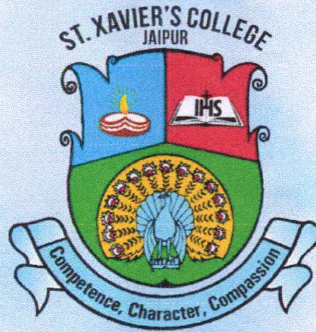


# St. Xavier's College Jaipur

Affiliated to the University of Rajasthan Approved under Section 2(f) and 12(B) of UGC Act, 1956  
A Christian Minority Educational Institution under Section 2(g) of NCMEI Act, 2004



## College Manual A Compendium of Policies and Guidelines



## PART A

### College Manual: A Compendium of Policies and Guidelines

For consistently successful functioning, St. Xavier's College Jaipur has a college manual of explicit policies and guidelines, as the foundation for implementation of its vision and mission and to achieve its goals. Policies help to furnish the guidelines for various units of the college.

### INDEX

S.No.	Policy	Page
1	Academic Policy	4
	I. Academic Council	4
	II. MOOCs / SWAYAM Policy	9
	III. Timetable Committee	11
2	Examination Policy	14
3	Admission Policy	16
4	Scholarship Policy	26
5	<b>SC/ST/OBC Policy</b>	33
6	Faculty Exchange and Enrichment Policy	35
7	Research and Ethics Policy	37
8	Entrepreneurship and Innovation & Incubation Policy	49
	I. Entrepreneurship Cell (E-Cell)	49
	II. Innovation and Incubation Cell (IIC)	51
	III. Training, Internship and Placement Cell (TIPC)	53
	IV. Intellectual Property Right Cell (IPR)	56
9	Infrastructure Policy	58

	<b>I. Transportation Policy</b>	<b>58</b>
	<b>II. Hostel Policy</b>	<b>61</b>
	<b>III. Canteen Policy</b>	<b>64</b>
	<b>IV. Aruppe Central Library Policy</b>	<b>66</b>
	<b>V. Multimedia Design Center Policy</b>	<b>69</b>
<b>10</b>	<b>E-governance Policy</b>	<b>73</b>
	<b>I. Enterprise Resource Planning Policy (ERP)</b>	<b>73</b>
	<b>II. Website Policy</b>	<b>76</b>
<b>11</b>	<b>Grievance Redressal Policy</b>	<b>78</b>
<b>12</b>	<b>Financial Management and Resource Mobilization Policy</b>	<b>82</b>
<b>13</b>	<b>Internal Auditing Policy</b>	<b>85</b>
<b>14</b>	<b>Prevention of Sexual Harassment and Internal Complaints Committee Policy</b>	<b>87</b>
<b>15</b>	<b>Institutional Green Policy</b>	<b>95</b>
<b>16</b>	<b>Alumni Association Policy</b>	<b>102</b>
<b>17</b>	<b>Policy for Specially-Abled (<i>Divyangjan</i>)</b>	<b>107</b>
<b>18</b>	<b>Anti-Ragging Policy</b>	<b>110</b>
<b>19</b>	<b>Sports and Yoga Policy</b>	<b>114</b>
<b>20</b>	<b>Planning and Evaluation Policy</b>	<b>116</b>
<b>21</b>	<b>Code of Conduct</b>	<b>118</b>

## **5. SC/ST/ OBC/MINORITY POLICY**

### **1. Introduction**

The SC/ST/OBC/Minority Policy of the college ensures the effective implementation of the various policies and programs of the Government of India, State Government and UGC with regard to Schedule Castes, Schedule Tribes and Other Backward Classes. St. Xavier's College Jaipur is committed to provide an environment that promotes diversity and respects everyone regardless of color, religious belief or cultures. While maintaining diversity of all kinds, it also commits to ensuring protection of everyone including SC/ST and OBCs and helps them by providing academic and allied assistance in order to achieve equality and social justice.

In order to create a living and working environment where all students feel safe and respected and with a view to ensure implementation of the affirmative policy of the Government of India/UGC and related orders issued by such authorities from time to time for the benefit of SC/ST and OBCs.

### **2. Purpose**

For the creation of a living and working environment where all students feel safe and respected, SC/ST/OBC and Minorities Cell with the following purposes:

- To provide counselling, guidance, and support to SC/ST/ OBC/Minority students on various issues and help them to manage academic and personal demands of a university life effectively.
- To ensure a protected environment so that all such students falling under this category feel safe and secure.
- To provide a counselling platform for any kind of emotional emergencies arising on account of any event at the campus life.
- To provide a mechanism to support grievance redressal of such students falling under the category of SC, ST, and OBC students.
- To ensure protection and reservation as mandated by the constitution of India.
- To facilitate special opportunities to these students in order to enhance the career growth of such students through placement, internship and training cell of our college.

