



ST. XAVIER'S COLLEGE
(AUTONOMOUS)
5, Mahapalika Marg, Mumbai - 400 001,
INDIA.
☎ 2262 0661/65

7.1.10: CODE OF CONDUCT

- ❖ **Code of Conduct for Staff**
 - Maharashtra Public Universities Act 2016
- ❖ **Code of Conduct for Students**
 - College Handbook
- ❖ **Committees monitoring implementation of Code of Conduct**
 - Links to Policy Documents:
 - Attendance Committee
 - Anti Plagiarism Committee
 - College Grievance Cell
 - SOP/Minutes of meetings
 - Attendance Committee
 - Discipline Committee
 - Internal Committee
 - Unfair Means Committee



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CODE OF CONDUCT FOR STAFF & STUDENTS



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Code of Conduct for Staff

The prescribed Code of conduct for teachers, administrators and other staff of the Institution is the Maharashtra Public Universities Act 2016.

Link to Maharashtra Public Universities Act 2016


<https://xaviers.edu/main/images/college/code-of-conduct.pdf>

Code of Conduct for Students

The prescribed Code of conduct for students of St. Xavier's College, is in the Handbook of the college which is published at the beginning of every academic year. It highlights the vision and mission of the college, quality mechanisms as also the rules and regulations that govern the life of a student on campus.



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**COMMITTEES
MONITORING IMPLEMENTATION OF
CODE OF CONDUCT**



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Committees which monitor implementation of the Code of Conduct

At St. Xavier's College, there is not one single Committee to monitor adherence to the Code of conduct. Keeping with the policy of decentralisation there are different Committees which look into implementation of various aspects of the Code of conduct. The Principal along with these Committees handles all the issues related to the implementation of the Code of conduct.

1. Admission Committee
2. Discipline Committee
3. Internal Committee
4. Unfair means Committee
5. College Grievance Cell

Link to the Policy documents of Committees uploaded on the website

Attendance Committee	https://xaviers.edu/main/images/college/admission-policy.pdf
Anti Plagiarism Committee	https://xaviers.edu/main/images/college/anti-plagiarism.pdf
College Grievance Cell	https://xaviers.edu/main/images/college/cgrc-guidelines.pdf

Admission Committee

Members (2019 - 2020)

1	Dr. Annapurna. S, VP (Arts)	Convenor
2	Dr. Hrishikesh Samant, VP (Science)	Member .
3	Dr. Sujata Deshpande	
4	Dr. Aparna Talekar	
5	Mr. Marazban Kotwal	
6	Mr. Conrad Cabral	
7	Ms. Alpana Palkhiwale	

Prime function of Admission Committee


Efficiently manage the college undergraduate admission process
Ensure that it is conducted smoothly in an unbiased manner.

Other Functions of Admission Committee

- (i) Formulate and execute the admission criteria (for FY) and readmission criteria (for SY and TY) as per the guidelines set by the University of Mumbai.
 - (ii) Ensure filling up seats according to merit, minority status and intake capacity.
 - (iii) Guarantee transparency in the admission process at every stage.
 - (iv) Screen applicants for admission to the various courses.
- Revise and update merit lists and regulate subject choice and changes.



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- (vi) Ensure office staff conducts the enrolment and eligibility process of the admitted students as per the norms of the University after the admission process is completed.
- (vii) Periodically update the information posted on the college website with regard to admissions.

Hierarchy:

Level 1: Vice Principal (Science and Arts)

Level 2: Members of the Committee

Authority to which the Committee reports to:

Principal, St. Xavier's College, Mumbai

Discipline Committee – Standard Operating Procedure

Aim is to inculcate proper discipline in students for their overall development.

Committee has ten members out of which one is the convenor

Objectives

- (i) To observe that students follow dress code.
- (ii) Students enter the campus with their identity cards displayed in person.
- (iii) To control the misbehavior of students on campus.
- (iv) To maintain cleanliness in the canteen foyer and college corridors.

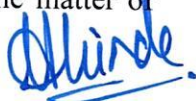
Tasks that have been executed successfully in the academic year **2018 - 2019**.

1. The students cannot enter the campus without their ID cards and the security staff will be monitoring the same at the gate. If a student does not have the ID card then he/she pays a fine of Rs.100/- in the Treasurer's office and then after showing the receipt they can collect their bags and enter the campus.
2. Every student is expected to display their ID cards as long as they are on campus.
3. If a student is found to be inappropriately dressed for college then the security staff has been given the authority to send the student back. The committee feels that in such cases collection of a fine of Rs. 100/- and letting the students in, will allow them to be on campus in an attire that is not fit for a college atmosphere.
4. If students are found to use their mobile phones in class during lectures, ID cards are taken by the teacher and handed over to the Vice Principals or the Principal.
5. Misbehaviour on campus is a serious issue and if any teacher comes across any such incident then they have the authority to take the ID card of the student and hand over the same to the Vice Principals or the Principal. It was concluded that the matter of



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discipline in class should be left to the teacher as he/she is the best judge to handle such issues within class.

6. No student is asked to leave the class after they have been given attendance on grounds of indiscipline as this could pose problems in cases of complaints against the student when he/she is outside the campus during that period.
7. The Dos and Don'ts were prepared and displayed on digital screens across the campus and mainly near the canteen foyer.
8. It was decided that the faculty members of the committee will take rounds of the canteen during different periods of time to check and monitor the status of cleanliness. The members volunteered to work 2 days per week, as per the time slots allotted to them. This was quite successful.
9. Strict instructions were given that eatables are not allowed in the class rooms as they attract rodents.

