

**ROLES & RESPONSIBILITIES OF JESUIT
COMMUNITY, THE SUPERIOR, THE DIRECTORS
OF WORK AND THE OFFICIALS.**



**ST. XAVIER'S COLLEGE (AUTONOMOUS),
PALAYAMKOTTAI-627002**

3. ROLES AND RESPONSIBILITIES OF JESUIT COMMUNITY, THE SUPERIOR, THE DIRECTORS OF WORK, THE OFFICIALS, STAFF AND STUDENTS

1. INTRODUCTION

1.1.1. Education ministry is an important work of the Society of Jesus. In order that this mission be carried out to its fullness, there is a need for common norms and guidelines so that there is on the part of the officials transparency and accountability and on the part of the members of the community shared responsibility.

2. ROLE OF THE COMMUNITY

- 2.1 Jesuits have been engaged in university teaching, research and scholarly publication almost since the foundation of the Society (GC 34: 404). Our Educational Mission is entrusted to the entire apostolic community. Hence every member of the community has a shared responsibility with regard to the functioning of the institution and should exercise that responsibility.
- 2.2. Since our communities are apostolic, the members should be clear about the mission of the Society and its concrete expression in the Province and rise above personal interests that run counter to the mission of the Society.
- 2.3. A Jesuit, being a member of an academic community, has an obligation to collaborate with the Directors of work and follow their directives on the apostolic task faithfully and cheerfully.
- 2.4. It is possible that Rectors/Superiors/Directors are appointed who may not be liked by a particular Jesuit. But believing in Divine Providence he must extend full cooperation. Jesuits are sent to labour together and work under the direction of one of their number.
- 2.5. In their shared responsibility, Jesuits working under a Director have the right and duty to represent to the Director or to the Rector/Superior any matter they consider important regarding the work, for collective discernment or discussion. The Superior and the Directors of work should be open to such suggestions as the advice of their brother Jesuits and be ready to receive their help.
- 2.6. Anything of importance must be discussed among the teaching Jesuits / community before implementation.
- 2.7. Even when only some members of the Jesuit community are directly involved in an apostolate, as far as possible the whole community should be informed about the

major events and changes in the apostolic work thus enabling the entire community to participate in the apostolic work.

3.0 THE RECTOR/ SUPERIOR

- 3.1 The government of the Society cannot be restricted to community life alone. It extends to apostolic activities also. The Superior is the animator of the apostolic community. He should inspire the Directors and the Jesuit team with the Society's ideals and guide them in their mission. He should ensure that the norms and guidelines, the objectives and policies of the Province, pertaining to the educational apostolate, are faithfully adhered to in the college. At the beginning of the year, the Rector/Superior should call the whole community and set priorities, goals and objectives and draw up a concrete plan of action. He should organize a meeting of the Jesuits involved in the apostolic work at least once a month to reflect, evaluate and plan the apostolate. He can draw up the agenda in consultation with the Directors of work. As the spiritual head of the institution, he should provide a climate in the campus for the implementation and realization of the Jesuit vision in the best manner possible.
- 3.2. The Rector/Superior should pay special attention to the training and development of the members of the community. He has to see to it that the religious community is a model of work ethics among the staff of the college. He must provide them with opportunities to acquire relevant academic, spiritual and administrative skills.
- 3.3 The Rector/Superior must also ensure harmony and smooth functioning of the different units of the institution. Through necessary apostolic leadership, he takes steps to preserve fraternal harmony. He must be aware of the tensions arising in the day-to-day functioning of the institution and use them constructively for the growth of the individuals and the institution. When there is a difference of opinion between the Principal and the Secretary in matters relating to the college administration, the Rector/Superior should play an important role and resolve the differences with tact and prudence.
- 3.4. The Rector/Superior and the Director of Work (Principal/Secretary) must meet once a week and exchange views on the day-to-day administration of the college. For the weekly meeting the Hostel Directors could be included.

