



ST XAVIER'S COLLEGE - JAIPUR

Nevta - Mahapura Road, Jaipur - 302029, Rajasthan, India

Affiliated to the University of Rajasthan
Approved under Section 2(f) & 12(B) of the UGC Act, 1956
A Christian Minority Jesuit Institution

Minutes of Meeting - Code of Conduct Committee

Date: 19-07-21

Attendees:

Code of Conduct			
Sr	Name	Position	Sign
1	Rev. Fr Dr A Rex Angelo, SJ	Chairman	
2	Rev. Fr Dr Raymond Cherubin, SJ	Coordinator	
3	Dr Dharmveer Yadav	Member	
4	Dr Ajay Dandotiya	Member	
5	Ms Rose Martin	Member	

Agenda: Review and Finalization of Code of Conduct and Ethics Policy
Composition and Roles of the Code of Conduct Committee
Procedures and Guidelines for Disciplinary Actions
Approval of Attendance and Leave Policies
Confirmation of Fee Submission Guidelines
Examination Rules and Regulations

Discussion and Decisions:

- **Review and Finalization of Code of Conduct and Ethics Policy:**
Committee members thoroughly reviewed the Code of Conduct and Ethics Policy presented in the draft.
Amendments were made for clarity and alignment with Jesuit principles.
Unanimously finalized the policy for approval.
- **Composition and Roles of the Code of Conduct Committee:**
Discussed the roles and responsibilities of committee members.
Clarified the convenor's role in overseeing the effective implementation of the policy.
Confirmed the existing composition with no changes.
- **Procedures and Guidelines for Disciplinary Actions:**
Deliberated on the procedures for handling disciplinary actions against students.
Emphasized the importance of due process and proportionate actions based on the severity of the incident
Discussed the escalation process in case of stakeholder dissatisfaction.
- **Approval of Attendance and Leave Policies:**
Reviewed and approved the attendance and leave policies.
Emphasized the need for clear communication regarding leave applications and prior approvals.
- **Confirmation of Fee Submission Guidelines:**
Confirmed the fee submission guidelines and discussed the flexibility of installment dates under exceptional circumstances.
Acknowledged the importance of transparent communication regarding fee structures.
- **Examination Rules and Regulations:**
Approved the examination rules and regulations.
Highlighted the necessity of obtaining prior permission for missing internal exams and communicating attendance status to students.

Principal

St. Xavier's College Jaipur
Nevta-Mahapura Road, Jaipur

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Minutes of Meeting - Code of Conduct Committee

Date: 23-02-22

Attendees:

Code of Conduct			
Sr	Name	Position	Sign
1	Rev. Fr Dr A Rex Angelo, SJ	Chairman	
2	Rev. Fr Dr Raymond Cherubin, SJ	Coordinator	
3	Dr Dharmveer Yadav	Member	
4	Dr Ajay Dandotiya	Member	
5	Ms Rose Martin	Member	

Agenda: ID card Policies

- Mobiles and Laptops Usage Guidelines
- Letter of Recommendation and Internship Consent Procedures
- Parental Recommendations and Engagement
- Responsibilities and Benefits of the Committee
- Guidelines for Effective Study

Discussion and Decisions:

- ID Card Policies:**
Approved the ID card policies and discussed the consequences of misuse.
Emphasized the reporting process for lost ID cards and the importance of replacements.
- Mobiles and Laptops Usage Guidelines:**
Approved the guidelines for mobiles and laptops usage on campus.
Stressed the educational purpose and consequences for policy violations.
- Letter of Recommendation and Internship Consent Procedures:**
Discussed the standardized procedures for obtaining Letters of Recommendation and Internship Consent.
Highlighted the importance of prior approvals and the responsibility of the concerned teacher and department.
- Parental Recommendations and Engagement:**
Emphasized the active role of parents in students' education.
Discussed regular parent-teacher meetings and the significance of maintaining open communication channels.
- Responsibilities and Benefits of the Committee:**
Discussed the overall responsibilities of the committee in implementing and enforcing college norms.
Highlighted the benefits of maintaining discipline both within and outside the campus.
- Guidelines for Effective Study:**
Approved the guidelines for effective study, underlining the importance of good conduct and respectful behavior.
Discussed the role of associations with diligent students and active participation in class.

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