### **3. Composition and Functioning**

### 3.1 Composition

- **Coordinator**
- **Member**
- **Office Staff**

### 3.2 Functioning

The SC/ST/OBC/Minority Cell provides comprehensive preventive and proactive services to all such students enrolled for various academic programmes in the college. The goal of the cell is to enhance the wellbeing of SC/ST/OBC/Minority students and its functioning includes-

- Reservation for SC/ST, OBC & Minorities in the College, is based on the Admission and Reservation Policy of the Department of College Education (DCE)
- Collecting data regarding the implementation of policies in respect to admissions, to take up measures for achieving the objectives and targets laid down for the purpose by the State Government and the UGC, to guide the SC/ST students of the college, to optimally utilize the benefits of the schemes offered by the State Government, Government of India (GOI) and UGC.
- Maintaining information on admissions, education, training and employment of SC/ST, OBC and Minority, prepare reports for transmission to the Department of Social Justice and Empowerment (SJE), /University Grants Commission and such other authorities as may be required.
- To promote higher education among these communities suffering economic, social and educational deprivations.
- Providing the mechanism to redress the grievance of SC/ST/OBC/Minority students, if any. It also communicates with the SJE/ DCE in response to representations/ complaints.
- Complaints if any will be forwarded to the Committee for necessary action.
- The Coordinator of the Committee/Cell will forward their report in the sealed envelope to the Principal within one week from the date of receipt of complaint

  
Principal

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

# 11. GRIEVANCE REDRESSAL POLICY

## 1. Introduction

Grievance Redressal Policy has been framed to structure an effective complaints redressal mechanism for students and staff, in order to maintain a harmonious environment in the college. It led to formation of grievance redressal committees at both college and department level to handle grievances. The committee shall uphold dignity and ensure a strife free environment in the college through promoting cordial and warm student-student relationship and student-staff relationship.

## 2. Purpose

The college's policy on grievance redressal has been formulated in order to make all the students and staff aware of the complaint handling process. This system would ensure that the redressal sought is just and fair and is within the given frame-work of rules and regulation. The policy shall discuss and analyze the causes for the complaints, initiate the complaint resolution process if required, to discuss the progress and action plans on the same and finally share the outcome with the complainant and the management. The Grievance Redressal Committee shall consider all grievances submitted in writing by an individual member of the college regarding employment/association, working conditions and any other alleged injustice done to an employee while discharging his/her duties at the college. It shall also consider all grievances from students related to college and departments. The committee shall deal with grievances received in writing from the students about any of the following matters such as academic matters like time issues of duplicate Mark-sheets, Transfer (TC) Certificates, or other examination related matters; financial matters that are related to dues and payments from library, lab etc.; miscellaneous matters such as certain misgivings about conditions of sanitation, preparation of food, victimization by faculty and staff etc.

## 3. Composition and Functioning

### 3.1 Composition

The Committee shall comprise of

- Principal (Convenor)
- Vice Principal(s)
- The Heads of Departments

### 3.2 Functioning

- The grievances cases shall be attended promptly on receipt of written grievances from the students and shall be reviewed accordingly as per the management policy.
- Any discipline-related issues should be first settled by the HoDs through the respective mentor of the class. More serious cases must be referred to the committee and also to the respective Vice-principals at the earliest, before allowing any such issues to deteriorate into heinous crimes.
- To redress grievances promptly, amicably, and in a time-bound manner.
- All the grievances of the students/staff which could not be settled in the routine process should be referred to this committee.
- To let the complainant present their case without any prejudice.
- Use positive, friendly ways to resolve the crisis rather than punitive steps, which disturb the system.
- To act impartially and try to resolve the matter as amicably as possible.
- To ensure effective, sensitive and confidential communication between all parties involved.
- Ensure that there is a proper process of investigation of the facts and figures related to the problem should be thoroughly investigated.
- The committee shall work as an appeal mechanism for the complainant if he/she is not satisfied by the department level grievance committee.
- Follow documentation of the procedures and of all necessary steps taken to resolve the problem/complaint.
- The committee shall set up a suggestion/complaint box at the reception area/s and on each floor of the building in which the students, who want to remain anonymous, can put in writing their grievances.
- The committee shall act upon only those cases, which have been forwarded in written along with the necessary documents.
- The Grievance Redressal Committee shall consider only individual grievances of specific nature of staff and students of the college raised individually by the concerned aggrieved employee/ student of the College
- The Grievance Redressal Committee shall not consider any grievance of general applicability or of collective nature raised collectively by more than one employee/ student.

