



St. Xavier's College, Mumbai  
(Empowered Autonomous Institute)

## STUDENT ETIQUETTE AND CODE OF CONDUCT

Let Respect, Responsibility, and Right Conduct Define You. Your conduct on campus reflects your values and contributes to a positive academic environment. Uphold the Xavierite spirit by choosing respect, accountability, and excellence in every interaction. Failure to adhere to the following code will result in disciplinary action wherever necessary.

### 1. General Behaviour on Campus

All students are expected to demonstrate civic sense, integrity, and moral responsibility as Xavierite both on and off campus.

- Cultivate good manners — *“Manners maketh a good individual.”*
- Maintain a respectful attitude toward peers, faculty, and staff.
- Use respectful and appropriate language. Abusive or derogatory speech is strictly prohibited.
- Ragging in any form is banned. Offenders will be rusticated and permanently debarred from campus.
- Possession or use of alcohol and drugs is strictly forbidden. Violators will face rustication and permanent debarment.

### 2. Respectful Interaction with Faculty and Staff

- Always speak politely and respectfully to professors and college staff.
- Raise academic doubts respectfully. Do not interrupt lectures or engage in disruptive behavior.
- If your ID card is requested by a staff member, submit it without argument. In cases of misconduct, the card will be handed to college authorities. You may present your case to them for review.
- Approach appropriate authorities for any academic or administrative concerns. The college is here to support your growth.

### 3. Campus/Classroom Etiquette

- Wearing your valid **College ID card** is always mandatory. A fine of ₹200 will be levied for each instance of not carrying or displaying the I-Card. Identity cards that have been confiscated for disciplinary reasons must be collected immediately after payment of a fine

of ₹200 at the Treasurer's Office. Failure to collect the identity card promptly will result in an additional fine of ₹50 for each day of delay.

- Repeated violations will attract further disciplinary action as per college regulations.
- The use of mobile phones in classrooms is strictly prohibited. Fines may be imposed for violations.
- Eating in classrooms is not allowed. It attracts pests and compromises hygiene.

#### **4. Campus Movement and Shared Spaces**

- Maintain silence and discipline in corridors to avoid disturbing ongoing classes.
- The chapel must be treated as a sacred space for prayer and quiet reflection. Gossip or misconduct will invite strict disciplinary action.
- Use staircases unless medical conditions necessitate use of staff elevators. Prior written permission is required for exceptions.
- Always switch off lights and fans if you see an unoccupied room or are the last to leave a space.

#### **5. Cleanliness and Environmental Responsibility**

- Dispose of waste properly using designated bins. Littering is a punishable offense.
- Be mindful of cleanliness in shared areas including classrooms, labs, and restrooms.

#### **6. Laboratory and Equipment Use**

- Handle all laboratory and computer equipment with care.
- Return materials to their designated locations after use.
- Do not misuse or damage equipment. Fines will be levied for damages. Computer labs are monitored via CCTV.

#### **7. Dress-Code**

- Students on campus wearing sleeveless or short tops, as well as short dresses, shorts, short-cropped tops & ripped jeans are considered inappropriate. The defaulters are to be sent home.

#### **8. Seeking Help or Information**

- For any concerns related to schedules, examinations, doubts, or other issues, approach the appropriate college authorities. They are there to help you.

#### **9. Legal Consequences of Creating Fake Accounts or Defaming Educational Institutions**

Creating fake social media accounts or posting defamatory content about a college is a punishable offense under Indian law. Key legal provisions include:

1. **Sec 66C, IT Act** – Identity theft (e.g., misuse of name/logo)  
*Penalty: Up to 3 years jail + ₹1 lakh fine*
2. **Sec 66D, IT Act** – Online impersonation  
*Penalty: Up to 3 years jail + ₹1 lakh fine*
3. **Sec 67, IT Act** – Sharing obscene/offensive content online  
*Penalty: Up to 3 years jail + ₹5 lakh fine*
4. **Sec 500, IPC** – Defamation of an individual or institution  
*Penalty: Up to 2 years jail, fine, or both*
5. **Sec 505(2), IPC** – Promoting enmity or ill-will  
*Penalty: Up to 3 years jail, fine, or both*

**Note:** Deleting such content later does not absolve liability. Institutions can file police or cybercrime complaints against offenders.