



# ST.XAVIER'S COLLEGE OF EDUCATION

(AUTONOMOUS)

(Re-accredited (3<sup>rd</sup> cycle) by NAAC at 'A' Grade with CGPA: 3.67)

PALAYAMKOTTAI-627002

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## Institutional Guidelines for Students' Grievance Redressal

As per the University Grants Commission guidelines and notifications, Our College constituted the appeals and Grievances Redressal Cell, Prevention of Sexual Harassment of Women Cell and Anti - Ragging Committee.

### **The General Guidelines**

- a) The dissatisfaction or disagreements of the students in any form which is against the court of law, Disciplinary Regulations (Cfr. Tamilnadu Educational Rules (1973) Nos. 93-98), ethos and good manners and behaviours; of the fellow students, faculty and supportive staff members could be brought to the notice of the college.
- b) The students are insisted to make use of the Complaint Box near the main notice Board (Off Line) and the separate link <http://grievance.sxcedn.edu.in> in our college website.
- c) The identity of the student will be kept confidential.
- d) Within 15 days the complaints will be enquired or the steps would be taken to resolve it.

### **Good Manners and Behaviours (As printed and Instructed in the College Calendar)**

- a) St. Xavier's College of Education being a community of prospective teachers, the staff and management, tending towards a common goal, life in the campus must be inspired by unity, mutual trust and co-operation among these partners. The following general code of conduct should be observed.
- b) Every student should conform to the rules and regulations relating to attendance, library, college-fees, examinations tests, etc.
- c) Students are forbidden to smoke in the college / hostel premises, to write or make any marks on the walls or to throw paper or ink on the floor of the class rooms or the verandas.
- d) Students are not allowed to stand or walk along the verandas of the college, during class hours.
- e) Strict silence must be observed during class hours in the classrooms.
- f) Students are expected to be true gentlemen, by being courteous to all, especially to their professors and elders.



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- g) When a lecturer or any other member of the staff enters a class, the students must stand up and not sit down until he invites them to do so or he himself takes the seat. They should likewise stand up when he leaves the class.
- h) Mobile Phones are prohibited inside the classes and in the campus.
- i) No student should leave the class room during a lecture without permission of the lecturer. Similarly no student should call out any student from the class without permission from the lecturer.
- j) Any difference that may arise among the students, staff and management should be resolved by peaceful methods. Requests, petitions, appeals and complaints of any kind must be made to the staff concerned and never directly to higher authorities.
- k) College property and furniture should be handled with care and anyone who damages them will be held liable to pay for the damage caused. Stealing of college property or belongings of others constitutes a serious offence and immediate sanction will be imposed. Lights and fans in the class room must be switched off when there is no lecture in that class.
- l) Students will not be permitted to take away any broken apparatus from the college.
- m) Staff and students should park their cycles, scooters, etc in the respective cycle stands and not anywhere else in the Campus.
- n) Any organized form of social or cultural celebrations or activities by students either inside the campus or outside should be done only with the explicit permission of the Principal and under the guidance of the staff.
- o) Students should attend meetings as per instructions; Decency and discipline should be maintained in meetings and celebrations.



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### *Disciplinary Regulations (Cfr. Tamilnadu Educational Rules (1973) Nos. 93-98)*

- a) Students are forbidden to organise or attend any meetings in the college premises, or collect money for any purpose without the explicit permission of the Principal.
- b) No student who has been convicted of any offence in a criminal court will be allowed to continue his studies in the College.
- c) Students should abstain from active participation in party or communal politics.
- d) Students who indulge in political propaganda or who organise fellow students into political factions in the premises of the college or hostels, or who otherwise engage themselves in party politics are liable to be expelled from the college and hostels.
- e) Under the educational rules of the Tamilnadu government (1978) the Principal has full power to inflict the following punishment; fine, loss of term certificate, suspension and expulsion from the college, if any student is guilty of rudeness of behaviour and gross breach of conduct rules.
- f) Students should not indulge in any activity leading to the disruption or peace and discipline and dislocation of normal work in the college and hostel premises. Those who are guilty of violation of this rule will be severely dealt with.
- g) Ragging of any kind is strictly forbidden; anyone who is guilty of ragging will be summarily and severely punished.
- h) Students found using drugs or liquor will be dismissed.
- i) Students who are guilty of (i) rude language towards the staff of the college or hostels; (ii) assault or attempt to assault staff or fellow students of the college or hostels will be expelled from the institution.
- j) If a college professor by speech or otherwise seeks to mislead his students into activities deemed objectionable, he is to be punished for dereliction of duty.

**PRINCIPAL**