



CODE OF ETHICS (Students)

HANDBOOK FOR STUDENTS

**ST FRANCIS DE SALES COLLEGE
ELECTRONICS CITY
BANGALORE - 100**

QUALITIES / RESPONSIBILITIES OF A DESALITE

Knows about St. Francis de Sales, Fr. Peter Marie Mermier and the MSFS Congregation

Believes in the dictum:” Education of the heart is the heart of Education”

Believes and trusts in God and prays daily

Fosters good health and respects life

Is meek, humble, and strong in character

Practices virtues of optimism, gentleness, humility and hospitality

Practices charity in thought, word, and deed

Speaks truly, deals truly, and lives truly

Is studious, responsible, and duty-conscious

Works hard to be of genuine service to others

Dresses neatly, arrives punctually and behaves politely

Respects elders, parents, teachers, and classmates

Promotes peace, harmony, and nonviolence

Fosters patriotism and combats adversity

Accepts and respects cultural, religious and linguistic diversity

Fights corruption and promotes social justice and equality

Nurtures nature and is eco-friendly

Upholds the ethos of the ‘Alma Mater’ in high esteem

Follows the motto: “For God and Country”

RULES

- 1. Ragging is a cognisable offence and those who indulge in it or encourage it will be handed over to the law as per G.O.Ed 122 URC 96 dated 16.1.97. Students in distress may call 080-27836069 or email at *sfscollege.ecity@gmail.com***
2. The warning bell (first bell) for class is given five minutes before the commencement of classes. The first period each day begins with the college anthem followed by the National anthem and the Lord’s Prayer. During the singing of the anthems all staff and students shall stand still wherever they are as a sign of respect. Students should be in

their respective classrooms before the second bell. When a lecturer enters the class, the students are expected to greet the lecturer.

3. Students must observe punctuality. Students will not be permitted into the class after the second bell.
4. During the college hours (8.10 am to 2.15 pm) no one is permitted to leave the campus without the written permission of the Principal.
5. Eating and chewing of gum, while the class is in progress is strictly prohibited.
6. There should be complete silence in the corridors during class hours. Students must not loiter on the corridors during class hours.
7. No student is allowed to leave the lecture hall without the lecturer's permission or until the class is dismissed.
8. If the concerned lecturer is absent, students are expected to use the library or the e-resources. No student is allowed to leave the college building before completion of the fifth hour (1.20 pm) without permission. Canteen facility is

available during the break and either before or after the college hours.

9. Students are liable to disciplinary action (even dismissal) if found smoking in and around the campus, in possession of, or under the influence of tobacco products, drugs or alcohol.

10. Students are forbidden to bring firecrackers and Holi colours to the campus. Students found doing so are liable to disciplinary action. Celebration of birthdays/feast days of lecturers or students is not permitted in the College or in the canteen. Cutting of cakes or giving gifts to professors on special occasions by the students/parents is not permitted in the college.

11. Any display of indiscipline including insubordination, habitual inattention, and neglect of work, inappropriate language or conduct, obscenity in word or deed by a student shall be liable to temporary or permanent dismissal. Security personnel are always to be obeyed.

12. Students are expected to conduct themselves with dignity and maturity. In their inter-relationships, they must observe norms of decency and propriety.
13. The campus must always be kept clean. Littering, defacing the walls or desks, damaging College property etc. are offences. Every class under the guidance of the class representative will be responsible for the cleanliness of the room allotted to it. Electronic gadgets like projectors, sound systems, laptops must be operated as instructed by the technical staff. Any damage to the electronic equipment caused by wilful neglect or misuse shall be liable for payment of fine.
14. Though the College is not responsible for the conduct of its students outside the premises, it will take note of any serious misconduct of students outside the campus.
15. Posters and notices must not be put up without the permission of the Principal. If permission is granted, all posters and notices should be placed on the boards kept for

the purpose in different blocks and not stuck on the walls of the College.

16. Vehicle parking will be allowed on all working days from 8.00 am to 3.00 pm. Students whose vehicles are parked in the premises after 3.00 pm are liable to be fined. Movement of vehicles within the campus shall be at a moderate speed of 10 kmph.
17. Every student is required to carry her/his identity card to College. The ID cards must be worn at all times on campus and shown to the staff or College officials when asked at any time during the College hours including during Examination and formal programs, and in the administrative office and library.
18. Association functions and cultural programs will be held only after class hours. Practice for all programs should be held either prior to the classes or after classes.
- 19. Outsiders are not permitted to attend College functions. Strict action will be taken on those who bring outsiders to the campus.**

- 20.No money is to be collected from students without the prior permission of the Principal. Any collection of money with the approval of the Principal shall be intimated to the parents through email and text message.
- 21.Printed matter, photographs/videos not approved by the Principal are not to be brought to the College.
- 22.In keeping with the circular of the Department of Collegiate Education, Government of Karnataka, use of mobiles in the College premises is prohibited. Students are informed not to use mobiles within the academic block. Once confiscated, mobiles will not be returned to the students without paying the prescribed fine and a letter of apology. Possession of mobile phones or similar electronic devices or resorting to unfair means during examination is considered as a serious malpractice.**
- 23.Students need to strictly adhere to ICT Protocol**
- 24.Students must not join clubs or societies or make any engagements that interfere with their studies without the

Principal's prior permission. They are not allowed to play for any team against the College.

