



St. Xavier's College (Autonomous)

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 or two** 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 her 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 an application at least a day in advance.
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. **(Fine will be charged from Caution Deposit)**

20. **Smoking and drinking are STRICTLY 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** ((Room Rent, Electricity Charge, and Corporation Tax) and **Staff Salary** are to be paid for **all the twelve months** in an Academic Year.
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. 200/- 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 every day in the morning and in the evening. No excuse will be considered if notices on the Board are ignored.
26. The students will be **personally responsible** for the safety of their belongings. Institute and hostel authorities are **not responsible** for the loss of any of their belongings.

N.B.: The **Caution Deposit** is forfeited and they are not returned to anyone who has been asked to leave the Hostel on any **disciplinary** ground. The student, who seeks the refund amount, **must produce the payment receipt**, paid at the time of admission.

A student shall be guilty of indiscipline if she 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 to stay out with her friends for a night or more. I am also aware of the Rules and Regulations of the Hostel.

.....
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.:.....