- 3.5 Except for the assignments of Principal and Secretary all other assignments (Minister, Procurator, Directors of Hostels) are given by the local Rector/Superior. The appointments by the local Rector/Superior should be approved by the Provincial.
- 3.6 The Rector/Superior must get a quarterly statement of accounts from every Director of Work and the accounts must be made known to the members of the community.
- 3.7 The Rector/Superior must strive to preserve unity in an appropriate manner even though there is distinction of functions between the Director and the Rector/Superior.
- 3.8 The Rector/Superior is the Vice-Chairman of the Governing Body of the College.
- 3.9 The Rector/Superior appoints the Jesuit Office-Bearers in the college such as: Vice-Principal, Director of Computer Centre, Library Warden, Sports-in-Charge, Controller of Examinations, Deans.

4.0 THE SECRETARY

- 4.1 The Secretary is the Administrative Director of Work in the college and he represents the Management before the Government. He deals with the University, the Government and the Director of Collegiate Education on all matters relating to the general administration of the college. It is his duty to play a supportive role to the academic community headed by the Principal and complement their work with his help and encouragement.
- 4.2 As the Correspondent of the college, the Secretary has to keep in touch with the educational authorities and seek speedy solutions for administrative problems. He must be familiar with all the GOs issued from time to time.
- 4.3 He should also take pains to mobilize funds from different sources for the development of the college.
- 4.4 He should supervise the maintenance of the college properties and provide facilities for a smooth functioning of the departments. For any extraordinary expenses the permission of the Superior is needed.
- 4.5 The Secretary of the college has the following administrative functions: appointment of the staff, both teaching and non-teaching, whether permanent or temporary; appointment of the management staff; approval of the probationary period of the staff and confirmation of their appointment; promotion of staff; disciplinary action against errant staff; maintenance of their service register; salary of the staff; sanction of increment; provident fund, approval of loan, recovery of loan and closure; income tax; all kinds of leaves except casual leave maintenance of the properties directly

connected with the college, requirements of the departments; offices and classrooms; telephones electricity and water; stationery; Xerox machines; computer centre and legal matters.

- 4.6 When there is a vacancy for headship of a department, the Secretary follows the guidelines as enunciated in the corporative policy. It is the Secretary who appoints the Head of the Department.
- 4.7 The Secretary is an ex-officio member of the Governing Body of the college. He also serves as a member in important policy – making committees of the college.

5.0 THE PRINCIPAL

- 5.1 The Principal is the Academic Director of Work in the college, and is the executive authority of the college. As the leader of the academic community of the institution, he should provide a climate necessary for the intellectual pursuit of the staff and the students. He has to play a vital role in motivating and inspiring the academic community towards excellence. His administration must be governed by Ignatian discernment, emotional maturity, team work, mutual trust and inner freedom that does not seek any personal goals.
- 5.2 He supervises all the academic programmes of the college and keeps the Secretary informed of all matters of general and financial administration. He represents the college in all academic bodies like the University Grants Commission, the University, the AIACHE, the Xavier Board and the JEA.
- 5.3 The Principal has the following functions in the college: day-to-day administration of the college; planning and executing all academic programmes; supervision of the teaching and non-teaching staff; allotment of work to the teaching and non-teaching staff in consultation with the Secretary; routing of the leave applications to the Secretary; drawing up the calendar and timetable; curriculum and research; attendance of staff and students; allotment of classrooms; facilitating co-curricular activities and extension services; admission of students; maintaining student and staff discipline; administering scholarships and helping poor students; officially in charge of the hostels and the Evening College (Shift II); UGC work; Autonomy; examinations and President of all the Associations in the college.
- 5.4 It is the duty of the Principal to establish clear channels of communication and facilitate interaction. The IQAC Director / Co-ordinator, the Vice-Principals, the Deans and the Heads of Departments will assist him to form an effective team.

Delegation of authority with responsibility together with accountability should mark the style of his administration.

- 5.5 The Principal elicits the opinion of the academic community (including Jesuits) with regard to the selection of lay Vice-Principals, lay Controller of Examinations IQAC Co-ordinator and lay Deans. The proposals are discussed among the teaching fathers. It is the Principal who appoints them to these offices.
- 5.6 A manual of work book for the different officials of the college should be prepared in each institution and made available for reference. The role, responsibilities and rights of all the different officials who assist the Principal should be clearly defined.
- 5.7 The Principal is the Secretary of the Governing Body of the College.

