

Do's and Don'ts for the students

Do's for the students

A. General Instructions :

1. Students must be present at the institution in time (as mentioned in the diary) and take part in Daily Assembly.
2. Must come to institution wearing proper uniform. (Prescribed Shoe, socks, belt, nameplate and ID card are also part of uniform)
3. Must not stay or loiter in the campus when classes are over.
4. Students should avail the benefits of library, common room and canteen during Tiffin period rather than moving here and there aimlessly.
5. In the class room, students must be attentive to the lessons, do class work/Home work and get them checked by the subject teachers. Must be seated on own seat in between two classes rather than loitering in the lobby.
6. Must be involved in at least one and maximum of three co-curricular activities and take part in sports regularly.
7. Before enjoying leave, it must be approved by the authority/Principal. In case of unauthorized leave or leave for more than three days, application must be submitted by the parents/ guardians. If leave is needed after coming to school, application must be submitted through the Class Teacher.
8. Students should keep his/her hair, teeth and nail clean. He/she should take bath regularly and be careful about odor of body.
9. Boys must keep their hair short, (same length all around and not more than inch in front side).

10. Students must be co-operative to maintain the overall cleanliness of the class room and campus.
11. Must ensure the presence of parents on Parents Day and help them to meet the Class Teacher/Principal if needed.
12. Must show the remarks/comments written by class teacher/subject teacher to the parents and take counter signature from them.
13. Senior students should behave like elder brother/sister with juniors and speak the truth always.
14. Must abide by the rules of institution.
15. Must come to the institution regularly.
16. Avoid being late in the institution.
17. Carry out any duty /order given by authority.
18. Bring school dairy regularly and take necessary notes.
19. If anybody remains absent from school, he/she will have to collect the lessons taught and Home Work from friends and prepare lesson/Homework for the next day.
20. Students have to keep the class room and campus neat and clean.
21. Come to school with clean uniform and have to keep his/her uniform neat and clean.
22. Keep water tap off to avoid wastage of water.
23. Remain respectful to teachers, staffs and family.
24. Respect the elders and love the youngers.
25. Show respect to the teachers by standing up in time of their entry or departure.
26. Refrain from smoking and other addiction.
27. Be careful about paying Tuition fee and other fees regularly.

28. Show proper respect to the Principal, teachers and other visiting guests.
29. Avoid colloquial language while speaking.
30. Admit own fault in case of doing any wrong.
31. Throw litter/waste in the bin and keep the class room and school free from garbage.
32. Must be present in the institution on observance of any National Day.
33. Be silent and remain attentive during teacher's lecture.
34. Help the class captain to maintain discipline in the class in absence of class teacher.
35. Keep good relation with classmates/students.
36. Boys and girls will keep decent distance while talking with each other.
37. Must avoid the misuse of social media.
38. Learn daily lesson and do Homework regularly.
39. Inform the Class Teacher about any kind of problem.
40. Students must abide by own religious values and should be respectful to other religion.
41. Maintain the discipline while using stairs. Use left side of the stairs while going up or going down.
42. Take permission to enter teachers' room and give salam to the teachers.
43. Boys shall use boys lift and girls shall use girls lift. This rule cannot be violated in any way.
44. Must remain at home with approval of the principal if anybody is affected with any contagious diseases.

What to do in Assembly

1. Students must attend the Assembly in time and stand in a queue according to height (short to high).
2. Must take part in parade and sing National Anthem beside showing respect to National flag.
3. Must stand in a straight line during Assembly.
4. Must not talk with others during Assembly.
5. Should listen to the Principal's/Teacher's speech carefully.
6. After the Assembly, students have to their go back to own class room in a disciplined way by making line.

What to do for remaining absent

1. If any student remains absent from school because of sudden illness/emergency, parents must inform the class teacher over phone.
2. Next day, the student will have to submit an application to the Principal with the signature of Guardian and Class Teacher for approval of the leave.

What to do for taking leave after coming to institution

1. To take leave after coming to school, students must inform the Class Teacher.
2. Class Teacher will contact with guardians to be sure about the necessity of leave.
3. Class Teacher will sign in the leave application submitted by the student.
4. The principal will consider the application signed by class Teacher and grant the leave. Only then, the student will leave school with guardian.

What to do in exam hall

1. Students must have full preparation for exam and must enter the exam hall in time.
2. students are not allowed to carry any other thing in the exam hall except Admit Card, Pen, Pencil, Clip Board and Calculator (where applicable).
3. Examinees may go to wash room only in 2nd hour.
4. After getting answer script, students have to write down their Name, Class, Section and Roll number properly.
5. There must have proper margin in the answer script.
6. After getting question paper, students must check whether it is his/her question paper or not.
7. Students should answer the easy questions first and then the difficult one.
8. Students have to finish their writing at least 10 minutes before ending the time. In the next 10 minutes, he/she has to check whether Name, Roll, Section, Subject Name, Subject Code and Question No, etc. are written properly or not.
9. Students have to submit the answer script after being confirmed that everything is alright.

