

SAINT CLARET COLLEGE, ZIRO

A Claretian Institute of Higher Education
Accredited with Grade "A" by NAAC // Recognized by UGC
Affiliated to Rajiv Gandhi University, Itanagar



HANDBOOK

2021-2022



Those seeking admission to the Hostels must apply in a separate application form available from the Office immediately after admission to College. (First years to apply along with college application)

CLARETINE COUNCILS

SCCZ believes in the spirit of participation and realisation of its objectives through consultative and participatory management with all stakeholders. Thus, the College provides a Staff Council (called Senior Claretine Council) and a Student Council (called Junior Claretine Council). The Principal and Vice-Principal will be the ex-officio President and Treasurer, respectively, of all Councils/Associations/Centers of the College. It must be noted that none of the associations/councils of SCCZ will have any political hues or affiliations and are absolutely at the service of the proclaimed educational objectives of the Institution. The Councils have consultative status only. Any member resorting to politicking will incur dismissal from the Council/College.

CAMPUS CULTURE DIRECTIVES

1. Every student of Saint Claret College shall be known as a *Claretine*.
2. Students shall abide by the rules and directives of the College and prove to be worthy Claretines and blessing to society. Internal and external discipline and soundness of character are the coat of arms for a Claretine.
3. Students shall always wear the College ID card visibly with the tag and produce the same when asked for, failing which monetary sanctions may be imposed and/or the student may be debarred from attending class or a special event.
4. All significant information will be notified through the Bulletin Board and/or LCD Display. Students are required to consult the College Notice Board every day. Ignorance of any notification is not a valid excuse.
5. Regularity and Punctuality of attendance are mandatory. For detailed instructions on attendance and leave applications, see the section on "Attendance" in this Handbook.
6. Students are expected to be at their seats before the stroke of the bell for the class. Late-comers will not be admitted into the class.
7. No student is allowed to leave the classroom without the permission of the teacher or until the class is dismissed.

8. The Claretine Prayer is to be recited at the beginning of the first hour of the day. The whole class, along with the teacher, shall stand and recite the prayer together.
9. Free hours are designated as 'Library Hour' and are to be productively spent in the Library.
10. Monthly Assessment Tests (MATs), Unit Tests, Mid-Semester Examinations and End-Semester Examinations are sacrosanct.
11. The students are expected to behave in the exam hall with utmost nobility and integrity, befitting Claretine Values and human dignity. For detailed directives on examinations, please see the separate section on "Examinations" in this Handbook.
12. Active participation in the extra- and co-curricular activities of the college is essential.
13. Each student/class is assigned a teacher-mentor. The Mentor will be in charge of monitoring the ward's attendance, class participation, examination performance, and participation in extra- and co-curricular activities. See the separate section on "Mentoring" for more details.
14. Attire and general appearance of the students shall be in good taste and shall in no way be offensive to the cultural ethos and norms.
15. Formal attire with a blazer is mandatory on Mondays and Thursdays and at official/formal functions in the College. Formal attire is the dress code for the College Teams whenever they represent the College in fests/events.
16. Communal harmony and national integration are to be preserved and fostered in every word and deed. Any association with unlawful organisations is strictly forbidden.
17. Active participation in politics/student unions affiliated to any tribe/other college is strictly forbidden. Students are not permitted to organise/promote/participate in any meeting of such nature within the campus, collect money for any purpose or circulate any notice or petition of any kind. Anyone found doing this may be dismissed without warning.
18. Smoking, chewing pan, alcoholic drinks, drugs and other such health hazard habits are strictly prohibited. Anyone found under the influence of any of the above-mentioned habits or in possession of any contraband substances such as Tobacco products, Alcoholic products, Drugs etc., hefty fines and censures will be imposed. Strict action, including legal prosecution, may be initiated against such a person.

19. The Campus must be kept clean and tidy at all times. The College is a temple of learning. Hence keep the beauty and the spiritual ambience of the campus. Littering and defacing the walls or desks, damaging college property, etc., are strictly forbidden and will invite severe sanctions.
20. Students are strictly debarred from using mobile phones inside the College building. If a student is found using the mobile – for any purpose – within the college buildings, the mobile will be confiscated. For the first-time offence, they will be charged a fine of Rs.500, and for a repeat offence, the mobile will not be returned.
21. In every thought, word and deed, Claretines are expected to respect and uphold the dignity, decorum and honour of the Institution.
22. In case of serious violation of university/college requirements and behavioural code of conduct, strict sanctions will be imposed, separately or in combination, such as monetary fines, impounding of the security deposit, and/or dismissal from the college. The Principal reserves the right to dismiss any student whose behaviour is in serious violation of the ethical code of the college and the society and is dangerous to fellow students.