

MESSAGE

MC/PR/KVS/2014

Dear Student,

1. Welcome to Mayo College! We wish you a very happy stay at your new home.
2. The School Campus has some of the most inspiring and magnificent buildings, manicured play grounds, water bodies, rich and rare flora and fauna. The diverse and vast community in which you will get an opportunity to live and share your home comprises not only your fellow students, teachers and the support staff but a host of animals and birds.
3. Your predecessors have lent a helping hand in building and maintaining our great institution and promoting a strong brotherhood. This has been possible by following a Code of Conduct and a set of Rules and Regulations. It has resulted in a unique culture at School which is distinctly 'Mayo'. It is expected of you to uphold the legacy and be proud of it.
4. I do hope the following pages will help you in your journey ahead.

With best wishes,

(KVS Lalotra)
Maj Gen (Retd)
Principal

DEFINITIONS

Code of Conduct

1. **Definition.** Code of conduct is a set of conventional principles and expectations that are considered binding on any student.
2. **Need for a Code of Conduct.** A code of conduct is established to foster and protect the core missions of the school, to foster the scholarly and civic development of the students in a safe and secure learning environment, and to protect the people, properties and processes that support the school and its missions.

Rules and Regulations

3. **Definition.**
 - (a) Rules and Regulations are a set of guidelines/ instructions that help students have a balanced and just life. It ensures a proper harmony and synchronization with our surrounding without causing any trouble willingly.
 - (b) Rules and Regulations are in a way a set of terms which are made so that a school should run smoothly. The management sets terms for students to follow.
4. **Explanation.** The Rules and Regulations at school help make school a safe place for children to learn. They are set by the school based upon experience and law. A boy must know the Rules and Regulations and what will happen if they are broken. If we respect them, it will solve most of the problems faced. Therefore, a student is given a handbook on the Code of Conduct which contains the Rules and Regulations.

Corrective Measures.

5. **Definition.** Effective preventive and intervention techniques applied against students' misbehaviour vis-à-vis punitive actions are known as corrective measures.
6. **Explanation.** Good school discipline is best achieved by preventing misbehaviour before it occurs, and using effective interventions after it occurs. The most successful discipline policies are those that take a non-punitive approach to addressing student misbehaviour and promote the development of a positive school culture. The policies focus more on the behaviour to be encouraged than on behaviour to be avoided.

Punishment

7. **Definition.** Penalty imposed by the judgment and command of competent school authorities, warranted by rules and regulations of school, inflicted on a student for the commission of a misdemeanor or for the omission of the performance of an act required by rule and regulations.

8. Explanation.

- (a) *The greatest art in punishment is to do without it! Whenever possible, the object should be achieved by persuasion rather than punishment.*
- (b) *The main object of punishment should be improvement and not retribution i.e. the punishment should be applied to change the individual's behaviour and not out of vindictiveness or a desire to hurt.*
- (c) *Punishment should be as per the offence. Inadvertent errors should be treated differently from deliberate breaches of norms.*
- (d) *Punishment should not degrade the person punished. The punishment should not disgrace. Ordinary errors of omission need only be punished by measures causing inconvenience. Punishments should cause remorse, not resentment.*
- (e) *Service to the community should not be used as a punishment since service beyond self must be held in respect.*
- (f) *Punishments should always be recorded. The boy punished is likely to take the punishment more seriously if he knows that it is recorded. The record will be of interest to the Housemaster and others, and not only the record of those punished but of those who give punishments.*

BOYS' CODE

Respect

Respect yourself.

Respect others.

Respect teachers & subordinates.

Care

Care for school property.

Care for environment.

