

Code of Conduct

The **Code of Conduct** of any college serves as a framework outlining expected behavior, responsibilities and commitments to the college for all stakeholders. It sets the tone for maintaining a respectful, safe and conducive learning environment. Emphasizing integrity, respect for diversity, academic honesty and adherence to college policies, the code aims to nurture a community where learning and personal growth thrive. It guides interactions, attendance, ethical conduct, and the use of college resources, promoting a culture of mutual respect and professionalism among all stakeholders of **St. Xavier's College Burdwan**.

1. **Code of Conduct for Principal**
2. **Code of Conduct for Faculties**
3. **Code of Conduct for Non-Teaching Staff**
4. **Code of Conduct for Students**
5. **Code of Conduct for Alumni**
6. **Code of Conduct for Guardians**

Code of Conduct for Principal

1. Uphold the institution's vision, mission, and objectives with dedication and commitment.
2. Foster continuous learning among staff through seminars, workshops, and conferences to enhance their knowledge and skills.
3. Encourage faculty to engage in impactful research and publish in esteemed national and international journals and books.
4. Supervise across the campus through proactive measures.
5. Ensure campus discipline through proactive measures and fair enforcement policies.

Code of Conduct for Faculties

1. Accomplish teaching, guidance, and practical responsibilities punctually and diligently.
2. Prepare thoroughly for lessons and utilize ICT effectively for teaching.
3. Engage in continuous professional growth through study, research, and participation in academic events.
4. Recognize and nurture students' holistic development—physical, intellectual, emotional, moral and spiritual.

5. Uphold equal treatment for all students, irrespective of their religion, caste, colour, gender, socioeconomic status, or language.
6. Decline any unauthorized compensation for coaching or mentoring students.
7. Educate students about responsible citizenship and contributions to national development.
8. Respect and accommodate social, religious, intellectual, and linguistic diversity among students.
9. Equip students with competencies and skills to address global and national challenges.
10. Keep parents or guardians informed about students' progress and educational requirements.
11. Instill in students a sense of respect for their parents, guardians, and elders.
12. Actively engage in institutional meetings and discussions for the benefit of students and the college.
13. Contribute to enhancing societal and community life through active participation in social, cultural, religious, and academic endeavors.
14. Maintain equitable, respectful, and fair interactions with colleagues at all times.
15. Promote a conducive and supportive workplace atmosphere.

Code of Conduct for the Non- Teaching Staff

1. Ensure the cleanliness, maintenance, and proper utilization of equipment, apparatus, classrooms, library, laboratory, and all materials on the campus.
2. Treat the Management, Principal, all teaching and non-teaching staff, and students with respect and equality, regardless of religion, caste, creed, color, social class, or language.
3. Cooperate in the joint welfare of all teachers and non-teaching staff. Foster a collaborative and supportive work environment.
4. Contribute to keeping the campus tobacco-free, drug-free, pollution-free, and plastic-free. Support environmental sustainability efforts.
5. Prohibit and report any form of sexual harassment of colleagues or students on campus.
6. Do not engage in any political or other canvassing activities on the campus. Maintain a neutral stance on all such matters.
7. Be loyal and sincere towards the institution's policies and goals. Uphold the values and mission of St. Xavier's College.
8. Be honest and punctual in performing professional duties. Adhere to your work schedule and responsibilities.

9. Be responsible for the protection of college equipment and furniture. Use and maintain all resources with care.
10. Respect and maintain confidentiality regarding all confidential matters related to your role.
11. Perform your duties efficiently as per the requirements and norms of the institution.
12. Strive to improve both technical and non-technical skills related to your job to meet the demands of the modern era.
13. Do not be absent from duties without prior permission from the authorities. Follow the proper procedures for leave requests.
14. Do not involve yourself in any form of business or external assignments that cause a conflict of interest or hinder institutional harmony.
15. Do not cause damage to institutional properties and maintain a high standard of personal and professional morality both inside and outside the campus.
16. Act in a manner that upholds the reputation of St. Xavier's College. Your behavior should reflect positively on the institution.
17. Follow any additional instructions issued by college authorities to ensure a productive and respectful work environment.

Code of Conduct for Students

1. Must be familiar with the institution's rules and regulations and the syllabi of their respective courses.
2. Treat all students, faculty members, staff, visitors, and outsiders with respect, dignity, impartiality, courtesy, and sensitivity.
3. Display their student identity card at all times on campus and show it when requested by any security personnel.
4. Should not engage in any form of ragging either within or outside the campus. The college maintains a zero-tolerance policy on ragging.
5. Possession, consumption of narcotics or alcohol, and smoking on campus are strictly prohibited.
6. Should not damage or destroy any property of the institution.
7. Should not discriminate against fellow students based on caste, creed, language, and place of origin, social or cultural background.
8. Be obedient and follow the class routine as prescribed by the institution.
9. Be regular and punctual for classes. Being absent from a class while present on campus is considered a serious offense.

10. Should not leave the campus during college hours without prior permission from college authorities.
11. Keep the campus and classrooms clean. Defacing walls, equipment, or furniture is strictly prohibited.
12. Turn off all electrical equipment and lights before leaving the classrooms.
13. Dress gracefully and decently on the college campus.
14. Report any contagious illness to college authorities immediately.
15. Participate in various co-curricular activities (cultural programs, sports, quizzes, seminars, debates, etc.) organized by the institution.
16. Students should use the Library and Common Room during leisure hours.
17. Should not use mobile phones frequently during offline classes.
18. Take care of their personal belongings. The institution is not responsible for any loss.
19. Should not bring any visitors into the classrooms.
20. Adhere to all other instructions issued by the college authorities as deemed necessary for maintaining a conducive learning environment.

Code of Conduct for Alumni

1. Maintain respectful and open communication with alumni, students, faculty, and staff.
2. Offer mentorship and support to current students for their academic and professional growth.
3. Contribute to the growth of the Alumni Association and strengthen connections with the Institute.
4. Inform the Institute about your personal achievements and acknowledge the Institute's role in your success.
5. Assist in organizing and participating in academic and other institutional activities.
6. Foster partnerships that align with the Institute's mission and goals.
7. Share alumni information responsibly, avoiding any commercial exploitation.
8. Conduct yourself in a manner that upholds the reputation of the Institute and Alumni Association.
9. Act in accordance with the values and mission of St. Xavier's College.
10. Volunteer for alumni events, outreach programs, and institutional activities.
11. Offer constructive feedback for the improvement of Institute programs and services.

12. Engage in and support fundraising efforts for the Institute's development.
13. Keep your contact information current and stay involved with the alumni network.
14. Handle sensitive information with discretion and respect confidentiality.

Code of Conduct for Guardians

1. Actively engage in college activities and support the institution's educational goals.
2. Respect and adhere to the college rules, regulations, and policies, contributing to a positive and disciplined environment.
3. Maintain regular communication with college authorities, faculty, and administrative staff regarding the student's academic progress and any concerns.
4. Monitor and ensure the student's regular attendance and punctuality in classes and college events.
5. Respect and uphold diversity within the college community, fostering a culture of inclusivity and mutual respect.
6. Cooperate with college security measures and guidelines to ensure the safety and well-being of students, staff, and visitors.
7. Stay informed about college news, updates, events, and academic schedules through official communication channels provided by the college.
8. Attend and participate in college events to stay involved in the student's educational journey.