6.0 DEPUTY PRINCIPAL

1. The Deputy Principal of the Shift II Courses takes the place of the Principal in all the day-to-day academic and administrative programmes.
2. He supervises the teaching and non-teaching staff in all that concerns their work – attendance, assignment of work, casual leave, internal tests, invigilation and discipline.
3. He directly controls the activities of all the students: attendance, assignments, leave of absence, leave on duty, medical leave, functions, internal tests, prizes and medals, results of the exams, meeting parents of weak students, absence without leave and general discipline.
4. He keeps the Principal informed of all matters pertaining to the Shift II Courses and gets his clearance whenever necessary in academic matters. The Principal is the overall executive authority of the Shift II programmes
5. The various departments approach the Secretary through the Deputy Principal for all their requirements.
6. He visits the exam halls during the internal test programmes.
7. He keeps the Secretary informed of general facilities like canteen, furniture, electricity and drinking water.
8. The Director of the Computer Centre and the other coordinators work in good collaboration with the Deputy Principal.
9. Attention must be paid to the needs and problems of the girl students of the Shift II Courses.

7.0 CONTROLLER OF EXAMINATIONS

1. The Controller of Examinations is appointed by the Secretary of the college in consultation with the Management.
2. He gets the list of courses approved by the Academic Council for each semester from the HoDs.
3. He Plans the semester examinations and declares the results on time.
4. He gets the copy of the syllabus and question papers from the departments for Examinations
5. He calls for question papers and sends them for scrutiny and gets them printed.
6. He plans detailed semester examination schedule and assigns invigilators.
7. He conducts central valuation and arranges for third valuation if necessary.
8. He prepares an overview of results and presents the salient features before the award committee.
9. He arranges for printing of statements of marks and cumulative marks sheets for distribution.
10. He presents the final list of eligible students to the University for issuing the diploma/Degree.
11. He is the Co-convener of the committee on malpractices during semester examinations.
12. He prepares the budget for the Controller's office and gets it approved by the Principal.
13. He appoints the question paper setters and examiners in consultation with the Principal and HoDs.
14. He approves the payment of remuneration to the question paper setters and the examiners.
15. He supervises the Controller's office staff and sanctions leave for its office staff.

8.0 IQAC DIRECTOR / COORDINATOR (IQAC OFFICE)

1. The IQAC office has a well-established structure with Computers, Xerox machine and other facilities. It has a data analyst, website assistant and Photographer cum secretarial assistant.
2. The IQAC Director / Coordinator organises orientation programmes for faculty, administrative staff and students.

3. He conducts student feedback on teachers, feedback on curricular aspects from students, alumni, parents, employers, general feedback on different aspects of the campus from students, alumni, parents, employers, performance based evaluation for teachers as per the direction of the Coordinator for Madurai Province Jesuit Higher Education Commission, exit(survey) poll on all aspects of the life in campus to provide valuable feedback for quality sustenance and improvement in teaching, learning and research experiences in the College.
4. He documents and reports various activities of the College for various higher education requirements.
5. A continuous follow up has been made on infrastructural resources of the college to assure adequate, appropriate and better facilities to assure conducive and enabling environment for teaching, learning and research.
6. He facilitates the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
7. He acts as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
8. He ensures the development of Quality Culture in the institution.
9. He develops quality benchmarks/parameters in various activities of the college.
10. He disseminates information on quality aspects.
11. He acts as a member of all the committees in the college to ensure quality standards to be evolved by the College (Governing Body, Academic Council, Award Committee, Officials and HOD Meetings, College Council, Planning and Evaluation, Finance Committee, Examination committee, Curriculum Development Cell, etc.)
12. IQAC finalizes and sends reports to NAAC/UGC and University. Visiting commissions are received by IQAC.
13. IQAC prepares Academic Calendar.

09. VICE PRINCIPAL

1. The Jesuit Vice-Principal should work in close collaboration with the Lay Vice-Principal and is mainly responsible for the general discipline of the students.
2. He monitors the attendance and regularity of the II and III year Degree students. He is responsible for all that concerns their attendance, regularity, leave of absence, leave on duty, medical leave, late coming, absence without leave and discipline.

