

IMPORTANT COLLEGE RULES TO BE FOLLOWED BY PARENTS AND STUDENTS

30th November 2021

1. If a pupil is not returning to the College in the ensuing year, notice of withdrawal must be received by the Principal before December 31st. If notice of withdrawal is not received, the parents will be liable to pay full fees for three months. Application for the Transfer Certificate shall be made in writing to the Principal by the parents/guardians of the pupil.
2. Previous to the withdrawal of a Boarder from College, three month's boarding fees and three months Tuition fees shall be charged.
3. Should a boarder be withdrawn from College on any date after 31st May, boarding fees for whole year shall be charged.
4. Should a boarder be withdrawn from the College on any date up to and including 31st May, three months' notice is required or, in default, three month's boarding fees and three month's tuition fees shall be charged. On and after 1st June, in the event of the withdrawal of a boarder, with or without notice, boarding fees and tuition fees for the full year shall be charged.
- 5. ONCE ADMITTED AS BOARDER, THE STUDENT IS NOT PERMITTED TO BECOME A DAY SCHOLAR.**
6. Students who are accepted in the boarding are given enrolment in the school exclusively because of their status as boarders. Any student who discontinues from the boarding will simultaneously forfeit his enrolment in the school and will not be accepted as a day scholar.
7. LEAVE:

No extensions of leave/holidays/exeats will be entertained. All students must be present in school on the days immediately preceding and following a holiday.

Ordinarily, no leave is granted during the term and should not be asked for except under very special circumstances. Leave for religious functions and marriages should be avoided to the utmost.

Parents are requested to take special note of the school rules in respect of leave during the mid-term breaks and other holidays. Parents are requested to ensure that their children return to the school in the specified time after the mid-term, winter holidays or any other holiday/holidays.

If a boarder student fails to report back to the school by the specified time, he may have to forfeit the next leave due to him, and if even this should fail to ensure his reporting punctually in future, he will be required to be withdrawn.

Leave to a boarder student may not be granted, subject to his work and conduct being unsatisfactory, and no parent can demand that the child should be granted leave, if for some reason this has been denied to him by the College Authorities.

Medical leave will be granted only by the principal either on the advice of the sister- in charge of the infirmary or on the receipt of an application from the parent duly endorsed by a competent medical authority. The doctor's appointment letter should be sent with the application in advance.

Application for leave to attend marriage of a close relative should be sent along with the invitation card, at least in five days in advance.

Parents are requested, in the interest of their children, not to visit them on days other than those specified in the holiday list, to enable the children to adjust to their environment and concentrate on their studies.

Frequent visits by parents make the children homesick and unsettled —Therefore, parents are requested to co-operate in following the above rules.

Parent and other authorised persons are not permitted to visit boarders except on days announced in the “FIXTURES”

8. Attendance is compulsory on the last day and the first day of the school. (Closing day as well as the day of opening)

9. Should any student, day scholar or boarder, fail to return to College on re-opening after any vacation period he is likely to forfeit his place in College unless prior intimation has been given for permission sought for extension of leave.

10. No birthday celebrations are to be organized by the parents. Birthdays can be celebrated only on campus with six to eight of their friends, with the prior permission of the Principal in writing.

11. Parents are not allowed to visit their children or take them out for celebrations on the day of their birthday.

12. Fixtures: At the beginning of each year before the reopening of College, each parent is supplied with a list of fixtures, on which all relevant information regarding free days, visiting hours, weekend and periodic holidays, as well as the dates and times of reopening and closing of College.

Parents are obliged to conform to the schedule as prescribed in the fixtures list.

13. If parents of either boarder or day scholars fall into arrears by more than one month in remitting due instalments, a penalty in the form of late fees will be levied. The persistent irregularity of parents in remitting their son's dues may lead to the compulsory withdrawal of the student concerned.

14. No student will be allowed to return to College after the winter vacation unless his account for the previous year has been settled in full.

15. Kindly submit the boarder's medical file to the infirmary/school office on the first day of his arrival in the boarding.

16. Information regarding any ongoing medical treatment should be submitted in the office with authentic documents and application at the beginning of the session itself.

17. Parents of the boarders are NOT PERMITTED TO MEET THEIR WARDS during the term except as specified in the fixture.

18. The management views with grave concern the consumption of alcohol or substance abuse of any sort and seeks the active co-operation of parents.

19. Kindly avoid the unpleasantness at the gate. School management expect a well-mannered behavior from you.

20. The school diary to be brought to school every day.

21. Each child is under our care and protection. We attempt to see that violence is not done either to or by him/her. Bullying and ragging will not be condoned.

22. We believe our students are ladies and gentlemen and so we discourage abusive language which offers disrespect to anyone. Derogatory remarks pertaining to one's appearance, culture, religion, colour, etc., are frowned upon and stern action will be taken if there is an infringement of this rule.

23. Under the prevailing pandemic situation, it is compulsory for the students to undergo RT-PCR test (72 hours before arrival) and carry the report along with them on the first day of arrival to school. If you do not have the RT-PCR test done within 72 hours your ward will not be allowed to enter the school premises

24. Each parent is advised to go through the rules and regulations of the school and abide by it.