- After receiving any application, the Committee will decide on the merit of case regarding scope of further discussion.
- The committee shall resolve the complaint within 14 days. In exceptional circumstances, the convener can increase the time to resolve the complaint.
- The student complaint regarding any department issue is to be taken up by the Department Grievance Committee. If the complainant is not satisfied by the resolution, then it can be forwarded to the college Grievance committee by the Principal on submitting a written application to him by the complainant.
- The Grievance Committee will meet as and when required and maintain record the minutes of meetings.
- If a member of the Grievance Committee is connected with the grievance of the aggrieved individual, the concerned member of the Grievance Committee shall not participate in the deliberations regarding that individual's case.
- If the aggrieved person happens to be a member of the Grievance Committee, then he/she shall not participate in the deliberations as a member of the Committee when his/her representation is being considered.
- The complaint should be submitted online through ERP portal, preferably. Although written applications in hard copy can be accepted.
- The aggrieved member shall submit his/her petition to the Principal in a sealed envelope marked "confidential".
- On receipt of a petition the Principal will forward it to Convener, Grievance Redressal Committee if the matter can't be resolved through verbal resolution. It is the endeavour of GRC to send its recommendation to the Principal within 15 days if possible, but in any case not beyond one month, for further action.
- The Grievance Redressal Committee may mediate between the complainant and defendant against whom the complaint has been made, if required
- In case of false and frivolous complaint (if proved), the Grievance Redressal Committee will recommend Code of Conduct /Disciplinary committee and finally to the Principal to take appropriate action against the complainant.
- The grievances will be addressed at three levels in the college:
  - i. Departmental level grievances shall be taken care of by the concerned class mentors, department faculties and Department Heads to maintain the transparency.



- ii. The faculty coordinators of grievance redressal committee will act as facilitators to communicate and sort out the grievances at the department level.
- iii. Unresolved grievances at the departmental level are referred to the Grievance Redressal committee of the college.

### **3.2.1 Exclusions**

**The Grievance Redressal Committee shall not entertain the following issues:**

- Any sexual harassment complaint.
- Any ragging related complaint.
- Any complaint pertaining to SC/ST/OBC related issues.
- Any decisions taken by academic council, society co-coordinators, administrative and academic Committees constituted by the college.
- Any decisions taken by the management with regard to any award of scholarship, fee concessions, medals, trophies and certificates etc.
- Any decisions taken by the college management with regard to disciplinary matters and misconduct.
- Any decisions taken by the college management with regard to the admissions process in any courses offered by the college.
- Any decisions taken by the college management with regard to the assessment and examination result.



Principal

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

## **14. PREVENTION OF SEXUAL HARASSMENT AND INTERNAL COMPLAINTS COMMITTEE POLICY**

### **1. Introduction**

As per the guidelines of the University Grants Commission (UGC) and the Supreme Court a Prevention of Sexual Harassment and Internal Complaints Committee has been established by St. Xavier's College Jaipur, to provide a healthy and congenial atmosphere to the staff and students of the Institution. The committee aims to sensitize and work to prevent sexual harassment in the institution. The committee shall conduct an inquiry by forming an Internal Complaints Committee (ICC), at the time of requirement for suggesting suitable action as per the legal format of Vishaka Guidelines, Sexual Harassment at the Workplace of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and GOI's Instructions in this direction.

St. Xavier's College Jaipur is committed to providing a congenial and conducive atmosphere in which students, teachers, and non-teaching staff can work together in an environment that is free of violence, harassment, exploitation, and intimidation. This includes all forms of violence; (sexual harassment and discrimination) based on gender. Every member is expected to be aware of the institution's commitment to their right to freedom of expression and association, as the college strongly supports gender equality and opposes any form of gender discrimination and violence.

Concerning the Supreme Court Judgment and guidelines issued in 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at workplaces, the University Grants Commission (UGC) issued circulars since 1998, to all the universities, advising them to establish a permanent cell and a committee; to develop guidelines to combat sexual harassment, violence against women and ragging at the universities and colleges. Keeping the above guidelines in view, the College has constituted a committee against Sexual Harassment.

The Supreme Court of India, in a landmark judgment in August 1997 (Vishaka & others vs. the State of Rajasthan & others) stated that every instance of sexual harassment is a violation

of “Fundamental Rights” under Articles 14, 15, and 21 of the Constitution of India, and amounts to a violation of the “Right to Freedom” under Article 19 (1)(g). Another Supreme Court Judgment in January 1999 (Apparel Export Promotion Council vs. Chopra) stated that sexually harassing behavior “needs to be eliminated as there is no compromise on such violations”. The Supreme Court further reiterated that sexual harassment “is a violation of the fundamental right to gender equality and the right to life and liberty”.

### **1.1 University of Rajasthan Mandate**

Based on these, the University of Rajasthan, Jaipur to which St. Xavier’s College Jaipur is affiliated, made it mandatory for the affiliated and constituent colleges to adhere to the following:

- A Prevention of Sexual Harassment and Internal Complaints Committee is to be made functional with at least two senior women faculty in the committee.
- A Prevention of Sexual Harassment and Internal Complaints Committee policy to be adopted and publicized.
- An affidavit to be submitted by each college declaring that such a policy is adopted and the Prevention of Sexual Harassment and Internal Complaints Committee is operational.

### **1.2 Definition of Sexual Harassment**

To understand the scope of the committee, sexual harassment is defined as including such unwelcome sexually determined behavior (whether directly or by implication) as:

- Physical contact and advances;
- A demand or request for sexual favors;
- Sexually coloured remarks;
- Showing pornography;
- Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

## **2. Purpose**

The committee is formed with a purported aim to meet the following key objectives:

- To develop the policy and guidelines to keep a check on such complaints.