RULES

School Joining at the Beginning of the Term

- 9. *All boys must join the School on the notified date at the beginning of the term.*
- 10. *A fine of ₹ 500/- per day will be imposed for joining late, unless the Principal is informed before the beginning of the term and the Principal is satisfied with the reason for late coming.*
- 11. *A boy may not leave before the end of the term, which officially ends after the Flag Assembly on the last day of the term or after the Prize Giving.*

Boarding House

12. All boys in Boarding House are under the over-all charge of the HMs / AHMs. The HMs / AHMs are responsible for their all round development and progress in academics, games, cultural activities, manners, etiquette and discipline. They are assisted by Tutors, Resident Dames and Student Appointments.
13. All activities and movements of the boys will be with the permission and under the over all guidance and supervision of the HMs / AHMs.
14. No boy is permitted to leave the premises of his Boarding House to visit any other Boarding House without the prior permission of his HMs / AHMs.
15. No boy will be asked to report in any House or any where by anyone other than a teacher.
16. Visitors are not allowed to visit Boarding House without the permission of the HMs / AHMs.
17. Parents / visitors are not allowed to enter a boy's room or dormitory without the permission of the HMs / AHMs.
18. Parents / visitors are not allowed to provide tuck, money etc. to any boy.
19. Boys are not allowed to keep cash with them.
20. No boy is permitted to buy or sell or exchange goods or lend and borrow money. Violation of this rule will be dealt severely.
21. Tuck and food parcels are not allowed. Parents and local guardians are cautioned that a boy is liable to get severe punishment if he is found with unauthorised food item in his possession. Parents are advised not to entertain their wards or the friends of their wards with food or tuck in the Boarding House or Guest House.
22. **Birthday Parties.** Expensive parties to celebrate birthdays are not allowed. On hearing from the parents, the HMs/ AHMs will sanction a canteen cheque of an appropriate amount for cake and sweets for a small party with the boy's close friends. The HMs/ AHMs and no one else will make the arrangements for this.
23. Parents / Local Guardians must not call their children/wards on telephone at any other time than the designated time. In case of an emergency, the HMs/ AHMs / Resident Dames / Vice-Principal may be contacted on the phone.
24. If a boy desires to make a telephone call in an emergency, he must do so only from the School STD booth. For this he must have a written permission from his HM/ AHM.
25. Have respect for the environment and treat the property of boarding houses i.e. gardens, fences, furniture etc. with care.
26. Converse in English at all times.
27. Boarders are expected to adhere to the additional boarding rules as laid down by the HMs/ AHMs.
28. (a) Lights out at 10 pm. Extra prep is allowed with permission of the HMs/ AHMs.

- (b) Boys must report to the HMs/ AHMs concerned at the time of leaving and returning to the boarding house.
 - (c) Night out is allowed with parent as per the school schedule and only day outing is permissible with the local guardian registered with the School.
 - (d) Boys may visit the temple during the day and not after dinner.
 - (e) No senior boy is permitted to ask for an unauthorized fall-in.
29. Boys are not allowed to keep cash with them. All cash is to be deposited with the HM/ AHM concerned.
30. **Keeping of Pets.** Boys will not keep any pets.

Day Boarders

- 31. All activities are compulsory including Morning Assembly.
- 32. Use of motorized means to commute to School is not permitted.
- 33. Day boarders using bicycles must park them near the Main Block only.
- 34. Bicycles of day boarders are not allowed in boarding houses.
- 35. There should be no student pillion rider on a day boarder's bicycle.

Dress and Turnout

36. The Council of Monitors and Prefects, Resident Dames, AHMs, HMs and Escorts must guide the boys about proper dress and clean turn out. The pride to dress up neatly and smartly must come from within the boys.

37. **General Points.**

- (a) Boys will wear the prescribed school uniform only to ensure uniformity.
- (b) Fashionable designs and fancy variations in shades are not permitted. Boys will buy all clothing items from the 'Stores' to avoid variations of shades.

38. **Dress Code.** Dress for various occasions is given in the Dress Code. Boys must familiarize themselves with it.

39. **House Clothes.** Class XII boys will be permitted to wear house clothes on Sundays after Breakfast till before Dinner, if permitted by the HMs.

40. **Dress for teams participating in competitions/tournaments /School Parties will be as follows :-**

- (a) **Travel.** Blue singlets and blue jeans with PT shoes / floaters as decided by the escort.
- (b) **Participation.** School kit / team sports dress as applicable.

41. **Wearing of Chappals / Bathroom Slippers.** Boys are not permitted to be seen outside their Boarding House compounds in chappals and bathroom slippers. Also they will not be permitted to travel in chappals / bathroom slippers when accompanying parents / proceeding outside the School.

