

**GUIDELINES AND CODE OF CONDUCT FOR
STUDENTS AT XIE
2013-14**

Objective

To help every Xavierite to nurture the joy of excellence in their chosen domain of specialization for the service of humankind and ecology.

Preamble:

The 'Guidelines and Code of Conduct for Students at XIE 2013-14' mentioned herein, shall come in to effect from 1/7/2013 and shall remain in force until further notification. The contents mentioned herein, either in full or in part, are liable to be altered by the Institute Management at anytime, by due notification.

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1. Administrative Guidelines

1.1. Notice Boards

All students' related notice boards are placed in the Institute main building on the ground floor. The General Notice Board is used for displaying Institute activities, general notices and outside activities related to students. The Training/Placement Notice Board displays details of training, interviews, placement dates and schedules. There are also notice boards for each class outside their respective class rooms, which are used for displaying their session plan, class time table, class test syllabus and other academic details. Guidelines and rules for using the Library are displayed on the Library notice board situated on the First floor.

1.2. Lockers

Lockers are issued to students on "first come first serve" basis by the Administrative Executive. After obtaining a locker, students should bring a good quality lock and secure it themselves.

1.3. Computing and Internet Facility

The Institute has set up a modern Computer Centre equipped with internet facilities on the First floor. It is kept open and available for students as well as staff members from 9 am to 4:00 pm on all working days.

1.4. Laboratory Instruction and Safety Rules

Students have to follow the guide lines and safety rules prescribed by the concerned laboratory In-charges during the laboratory session.

1.5. Railway Concession

Students shall report to Counter No 1 in the General Office for Railway concession. The Railway Concession counter foil form shall be issued next day after application.

1.6. Examination Form and Fees:

Notices about examination, fees shall be displayed on the Examination Notice Board, located outside the General Office.

1.7. Outdoor/Indoor Games/Gymkhana:

The Institute has facilities for outdoor games like Badminton, Volley Ball and Basket Ball as well as indoor games like Table Tennis, Chess and Carom. It also has a large ground for football and cricket. Students are not allowed to play during the class hours (8:30 am to 1:00 pm and 1:30 pm to 4:30pm).

1.8. Attendance

As per the University norms, maintaining 75% of attendance in each subject head (theory & practical) is mandatory for term grant. If any student is sick, he/she or his/her parents shall immediately inform the Class Teacher and give a written application to the concerned HOD. If leave is taken for a longer period, the parents / guardians shall meet the Class Teacher with a proper medical certificate. The student shall not get attendance and shall be marked absent.

2. Disciplinary Guidelines

2.1. Mobile Phones and Other Electronic Gadgets

Students are also requested to note that as per Vide Circular No. UG/ 552 of 2004 dated 31.12.2004 by the Vice Chancellor University of Mumbai, students are prohibited from carrying mobile/cell phones inside the Institute campus. If anyone is found using the same during class hours, they shall be confiscated and also a fine of Rs.200/- will be levied. For repeat offences, the confiscated item shall not be returned.

2.2. Wearing of Identity Badge:

All students are required to wear their Identity badges in the Institute campus at all times. These ID cards are valid for the entire four year course and as such only the ribbon shall be changed every year to indicate the class. In case of any damage, loss etc., a duplicate card may be issued by the General Office after payment of a fine of Rs.100/-. A fine of Rs.100/- shall be imposed on those who come to Institute without their Identity badge.

	Branch (ID Card)			Year (Ribbon)			
	CMPN	EXTC	IT	F.E.	S.E.	T.E.	B.E.
Colour code	Blue	Pink	Green	Red	Yellow	Green	Sky Blue

Students are required to surrender their Identity badge to the General Office before collecting their Final Year mark sheet. Students who cancel their admission also need to surrender their ID.

2.3. General Behaviour - Noise level in the class rooms, verandas and lobby

Talking loudly, howling, shouting in the class rooms or in the Institute building, during the change over of periods and intervals and playing in class rooms and verandas is not permitted. During the lecture hours, students will not be allowed to sit in the canteen. Students shall be punctual and regular in attending lectures and labs. Students who come late for class / lab up to 10 minutes are permitted to attend the lecture/lab; However giving attendance to the latecomer is at the discretion of the concerned faculty member. Students may please note that, coming late for one lecture shall not affect the attendance of subsequent lectures, if one is present on time.

2.4. Playing with colours, fireworks & crackers

Playing with colours/water, bursting crackers etc, during any festival is strictly forbidden, both inside the Institute campus and in the vicinity of the Institute gate. Students found indulging in such activities shall invite punitive action.

2.5. Ragging

Ragging is strictly forbidden through the directives of Honourable Supreme Court and Maharashtra Prohibition of Ragging Act 1999. Such acts shall result in immediate suspension. If any student is affected by ragging, he/she may report the matter to the Principal/HOD.

2.6. Care for our Environment

It is our duty to protect the environment, especially of our Institute campus. The colour coded dustbins have to be used to dispose of plastics, chocolate wrappers, coffee/tea/soft drink paper cups, straws, snack packets and other waste.

2.7. Dress Code for Students

All students are expected to wear decent, appropriate clothes in the Institute, befitting an Engineering Institute. Needless to mention that clothes such as see-through dresses, sleeveless T-shirts/ tops, Bermudas or short pants are not permitted.

2.8. Use of Lift

Use of lift is only for staff and differently able students. A fine of Rs.200/- shall be imposed on the students who use the lift without prior permission.

2.9. Institute Timings for Students

Students are allowed to stay in the Institute campus from 7:30 a.m. to 6:30 p.m. In case if there is any need for any one to stay longer, a written permission from the Principal is necessary.

3. Students' Associations & Events

3.1. Students' Council

The Students' Council is a students' body consisting of General Secretary, Cultural Secretary, Sports Secretary, Technical Secretary and Magazine Secretary. Student Class Representatives (CRs) and the Staff elect the Student's Council. It plans various activities of the academic year in consultation with Staff Co-ordinators. Class Representatives (CRs) are selected based on merit (academic rank) from each class. If the topper does not accept the position, then the choice shall go to the next rank holder.

3.2. Students Chapters

In order to inculcate professional awareness and competence among our students, the following 4 Societies/Chapters affiliated to International and National Bodies have been established at XIE.

a. Institution of Electrical & Electronics Engineers (I. E. E. E.)

I.E.E.E is the world's largest Technical Society. The I.E.E.E vision is to advance global prosperity by fostering technological innovation and leading the world to new technological developments, formulating internationally recognized standards and shaping the global community.

b. Indian Society for Technical Education (I. S. T. E.)

I.S.T. E is a National Professional Organization with a major objective to assist and contribute in the production and development of top quality professional engineers and technicians needed by the industry and other organizations. The I.S.T.E XIE has conducted a number of I.S.T.E. approved Short Term Training Programs (STTPs) since inception.

3.3. Industrial Visits

In order to gain practical knowledge, Industrial Visits (I.V's) are arranged during the Academic year. Some of them are organised in and around Mumbai and are only for one day. An Annual I.V. shall also be planned under the guidance of a Faculty coordinator and with the approval of the Principal. Students are required to obtain and submit a letter of consent-cum-undertaking from their parent/guardian to the concerned Faculty coordinator.

3.4. Cultural Programs

The Student Council organises various cultural, technical, sports, and outreach programs for the students and staff members. The Principal appoints different Staff on the Committees who along with the student committees jointly prepare budgets under various heads and get them approved from the Principal. Students need to obtain from the Staff coordinators permissions for display of notices on the College Notice Boards and shall also obtain permissions from the respective Class Teachers/ HODs for making announcements or any such activities in class rooms/labs.