3. He supervises the student council election and its activities in close collaboration with the students, council advisers and the Lay Vice-Principal. He convenes the council meetings two or three times a semester and looks after the council members.
4. He studies the results of the II and III year Degree students and keeps in touch with the weaker students.
5. He also meets the parents of the II and III year Degree students, weak in studies, to discuss the progress of their wards.
6. He selects the students of the II and III year Degree classes for prizes and medals.
7. He approves the class tours and field trips of the II and III year Degree students in consultation with the Principal.
8. He visits the exam halls during internal tests and semester examinations.
9. He looks after the general discipline during functions.
10. He attends to the general needs of the girl students.
11. He identifies the poor students among the hostellers and recommends them for scholarships and concessions.
12. Blood donation by students and staff comes under his control. Care should be taken in selecting the needy and deserving cases who request blood donation.
13. He keeps the Secretary informed of all general facilities to the staff and the students like the canteen, furniture, electricity, drinking water and other requirements.
14. He meets the Principal regularly and keeps him informed of all developments. He is also in constant touch with the Heads of Departments.
15. He conducts student council election.

THE LAY VICE-PRINCIPALS

1. The Lay Vice-Principals should work in close collaboration with the Jesuit Vice-Principal and they are responsible for the general discipline of students.
2. They monitor the attendance and regularity of the I year Degree and the Postgraduate and M.Phil. students. They are responsible for all that concerns their attendance, regularity, leave of absence, leave on duty, medical leave, late coming, absence without leave and discipline.
3. They study the results of the I year Degree and the Postgraduate students and keep in touch with the weaker students.
4. They also meet the parents of the I year Degree and the Postgraduate students, weak in studies, to discuss the progress of their wards.

5. They select the students of the I year Degree and the Postgraduate classes for prizes and medals
6. They approve the class tours and field trips of the Postgraduate students in consultation with the Principal
7. They look after the general discipline during functions.
8. They are in charge of the conduct of all internal assessment programmes of all students.
9. They supervise the invigilation work of all the internal tests and the semester examinations.
10. They look after the Day Scholar Centre and the general needs of the day scholars.
11. They identify the poor students among the day scholars and recommend them for scholarships and concessions.
12. They meet the Principal regularly and keep him informed of all developments. They are also in constant touch with the Heads of Departments.

10. THE DEANS (DEAN OF SCIENCE & DEAN OF ARTS)

1. The Dean's Office has a well-established structure with computers, Xerox machine, and other facilities.
2. The Deans deal with all matters related to the University Grants Commission and Autonomy. Grants received from the UGC are handled in the Dean's Office. All the communications from the UGC are dealt with by them. They also look after the FIP and other fellowship programmes of the UGC.
3. They plan, coordinate, supervise and arrange the meetings of the following: Governing Body, Academic Council, Boards of Studies of all Departments, Finance Committee, Planning & Evaluation Committee, Curriculum Development Cell and Research Cell. The minutes of these meetings are maintained in the Dean's Office.
4. The agenda and the minutes for the weekly meeting of the Heads of the Departments and for the monthly meetings of the College Council are prepared by the Principal and the Deans.
5. All the Research Departments and the Research Scholars deal with the Principal through the Dean's Office. All grants received by them are handled in their office and they deal with all communications and announcements in this regard.
6. The Dean's Office deals with the files relating the AIACHE, the XAVIER BOARD, the Principals' Association and the Managements' Associations.

7. All deputations of staff members to different programmes, staff participation in seminars, meetings, conferences and programmes within and outside the college are arranged in the Dean's Office.
8. The Dean's Office takes up the preparation and the follow-up measures to the commissions by the UGC, and the University.
9. Supervision of the NME & SBE Courses and the maintenance of their accounts are done in the Dean's Office.
10. Preparation of Annual Report, Staff Seniority list is entrusted to the Dean's Office.
11. The syllabus for UG/PG courses are revised once in three years. This work is completely done by the Dean's Office.
12. Applying to the University for new courses / additional seats is handled by the Dean's Office.
13. Dean office must submit all records to the IQAC office.

