compulsory.
- Students not appearing for the examinations without prior permission from the Principal will be seriously dealt with and fined.
- A progress report with details of attendance and remarks of the Principal and the Class Teacher concerning the general behavior of the student will be distributed to the students at the Class P T A.

V. Hints for Effective Study

- Association with students who are earnest in their studies is a great help to study.
- No amount of private study or tuition can substitute active listening in class. Avoid private tuition, which reduces self-confidence and initiative.
- All assignments should be done neatly and to date. Note down the work assigned for the next day.
- Never omit a lesson or any assignment given.
- Revise the work done in class daily.
- Set aside a fixed time for daily study at home.
- Remember that asking questions is the key to learning. Never hesitate to ask questions about the subject matter in and out of class.
- When studying, ready yourself to explain the lesson to another.
- Pray to God, the source of your talents, for the grace to discover and develop them.
- Remember that 'a stitch in time saves nine'.

VI. Rules regarding the Refund of Caution Deposit

- The caution deposit paid by the student shall be returned to him/her, after adjusting dues if any, before the completion of the course, provided the student applies for refund of the same and takes TC from the College on grounds of discontinuing the course or for pursuing studies in some other institution.
- It shall be the responsibility of the student to claim the refund of caution deposit paid by him/her for the particular course immediately after the expiry of the academic year.
- The list of the students who fail to claim the refund of caution deposit before the reopening date will be published during the first week of August on the College notice board. If after this notification one does not claim the refund on or before 30th September the whole amount due to the student shall be permanently forfeited and the same will be used for the development of the College.

- Students should keep in safe custody the receipt issued for remittance of the caution deposit amount during the tenure of the course. The caution deposit will be refunded only if the receipt is produced along with the application for refund of the caution deposit. Failure to produce the original receipt will result in forfeiture of the claim for refund.
- Application form for the refund of caution deposit can be had from the college office.
- Caution deposit will be refunded only during the months of April, May, August and September.

7. CODE OF CONDUCT IN COLLEGE LIBRARY

I. Library Hours

9 AM to 4.15 PM on all working days

Issue and Return: 9.30 AM to 3.45 PM

II. Membership and admission to the library

- i) Admission to the library is restricted to members, but others who are desirous of consulting books in the library may do so with the permission of the Principal and the Librarian.
- ii) Before entering the Library the Gate Register is to be signed and the Membership Card shown at the counter. Private books and personal belongings are to be deposited at the Property Counter. Students are allowed to take only one note book and a pen with them in the reading and reference halls.
- iii) The membership of the library is open to the following categories:
 - (a) Students
 - (b) Teachers
 - (c) Guest Teachers
 - (d) Non-teaching staff of the college.

III. Use of Library

- i) Silence must be observed inside the library and loud talking is prohibited in all parts of the library.
- i) Use of Mobile Phone inside the Library is not permitted.
- ii) Books should be handled with care. Marking on books is most objectionable and may lead to the cancellation of membership privileges.

IV. Loan privilege

Members are eligible for borrowing books from the library as follows:

| | | | |
|------------------------|------------|--------------------|-----------|
| (a) Degree Students | : 2 books | (b) P G Students | : 4 books |
| (b) Teachers | : 10 books | (c) Guest Teachers | : 5 books |
| (d) Non-teaching staff | : 5 books | | |

V. Conditions of loan

- i) Period of loan
 - (a) Students : 7 days
 - (b) Teachers : 30 days
 - (c) Guest Teachers : 15 days
 - (d) Non-teaching staff : 15 daysThe librarian may fix a shorter period of loan for a book that is in great demand or withdraw a book from circulation temporarily or permanently without assigning a reason there for.
- ii) An Overdue charge of Rs. 1/- per volume per day shall be levied if the book is kept beyond the period of loan specified above or fixed by the Librarian. Books will not be issued until the dues have been cleared.
- iii) Books on loan can be recalled at any time irrespective of the period of loan at the discretion of the Librarian and non compliance may lead to the cancellation of membership.
- iv) Loan can be renewed for a further period of seven days if the books are not required by others, but not more than two consecutive renewals are permitted for students.
- v) Issue register for staff and students are separately maintained in the Circulation Counter where members can personally note down their Membership Number and due date/s of the book/s issued.
- vi) Loan period will not be renewed for books for which reservation for borrowing is received.
- vii) Before leaving the counter the member must satisfy himself as to whether the books lent to him/her are in sound condition and if not, he/she must immediately bring the

matter to the notice of the assistant on duty at the counter. Otherwise he/she shall be held responsible for any damage discovered afterward.

- viii) Damage or loss of books on loan should be immediately reported to the Librarian. Members are liable to replace such books or pay the damage/ cost of the book as fixed by the Librarian. If one volume of a set is damaged or lost the whole set may be required to be replaced. No book will be issued to such members till the loss has been made good. They are liable to pay overdue charges as per Rule 5(ii) in addition to the cost of the book upto the date on which the loss was reported. If the book reported as lost is later found out and returned then overdue charges will be levied from the due date.
- ix) Before taking any book or journal for photocopying, permission must be obtained from the library staff on duty.

VI. Issue System

- i) Members will get at the time of admission a Membership Card and as many Borrower's Tickets as the number of books they are eligible to borrow. On each occasion when a book is borrowed a Borrower's Ticket is to be given at the counter. The ticket will be returned to the borrower when the book is returned.
- ii) The Borrower's Ticket and the Membership Card are not transferable as they are tokens of privilege which only the member for whom they are issued is entitled to. Sub-lending of books is a misuse of this privilege and is to be avoided.
- iii) Special care should be taken to see that the Membership Card and Borrower's Tickets are not misplaced or lost. All losses are to be reported immediately to the Librarian.

VII. Clearance Certificate/ Non-Liability Certificate

- i) Members have to return all books and clear all dues, before they register for the last semester university examinations or are issued Transfer Certificate whichever is earlier.
The staff working in the college shall also obtain clearance certificate before leaving the college or retirement.

8. CODE OF CONDUCT IN CANTEEN

- Students should maintain discipline in the canteen and all sorts of shouting and screaming should be avoided at any cost.
- No meetings or celebrations should be conducted in the canteen.
- Students should occupy only those seats that are meant for them
- Students should help the canteen management to keep the premises clean by dropping waste only in the dustbin
- Students shall not sprinkle water on the floor at the washing area.
- Students shall not litter waste paper or plastic in the campus when they move out of the canteen.
- Students and Canteen staff should maintain mutual respect and be polite in their dealings
- Canteen Management should supply food items prepared in a clean and hygienic environment.
- Canteen Management shall charge only the agreed rate for food items supplied
- Outside food is not allowed in the college canteen. Students should use other facilities available in the campus to eat the food that they bring from home.