

RULE BOOK

AJMAL GROUP OF COLLEGES

RUN BY



AJMAL FOUNDATION

HOJAI, ASSAM-782435



03674-254786

RULES

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The residential colleges play a very important role in the formation of a child's habits, ideals, attitudes and perceptions and in moulding them to face the challenges of life.

CODE OF CONDUCT FOR STUDENTS

1. Abide by the constitution; respect the National Flag and the National Anthem.
2. Look upon people as brethren, irrespective of their caste, colour, creed, gender & religion.
3. Develop scientific temper, humanism and the spirit of

inquiry.

4. Respect liberty and rights of others; abjure violence.
5. Always be friendly to others, in and out of the college.
6. Avoid vulgarity in talk and behavior.
7. Be truthful, punctual and regular to college.
8. Be prompt and thorough in your work.
9. Do not waste time in idle gossips.
10. Observe polite manners wherever they go.
11. Take care of your health and maintain proper hygiene.
12. Keep the college/hostel campus neat and clean.
13. Contribute your best to ensure a congenial educational atmosphere in the college/hostel.
14. Take active part in College programs and activities.
15. Carry out the instructions of your Mentor and other Teachers.
16. If you happen to find anything belonging to the college or any other student(s), deposit it in the college office.
17. Take pride in wearing your college uniform.
18. Ensure that the College uniform is neat and tidy and is complete in all respect.
19. Join the college on the notified date, at the beginning of the term or after vacation/holidays.

GENERAL RULES

1. Students must maintain a high standard of manners.
2. Teachers along with Wardens, Hostel Spdt., VP & Principal. are responsible for the discipline of the college and for the enforcement of all rules.
3. In cases of serious breach of disciplinary matters the course of punishment will be decided by the college Disciplinary Committee.
4. The college reserves the right to expel students whose progress in studies and / or conduct is consistently unsatisfactory.
5. Immoral activities, bullying others, grave insubordination, stealing or extortion of things from other students, use of foul language, contempt of authority, vandalism, breaking bounds, damaging college/hostel property, misbehaving teachers or any staff members are some reasons for immediate expulsion or rustication.
5. Every student must observe strict discipline in the whole campus. These include timely joining the programs, activities, classes and maintain decorum in the rooms.
6. College uniform should be worn on all working days and for all college functions. Strict disciplinary action will be taken against those who are not properly dressed.
7. Shouting or whistling in and around the college/hostel

building and running in the corridor is prohibited.

8. Student must always speak in English. No student is allowed to speak in any vernacular language whatsoever, within the college/hostel campus. Any student found using vernacular language will be charged Rs. 10/- (Ten) as fine every time.
9. Students are not allowed to bring any sharp instrument to the college/hostel.
10. Students using the College Bus must obtain a Bus card from the office. A student without Bus card will not be allowed to board the Bus.
13. No book(s) (other than textbooks or library books), magazines or papers are to be brought to the college without Principal's permission.
14. The college/hostel is not responsible for the articles lost. It is not advisable to bring valuable articles or mobile phones to college/hostel.
15. The Name and Class of the students should be clearly marked on all belongings of the student.
16. Entry of a student to any other classroom or staff room or employee's quarters will be allowed only after proper permission.
17. Irregularity in attendance will be considered as an act of indiscipline.
18. Parents/Guardians should not enter into the class rooms of

their wards. They should first meet the Principal as per rules of the College.

BOUNDS

Students are not allowed to go to following areas without permission.

1. Domestic staff quarters, college office, and staff room.
2. Classrooms and dormitories other than the students own dormitory and classroom.
3. Dining hall, except at meal times, and kitchen at all times.
4. Library and Computer Lab after class hours or after the particular activity hour, except with special permission.
5. Students visiting staff-residences require prior permission of the authority.

DINING HALL

1. Everyone must be on time for all the meals. In exceptional cases, permission note has to be given by the Warden-In charge.
2. The entry in the dining hall should be done briskly and quietly.
3. Decency and decorum must be maintained in the dining hall.
4. Students must strictly follow the dining hall manners and

etiquettes.

5. Students must not waste food. They should take as much food as they can eat only.
6. Students should not talk loudly or shout in the dining hall.
7. If any guest comes to have a meal, all students should show due respect to his/her presence.
8. Students are not permitted to bring any sort of tuck into the dining hall.
9. Dustbins are meant to be used and students should not litter the area. Cleanliness must be maintained.
10. Boarders who miss their meals due to willful absence or late coming will not be served under any circumstances.
11. Selective menu will be entertained only on medical grounds.

LIBRARY

1. Complete silence must be maintained in the library and the reading room.
2. Books borrowed from the library must be returned in good state within 7 days.
3. Books from the reference section must not be borrowed by any student.
4. All the books must be handled with care.