11. DEAN OF STUDENTS

1. To deal with students having grievances
2. To coordinate with Fr. Vice Principal to conduct student council election
3. To conduct student council inauguration
4. To conduct leadership programme for class representatives and Student Council members
5. To conduct Inter departmental cultural Competitions (INDECO)
6. To conduct activities in Quiz club
7. To conduct common functions and celebrations like Christmas, Pongal, etc.
8. To conduct Inter Collegiate Literary competitions

12. DEAN OF WOMEN STUDENTS

Apart from coordinating activities with Dean of students, she will perform the following:

1. To coordinate activities of women students and to get them involved in cultural activities in collaboration with the dean.
2. To help in maintain discipline, dress code among women students.
3. To organize women empowerment programmes.
4. To look after the needs of women students.

13. DIRECTOR OF STAND

1. He is in charge of all extension services to the neighbourhood
2. He runs the projects such as Self Help Groups, Evening study centres, family Counselling, etc. in STAND adopted villages.
3. He organizes the orientation programme for students
4. He is in charge of STAND programme

14. CAMPUS MINISTER

The Campus Minister is appointed by the Rector of the College. His functions are as follows:

1. To be available for students for spiritual related counselling.
2. To conduct the prayer sessions
3. To organize retreats for staff and students
4. To organize orientation programme for students

15. HEAD/COORDINATOR OF THE DEPARTMENT

1. Allotment of workload to teaching and non-teaching staff for each semester.
2. Preparation of timetable for each semester by constituting a committee of three staff members.
3. Looks after the day-to-day administration of the academic work of the department.
4. Forwards CL, ML and OD of teaching and non-teaching staff to the Principal and ensures the work adjustment.
5. Constitutes a committee of three staff members to finalise the list of scientific equipments and books to be purchased under Science fee Account and UGC Grant and forwards the priority list to the Principal for ordering.
6. Maintains a stock register and takes steps for stock verification every year.
7. Initiates steps for the upkeep and maintenance of scientific equipments once a year with the prior approval of the Principal

8. Prepares a list of equipments (not in working condition and beyond repair) to be discarded.
9. Monitors the Association activities, Endowment lectures and participation of students in academic activities organised by other Institutions.
10. Forwards the students' educational tour plan to the Principal
11. Issues letter of certification and consent to students for field visit/training programme/project work.
12. As the Chairman of the Board of Studies, suggests names of experts to be members of the Boards of Studies, suggests names of external examiners for various subjects to the Controller of Examinations.
13. Undertakes steps for the revision of UG and PG syllabi.
14. Scrutinizes the semester examination question papers.
15. As a member of the Academic Council presents the report of the Board to the Council.
16. Views of the department staff and his/her own views on academic matters and student strength may be presented to the Principal.
17. All kinds of requests of department staff may be submitted through the Head of the Department.
18. Prepares the total workload of the Departments as per Government norms.
19. Reasonable suggestions of Heads on departmental matters must be given due consideration.
20. The Chairman for the semester PG and UG Valuation Boards shall be the HOD or department staff in the Associate Professor grade recommended by the Head of the Department.
21. He/She as a nodal officer, submits academic records to the IQAC office.

16. TEACHING STAFF

Every teacher is appointed by the Secretary of the College in consultation with the Board of Management. The courses are allotted by the HOD in consultation with the department faculty.

1. He/she cooperates with the HOD and other faculty members in the efficient running of the department and works with team spirit for the good of the students and of the institution.

2. He/she takes semester exams/internal tests/invigilation work seriously and checks malpractice.
3. He/she undertakes and helps in the research activities of the department.
4. He/she is actively involved in practical/project/library work.
5. He/she is available in the campus during college working hours and as and when required.
6. He/she is present with the students for all the college functions.
7. He/she arranges for guest lectures, field visits, seminars whenever useful and needed in consultation with the HOD.
8. He/she reports to class on time and should not leave the classes before scheduled time or cancel classes without informing HOD/Principal.
9. He/she is responsible for maintaining the attendance records of his/her students.
10. He/she does not admit students who come late to the class without the late-slip from the vice Principal.
11. He/She must submit academic records to IQAC office through HOD/Coordinator.
12. If a College professor or a lecturer by speech or otherwise seeks to mislead his / her students into activities deemed objectionable, he/she is to be punished for dereliction of duty.