- To fulfill the directives of the Supreme Court, the directives of the UGC, and the University of Rajasthan, Jaipur to implement a policy against sexual harassment in the institution.
- To hear the complaints with utter confidentiality.
- To evolve a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence in the institution.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To provide an environment free of gender-based discrimination.
- To create a secure physical and social environment that will deter acts of sexual harassment.
- To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.

### **3. Composition and Functioning**

#### **3.1 Composition**

St. Xavier's College Jaipur has framed a committee comprising of the following members

- Convenor
- Coordinator
- Member

In addition to this, the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, mandates that the employer or the person designated in charge of any workplace nominate an Internal Complaints Committee (ICC) for every branch of the workplace that employs more than ten persons. One-half of the total members of the ICC must be women and must comprise:

- A woman as the Presiding Officer, chosen from amongst the employees of the workplace and necessarily employed at a senior level.
- Not less than two members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge.

- One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexualharassment.

### **3.2 Functioning**

The committee shall conduct the following activities throughout the academic session:

- Provide a safe working environment.
- Keeping a check over cameras and complaint boxes placed at strategic places in the institution.
- Setting up an easy complaint filing procedure and ensuring confidentiality and quickness in resolving the complaints
- Organize workshops and awareness programs at regular intervals to sensitize students & employees on the issues and implications of workplace sexual harassment and organize orientation programs for members of the Internal Complaints Committee
- Treating sexual harassment as misconduct under the service rules and initiating action for misconduct

#### **3.2.1 The rules and regulations outlined in this policy shall apply to all complaints of sexual harassment made:**

- By a member of the institution against any other member irrespective of whether the harassment is alleged to have taken place within or outside the campus.
- By an outsider against a member of the college or by a member of the college against an outsider if the sexual harassment is alleged to have taken place within the campus.
- By a member of the college against an outsider if the sexual harassment is alleged to have taken place outside the campus. In such cases, the committee shall recommend that the college authorities initiate action by making a complaint with the appropriate authority. Further, the committee will actively assist and provide available resources to the complainant in pursuing the complaint.

### **3.3 Guidelines for Resolving Complaints**

According to the SAKSHAM Handbook of UGC, the basic perspectives and principles that must guide all HEIs in their task of addressing and redressing sexual harassment on campuses

against the background of the Vishaka Guidelines, and now the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

As per the law and stated UGC guidelines the goal of the Sexual Harassment policy is to end the problem faced by the student/employee through an internal system of relief that is easy to access, and thereby to provide an effective remedy to the aggrieved complainant as quickly as possible so that s/he can continue to study/work and develop without further impediments. The larger perspective guiding sexual harassment policy is to be educational, preventive, corrective, and, when punitive, to carry out processes following a complaint with sensitivity, rigor, and justice.

St. Xavier's College Jaipur shall also focus on the following broad principles and guidelines in resolving any complaint in this direction:

- **Confidentiality**
- **Non-coercion as well as interim relief**
- **Counselling for both the parties involved.**
- **Fair inquiry**
- **Fair Judgment**
- **Creating an atmosphere of trust**
- **Keeping a check over the vulnerability of discrimination and exploitation, based on caste, minority, disability, etc.**
- **Endorsing practices of zero tolerance toward sexual harassment**

### **3.4 Standard Operating Procedure**

**The college management shall take care of the following matters:**

- The management shall form an ICC in case of receiving any sexual harassment complaint.
- The employer is also required to monitor the timely submission of reports by the ICC

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 also sets out the constitution of the committees, and the process to be followed for making a complaint and inquiring into the complaint in a time-bound manner. It also empowers the ICC to recommend to the employer, at the request of the aggrieved employee,

interim measures such as (i) transfer of the aggrieved woman or the respondent to any other workplace; or (ii) granting leave to the aggrieved woman up to 3 months in addition to her regular statutory/ contractual leave entitlement.

The above act also states, that if an employer fails to constitute an Internal Complaints Committee or does not comply with any provisions contained therein, the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 prescribes a monetary penalty of up to INR 50,000. A repetition of the same offense could result in the punishment being doubled and/or de-recognition.

The government is in turn required to set up 'Local Complaints Committees' ("LCC") at the district level to investigate complaints regarding sexual harassment from establishments where the ICC has not been constituted.

The law allows the employer to initiate action against the complainant in case of a "false or malicious complaint". In case the allegation has been proved, the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 allows the ICC to recommend to the employer to deduct from the respondent's salary such sums it may consider appropriate to be paid to the aggrieved woman or take an action as per the law.

### **3.4.2 Procedures**

#### **3.4.2.1 For Recording Complaint**

Procedure according to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, in **recording a complaint:**

- Use a standard format for the recording of complaints if there has been a series of incidents, seek information about all previous incidents; collect evidence like messages, emails, and any other relevant documents, including itemized call records
- Reduce oral complaints to writing using the standard format that the complaint is as far as possible in the words of the complainant. Ensure that all documents submitted by the complainant are authenticated on every page, and countersigned by the member of the ICC who has recorded/ received the complaint.

