

## **General Guidelines and Rules**

### **Introduction**

A student admitted to St. Xavier's College of Management & Technology must maintain an ethos of commitment to the academic programme. To maintain conducive atmosphere for academic rigour and behavioral etiquette, the following guidelines are issued:

1. We begin the day with a short meditation conducted at 8.56 a.m., followed by an Inter-religious prayer conducted by the students, and a thought for the day.
2. The first hour begins at 9.00 a.m. After each hour there will be a break for 5 minutes. Each hour consists of 50 minutes. The lunch break will begin at 11.40 and will end at 12.10
3. Attendance will be taken at each hour. Students who are not present in the classroom when the attendance is taken will lose attendance. Late comers may be allowed to attend the class without attendance.
4. The medium of communication in the campus is English. English Proficiency Course is offered in the first year to equip the students to communicate in English.
5. Healthy inclusive relationship should be maintained in the campus. A relationship that is objectionable and tarnishing the image of the college shall be reported to the concerned parents.
6. Respect and maintain physical boundaries with your peers and close friends.
7. Students should avoid inappropriate gestures on Campus.

8. One of the attractions of St. Xavier's College of Management & Technology is its large campus. No student however shall mistake the campus for a park. The behaviour of the students in the campus should reflect the seriousness of an educational institution.
9. Ragging is a criminal offence and those found indulging in it, will face immediate expulsion and legal action.
10. Any offence regarding gender discrimination, eve-teasing, disrespectful acts or words will be dealt with severely and may lead to dismissal from the College.
11. Students while in the Campus must wear their Identity Card/Tag to be on display to the security or to any other authority concerned at all times. It must be given to any authority (including Administrative and Maintenance Staff) of the College for inspection on demand. The Identity Card/Tag issued by the College is not transferable and must be kept in safe custody of the students. If the ID is lost for the first time, students will have to pay the cost of the ID and if they lose it for a second time, they will have to pay double the cost.
12. No student shall come to the College under the influence of any intoxicant and if this should happen, serious disciplinary action will be taken. No student shall chew tobacco products or chewing gum in the College campus.
13. Students while inside the campus shall not possess or carry any dangerous material, such as explosives,

crackers, inflammable liquids etc. or banned substances such as cigarettes, tobacco products, drugs or such other substances.

14. Students must respect their teachers; greet them when they meet them in or out of the College campus.
15. Students should be seated in their respective classrooms at the stroke of the bell and must maintain calmness while waiting for the teacher.
16. Students must rise when the teacher enters the classroom, remain standing till they are directed to sit, or till the teacher takes his/her seat.
17. When the attendance roll is called, every student must answer to his/her name by saying present.
18. Students shall not use Mobile phones inside the building, including corridors/stair cases and shall keep their Mobile phones in 'switched off' condition while inside the building.
19. Loitering of students in the corridors of the College buildings or sitting on the steps of the staircase or on the steps of the portico of the College during lecture or free hours is not permitted.
20. Students using motorcycles/cars should register themselves and obtain a parking pass from the college. To park motor cycles/scooters a nominal charge of Rs. 1000/- for the whole academic year is charged. Park your vehicles in the allotted places and drive cautiously to avoid accidents. They must wear helmets. The College is not responsible for any loss or damage of the vehicles or helmets. A person is appointed to supervise the parking area and it is

under CCTV surveillance. Only one pillion rider is allowed.

21. Students going to participate in intercollegiate competition must seek prior permission and carry the letter of approval from the Principal.
22. Students can enter Faculty rooms only with permission of the concerned faculty.
23. No student shall solicit fund from the students in the campus without the permission of the Principal.
24. The College encourages study tours, picnics and outings with an explicit, prior written permission from the Principal or his delegate. No such outing will be permitted without at least one male and one female faculty member accompanying the group. All expenses including those of the accompanying faculty must be borne by the students. The students should submit a letter of consent by the parents.
25. No student shall display banner, flags, flex etc. or circulate notices, pamphlets, leaflets etc. inside the college campus without the authorized permission from the principal.
26. Any damage to college property caused by students should be brought to the notice of the college authorities and the students responsible for it will be subjected to restitution and face disciplinary measures.
27. College maintains equal distance from all political organization and ideologies. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by political parties.