DORMITORIES

1. The admission to the hostel is purely provisional. It will be subject to good behaviour, discipline, abiding of rules and timely clearance of dues.
2. Strict disciplinary action will be taken against the students found guilty of misbehaviour, misconduct or adherence to any anti-social activity.
3. No discussion or gathering of any sort either by the boarders or by the guardians inside the hostel campus/room is allowed at any time of the day or night.
4. Boarders will not keep any valuables, jewellery, mobile phone, cash etc. with them.
5. Boarders are not allowed to entertain guests or any outsider in the rooms. No day scholar is allowed to enter the hostel complex or rooms.
6. Hostellers are not allowed to enter the hostel rooms/dining hall during class hours.
7. Boarders found smoking/chewing tobacco; betel nut etc. will be expelled from the hostel without further explanation.
8. All students in the hostel are under the overall charge of the Warden-In charges.
9. No student will enter other dormitories without seeking permission of the respective Warden- In charges.

10. Dormitories should be reasonably calm and quite at all times.
11. All the students must be out of bed immediately after the time fixed for the purpose.
12. Students must take bath regularly and be attired properly.
13. Beds should be tidily made; clothes and other belongings must be kept in the respective cupboards before student leaves the dormitory every morning.
14. Sleeve less shirts, shorts or half pants and lungis are strictly prohibited in the hostel.
15. Borrowing of clothes and shoes is forbidden.
16. Cupboards must be tidy at all times and must not contain any item of food.
17. Cleanliness should be strictly maintained in all the dormitories.
18. Gossiping after lights off should be strictly avoided.
19. No visitor (including a parent) is allowed to provide mobile phones, money, valuables etc. to any student.
20. Children must not misbehave with the supporting staff, who work for them.
21. All the boarders of a room will be collectively responsible for maintenance of all the furniture, electrical fittings etc. Any damage caused by unidentified miscreant to any property in the room will have to be compensated /

replaced / repaired collectively by the boarders of the concern room.

22. All the activities and movements of the students in any and every field will be with the permission and overall guidance of the concern Warden- In charge.
23. Boarders are not permitted to leave the campus except they are permitted by the respective Warden In charge or any other officially authorized staff member or the authorized guardians. The guardians who will visit and take out their wards must register their name and obtain an Exit card from the Hostel Warden/Hostel Supdt.

EXIT AND ENTRY OF THE BOARDER

1. Boarders (Girls) may leave the hostel campus with parents/local guardians/ authorized person only on emergency, duly permitted by the Principal/Hostel Superintendent.
2. Under no circumstances hostel boarders are allowed to leave the hostel other than the holidays/ vacations.
3. Parents/ guardian are requested to receive their wards from the hostel only on the preceding day of the vacations.
4. After the long holidays/vacation the boarders must come back on the reopening day, otherwise a fine of Rs. 100/- will be charged per day for overstaying

5. Parents/Guardian while receiving his/her ward should carry out the following procedures:
 - a. He/ She should produce an application along with authority letter if any.
 - b. Obtain the exit card.
 - c. Exit card is to be shown to the security personnel.
 - d. Sign the Exit Register before leaving the campus.
6. Parents/guardians must register the entry of the border with the security and hand over him/her either to the Hostel Warden/ Hostel Superintendent.

DRESS

1. Students should always be dressed neatly in the prescribed College Uniform, Games and Hostel Dress whenever applicable.
2. Uniforms and articles specified in the college clothing list must only be possessed by students (day scholars as well as boarders).
3. Clothes and shoes found unsuitable or indecent will be confiscated and sent home.
4. Students must wear hostel dress every evening.
5. All boys must have short and decent hair cut. Keeping spiky and long hair is strictly forbidden. Girls must tie their hair in a proper way.

Note: Jewellery, Make-up sets (except minimum requirements), Hair Gel, Hair Cream, etc. are strictly forbidden.

EXAMINATION

Following Tests/ Exams will be conducted –

- (i) Weekly Test (once in a month)
- (ii) Monthly Test (once in a month)
- (iii) Pre-Final Exam

All the exams are compulsory for students. Selection for the Annual/Final Examination of students will be based on the performance in these tests.

Note: No exemption will be granted from appearing in these tests against any kind of sanctioned leave.

Promotion Rules:

1. The performance of a student is assessed throughout the year through Weekly Tests, Monthly Test, Pre-Final and Annual Examinations and other academic activities undertaken by them.
2. The 'first 10 students will be ranked on merit basis for each class. If a student fails in one subject he / she will not be entitled to get the rank.
3. If a student fails in the same class for two successive years, he/she will have to leave the college.

Performance In Annual/ Final Exam:

- Should secure minimum 30 % marks in each subject in all the examinations viz. Weekly Tests, Monthly Tests, Annual and Final Examinations as well as in the Pre-Board Exam.
- Must appear in all the Pre-Board Exam, failing which, he/she may not be issued Admit Card for Annual/Final Examination exam.
- A student who fails in the Annual/ Final Examination will not be allowed to continue as a regular student of the college.