- Development of a standard procedure for the constitution of the Inquiry Committee, designation of the Inquiry Officer, and a clear definition of its role, responsibilities, and powers

#### **3.4.2.2 For Formal Inquiry:**

- **Order and Manner of Inquiry:** The necessity of adopting a mode of inquiry whereby the respondent has a full opportunity to understand the case being made out against him/her before he/she presents his/her defence.
- **Dealing with depositions:** Verbatim vs. sense-based reduction of oral depositions. Use of questions and answers. Administration of an oath of confidentiality, and signatures on attendance sheets. The necessity of the deposition being explained to the witness in a language she/he can understand, and the use of translation/interpretation. Also, the a need for the authentication of depositions (preferably on the same day) by all witnesses, particularly the respondent
- Procedures for the cross-examination of the parties and their witnesses, modulated by the guiding principles of gender sensitivity and non-coercion.
- Supply of authenticated and anonymized depositions to both parties
- How to summon and interview official witnesses and access official records?

**3.5 Duties of the Chief Inquiry Officer:** Supply the complaint and other documents to the respondent; issue summons to witnesses; conduct meetings of the Inquiry Committee, proper record of minutes/; correspondence with the complainant, respondent, witnesses, and officials.

**3.5.1 Roles and responsibilities of other members of the Inquiry Committee, including the NGO representative:** The key responsibilities of other committee members are to attentively attend all the meetings (in case of absenteeism prior information should be sent to the Chief Inquiry Officer), record keeping of the minutes, giving their valuable suggestions in the case proceedings, helping in exploring more information, supporting in report compilation etc.

**3.6 Granting Interim Relief to Complainants:** Addressing requests for transfer, leave, medical care/leave, and protections against victimization. Implementation of guarantees of



confidentiality and principles of natural justice, including serving restraint orders, and interim disciplinary action.

#### **4. Declaration of Policy**

Educational Institutions are not merely 'workplaces' where faculty and non-teaching staff are employed but are places where students come to learn and be trained for their professional careers and to realize their full potential as individuals. It is therefore imperative that all students, particularly women students, are provided with a safe and dignified environment in which they can achieve these goals, because only then will they be able to realize the constitutional promise of equality. Keeping this in mind St. Xavier's College Jaipur also declares the safekeeping of its workforce and students by having a Prevention of Sexual Harassment and Internal Complaints Committee policy and following a systematic procedure in resolving the complaints.



Principal

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

## 18. ANTI-RAGGING POLICY

### 1. Introduction

Ragging, a social menace, has no place in the academic environment of St. Xavier's College Jaipur, where character, compassion, and competence are strived for and emerges from its core value of inclusivity and dignity.

The Ministry of Human Resource Development, Government of India has taken a serious note of the incidents of ragging and is of the view that serious action should be taken against those indulging in 'ragging' so that these incidents are not repeated, and exemplary punishment is meted out to those indulging in it. Strict implementation of the guidelines issued by the Honourable Supreme Court on this issue has also been stressed by the Ministry.

To this end the college has a strict Anti-Ragging Policy that constitutes and ensures smooth functioning of the Anti-Ragging Committee in order to create a healthy and safe environment for its students. The committee takes care of preventive, procedural, and punitive aspects of ragging based on the guidelines issued by the University Grants Commission, Ministry of HRD (Govt. of India), and Department of College Education, Govt. of Rajasthan (DCE). Ragging is prohibited and punishable under the UGC Regulations on "Curbing the Menace of Ragging in Higher Educational Institutions (2009)" as issued and amended by the UGC from time to time and scrupulously followed by St Xavier's College Jaipur.

### 2. Purpose

Purpose of the policy is to dictate the functioning of the **Anti-Ragging Committee** for preventing ragging and dealing with the ragging cases in a sensible manner. The sole responsibility of the anti-ragging committee is to deal with the ragging according to terms given by the UGC and DCE. The 'anti-ragging policy' covers the guidelines and system for the anti-ragging committee of the college, to achieve the following end:

- To develop a proper system to file complaints related to the ragging of any type.
- The policy intends to provide an efficient, fair, and transparent experience to all our students.

- Create, develop, and nurture a conducive, socio-academic environment within the college campus.
- Generating and maintaining a high level of confidence within new entrants and their parents/guardians to perceive that fresh entrants to the college are welcome and provided support, rather than being harassed and intimidated.
- Keeping in place an integrated system to discourage and prevent any negative acts like ‘ragging’ by the seniors, which disrupts socio-academic integration of new entrants.
- Prescribing deterrent measures for any violation of the ‘anti-ragging policy’ by way of disciplinary measures
- Redress ragging complaints promptly. Give a friendly environment so that students without fear can come and discuss their problems freely
- Ensure effective, sensitive and confidential communication between all involved without prejudging or commenting.

