



St. Xavier's College, Kolkata
Mother Teresa Hostel for Girls
219/1, Acharya Jagdish Chandra Bose Road
Kolkata – 700 017
Phone: 033-22891197

RULES AND REGULATIONS

1. The Hostel accommodates the students of **St. Xavier's College** only.
2. **Provision for staying in the Hostel is for one year at a time**; it may or may not be renewed by the Principal/Superintendent.
3. A student who fails without a genuine reason, to attend her classes, will be asked to leave in favour of others who wish to study. Absence from classes or abstaining from even a single test without proper reason (which should be brought to the notice of the respective Vice Principal and the Superintendent earlier) may incur dismissal from the Hostel. Absence/leave note addressed to the Vice Principal/Dean should be countersigned by the Superintendent.
4. A student who is not promoted in the College or fails in the Semester Examination is not liable to be taken back in the Hostel in the following session.
5. The students are not allowed to stay in the Hostel during the Puja, Christmas and Summer Vacations, except with special permission in case they are to appear for a Semester Examination.
6. A student may stay in the Hostel with prior permission for a maximum period of two days after the end of her Semester Examination.
7. Silence must be strictly observed at all time during study hours and at night.
8. Musical instruments are not to be played in the rooms. Permission from the Superintendent is needed to have them in one's possession.
9. Movement from one room to another after 9.30 p.m. is not permitted.
10. From 6:00 p.m. to 8 p.m. is the study time. Absence from the Hostel without a prior permission during study hours is not allowed. Study matters may be discussed briefly and in an undertone in the reading room/recreation room. For better study atmosphere avoid gatherings in the rooms. **During study time, one door of the rooms must be kept open.**
11. **After 9.30 p.m. absolute silence must be observed.** Whoever stays out without permission after 9.30 p.m. shall have to explain her absence to retain her stay in the hostel.
12. Students who wish to stay out of the hostel for a night or more must inform the Superintendent through a written note at least one day in advance. The students' note submitted to the Superintendent **must** contain statement of sanction from their parents.
13. The visitors should not be taken to one's room without explicit permission. They should be entertained downstairs in the parlour. The visitors are allowed up to 6.00 p.m. only.
14. The students cannot accommodate or give shelter to any guest at anytime without permission.
15. The terrace is out of bounds except for washing and drying clothes. Only the portion of the terrace where there is washing and drying provision will be kept open from 6:00 a.m. to 6:00 p.m.

16. Cleanliness must be maintained in all places, inside and outside the building. Rubbish is not to be thrown out of the window. Avoid hanging of clothes there. The rooms should not be defiled by pasting posters on the walls or nailing them.
17. **Smoking and drinking are strictly prohibited.** Anyone found or reported of smoking and consuming any kind of liquor will be asked to leave the Hostel.
18. For better and uninterrupted study atmosphere the students are requested to inform their friends and relatives not to ring up on the mobile phone from 6:00 p.m. to 8:00 p.m. and after 10.30 p.m.
19. Games timing is from 3:30 p.m. to 5:30 p.m. No games should be played after 5:30 p.m. and all should prepare themselves for the study hours. No food stuffs are to be taken and used in the Games Room.
20. The lodging fee and the mess employees' salary are to be paid for all the twelve months in a year.
21. All payment of fees should be made by debit/credit cards through POS system (swiping machine).
22. The fees of the Hostel must be paid by the 10th of every month. A fine of Rs. 100/- is imposed on the defaulters.

N.B.: The Caution Money and the Advance Money 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;
- b) Suspended from the Hostel;
- ci) 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 and abide by them.

***Parents and guardians, would you allow your daughter / ward to stay out with friends/ relatives for a night or more.....YES / NO**

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Parent's/Guardian's Signature with date

Student's Signature with date

***Acceptance & Undertaking by the Local Guardian**

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