28. Students are discouraged to get married while pursuing their study here. In case of any emergency, it is expected of the students and their parents to inform the Principal in advance.
29. Students changing their residence or their parents' mobile number must inform the College office without delay. If no information is given to the College office, action will be taken against the student.
30. No photocopies of certificates will be provided to the students for any purpose from the College office. Students are requested to keep one or two sets of photocopies of their certificates with them.
31. All students should keep the campus clean and so they shall be careful to throw wrappers, plastic papers, polythene bags, etc., in the dustbins.
32. Students must avoid resting legs on the wall.
33. Students are not allowed to pluck flowers/ fruits from the garden
34. Save electricity and water.
35. The Campus is under CCTV surveillance.
36. If a student has any complaint with regard to fellow students or teachers or administration, s/he should register the complaints through the various forums provided by the College such as Suggestion Box, Teachers, Co-ordinators, Student Council, Grievance Cell, Women's Grievance Cell, Vice Principal, Principal and Vice President. A student

should not contact any outside agency without exhausting the various forums for redress given by the College. Serious action will be taken, even dismissal, if a student does not follow this rule.

37. Students who commit serious misconducts shall be given: Yellow / Red Card

**Yellow card (last but one chance)**

- Yellow Cards may be issued, in case of: disturbing the class, shouting, screaming or speaking very loudly, using chewing gum/gutka in the campus, using abusive and vulgar language, talking in the exam hall, looking at the answer sheet of other students during exams, not obeying the staff members and members of the management, any other serious matter as per the discretion of the members of the management.

**Red card (last chance)**

- Red Cards may be issued, in case of: If yellow card is repeated thrice, a student shall be given a red card. Red card may be issued for disrespecting, back answering, humiliating staff members and members of the management, aggressive arguments involving abusive language, physical fights, copying in examinations; using chits, mobile or any other means, contacting parents/ guardians/ outsiders at the time of crisis before informing the College authorities, any attempt to malign anybody or inciting troubles through the use of social media

which comes under cyber-crime. Any other very serious matter as per the discretion of the members of the management.

A student who does meritorious and charitable works like blood donation, commendable participation in relief works, etc., will be awarded a **green card**.

### **Rules regarding Dress Code**

Students while in the Campus are expected to have decent and modest attire and must follow the dress code specified by the College.

- a. Male students: Trousers/Jeans + Shirt/Kurta/T-shirt with collar (without any slogans, pictures, images, etc.)
- b. Female students: Salwaar Kurta + Dupatta; Jeans + Kurti; Formal Shirt + Trousers (No T-shirt for girls)

**College Uniform:** All students will wear the following uniform on Mondays, Wednesdays and Fridays.

- c. Male students: Black Trousers and Blue Shirt with full sleeves (No Jeans Pants are allowed).
- d. Female students: Black Trousers and Blue Shirt with full sleeves or Blue Kurta and Black Churidaar/Salwaar with Black Dupatta. (No Jeans Pants are allowed).

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## REGULATIONS ON CURBING OF RAGGING

Ragging refers to any form of physical or mental harassment, bullying, or abuse inflicted on new students (often referred to as "freshers") by senior students or groups. The Government of India has taken strict measures to combat ragging, and the Supreme Court of India has defined ragging as a criminal offense. The following actions are considered as ragging:

1. Any conduct by any student or students whether by words spoken or written or by an act with rudeness affecting a fresher or any other student.
2. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
3. Asking any student to do any act which such students will not in the ordinary course do and which has the effect or causing in generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student.