### **3. Composition and Functioning**

#### **3.1 Composition**

As per the directives of the Honourable Supreme Court of India, the UGC/DCE has issued strict guidelines to all the institutions of higher education to check and curb the menace of the ragging on campus. For smooth implementation of the anti-ragging system, St. Xavier’s College, Jaipur constitutes an anti-ragging committee in each academic session. The committee members shall work as per provisions of UGC/DCE guidelines to ensure and check ragging of students on the campus. This committee consists of: -

- Coordinator
- Assistant Coordinator
- Two Members

#### **3.2. Functioning**

- a) The advertisement for admissions shall clearly mention that ragging is totally banned/prohibited in the College and anyone found guilty of ragging and/or abetting ragging is liable to be punished appropriately

- b) The prospectus should contain a specific caution that “Ragging is banned in college, and anyone found indulging in ragging, is likely to be punished appropriately which may include expulsion from the institute.”
- c) Management of the College/Heads of the Departments/Faculties, during their address/discussion to/with parents/guardians, admission aspirants/fresh entrant students at the time of counselling meets, on registration, induction program, batch inaugurals and other such occasions, should invariably assure the students and parents about full protection and support against any attempts of ragging by seniors while briefly introducing the ‘anti-ragging policy’ of the college.
- d) Migration/School leaving certificates and character certificates, issued by the previous school/college/institution/university to the admission aspirants should be carefully checked for any entry relating to the student’s involvement in ‘ragging’ activities at the time of registration for admission.
- e) All matters of discipline, related to anti-ragging, within teaching institutions must be resolved within the campus except those impinging on law and order or breach of the peace or public tranquillity, all of which should be dealt with under the penal laws of the land.
- f) Remedial action shall be initiated and completed within the week of the incident itself but in any case, not beyond fifteen days, for further action.
- g) A database shall be created out of undertakings affirmed by each student and his/her parents/guardians stored electronically and shall contain the details of each student. The database shall also function as a record for the anti-ragging committee.
- h) Big posters (preferably multi-coloured with different colours for the provisions of law, punishments, etc.) shall be prominently displayed on all notice boards of all the departments, and at various vulnerable places in the building.
- i) Apart from placing posters, the college shall undertake measures for extensive publicity against ragging by means of audio-visual aids, by holding counselling sessions, workshops, and other methods as it deems fit
- j) Ensure that the UGC Anti Ragging Undertaking should be filled by the students and Parents/Guardians after they have taken admission in the college. The link for the same is available on the college website and also in the important links given.
- k) Maintain the record of registered complaints received and the status of the action taken.

- l) Aware the students about the Punishments/Penalties for 'Ragging' at the college level after they have taken admission for UG and PG Courses
- m) Depending upon the nature and gravity of the offense as established by the anti-ragging committee of the college, the possible punishments for those found guilty of ragging at the college level will be any one or any combination of the following:
- Suspension from attending classes and academic privileges or class for a limited period.
  - Withholding/withdrawing scholarship and other benefits
  - Debarring from appearing in any test/examination or other evaluation processes
  - Debarring from representing the institution in any regional, national or international meet/events, tournament, youth festival etc.
  - Suspension/expulsion from the college
  - Cancellation of admission
  - Rustication from the college for a particular period
  - Debarring from admission in PG or any other course
  - Fine with a public apology
  - Prosecuting for a criminal offense
  - The college can approach police/lodge FIR if the situation demands.
  - Collective punishment in case the individual(s) committing or abetting 'ragging' are not identified.



Principal

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

## **20. CODE OF CONDUCT**

### **1. Introduction**

St. Xavier's College Jaipur, a Jesuit institution of higher learning, which draws its inspiration from Jesus Christ, envisions the formation of the whole person. We, at Xavier's seeks to form young men and women who are committed to the establishment of a just and caring social order. The college envisions that people who are not only competent and compassionate but are overall people of integrity and character can create a better society. We believe that by promoting the intellectual, emotional and moral growth of the student we can create men and women who are committed to and confident of promoting a humane world. In this Code, "we or us" means St. Xavier's College, its management, employees, students, and those as the need may arise depending upon the context.

This code spells out expectations for the clarity of all those who work with/for us. It is expected for such people/institutes/NGOs/Companies/ Organizations who in any way come in contact with us, to be aware of this Code that clarifies our way of working/dealing with people and situations.

### **2. Purpose**

This Code is formulated in order to create a standard ethical and disciplinary code of conduct for all its employees/collaborators/stakeholders/students to help them know what is expected of them by the way of behaviour as members/collaborators of/with the Xavier's family.

The Code of Conduct ensures -

- Following the highest moral and ethical standards as outlined in Jesuit Official Documents based on the principles promulgated and practised by our founding fathers.
- Preserving the cultural rights of every community/religion/race/tribe in harmony with the fundamental rights outlined in the constitution of our nation.
- To discourage discrimination of all kinds in all our procedures like recruitment/promotion of employees, admission of students and dealing with all our stakeholders.