42. **Wearing of Safas.** All boys will learn to tie a Safa and must wear it during the temple service.

Personal Health and Hygiene

43. **Responsibilities to Monitor.** Boys are expected to lead a healthy life and develop strong bodies and minds. While at school their personal health and hygiene will be monitored by the following:-

- (a) **Boy.** Daily check.
- (b) **Prefects/Monitors.** Daily check.
- (c) **Medical Inspection Captain.** Help implement School Health Policies through Boys, Prefects and Monitors.
- (d) **Resident Dames.**
 - (i) Daily check in Jr School.
 - (ii) Weekly check in Sr School.
- (e) **AHM & HM.**
 - (i) Weekly check in Jr School.
 - (ii) Fortnightly check in Sr School.
- (f) **RMO.** RMO to inspect the boys twice a term.

44. **Brushing of Teeth.** Boys will brush their teeth immediately after rising bell and after night milk and snacks.

45. **Bath.** Boys will bathe once a day during winters and twice a day during summers. This will be monitored by the Resident Dames.

46. **Hair Cut.** Haircuts will be taken twice a month and will be monitored by the Student Appointments, Resident Dames, AHMs and HMs.

47. **Shaving.** Except Sikh boys other boys are not permitted to sport a beard. They will shave/clip on every Monday and Thursday. This will be monitored by the Student Appointments, AHMs and HMs.

48. **Hygiene Check.** A record of hygiene check will be maintained for boys up to class IX by the Resident Dames and the House Masters for classes X to XII.

Morning Assembly, Contemplation and Temple Service

49. Morning Assembly / Contemplation / Temple Service (as applicable) is compulsory. All boys will attend.

50. The solemnity of the occasion must be maintained.

Central Functions

51. The Vice Principal will be responsible for the conduct of all central functions. He will be assisted by the Staff and Student Appointments. All boys will be seated house-wise unless otherwise asked to do so.

Academic Block

52. All boys should :-

- (a) Be punctual for all school and related activities.
- (b) Conduct themselves in a manner conducive to the teaching.

- (c) Be respectful, courteous, cooperative with school authorities and visitors.
- (d) Attend classes on time with proper and complete study material.
- (e) Maintain silence in the corridors during teaching hours.
- (f) Carry RMO's / hospital chit duly signed in case he is late for a lesson or absent due to medical reasons.
- (g) Visit Book Store only during break time and between 4th and 5th lesson.
- (h) Move out from class rooms during break time and must go for snacks.

Administrative Block

53. No boy is permitted to visit the Administrative Block during teaching hours unless asked to meet the Principal or the Bursar.

Café

- 54. The Café is a place for boys to occasionally take light snacks. It is an extension of a "Tuck Shop" and not a restaurant or a replacement for a mess.
- 55. Café timings will be displayed at the Café and promulgated in the daily schedule.
- 56. Boys must follow the decorum in the Café. They must be courteous to the Café Staff.
- 57. Boys are not permitted to borrow or lend canteen cheques.
- 58. All eatables will be consumed in the Café itself less carry away items.

Mess

- 59. Boys will line up within 30 seconds after the Mess Bell has been rung.
- 60. All announcement will be made by the School Captain or a Designated Appointment in the Messes / or in their absence by Senior Appointments as the case may be after the fall-in and before the boys enter. A similar procedure will be followed in the Junior School.
- 61. Boys will follow the laid down dress code for meals.
- 62. Food and Fruits are not permitted to be carried outside the Mess.
- 63. Food will not be wasted.
- 64. Boys will be asked to serve and help clean the dining tables as part of teaching.

School Hospital

- 65. **Emergency Cases.** The Hospital is open for 24 hours a day for emergency cases. The RMO and two Nursing Staff (Sisters) stay on the Hospital premises.
- 66. **OPD Timings.** OPD timings are promulgated in the Friday Orders at the beginning of the term. These are displayed on the House and Hospital Notice Boards.

- (a) **Morning OPD.** During PT period.
- (b) **Evening OPD.** During games period.
- (c) **OPD on Sundays & Holidays.** 0930 AM to 1130 AM and 1700 H to 1800 H.

