

Mangaldai Commerce College

Guidelines for HS First Year Students (Session: 2026–27)

1. All students must attend classes regularly and maintain the minimum attendance percentage as prescribed by the institution and the education board.
2. Attendance in classes, examinations, seminars, and college programmes is compulsory.
3. Attendance of students will be recorded and maintained through online mode by the college authority.
4. Students must reach the college and attend classes on time.
5. Late entry into classrooms may not be permitted without valid reasons.
6. Students must maintain proper discipline, silence, and decorum inside the classroom.
7. Respect towards teachers, staff members, and fellow students must be maintained at all times.
8. Use of mobile phones during class hours is strictly prohibited unless permitted by the teacher for academic purposes.
9. Students must attend the college in the prescribed college uniform.
10. The dress should be neat, decent, and modest in appearance. Bright and inappropriate colours are discouraged inside the college campus.
11. Students are expected to maintain proper grooming and decent behaviour at all times.
12. Any form of misconduct, indiscipline, bullying, ragging, or use of offensive language will invite strict disciplinary action.
13. Students must appear in all Sessional Examinations, Unit tests, and Internal Assessments conducted by the college.
14. Students must complete Assignments, Projects, Practical works, and other academic activities within the stipulated time.
15. They should bring necessary books, notebooks, and study materials regularly to the classes.
16. Students are expected to maintain cleanliness in classrooms and throughout the college campus.
17. Damage to college property will be viewed seriously.
18. Any unfair means during examinations shall lead to disciplinary action.
19. In case of absence due to illness or unavoidable circumstances, students must inform the concerned authority and submit an application if required.
20. Students are encouraged to participate in cultural, sports, NSS, NCC, and other developmental activities organised by the college.
21. All students must strictly follow the rules, regulations, notices, and instructions issued by the college authority from time to time.
22. Failure to comply with the above guidelines may result in disciplinary action as deemed appropriate by the college authority.

Sd/

Principal

Mangaldai Commerce College