- Commitment to inculcate good values as expected of a responsible Indian and Global Citizen.
- To provide a safe, healthy, clean, and harmonious working environment for all our stakeholders is our priority.
- When our stakeholders have an opportunity to represent us, we expect a high degree of ethical standards to be maintained including professionalism, honesty and integrity.
- Absolute prohibition of all kinds of alcoholic beverages/ narcotic substances in our campus.

### **3. Composition and Functioning**

#### **3.1 Composition**

- Principal as convenor,
- Vice-Principal,
- Dean, Student Affairs Cell
- Heads of the Departments,
- Assistant Director, Physical Education

#### **3.2 Functioning**

- The committee should function in coordination with all the units of the college.
- The department head should implement the policy in their respective departments and in case of any issue/misconduct the Head must resolve the matter within the department in consultation with the department members.
- If the matter/violation of code of conduct is at the college level, then the committee in consultation with the Convenor will resolve the matter and take appropriate decisions.
- In case the students or stakeholders are not satisfied by the decision of the code of conduct committee then the Principal can refer the matter to the Internal Inquiry Committee for a detailed report and the college management will take an appropriate decision.

##### **3.2.1 Discipline:**

- Students are expected to dress and to conduct themselves in a proper manner
- All forms of ragging/misbehaviour are prohibited. If any incident of

ragging/misbehaviour comes to the notice of the authorities, the student will be given the opportunity to explain. If the explanation is not found to be satisfactory, the authorities can take disciplinary action including expelling him/her from the college.

- Misbehaviour towards girl students, use of threat or violence against members of the staff or fellow students will be considered as a very serious case of misconduct.
- Students are expected to conduct themselves in a manner that provides a safe environment for one and all.
- If a student(s) is/are found to be practicing malpractice during examination, the authorities will take a strict action against such student(s)
- Students should not consume any kind of intoxicants/narcotic substances within or nearby campus areas. If anybody is found to be under the consumption of any of these substances, the authorities will take disciplinary action including expelling him/her from the college.
- Students should not organize or involve in any unauthorized activity in the campus like celebrations, collection of funds, political campaigning, propaganda meetings, distribution or display of any material etc. If a student(s) is/are found to be practicing in any one of the unauthorized activities, the authorities will take a strict action against such student(s)
- Students should not be involved in any act of defaming the College Name, spreading any wrong information about College, misleading the other students and any act of violence.

### **3.2.2 Procedure for Disciplinary action:**

- If any student is found to be violating the code of conduct guidelines, the code of conduct committee should take immediate cognizance of the same on the basis of a written application.
- The Code of Conduct committee is responsible to prepare the entire report of the incident and submit it with recommendations for disciplinary action to the Convenor.
- Based on the inquiry of the code of conduct committee and the gravity of the misconduct, the college management can take following actions:
  - a. Issue an oral warning
  - b. Issue a warning letter
  - c. Issue a suspension from college for a stipulated duration
  - d. Dismissal from college



### 3.2.3 Attendance

- The university prescribes a minimum of 75% attendance. The college insists on regular attendance in all classes. Therefore, unless there is a real necessity, no one should absent oneself from class. When absenting from class, a leave letter duly signed by the parent or guardian should be presented to the Office 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, NCC/NSS camps, cultural competition and other extracurricular activities as on duty should get prior permission from the Principal through the professor- in-charge of the programs/ Head of the Department.
- The attendance shall be communicated to the students at regular intervals and frequent absenteeism shall be reported to the Guardian.
- Failure in observing rules regarding attendance will entail the loss of attendance and this may disqualify the student from appearing for the University Examinations.
- In case of prolonged absence on account of medical reasons, a medical certificate ought to be submitted to the Principal within fifteen Days of absence.

### 3.2.4 Leave: A student is eligible for the following leave:

- Leave on personal grounds
- Leave on medical grounds (for extended sickness normally requiring hospitalization.)
- Medical leave for periods of less than 7 days is not permitted. A Medical Certificate and a subsequent Fitness Certificate from the CMO of the College are required for resumption of studies.
- A combination of different types of leave is not normally permitted.
- Students permitted to attend approved academic and co-curricular activities, conferences may be considered to be on duty.
- Students not appearing for first and second internal examination without prior permission from the Head and the Class Mentor will be seriously dealt with.
- An application stating the genuine reason has to be produced prior to the commencement of examination should be presented for permission to the Head and the Class Mentor.
- A Parent teacher meeting is conducted after the internal exams to apprise the parents of the progress and performance of their ward along with an interaction centring on

their ward's general behaviour and regularity.