17. LIBRARIAN

1. He is overall in charge of the entire library.
2. He has to see that discipline is maintained in the library.
3. For any ordering of books or any item of furniture in the library, the Principal's consent is necessary.
4. He signs all bills and checks whether the books ordered were bought or not.
5. He has to check whether the functioning of the staff in the library is satisfactory. If there are complaints against any staff in the library, he has to call them and advise them. If they fail to correct themselves, he reports to the Principal or to the Secretary.
6. He submits all records to the IQAC office

18. PHYSICAL DIRECTOR

1. The Physical Director is appointed by the Secretary of the college in consultation with Higher Education commission.

2. He is in-charge of all sports and games activities in the college.
3. He is the manager of all college teams .
4. He prepares the annual requirement for sports and games and presents to the principal.
5. He looks after the grounds and equipments meant for sports and games.
6. He proposes plans for the development of sports and games in the college to the college sports committee.
7. He arranges for inter-department, inter-college and inter-university tournaments in consultation with the Principal.
8. He plans and executes the Sports Day with the help of staff members and students.
9. He arranges for the coaching of players.
10. He accompanies the students when they go for different tournaments.
11. He submits all records to the IQAC office.

19. OFFICE SUPERINTENDENT

1. The Office Superintendent is appointed by the Secretary of the college in consultation with the Board of management.
2. He plans and distributes the administrative work of the office.
3. He keeps track of communications from UGC, University, Government and other officials.
4. He keeps all the records of staff and students.
5. He arranges to look after the VIPs who come to visit the college or the Principal.
6. He helps the students to get their scholarships and certificates.

20. HOSTEL ADMINISTRATION

1. The Principal is the ex-officio Director of all the college hostels. The Principal is answerable to the University and the Government on all matters relating to the hostel administration. He should, therefore, keep in touch with the hostel administration particularly in its major and serious events and transactions.
2. The Directors of the hostels are independent in the day-to-day administration of the hostels. They make admissions to the hostels and plan the regular programme for the

year in consultation with Assistant Directors. The number of Assistant Directors should be decided by the House Consult. All major decisions in the hostel should be taken only in consultation with the Principal and the Rector / Superior. The Superior and the Principal should be taken into confidence and be briefed on any serious developments in the hostel administration.

3. The financial transactions of the hostels should be maintained in two separate account books. The first one should contain all details of receipts and expenses connected with the dividing system of the mess. These accounts should be made available, if necessary, to the student representatives for verification. As this is a very special area of concern, strict supervision of the expenses must be made and careful and transparent accounting methods should be adopted.
4. The second account book should have all details of receipts and expenses that are not connected with the dividing system of the mess. This is strictly the management account and it includes all collections due to the management, like admission fees, establishment charges, guest room rentals, guest collections and all other miscellaneous collections. The bank account is to be operated by the Director and the Procurator.
5. All major expenses from the establishment charges and from other collections should be done with clearance from the House Consult. Statement of accounts once in three months for both the accounts must be made known to the Principal, the Secretary and the Superior. The hostel accounts must be audited separately.
6. The model considered suitable for accounting purposes, can be evolved by the Consult in consultation with the Director of hostel and followed.
7. All fixed deposits in the hostels must be in the joint accounts of the Director and the Procurator. Disbursal of concessions and scholarships must be done according to

norms and guidelines given by the Superior. Loans to hostel workers are given if necessary by the Director in a limited way.

21. PLACEMENT OFFICER

1. To collect the data from students
2. To provide placement training
3. To organize off campus and on-campus recruitment
4. To build contact with industries and employers and invites them for campus recruitment.
5. To maintain contact with Industries.
6. To organize special lectures by industrialists.
7. To conduct training programmes.

22. STUDENT

a) All students are expected to come to the college decently dressed. Women students should come wearing chudithar / sarees only. Articles of clothing such as jeans, pants with multiple external pockets, T-shirts, leggings, short chudidhars are to be avoided by the students.

b) Attendance

1. Regular attendance at all classes is insisted upon in this college.
2. No one shall absent himself/herself from class without proper leave.
3. The staff members shall take attendance at the beginning of each period.
4. A student who is not in the class when attendance is taken shall be marked absent. If a student absents himself/herself even for one hour he/she shall lose attendance for that session.
5. Everyday the students must look at the absentee list put up on the notice board; if any one is marked absent by mistake, then he/she should immediately rectify it by obtaining a correction slip issued by the professor concerned and countersigned by the Vice-Principal.
6. The attendance of each student will be totalled at the end of the semester. Periodic intimation will be sent to the parent or guardian of the student for information and suitable action.

c) Leave of Absence :

A) Casual Leave (CL) :

A student requiring leave must apply for it in writing in the application form in advance to the Vice-Principal in person. The application must state the reason clearly and be signed by the student and countersigned by the parent/guardian/director.

