



**ST. XAVIER'S COLLEGE**  
**MAHARO, DUMKA**

**RULES AND REGULATIONS:**

**I. ATTENDANCE:**

1. Attendance in all classes is compulsory. Every student is expected to be regular to classes. A student should have a minimum of 85% attendance in all classes to qualify for the examination and, scholarship and awards of any kind.
2. Students who have been absent on the previous day/s will not be allowed to attend classes without the permission of the Principal | Secretary. Such students should fill up the 'Non-Attendance and Leave Record' chart in the diary countersigned by either of the parents / guardians, and get the signature of the Principal | Secretary in order to attend the classes again.
3. Prior permission of the Principal | Secretary is to be obtained in case of absence due to foreseeable events like festivities, wedding at home, visiting ailing parents and family members, etc. All applications must be countersigned by the parents / guardians.
4. In case of absence, due to accident or sudden ill health of serious nature, information / application, counter signed by either of the parents, must be submitted to the Principal | Secretary within three days of the occurrence. Certificate of a registered medical practitioner must be submitted along with the application in such cases of sick-leave.
5. Regular absence or long period (10 consecutive days and more) of absence without the prior permission of the Principal | Secretary would be considered serious offence and breach of discipline. Appropriate disciplinary action/remedial steps will be taken against such cases.
6. Prolonged period of absence lasting one calendar month and more, without the prior permission of the Principal | Secretary, will be considered as the student 'having left the college' on his/her own. Transfer Certificate will be issued to students concerned in such cases.

**II. PUNCTUALITY**

1. Punctuality is to be maintained at all cost. Every student is expected to be Punctual to classes and, tests and examinations.
2. Students must be on the College premises at least 10 minutes before classes begin. College gate will be closed after the second bell and the late comers will have to go back home without attending classes.
3. Students who come to the College regularly late are liable for disciplinary action.

### III. DRESS & TIDINESS

1. Decorum and modesty in dress, hair style and behaviour must be maintained at every level. One must appear smart, neat and tidy

2. Students must come with the uniform. No student will be allowed to attend classes without it. The uniform consists of black colour pants / white (I) and blue (II) and cream colour (III) shirts with black shoes black belt.

3. Boys and girls are strongly recommended not to come with many pocketed pants, tight / round | V collar T-shirts. Girls are recommended not to come with sleeveless dress, short tops and tight jeans.

IV .Every Student must have identity cards and it must be hung around his / her neck.

### V. CLASSROOM DISCIPLINE:

1. Conducive atmosphere must be maintained for learning in classrooms. Strict silence must be observed.

2. In case a teacher is absent, students must sit quietly and study or go to the library with the approval of the Principal | Secretary and use the time profitably.

3. Loitering around in the building during the class hours is strictly prohibited. Shouting, whistling etc. in the building is not allowed.

4. Respect for teachers and elders is a characteristic of a Xavierian. Honour it.