



St. Xavier's College Jaipur

(Affiliated to the University of Rajasthan, Jaipur)
Accredited with A Grade by NAAC (First Cycle, 2025)
An ISO 14001:2015 Certified Institution



Ref: SXCJ/ACAD/DISCIPLINE/2026-27/ 0141

Date: 03-08-2026

Mandatory ID Card/Badge, Class Attendance & Campus Discipline

This is to inform all students that wearing a valid College ID Card/Badge is mandatory while on the College Campus.

- 1. For First Year Students:** Until College ID Cards are issued, it is mandatory to wear the badge provided by your HoD/Class Mentor. The badge should be properly placed on your T-shirt or shirt so that it is visible clearly. Students who have not yet collected their badge must present their fee receipt to their Class Mentor, collect the badge immediately, and wear it regularly.
- 2. For Second & Third Year Students:** Wearing the College ID Card is compulsory at all times within the campus. The ID card must be worn around the neck and should remain clearly visible throughout the day.
- 3. Students without the required Student Badge or valid College ID Card will not be permitted to enter the college campus under any circumstances.**
- 4.** In case a student forgets to bring the Student Badge or College ID Card, a fine of **₹100 per day** will be imposed. This may be excused on not more than two occasions. Repeated violations may result in strict disciplinary action.
- 5.** If a Student Badge/College ID Card is damaged or broken, students must bring the damaged Badge/College ID Card with them. Entry will be permitted, and it can be replaced through the respective class mentor. A replacement ID card will be issued after completing the prescribed procedure.
- 6.** In the event of the loss of a college ID Card (for Third Semester and Fifth Semester students), the student must first submit a Lost and found FIR. **After completion of the necessary formalities, the duplicate ID card will be issued within two days.**

Note: All students are expected to attend classes regularly, maintain discipline and decorum within the college campus at all times. **Any student found creating a nuisance or engaging in any act of indiscipline shall be liable for strict disciplinary action as per the rules and regulations of the college.**

Principal

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

Ref: SXCJ/ACAD/DISCIPLINE/2026-27/ 0142-0146

Copy forwarded to the following for information and necessary action:

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

"To create men and women for others"

Nevta - Mahapura Road, Jaipur - 302029, Rajasthan, India Tel: +91 9828726366, 9571077348

Email: info@sxcjpr.edu.in Website: www.sxcjpr.edu.in