



Ref: SXCJ/ACAD/DISCIPLINE/2025-26/2059

Date: 06/02/2026

Mandatory Class Attendance and Campus Discipline

It has been observed that some students are coming to the campus but are not attending their scheduled classes. All students are hereby informed that they **must attend the first three periods without fail.**

Students who are not attending classes thereafter should be instructed to sit in the **Library** during class hours. They should not be seen in the corridors or elsewhere in the building, as this causes disturbance to the ongoing classes.

Any student found loitering in the corridors during class hours will be reported, and the **respective Class Mentors will be held responsible.**

Fr Vice Principal and the Discipline Committee will be doing rounds to monitor student presence and discipline. However, **faculties are also requested to do rounds during their free time** to ensure that students present on campus are attending their classes.

In cases where a student has **low or no attendance**, the **Class Mentors are expected to inform the parents/guardians** and take necessary follow-up action.

It is further informed that **fulfilment of the prescribed minimum attendance is mandatory to be eligible to appear for the Continuous Assessment (CA).**

All students are expected to maintain discipline and ensure a conducive academic environment.

Principal
St. Xavier's College, Jaipur
Nevta-Mahapura Road, Jaipur

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Copy forwarded to the following for information and necessary action:

1. Vice-principal, St. Xavier's College Jaipur
2. Vice-principal, Academics, St. Xavier's College Jaipur
3. Heads of all the Departments, St. Xavier's College Jaipur
4. Website Coordinator, St. Xavier's College Jaipur
5. Principal Office, St. Xavier's College Jaipur

"To create men and women for others"