Task plan to be executed next academic year along with whatever is being administered

It was discussed that as a part of maintaining discipline on campus, strict instructions should be given that the college chapel is a place of worship and it should not be used for social interactions or for studies.


1. The initiatives taken by the BMS department for the disposal of waste from Girl's toilets in the hostel building was highlighted in the meeting.
2. The disposal of Bio Waste and Glass from the laboratories will be checked. It was suggested that we have a separate bin for substances such as glass/ plastic that could be sent for recycling.
3. During the process of distillation, there is a substantial amount of water that is generated in the laboratories which is wasted. The matter of recycling of this water was discussed. This could be implemented if arrangements are made by the management.
4. There was a suggestion of involvement of second and third year students as a squad for cleanliness and discipline around the canteen foyer. Finally, these students can be given a certificate from college.

The team felt that the efforts of the committee will only be successful if the teachers and students play a proactive role in ensuring the same.

Looking forward to a better disciplined and clean campus.



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Minutes of Discipline Committee meeting held on 15th January 2020

Meeting attended by:- Dr. Rajendra Shinde, Dr. Anita Rane Kothare, Dr. Bhagavat Bonde, Prof. Meenal Kolkar, Prof. Soni George, Dr. Suvaiba Pirani and Dr. K. Vedesankari.

The students should strictly follow the dress code of the college. Here, sleeveless and short blouses are not allowed for girls. Low waist jeans and pedal pushers are also not allowed. Those who don't follow the code will be fined Rs 100/- only, with a warning. Their names will be recorded in a register. If they repeat the mistake, they have to bring their parents and meet the Principal.

Impersonation by students is a crime. If any two students are caught in this act, the security will pick up the id cards of both the students and hand them over to the Principal. The Principal will take the necessary action.

Students cannot sit or eat in the first floor corridor.

Notices with actions will be put up regarding various rules to be followed by students in the respective places.

All teachers and members of the discipline committee are expected to take rounds during their free time on campus and control the misbehaviour of students on campus.

In the classroom the misbehavior is controlled by the respective teacher taking the lecture. In case of special requirements, a complaint could be made to the Vice Principal or Principal.

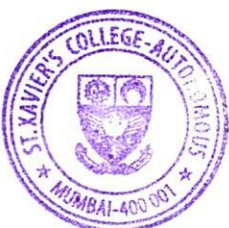
Minutes of Discipline Committee meeting held on 22nd January 2020

Meeting attended by -Dr. Anita Rane Kothare, Dr. Bhagavat Bonde, Prof. Meenal Kolkar, Prof. Soni George, Dr. Suvaiba Pirani, Dr. Rohan Jadhav, Dr. Pampi Chakraborty and Dr. K. Vedesankari.

Every teacher is a part of the discipline committee. It is decided that any type of misbehaviour by students should be recorded in the register kept with the security. The members of the committee will take care of entering this in an E-Register. This register will be updated every week. Proper action will be taken against those students who misbehave repeatedly.

Charging of mobiles by students is strictly prohibited in lecture rooms.

Notices of do's and don'ts will be put up by the Committee, and students are expected to follow them strictly.



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Internal Committee (originally Internal Complaints Committee)

Members of the Committee:

Name	Position & Affiliation
Dr. Nandita Mangalore	Presiding Officer
Ms. Linda Dhakul	Member - teaching faculty
Dr. Prashant Ratnaparkhi	Member - teaching faculty
Ms. Delina Lopes	Member - non teaching faculty
Ms. Jenipher Lopes	Member - non teaching faculty
Ms. Neha Gupte	Student - PG Research scholar
Dr. Nandita Gandhi	NGO Representative

The Role of the Committee:

1. To act as Inquiry Authority on a complaint of sexual harassment.
2. To ensure that complainant and witnesses are not victimized or discriminated because of their complaint.
3. To take proactive measures towards sensitization of all those.
4. The Complaints Committees have the powers of civil courts for gathering evidence.
5. The Complaints Committees are required to provide for conciliation before initiating an inquiry, if requested by the complainant.

The committee passes its recommendation on each case to the Principal, who is the final authority and decision maker.

The New Act of Parliament 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013' [SHWW (PPR) Act] has received the assent of the President of India and promulgated on 22nd April, 2013.

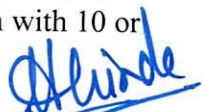
In exercise of the powers conferred by Section 29 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013), the Central Government notified Rules on 09th December, 2013.

Office Memorandum was circulated by Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training) dtd. 27th November 2014 on 'The Alignment of Service Rules with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013'.

The Bill defines sexual harassment at the work place and creates a mechanism for redressal of complaints. It also provides safeguards against false or malicious charges. Every employer is required to constitute an Internal Complaints Committee at each office or branch with 10 or more employees.



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UNFAIR MEANS COMMITTEE

The Objectives and Tasks of the committee are:

1. To conduct a thorough investigation of the facts of each reported case of unfair means, and confirm those presented in the initial unfair means report.
2. To give a patient hearing of each case by the implicated students and attempt to trace the trigger or cause that prompted the use of unfair means.
3. To draw the implicated student's attention to the ethics and core values of the college, the implications of such actions on his/her future, and obtain in writing a statement summarizing the entire event, the document ending with a statement that the student will abide by the decision of the committee.
4. To recommend the quantum of penal action the Principal (who may or may not choose to abide by the recommendation) can take against a student for his/her misconduct due to use of unfair means in the examination/internal assessment conducted by the college.
5. The committee comprises of:
 - a. Convenor (Senior Staff member)
 - b. Vice Principal (Science)
 - c. Vice Principal (Arts)
 - d. Two other Senior Staff members



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