What to do for using wash room

1. Sufficient water should be used after using washroom.
2. Students should keep the washroom clean after using it.
3. Writing any bad words/comments in the washroom is strictly prohibited.
4. Students should inform the Class Teacher immediately if any problem is found in washroom.

What to do during Tiffin hour

1. Students must take Tiffin during Tiffin hour.
2. Playing instead of taking tiffin is prohibited.
3. Going out of school Building or Play ground is not allowed.

What to do in canteen

1. Boys and girls should make separate line for taking tiffin from canteen.
2. Students should not make hurry or should not be indisciplined while taking tiffin from canteen.
3. Wastage should be put in the bin after taking tiffin.
4. Students who will bring tiffin from home need not go to canteen.

Don'ts for Students

General Instructions

1. Students should not be late in class/ institution and to attend the daily Assembly.
2. Students should not make any irregularity in wearing school uniform in the class/ institution.
3. Students should not remain absent from the institution without prior permission or to leave institution before break.
4. Students should not miss to be present less than 80% attendance in institution. In such case, students will not be permitted to sit for Pre-Test/Test examination /Assessments.
5. Boys shall not keep long hair or become shaven headed (Except illness or Religious purposes).

6. Girls should not keep their hair open other than making braid. They should not dye their hair or use cosmetic lens to change the color of their eyes.
7. Students should not wear any ornament (friendship band, colorful band/ clip in head, anklet, ear ring, ring etc.)
8. Students should not keep long nail or use nail polish or mehedi on hand.
9. Students should not use cosmetics like lipstick, make up etc. (Students attending cultural program may be allowed)
10. Students should not wear too large/musical wrist watch, indecent/ wide belt etc. Using kajal or eye shadow is also prohibited.
11. Students should not carry mobile phone, MP3/MP4, CD, laser light, camera, sunglass, any other books like guide books other than Text book, cricket bat or ball, hock stick, badminton racket or other playing materials.
12. Students should not wear shoe without socks, shirt without sando, frock without shemis and should not wear cap/hat on head.
13. Buying tiffin/snacks from outside food court or hawker rather than school canteen is not allowed. Students should not take food while walking. Chewing chewingum in the class room is also prohibited.
14. Students should not adopt any unfair means in any examination.
15. Students should not cut or tear any page or part of page of any book preserved in the library. They should not write anything on anywhere in the book.

16. Smoking, taking betel leaf or something like this in campus or outside campus is strictly prohibited.
17. Students should not write anything indecent or objectionable and keep footmark on the desk, whiteboard, wall or in the washroom.
18. Boys and girls should not engage in any indecent talking, exchanging love letter or gossiping merely bunking classes.
19. Students should not stay inside canteen during class time.
20. Students should not misbehave with seniors/ juniors any staffs and teachers of the institution anywhere.
21. Students should not violate any order or instruction of the authority.
22. Students should not be involved in politics.
23. In absence of teacher in the class, students should not come out of the class room and loiter in the lobby or stair or any other place.
24. Riding on motorcycle is prohibited for students.
25. After coming to institution, students should not hang around canteen, library, play ground or any other place.
26. Students should not take or use other's thing without his/her permission.
27. Students should not sit on high bench in the classroom.
28. Students should not do anything outside the institution that hampers the name and fame of the institution.
29. Students must not stay or loiter in the campus when classes are over.

Regarding cleanliness

1. Students must not come to the institution without brushing teeth or taking bath regularly.
2. Students must not spit or throw waste here and there.
3. Students should not come to the institution wearing dirty or untidy clothes.

Regarding behavior with classmates

1. Students should not behave roughly with classmates or any other students.
2. Students should not shout in the class room.
3. Students should not make quarrel with classmates or any other student.

Regarding Examination Hall

1. Students should not talk with others during examination.
2. Students should not enter examination hall late.
3. In 1st and 3rd period during exam, going to washroom is not allowed.
4. Keeping book and bag in exam hall is prohibited.
5. Writing anything on question paper is prohibited.
6. Exchanging exam script or any written paper during exam is prohibited.
7. Students should not go to washroom without proper reason.
8. Adopting any kind of unfair means during examination is punishable.

Regarding Rules and Regulations of the institution

Discipline is the way of development in life. For this purpose, students are obligated to follow the following principles to make habituated them to lead a disciplined life.