67. Boys must carry their night suits, towel and toiletry to the Hospital on being admitted. Those boys admitted as an emergency, will receive their personal kit through the Resident Dames.

68. **Visit to the Hospital.**

- (a) Resident Dames will visit their House boys admitted in Hospital once a day and the HM/AHM will visit once a week.
- (b) Parents can meet their wards in Hospital with prior permission of the RMO in the RMO's chamber. Visit to the wards/hospital dining hall is not permitted.
- (c) Boys are not permitted to visit their friends in the wards unless asked to do so by their Housemaster with permission of the RMO.

69. **Specialized Consultation.** This will be arranged by the RMO. The boys will travel under escort, will be properly dressed and turned out. They will obey the instructions of the Escort and be courteous to the Consultant and his Staff and thank them after being checked.

70. **Hospitalization Information.** Hospitalization and discharge intimations will be sent to the parent through an e-mail by the RMO only if necessary. Should there be an emergency or parental intervention required, the RMO will personally speak to the guardian.

71. **Discharge.** Boys will only be discharged between 1600H and 1700H. On being discharged they will report to their House Resident Dames. They are not permitted to leave the hospital without prior permission.

Picnics and Weekend Outings

72. Boys are encouraged to go on picnics/weekend outings on Saturdays / Sundays / holidays under escort by the HMs.

73. Hotels/crowded places will be avoided. The aim of such outings should not be a visit to a Multiplex followed by a lunch/dinner in a restaurant but introducing boys to outdoor life. Cycling, short hikes to hill tops, camp out, fishing, nature study at a farm will be encouraged.

74. Boys and teachers must draw up a plan including the costing. The boys will be encouraged to plan their budgets and be frugal.

75. As far as possible the boys must take pack meals from the Mess or raw rations and cook meals at the camp-site/picnic site.

Not Permitted Items

76. The boys are not permitted to be in possession of the following:-

- (a) Money.
- (b) Mobile phone.
- (c) Cigarettes/liquor/drugs.
- (d) Medicines.
- (e) Gadgets with which they can download videos.
- (f) Jewellery.
- (g) Expensive watches/shoes/clothing/camera.

77. Boys will hand-over the mobile phone and balance of the journey money to the HMs / AHMs as applicable on arrival.

Leave

78. The boys must familiarize themselves with and adhere to the School SOP on leave and request their parents/guardians not to seek special favour/ dispensations.

Lost and Found Items

79. Students must inform his classroom teacher or duty teacher whenever his item is lost.

80. When an item is found, it should be given to the classroom or duty teacher to find the owner and return it.

Misconduct and Corrective Measures

81. The aim of the School is to groom boys of character and equip them with academics, sports and co-curricular excellence. However, there would be occasions where a few boys deviate. On such occasions corrective measures are implemented which need to be taken in the right spirit both by the boys and their parents in the overall long term interests of the boys and the School. These are given at Appx A and B.

82. Misconduct may lead to the boys denial of certain privileges, issue of 'cards' and the parents being informed through a formal letter. Details are under:-

(a) **Cards.**

(i) Subject Card. Subject cards can be issued by the subject teacher to the student who either is not performing well or is found 'not serious' in the class. Student will get the Subject Card signed by the HM daily.

(ii) Yellow Card. Issued by HM for a mistake with reason stated.

(iii) Blue Card. Issued by HM for repetition of the mistake.

(iv) Extra School Card. Issued by VP / HM with reason stated.

(v) Principal's Card. Issued by Principal with reason stated.

(b) **Letter to the Parents.** *In case a student repeatedly commits mistakes, his parents will be informed and he will be put on a 'Home Stay'. Two 'Home Stays' would lead to the child being asked to leave Mayo College to join a school elsewhere where he will be under parental care, happier and start life afresh.*

