



St. Xavier's College
Mother Teresa Hostel for Girls
219/1, AJC Bose Road
Kolkata – 700 017

RULES AND REGULATIONS

1. The Hostel accommodates the students of **St. Xavier's College, Kolkata**, only.
2. **Provision for staying in the Hostel is for one year at a time.** The renewal for another year depends on the academic performance and the discipline of the student.
3. **Absence from classes without a genuine reason** or abstaining from even a single test (Mid-Semester or End-Semester) without proper reason and prior written permission from the Vice Principal and the Superintendent will incur dismissal from the Hostel. All hostel students are demanded to have at least 85% of attendance.
4. **The students who fail (arrears) in four and more subjects** in an academic year are not taken back in the Hostel in the following Academic session.
5. **The students are not allowed to stay in the Hostel** during Puja, Christmas and Summer Vacations for any reason. A student may stay in the Hostel only a day after her last Semester Examination.
6. **Silence must be strictly observed** at all time during study hours (6:00 pm-8:00 pm and 9:30 pm-10:30 pm) and at night. **During the study hours, one door of the room must be kept open.**
7. **Movement from one room to another after 9.30 pm is strictly prohibited.** It is the time for personal studies.
8. All study matters must be discussed in the reading room/dining room anytime before 9:30 pm.
9. For a better and uninterrupted study atmosphere the students are requested to inform their friends and relatives **not to call them on their mobile phones from 6:00 pm to 8:00 pm and any time after 9:30 pm.**
10. Absence from the Hostel during the study hours is not allowed without a prior written permission.
11. Whoever stays out of the Hostel without permission after 9:30 pm shall have to explain his absence from the hostel, and the information will be sent to their parents/ guardians.
12. Students who wish to stay out of the hostel for a night or more must seek permission from the Superintendent through a written application at least a day in advance. The application submitted to the Superintendent **must contain the statement of sanction from one's parents.**
13. Musical instruments such as guitars, keyboards or any other electronic gadgets are not to be played in the living rooms. A written permission from the Superintendent is needed to have them in one's possession.
14. The visitors are allowed up to 6:00 pm in the Parlour. They should not be taken to one's room.
15. The students should not accommodate or give shelter to any guest in the hostel without permission.
16. The terrace is out of bounds except for washing and drying clothes during the day (6:00 am to 6:00 pm).
17. Games timing is from 3:30 pm to 5:30 pm. No games should be played after 5:30 p.m. and all should prepare themselves for the study hours (6:00 pm to 8:00 pm).
18. **No food is allowed in the living rooms.** Food should be taken only in the Dining Hall. Only the dry snacks are allowed inside the living rooms.
19. Cleanliness must be maintained in all places –inside and outside the hostel buildings. The rooms should not be defiled by scribbling, pasting posters or nailing them on the walls.

20. **Smoking and drinking are STRICKTLY PROHIBITED.** Anyone found or reported of smoking or consuming any kind of liquor inside the Hostel or have smoked or consumed any kind of liquor outside and entered the Hostel will be **EXPELLED from the Hostel immediately.**
21. The Lodging Fee and Staff Salary are to be paid for all the twelve months in an Academic Year (From July to June).
22. All payment of fees should be made by debit/credit cards through POS system (swiping machine) or the Online System only.
23. The fees of the Hostel must be paid by the 10th of every month. A fine of Rs. 100/- is imposed from 11th to the end of the month and thereafter every month Rs. 500/- is imposed on the defaulters.
24. **Decorum in dress and hairstyle must always be maintained.**
25. The Notice Board must be read everyday in the morning and in the evening. No excuse will be considered if notices on the Board are ignored.

N.B.: The Caution Deposit and the Advance in Mess are forfeited and they are not returned to anyone who has been asked to leave the Hostel on any disciplinary ground.

A student shall be guilty of indiscipline if he fails to comply with any of the above rules. For a breach of discipline, a student may be: -

- a) **Fined and/or Suspended from the Hostel;**
- b) **Expelled from the Hostel, which also means expulsion from the College.**

All matters of discipline will be decided by the Principal/Superintendent/Governing Body of the College according to the cases.

Students must read the above Rules and Regulations of the Hostel carefully and abide by them

***Parents'/Guardian's Consent for staying outside:**

I,, (allow/do not allow) my daughter/ward to stay out with his friends for a night or more.

.....
Applicant's Signature with date

.....
Parent's/Guardian's Signature with date

***Acceptance and undertaking by the Local Guardian:**

I,, take full responsibility of
as her Local Guardian.

.....
Local Guardian's Signature with date

Mobile No.:.....