7. Any act of physical abuse including all variants of sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
8. Any act or abuse by spoken words which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher of any other student.
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
10. Using electronic communication, such as social media, emails, or text messages, to harass, threaten, or embarrass freshers.
11. Discrimination, harassment and offensive conduct against any person, student on the basis of race, color, religion, sex, national origin, creed, etc.

It's important to note that ragging is illegal and strictly prohibited in the College. The College has implemented anti-ragging committee and helpline to ensure the safety and well-being of students. If any student or staff member is found guilty of ragging, they can face severe consequences, including expulsion, suspension, and even criminal charges.

If a student experiences or witnesses ragging, it is important to report it immediately to the college authorities or the designated anti-ragging committee. Reporting such incidents can help prevent further harm and ensure a safe learning environment for all students.

## **ATTENDANCE AND LEAVE REQUIREMENTS**

1. Students should attend all the classes in the academic schedule. A minimum of 75% attendance is required to appear for the university end semester examinations.
2. Attendance is taken every hour. Each teacher maintains a separate attendance register for each course/subject within the semester. Marks will be allotted as per attendance for each of the courses as part of internal assessment.
3. Punctuality is an integral ingredient of discipline. Latecomers will not be given attendance.
4. Teachers will report the names of students who are irregular for class to the Mentor. The matter will be handled at the department level and when required by the Vice Principal/Principal.
5. Prior permission from the Vice Principal is necessary for taking leave from the College. A student should apply for leave when it is necessary to the following persons:

Upto 3 days: The Dean of Academics

Upto 7 days: The Vice Principal

6. If a student is absent for three days consecutively, s/he should not enter the class without the permission of the Dean of Academics/Vice Principal/Principal.
7. A student's name is liable to be dropped from the rolls, if s/he is absent continuously for more than 10 days without leave. If the student is allowed to resume classes, s/he will have to pay a fine of Rs. 2000/-.
8. Only when students represent the college in intercollegiate events with the required permission from the Principal, attendance is given as an exception. Students going for practices during class hours for a college function can get attendance only with the explicit directive from the Vice Principal/Principal.
9. A student must also attend all functions and activities of the College such as cultural functions, seminars, symposia, debates, quizzes, essay competitions, sports, community services, exposure programmes, retreats, etc. Every student has to take part in at least one item of a cultural programme and one of the competitions like speech, essay writing, poster making, etc.

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## **LIBRARY RULES AND REGULATIONS**

The observance of the below rules in the College Library not only facilitates the smooth functioning of the library but also helps its members to avail all the services and facilities to their utmost satisfaction.

### **General Rules of the Library**

1. The library is open to the College students, staff and authorized individuals only.
2. The librarian has the discretion to refuse admission.
3. The librarian has the discretion to demand the return of any issued book to library at any time.
4. Students must carry their identity cards with them whenever they enter the college library. They can be refused admission to the library or can be turned out of the library if they fail to produce their identity cards on demand.
5. Any misuse of the library privileges will be considered as a serious breach of discipline and the Principal can take any action as is necessary after consulting the librarian.
6. Students are expected to read Notices issued by the librarian from time to time. Ignorance of the same is no excuse.
7. Students must return the books on time.

### **Rules for Students**

1. The College Library remains open on all working days.

2. Students may borrow books after showing the card issued to them by the college.
3. Loss of library card should be immediately reported to the Librarian.
4. A duplicate card may be obtained on payment of Rs. 100.
5. Borrowers must see that the books drawn by them are not spoiled.
6. Reference books shall not be issued to students.
7. The student will get three books at a time against the Library card.
8. The books from the Stack room are issued for 7 days only.
9. The overdue charges will be Rs. 5 per day per volume.
10. Books lost or damaged shall have to be replaced or its double price shall be charged from the borrower.
11. Readers and borrowers shall not write or put any mark upon any book, periodical, map or any other material belonging to the library. Infringement of this rule may invite severe penalty including replacement of the book.
12. Students while using the Library must follow the queue and maintain strict silence. The library reading area should be used only for reading and /or for reference purpose only. Any book or reading material taken for reference must be replaced after use at the same place from where it was taken.