Promotion from CLASS XI to CLASS XII

- Should score minimum 30 % marks in each subject in all the examinations viz., Weekly Tests, Monthly Tests, Pre-Final and Annual/Final Examination.

JOINING COLLEGE AT EACH SESSION

1. All the students must join the college on the notified day and time at the beginning of each session.
2. Similarly, a student cannot leave before the end of the session.

For reporting late, a fine of Rs. 100/- per day of absence will be imposed unless the Principal is informed and he is satisfied with the reason for arriving late.

TRAVELLING

All the students travelling in organized college parties escorted by staff members from college must observe the following rules:

1. Students will travel in college uniform.
2. Students should not carry heavy luggage.
3. Students will be responsible for their own luggage.
4. Students must follow the instructions of the escort.
5. After reaching their destination, students must not walk away with their parents/guardians without taking permission of the escort.

CHANGE OF ADDRESS

Parents must intimate the college office immediately if there is any change of address of correspondence.

VISITORS

1. No other visitor except the student's local guardian will be permitted to meet a student.
2. Local guardians (as mentioned in the Admission form) will be permitted to meet their wards or take them on exeat.
3. Relatives/friends wishing to see a student will be required to produce a written request from the parents.

HOSPITAL BILLS

1. In special cases, if the student has to be admitted to a Nursing Home or taken to Specialized Doctors, the cost of the treatment must be paid by the parents.
2. In case of accidental injuries too, parents are expected to pay the fees charged by the hospital.

MISCELLANEOUS

1. Classrooms must be kept clean. Text books and exercise books must not be defaced in any way. Desks and book-shelves must be kept tidy.
2. All lights/fans should be switched off when there is nobody in the classroom/dormitory.
3. Complete silence must be maintained during self study time.
4. Any damage to college/ hostel property must be immediately reported to the Warden-In charges. The expense for repair / purchase will be charged from the students.
5. Any unclaimed article found in the college campus must be taken to the Principal's office and deposited there.
6. Students may need to participate in various competitions/tournaments/excursions etc. outside the town and the parents have to bear the charges for the necessary travelling and other expenses.
7. No interference with electric installations is permitted.
8. No student may keep matches, lighters, incense sticks, knives, sharp tools, etc.
9. No student is permitted to inflict any atrocities, physical or mental torture of any kind or hold any threat on other students.
10. No student is permitted to take/borrow either by force, or by request, any personal articles from any student.
11. Any student either assigning tasks or doing tasks for another student is liable to invite disciplinary ' action.
12. No student is permitted to hit/beat any other student.
13. Use of foul or abusive language is considered to be a serious offence.
14. No student will be allowed to leave the college campus during the college hours without prior written permission from the Principal.
15. Changing of classrooms between periods should be done in silence and in an orderly manner.

ABSENCE & LEAVE

1. A minimum of 90% attendance of the student in the academic session is compulsory to make the student eligible to appear in the examination(s).
2. No leave of absence is granted, except on prior written

application from parents or guardians for a valid reason.

3. Parents are requested to send leave application, if the child has to remain absent for more than one day. If no information is received, the Class Teacher will send Absentee Report to the parent.
4. Leave for half day should not be asked for. In case of emergency, written permission must be taken from the Principal and the Bus-in-charge must be duly informed.
5. If a student remains absent consecutively for 6 (six) days without giving proper information to the college authority, his/her name may be struck off from the rolls.
6. Parents/Guardians are requested not to apply for leave if avoidable. Leave can be granted to a student only on the following grounds:
 - a. In case of serious illness or death of very near relative.
 - b. For condolence visit, if the student is the only male member of the family, where custom demands, he should make a visit.
 - c. To attend the marriage of his real brother or sister.
7. A student returning to the college after suffering from an infectious or contagious disease should produce a doctor's fitness certificate.

WITHDRAWAL

1. A clear calendar month's notice in writing or a month's fee in lieu of notice should be given, before a student can be withdrawn. However, no notice or extra fee is required in case of transfer of parents. Transfer certificate is issued only, when all dues of the college are settled.
2. A student can be asked to leave the college on grounds of irregularity in attendance, damage of college/ hostel property, non-payment of college/hostel dues, unauthorized absence from college, indiscipline, unsatisfactory progress in studies and repeated detention in the class.

TRANSPORT/ BUS RULES

1. Bus fare will be charged for the whole academic session, including breaks and vacations.
2. Students are expected to be at their bus stops at least five minutes prior to the bus's arrival.
3. Change of Bus Stop for a day or a week, and Bus route to suit the individual's convenience is not allowed.
4. Bus will not wait for late comers.
5. The drivers are authorized to stop buses at the designated stops only, unless otherwise directed by the college

authority.