SL. No	Description of indiscipline	Proposed Redressal	Taking Effective Ways
1	Indiscipline in uniform (Selected colour shirt, pant, shoe, socks, belt, nameplate, badge etc.)		Class Teacher/ Subject Teacher
2	For boys, keeping long hair, shaven head (Except illness), For girls, boy-cut hair must keep at least across the shoulder. If any girl comes with open hair, must braid hair at the time of tiffin period.	To let caution & inform to guardians. For venial punishment, keep standing for a while on the backside of the class (In recurrence, keep ways of getting hair cut if necessary).	Class Teacher/ Subject Teacher
3	Keeping long nail, nail polish, lip stick, pointing tip on forehead	To take to task, keeping ways to get nail cut, keeping ways to remove nail polish	Class Teacher/ Subject Teacher
4	Use ornament, chain/ bangle, finger ring, anklet, bracelet and	To let caution & keep standing on the backside of the	Class Teacher/ Subject

	hanging ear ring etc.	class. Take the ornament & give back to the guardian through Principal	Teacher
5	Irrelevant talk/ vulgarism, written on desk, exercise copy, blackboard, wall, bathroom, school bus etc.	Steps for expulsion/ sending a letter to guardians for meeting	Class Teacher/ Principal
6	To ruin goodwill of institution, engaged with subversive activities of the State.	Expel from institution	Principal
7	Taking drug & involved in such activities directly or indirectly.	Expel from institution	Principal
8	Illegal letter writing/ bearing/ exchanging among boys/ girls.	Inform to guardians / expulsion if necessary.	Principal
9	Ill criticism, vulgar gesture, shouting, singing, dancing & open shirt-in.	Write note on diary, increase punishment if necessary & caution	Class Teacher/ Principal
10	Play truant	Inform to guardians & in recurrence, expulsion if necessary.	Class Teacher/ Principal

11	Wandering by the name of any teacher, office, bathroom or ban the class.	Writing note on the diary	Class Teacher/ Subject Teacher
12	To fight/ keep with sharp weapons	Inform to guardians / expulsion if necessary.	Class Teacher/ Principal
13	Tear up a special part, page of book, newspaper or magazine of library	To pay fine, inform to guardians	Class Teacher/ Principal
14	Throw or cut the page of diary	To take to task, pay fine double price of diary, at the time of buying new diary, inform the guardians through a letter.	Class Teacher/ Subject Teacher
15	Duplicate the signature of parents/ Principal/ teachers/ office staffs.	To attend the student in front of Principal, inform the parents & let T.C.	Principal
16	To absent from weekly meeting/ programme of the institution without logical evidence/ pre-approval	To inform guardians through diary	Class Teacher/ Subject Teacher
17	Absent from club activities	To take to task/ pay fine/ inform to guardians through diary	Class Teacher/ Subject Teacher/ Coordinator

18	To steal anything	To take the guardians at institution & let T.C.	Principal
19	To waste the valuable asset of institution	At least pay fine double amount of loss/ Expulsion from institution	Principal
20	To make fun in class	To take to task & inform the guardians through diary	Subject Teacher
21	Not to honour, not to say salam to the seniors/ guests/ faculties	To motivate/ lean him/her to say salam	Class Teacher/ Principal
22	Ill talk or ill-criticism, taking steps against faculties	Inform the guardians & expel	Class Teacher/ Subject Teacher & Principal
23	Absent from the class now and then	To take casual fine/ provide a letter to the guardians keeping absent from class consecutive 3 days without any permission and let punishment the irregular students.	Class Teacher/ Subject Teacher & Principal

24	To throw tiffin	Warn through writing on diary	Class Teacher/ Subject Teacher
25	To gather at corridor in front of girls' washroom during Tiffin period	To take to task & increase the punishment if necessary	Class Teacher/ Subject Teacher & Principal
26	To use perfume on body	To keep standing in the classroom & give warning	Class Teacher/ Subject Teacher
27	Unfair means in the examination	Expulsion	Principal
28	Inattentive to study, not to do homework	Take to task, take homework keeping in the class after school break	Class Teacher/ Subject Teacher
29	To get married still remaining student of this institution	Expel from institution	Principal
30	To get hair cut/ braid hair	Boys must get hair cut like army style e.g. not more than 1.5" front hair of boys and it would not touch the ear leaf, chipped hair cut will be small. Girls must braid	Class Teacher/ Subject Teacher & Principal

		long hair (if so keep to shoulder) Without braiding hair, punishment will be taken.	
31	To keep mobile phone	To take to task/ pay fine/ inform the guardians	Class Teacher/ Subject Teacher & Principal
32	To abuse internet	Expel from institution	Principal

Special institution:

1. Guardians must be informed before giving the highest punishment
2. The highest punishment will be given by the Principal if frequent tendency of venial offence is considered as vital offence.

Education gives birth to real people.
-John Gay