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## **Code of Conduct for using the College Resources**

The College resources from the perspective of the students will mean and include the entire Campus and the facilities provided therein such as, classrooms including its fixtures and fittings, Audio/Video Systems, Laboratories, Library, Information Technology (IT) Resources, Gym, Canteens/Cafeteria, Hostels/Halls, Auditorium, Lifts etc. Students while using any of the College resources must demonstrate a sense of ownership and shall diligently observe the usage guidelines prescribed in respect of each of the said Resources. The student shall neither misuse nor cause any deliberate damage to any of the College Resources. Some of the illustrative Code of Conduct specified in this regard shall include:

1. Students shall not deface any part of the Campus (including the walls, windows, doors, floors, tables, chairs or other spaces within or outside the buildings, gym etc.) with any writings, pastings, drawings, and colouring or by any other means whatsoever.
2. Students shall not consume any food, eatables or beverages within any of the College facilities including Classrooms, Auditoriums or Offices.
3. Students are responsible to switch off the ACs, Fans, Lights and other classroom amenities while not in use.
4. Students while using the IT Resources of the College must follow the 'IT Code of Conduct for End Users' issued by the Office of Information Technology. Violation of these rules may result in disciplinary action.

## **Rules and Regulations pertaining to Sports**

The College provides quality sports facilities allowing students to excel in sports. Students must follow the below rules to ensure the best usage of Sports facilities:

1. Only bonafide students and staff members of SXCMT shall have right to access the facilities of sports complex. Alumni are allowed to access the sports facilities with prior permission.
2. The Sports facilities will be available for the users from Monday to Saturday between 2.00 pm to 5:00 pm. The complex shall remain closed on Sunday and official holidays, except for special occasions.
3. Members of the College Sports Team shall have preference of using the facilities of the sports complex over the other students and staff members.
4. Visiting teams must be escorted by teacher or coach.
5. Spectators without due and proper authorization will not be allowed. Visitors must maintain proper discipline and decorum in the Sports Complex. Visitors should maintain proper cleanliness in the complex.
6. Use of alcoholic & tobacco products is strictly prohibited in the campus.

7. Dogs/pets are not allowed in any part of the complex. Violators shall be debarred from any future
8. Arms and ammunitions are prohibited in the complex.
9. Shooting (still or video) in the complex is not permitted without prior written approval of the Management.
10. Visitors causing damage to the property of the College will have to make damage good/replaced.
11. Vehicles in the Complex are not allowed, unless specifically permitted in writing by the Department. Parking should be only in the parking lot or designated place in the College Campus.
12. Publicity, marketing or selling without written permission is strictly prohibited. Disciplinary/penal action will be initiated against such person.
13. The Sports Department reserves the rights to revoke/recall the use of facilities without any prior notice.

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## COMPUTER LAB GUIDELINES

1. Students should maintain absolute silence and decorum in the lab.
2. Students should use computers taking care of them as their own property.
3. Students should leave their footwear outside the lab in the space allotted.
4. The furniture in the computer lab should be kept intact.
5. No student is permitted to shift or interchange any part of the computer with another.
6. Log out and shut down the computer, when you leave.
7. Use the Lab only for academic requirements.
8. For any hardware problem, report to the Lab In-charge.
9. Students should refrain from downloading objectionable materials from the internet violation of this rule will result in stringent disciplinary action.
10. Students should follow the procedures prescribed for logging in and logging out.
11. Personal programme files should not be installed in the computer for licensing and security reasons.
12. Hacking (attempting to gain unauthorized access to secured content, violation of system policies, virus creation or propagation, etc.) is prohibited. Violation of Lab rules will necessitate serious disciplinary action.