



# 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: 13-08-22

Attendees:

Code of Conduct			
Sr	Name	Position	Sign
1	Dean, Student Affairs	Coordinator	
2	Heads of Departments	Member	
3	Dr Ajay Kr Dandotiya	Member	

**Agenda:** Approval of Revised Code of Conduct and Ethics Policy  
Committee Structure and Roles  
Disciplinary Framework and Guidelines  
Ratification of Attendance and Leave Policies  
Confirmation of Fee Submission Procedures  
Examination Rules and Procedures  
ID card Regulations

### Discussion and Decisions:

- **Approval of Revised Code of Conduct and Ethics Policy:**  
Presented the revised Code of Conduct and Ethics Policy for review.  
Committee members provided feedback, and necessary amendments were made.  
Unanimously approved the final version of the policy.
- **Committee Structure and Roles:**  
Clarified the roles and responsibilities of each committee member.  
Discussed the need for periodic training sessions for committee members.  
No proposed changes to the current committee composition.
- **Disciplinary Framework and Guidelines:**  
Discussed the disciplinary framework, emphasizing consistency and fairness.  
Approved the guidelines and outlined the escalation process for serious violations.
- **Ratification of Attendance and Leave Policies:**  
Reviewed and ratified the attendance and leave policies.  
Discussed the importance of documenting leave applications and timely communication.
- **Confirmation of Fee Submission Procedures:**  
Confirmed the fee submission procedures and discussed communication strategies.  
Emphasized the need for flexibility in exceptional circumstances.
- **Examination Rules and Procedures:**  
Approved the examination rules and procedures.  
Discussed the importance of transparent communication with students about examination requirements.
- **ID Card Regulations:**  
Approved the ID card regulations.  
Discussed the reporting process for lost ID cards and the consequences of misuse.

Principal

Principal

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



# 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: 4-03-23

Attendees:

Code of Conduct			
Sr	Name	Position	Sign
1	Dean, Student Affairs	Coordinator	
2	Heads of Departments	Member	
3	Dr Ajay Kr Dandotiya	Member	

*Handwritten notes:* Aharba, Banerjee, H. Arora

- Agenda:** Mobiles and Laptops Usage Guidelines  
 Protocols for Letter of Recommendation and Internship Consent  
 Parental Recommendations and Communication Strategy  
 Committee Responsibilities and Advantages  
 Best Practices for Effective Study

### Discussion and Decisions:

- Mobiles and Laptops Usage Guidelines:**  
 Approved guidelines for the usage of mobiles and laptops on campus.  
 Discussed the educational purpose and outlined consequences for policy violations.
- Protocols for Letter of Recommendation and Internship Consent:**  
 Discussed standardized protocols for obtaining Letters of Recommendation and Internship Consent.  
 Emphasized the need for approvals and timely communication throughout the process.
- Parental Recommendations and Communication Strategy:**  
 Discussed strategies for effective parental communication and involvement.  
 Emphasized the role of regular parent-teacher meetings and open dialogue.  
 Highlighted the importance of maintaining records for parental communication.
- Committee Responsibilities and Advantages:**  
 Discussed the overall responsibilities of the committee in maintaining a positive college environment.  
 Highlighted the advantages of an actively involved committee in fostering a conducive learning atmosphere.
- Best Practices for Effective Study:**  
 Approved best practices for effective study, encouraging good conduct and collaborative learning.  
 Discussed the role of associations with dedicated students and active participation in class.  
 Emphasized the utilization of the ERP system for monitoring academic progress.

Principal

Principal

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