### **3.2.5 ID Card:**

- St. Xavier's College Jaipur issues RFID Cards to each and every student, after granting him/her admission, which is valid during his/her period of study in the College.
- The student ID Card is for identification purposes only. Each student is mandatorily responsible for the use and to carry his/her student ID Card mandatorily in the college premises, University Exam, in any other academic activity/event or participation in co-curricular activities held inside/outside the campus.
- Entry in the college premises including Library, Auditorium and Computer Lab is restricted without the ID Cards.
- Entry and participation in all college activities is restricted without the ID Card
- ID cards shall be distributed by the college office. The students need to collect their ID Cards from the office within the announced time limit.
- The student ID Card is not transferable to any other person. Students must ensure that their ID Cards are kept secure and are not deliberately or inadvertently made available for use by any other person.
- The student ID Card must be presented at the request of an authorized person of the college. Any student refusing to provide the same may invite disciplinary action against him/her.
- Alteration, falsification or misuse of the student ID Card is a violation of Students' Code of Conduct and will be dealt accordingly that can include a severe disciplinary action against him/her. Fraudulent use of the student ID Card may also result in criminal charges and/or civil proceedings as deemed fit.
- A student who has lost his/her student ID Card, must report the same to the Principal of the college as soon as possible to invalidate the issued card and apply for replacement by completing the appropriate application form. Until the loss is reported and the old card invalidated, the student may be held responsible for any unauthorized use of that card.
- Replacement of student ID Card due to loss, damage, or the change in name will accrue a charge as determined by the college.
- Student ID Card is the property of the College. Students must have to surrender their ID Cards to the College for cancellation upon withdrawal/termination or successful

completion of studies

- Upon completion or cessation of studies, the student must no longer use the student ID Card for proof of his/her student status for any purpose

### **3.2.5 Rules and Regulations for using mobiles and laptops inside the College campus**

- Mobile phones, laptops must be used only for the purpose of education
- Use of phones, cameras, etc. is prohibited during the class hours inside the campus
- The students should not click unauthorized pictures of staff and fellow students
- Mobile phones are strictly prohibited inside the library and examination hall
- The students should not use mobile phones while attending meetings, workshops, functions and other activities of the college
- Laptops must be used as a tool for education. If used for any other purposes like watching movies, surfing social sites, immediate action will be taken.
- Mobile phones must remain in silent mode inside the college premises
- Mobile phones must not be charged inside the classrooms
- If your mobile phone is lost or stolen, the phone cannot be claimed back and the college will not be responsible
- Any breach of this policy will be treated as a potential disciplinary issue and dealt with through our disciplinary procedure

### **3.2.6 Recommendation to the Parents**

- Active involvement of parents in the education of their children is very much required for success. This is achieved through the interaction of parents with the teachers and the college authorities as well as monitoring the performance of their ward on ERP..
- Class-wise parent-teachers' meetings are held at the end of every term after the exams for analysing the results and the general performance of the ward in the college and at home.
- Occasional visits of parents to the college and regular dialogue with the authorities, especially the mentor is very much encouraged.
- The visits and interaction with the authorities are to enhance the overall development of the students.
- To encourage this and to attend to the requests of the parents, records are maintained in the college for the parents by the coordinator.
- The College Administration checks these and addresses the issues regularly.

- For the safety of your ward, it is recommended that the Mentor and the office should be informed of the local address of the guardian, the hostel/paying guest/room or any other place of residence of their child.

**4. All Xavierites shall aim at observing certain norms of good conduct and polite behaviour:**

Good manners are expressions of a refined character.

- Practice and promote respect and cordiality among the students and staff.
- Always be punctual in attending classes and other duties.
- When a professor enters the class, gently rise and remain standing till he/she sits or signals to be seated.
- Maintain proper behaviour with all the students and staff
- Handle college property with care. Do not disfigure walls and furniture.
- Insubordination to Professors, habitual neglect of class work, vulgarity in words and deed, deliberate vandalism, stealing, being a nuisance in the class, habitual neglect of study are sufficient reasons for disciplinary action.
- Only those electronic items that are necessary in the course of the course are allowed to be brought to the college and are to be used as per the directions of the professors.
- Use of mobile phones during class hours is strictly prohibited.
- Obscene books and periodicals, smoking, use of alcohol and drugs in any form, are strictly forbidden in the college campus.
- The students are forbidden to bring crackers, lethal weapons, explosives and other dangerous materials to the College.
- The government and the university have issued detailed instructions with regard to the banning of any sort of RAGGING on the college campus by any student. Instant dismissal will be the punishment for any offenders in this regard. All students should mandatorily fill the Anti-ragging undertaking available on UGC website every year. The signed undertaking to be submitted to the college office at the time of admission/readmission.
- The students are expected to dress in simple and decent clothes, formal or informal. Let your person and dress be neat and clean without show. Personal cleanliness, overall smartness, the neatness of the classrooms and cleanliness and beauty of the college campus need to be maintained.

- Do not bully, harass or discriminate against any member of the college.
- Do not behave in a manner, within or outside college that may bring the college into disrepute.
- The college prohibits all forms of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, indecent exposure, stalking and other misconduct that is sex or gender based.
- During class hours, students shall not be found loitering anywhere in the college campus. Doing any other work on the college campus during class hours is to be avoided by all.
- After the second bell, strict silence is to be observed in the class by all the students. If the Professor happens to come late, students shall maintain silence inside the class.
- During free hours, students are expected to make good use of the library.
- Leave the toilets clean after use.
- Queue up at counters patiently waiting for your turn without us usurping the turn of others.
- **Let your parents and guardians be proud of your conduct at home and in society.**



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