6. Students will be held responsible for any damage to the bus caused by their negligence or vandalism. Any serious offence must be reported to the Principal immediately.
7. No student to eat or discard trash of food inside the bus.
8. A student is not allowed to get down from the bus on the way at any cost. In such cases, the college cannot be held responsible for any untoward incident.
9. A clear calendar month's notice in writing or a month's fee in lieu of notice should be given, before a student can be withdrawn from availing the Transport/Bus facility.

DISCIPLINARY ACTIONS

1. Students may be subject to disciplinary actions for untidiness, unpunctuality, indecent dress, bad behaviour, wasting food, misbehaviour towards elders, abusive language or breach of any other house/ college rules.
2. All disciplinary actions must be properly recorded and signed.
3. Disciplinary actions must be imposed on a child by the teachers as a corrective measure and not to humiliate a child.
4. The college will follow that-"A word of caution is a much better way than punishing students mindlessly".

5. The disciplinary actions will be appropriate keeping in mind the nature of the offence.

GUIDELINES FOR PARENTS

1. Parents are requested to check and countersign the report cards.
2. Criticism of teacher(s) or/and the college, in the presence of the ward should be avoided. Should there be any legitimate complaint, they should meet the Principal personally.
3. Any communication made by the Parent/Guardian should be addressed to the Principal through the Class Teacher.
4. Parents are requested to attend the Parents' Meet whenever called for. Parent's Meet will be held class-wise in order to give maximum time to the guardians.
5. Parents are requested to avail college bus facilities for conveyance of their wards. Non-bus commuters should arrive at college 5 minutes before the start of the college.
6. Parents are required to co-operate with college in its attempt to help their children progress by paying attention to their regularity, punctuality, and discipline and take interest in their child's work.
7. Valuable article(s), other than the prescribed ones should not be brought to the college.
8. The ward(s) of those parents, who avoid meeting the

authorities, when advised to do so, may not be allowed to attend the classes.

9. Parents/guardians are requested to personally see off and receive their ward at bus stops (for girls).
10. The college encourages all students to participate in various outdoor activities such as sports, trekking, camps, etc. Whilst every precaution is taken to render these activities safe, the college does not accept responsibility for any unfortunate accident that might occur.
11. All letters concerning student, except those of a personal nature, should be addressed to the "PRINCIPAL" by designation. It will be of great help if parents mention the class and section of the student.
12. Parents may contact their ward/s (Girls) over telephone once a week.
13. Parents/ Local guardians may visit their ward/s once a week.
14. As too frequent visits by parents/local guardians tend to upset the student and affect their progress, so parents/local guardians are kindly requested not to visit so frequently. Only parents/local guardians (nominated by parents as per the admission form) will be permitted to see their ward/s.
15. Parents are welcome to call on the Principal in his office by appointment.
16. Parents are requested not to enter the children's

dormitories without the permission of the Principal/Hostel Superintendents/Warden-In charges.

17. Relatives/friends wishing to see a child will be required to produce a written request from the parents.
18. Parents/Guardians are requested to read and explain the college rules to their wards.
19. Suggestion for improvement of the college and welfare of the children are most welcome. Suggestion boxes are placed in the campus for this purpose.

FEE REGULATION

1. All fees are to be paid by Cash/chaque.
2. The college and the Hostel fees are payable annually. Any student taking admission in the middle of the session will have to deposit the requisite college fee for the whole academic year. However, the hostel fee will be charged from the month of admission only.
3. Fees payable monthly must be paid in advance by the 7th of each month. Thereafter a suitable fine will be charged up to the actual day of payment.
4. Fees payable monthly if not paid for two consecutive months, the name of the student will be struck off the rolls. Re-admission in such cases will be entertained only on payment of the arrears child's academic progress will be

sent along with a letter from the child. Please do not get unduly worried if sometimes you do not receive your child's letter or if it is delayed.

PRIVATE TUTIONS: There is no facility for private tuitions in the college. However, students who are weak in a particular subject are given extra tutorial help with due permission from the Principal.

FAMILY PROBLEMS: Parents are requested to be in touch with the Principal/Hostel superintendents/Warden- In charges should there be any special problem with regard to the child or the family. Strict confidentiality will be maintained.

Information about unusual health problems should also be shared.

The Principal will always welcome your suggestions, comments and opinions. Do feel free to see him or write to him because not much can be achieved without parents' co-operation.

Note- Please return enclosed undertaking duly signed for our records. Agreement is subjected to Shankardev Nagar Jurisdiction only.

UNERTAKING

I hereby state that I have read the above Rules and Regulations of the college and agree to abide by the same.

Signature of Parents:

Place:

Date:

Name of the Student:

.....

Class:

Section:..... Roll No:.....

Session:.....