25. Students must cultivate the use of the Library. They are expected to spend their free time in the Library or in the reading room where they can refer to books.
26. After class hours students are not expected to remain on the campus unless there is a function/program or rehearsal or games practice.
27. Students are not allowed to make complaints in a body or present any collective petitions, but they are welcome to present their cases if any, either individually or through their proper representatives.
28. Students are not allowed to organize picnics or social activities without the permission of the mentor and the Principal.
29. Any student who is suspended by the college authorities shall not appear on the campus for all the days of suspension mentioned in the suspension order. If found violating this

norm, the authorities can proceed with the dismissal of the student concerned.

DRESS CODE

The College does expect all students to keep in mind the basic norms of modesty and decency with regard to dress. On the basis of a representation St. Francis de Sales College made by the student body, the Management in consultation with the staff has arrived at the following decisions:

On Mondays and Thursdays College uniform is mandatory for all students.

Formal Dress Code: Monday to Friday

Formal Dress Code for boys:

- Formal Pants/Jean
- Half or Full sleeve formal shirts.

Formal Dress Code for girls:

- Salwar/Churidar Kameez only (No sleeveless, tight fitting or short tops)

Informal Dress Code: Only on Saturday

Informal Dress Code for boys:

- Pants/jeans with only collared-shirts/t-shirts (No Verbal or Pictorial Messages)
- Earrings for boys are not permitted.

Informal Dress Code for girls:

- Pants, Kurtas (no sleeveless, tight fitting or short tops)

Any student violating the dress code will not be allowed to sit in the class.

Any member of the teaching or non-teaching faculty may report a student for violation of the dress code, and appropriate action will be taken.

Students attending class or meetings of the College societies, clubs and associations on the campus are expected to be dressed in conformity with norms of decency and propriety.

Colouring of hair and unconventional haircuts are strictly prohibited.

Irrespective of the purpose of the visit to the campus, students are expected to follow the dress code on all working days.

ATTENDANCE AND LEAVE

Students are expected to attend classes every day. However, if there are genuine reasons like ill-health, students can avail leave [in the prescribed format given in the hand book] after obtaining permission.

1. Absence up to 1 day requires signature of the class mentor (refer Record of Absence format given at the end of the Handbook). Absence up to 2 days requires signature of the Vice-principal. Absence of more than 3 days requires signature of the Principal.
2. The University has mandated a minimum of 75% attendance in each paper to be eligible to write the Semester Examination. College will strictly adhere to the norm as demanded by the University. There is no provision for condonation of attendance in the University

notification. Medial leave is restricted to a maximum of 5% in each semester.

3. Any attendance claim should be done within 3 working days. College mandates a minimum of 80% attendance in each paper to be eligible to write the Terminal and Model exams.
4. If a student is detained for a semester, she/he will have to repeat the semester and has to be enrolled afresh, by paying 50% of the annual fees.
5. If a student is absent for one period in a day, she/he will be marked absent for that period only.
6. Attendance is available for students/parents to view on the College website. Every student will be provided with a unique password at the beginning of the academic year to access information, including attendance.
7. Parents are requested to make use of this facility in tracking the attendance of their ward.
8. Students must check the attendance regularly, and if any discrepancy is found, the same should be brought to the

notice of the class mentor/ HOD in writing within two working days.

9. It is mandatory for students to attend the terminal and model exams. There will be no retest.
10. Students, who absent themselves on medical grounds, should produce a bonafide medical certificate.
11. If a student is absent in a subject/paper, she/he may attend the next class of that subject/paper only after getting a leave slip signed from the parent/guardian/warden.
12. If a student falls short of 75% attendance in any month in any subject she/he will be required to meet the Mentor with parents.
13. The name of the student will be removed from the rolls if she/he is absent continuously for more than 10 days without prior permission for leave.
14. Prolonged or serious illness, hospitalization or long medically advised rest must be reported to the Principal as early as possible.
15. Marks will not be awarded for attendance.

16.No attendance will be given to students for participation in Certificate Courses (they are held outside regular class hours).

ICT PROTOCOLS

Responsibilities of students for the use of information and communication technologies:

1. Use of ICT equipment in the College, including all electronics, wireless and mobile devices, is for educational purposes only.
2. Students must not participate in online bullying. Bullying includes supporting others who are bullying. Sharing inappropriate images can also be a form of bullying.
3. Students need to understand the terms and conditions of websites and online communities and be aware that content uploaded or posted online creates a digital footprint of the user.

4. No student is to interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student.
5. Students must not attempt to download, install, connect or use any unauthorised software or hardware on College ICT equipment, including games.
6. Students found using ICT equipment or a mobile device to gain advantage during exams or assessments will face disciplinary action.
7. Students should take reasonable precautions against accessing inappropriate material.
8. In the event of accidental access of inappropriate material, students must not show others. They must shut down, close or minimise the window and report the incident immediately to their faculty / concerned in-charge.
9. No food or drink is to be consumed or placed near any ICT device.

PROCEDURES FOR USE OF MOBILE ICT DEVICES IN THE COLLEGE

1. It is important that students are considerate and show respect for others when using a mobile device.
2. To protect the privacy of others, students must never post or forward private information (including images) about another person using electronic communication.
3. Students must only take photos and record sound or video when it is part of an approved activity.
4. Permission must be sought from individuals before
 - Taking photos, recording sound or videoing students and teachers.
 - Publishing or sending photos, recorded sound and video to anyone else or to any online space.
5. Mobile phones/devices are brought to college at their owner's risk. The College does not hold insurance for personal property brought to the campus and will not pay for any loss or damage to such property.

- 6. Even though for educational and emergency purposes mobiles are permitted in the building, prior permission from the faculty or competent authority is required to use it while inside the building.**
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