B) Medical Leave (ML) :

In the case of illness, if the absence lasts three days or more, the absentee shall submit a medical certificate, and the period of absence will be treated as on medical leave.

1. If the student is absent without leave, his/her absence will immediately be reported to his/her parents or to his/her hostel director and disciplinary action such as fining, suspension, etc., will be taken. Absence for 10 successive days will entail removal of the student from the college rolls.
2. Students who have to leave class during a session for any valid reason must do so only after obtaining permission from the Vice-Principal or in his absence, from the Principal.

3. All the scholarship/fee concession holders should earn 90% of attendance, failing which the entire scholarship/fee concession amount has to be refunded to the government as per G.O.M.S. No. 1537 Social Welfare Dept., DT. 20.4.83

d) Leave on Other Duty (OD) :

1. Those students who represent the college in sports and games, or in competitions, such as fine arts, quiz, elocution, etc., or in NSS/ NCC camps, are given credit of attendance for the period. It is called leave on Other Duty (OD). They should fill in the proper forms meant for OD and get them countersigned by the professor-in-charge and submit it to the Vice-Principal before they leave the college for participation. Those who fail to do so will be considered absentees.
2. In any official tournament or match where the college takes part, no student of the college shall play for any outside team.
3. Those who represent the district teams will be given leave on other duty if the Principal is requested by the district secretary in advance. Otherwise their claim for leave on other duty will not be considered.

e) Certificates :

Any student, past or present, wishing to obtain a transfer or conduct certificate, must apply to the College office in the prescribed form. Certificates will not generally be issued at less than 48 hours notice. No certificate will be posted unless a stamped self-addressed envelope is sent together with the application. Those who want the transfer certificate should bring one of their parents.

f) Good Manners and Behaviour

St. Xavier's College, being a "community of partnership" of the staff, students 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.

1. Every student should conform to the rules and regulations relating to attendance, library, college-fees, examinations and tests, etc., Hostel inmates must obey the hostel regulations.

2. (i) Smoking and use of tobacco are strictly forbidden in the College and Hostel premises.
(ii) The use of alcohol and drugs is strictly prohibited. Any student found using or having used drinks, drugs or any other intoxicants will be summarily dismissed from the college.
3. Students are strictly warned against writing or making any marks on the walls desks or throwing paper or ink about the floor of the class rooms or corridors. Strict action will be taken against defaulters.
4. During class hours students are not allowed to stand about or walk along the verandas of the college, particularly in the ground floor,
5. Students are not allowed to eat mid-day meal in classrooms; they must go to the tiffin room provided or to the canteen.
6. Strict silence must be observed during class hours in the auditorium as well as in the classrooms.
7. St. Xavier's students are expected to be true ladies and gentlemen, by being courteous to all, especially to their professors and elders.
8. When a lecturer or any other member of the staff enters a class, the students must stand up and not sit down until he/she invites them to do so or he/she himself/herself has taken the seat. They should likewise stand up when he/she leaves the class.
9. 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.
10. 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 head of the department concerned and never directly to higher authorities.
11. 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 room.

12. Students will not be permitted to take away any broken apparatus from the laboratory.
13. Lecturers and students should park their cycles, scooters, cars etc in the respective places and not anywhere else in the Campus.
14. 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 Department.

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

1. 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.
2. No student who has been convicted of any offence in a criminal court will be allowed to continue his studies in the College.
3. Students should abstain from active participation in party or communal politics.
4. 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.
5. 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.
6. Students should not indulge in any activity leading to the disruption of 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.
7. Ragging of any kind is strictly forbidden; any one who is guilty of ragging will be summarily and severely punished.
Consumption of alcohol is Prohibited. Those who are found to have consumed any intoxicating liquor or drugs shall be liable for criminal prosecution.
Use of tobacco in any form is dangerous to health. Avoid tobacco completely.
8. 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.