CORRECTIVE MEASURES AND PUNISHMENT

SERIOUS BREACH OF GOOD CONDUCT

	<i>Misconduct</i>	Corrective Measure	Punishment	Discredit
1.	<i>Inflicting Injury</i>	1. In case of injury and/or usage of weapon of any kind Discipline Committee will decide the punishment based on the degree and/or severity of offence. In serious cases a boy will be asked to leave School in the first instance itself. 2. In all cases medical expenses of victim will be borne by delinquent student.		
2.	<i>Manhandling/Bullying/Ragging</i>	<u>1st Time</u> – 1 Week Home Stay; <u>2nd Time</u> – 2 Weeks Home Stay & Term Extra School <u>3rd Time</u> . Child asked to leave		
3.	<i>Consuming Drugs</i>	<ul style="list-style-type: none"> Counseling 	<ul style="list-style-type: none"> Child asked to leave 	
4.	<i>Consuming Liquor</i>	<ul style="list-style-type: none"> Counseling 	<u>1st Time</u> . - Home Stay; return on undertaking by parent <u>2nd Time</u> .- Child asked to leave	
5.	Smoking Break Bound	<ul style="list-style-type: none"> Counseling Talk by Student in Assembly Library duty by student for a week which may include: <ul style="list-style-type: none"> (a) Assisting in Maintenance (b) Reading a book for a week and preparing a book review 	<u>1st Time</u> . - Home Stay & Parents Undertaking <u>2nd Time</u> . – Child asked to leave	Should a boy's attitude remain defiant and insolent then the Discipline Committee could consider:- (a) One inferior grade in CCE grading scheme. (b). The Selection Committee take into account the conduct while deciding upon exchange selection; appointment; representing school outside.
6.	<ul style="list-style-type: none"> Mobile and Unauthorized Items Procuring Food From Outside 	Counseling	<u>1st Time</u> . <ul style="list-style-type: none"> Item will be confiscated. Home Stay <u>2nd Time</u> . <ul style="list-style-type: none"> Item will be confiscated Home Stay & Parents Undertaking 	

CORRECTIVE MEASURE
BREACH OF GOOD CONDUCT

<u>Misconduct</u>	<u>Corrective Measures</u>
<i>Possession of Money</i>	<u>1st Time.</u> – 1 Week PT during games time;
<i>Possession of Pornographic Material</i>	<u>2nd Time.</u> – 1 Week Extra School + 1 Week PT during games time; <u>3rd Time.</u> – 1 Week Home Stay <u>4th Time.</u> – 1 Week Home Stay [Parents will be called] In all cases letter to Parents
<i>Improper and/or Invalid usage of IT facilities</i>	<u>1st Time.</u> – 1 Week PT + Log in ID disabled for 1 month [Letter To Parents] <u>2nd Time.</u> – 1 Week Extra School + Log in ID Disabled for 1 term [Parents will be called]
<i>Pecuniary Dishonesty</i>	<u>1st Time.</u> – Counselling, Letter to Parents & Pecuniary Penalty <u>2nd Time.</u> – 1 Week Extra School + Letter to Parents & Pecuniary Penalty <u>3rd Time.</u> – 1 Week Home Stay, Letter to Parents & Pecuniary Penalty
<i>Academic Dishonesty</i>	<u>1st Time.</u> – Zero to be awarded in that particular test + letter to parents <u>2nd Time.</u> – Zero to be awarded in that particular test + parents will be called

CORRECTIVE MEASURE BY MONITORS AND PREFECTS

1. Monitors and Prefects help maintain School discipline and ensure boys are at the designated place and time. This is achieved by personal example rather than by fear.
2. The measures which can be taken are as under:-

Misconduct	Corrective Measures By Appointment		Remarks
	On Priority	Action Recommended/Undertaken	
Improper Kit	Counseling	<ol style="list-style-type: none"> 1. Report twice a day at Pavalion after lunch & at 1645 H in two different kits. 2. Recommend for extra school. 	All such corrective measures will be recorded by the Appointment in their record books and submitted to the HM / VP as applicable.
Late/Absent			
Taking Shortcuts			
Cutting Across Lawn / Field			
Improper Conduct In Assembly Hall / School Events			
Unhygienic			
Conversation Mode Other Than English			
Misbehaviour With Teacher/Supporting Staff	Counseling	<ol style="list-style-type: none"> 1. Request VP / HM for extra School. 2. Request School Counselor for session. 3. Request HM for Gating. 4. To sit for three hours on Sats / Suns in the Library reading books on morality / ethics / discipline / virtues and preparing contemplation to be presented during school assembly with PPT & / or submitting a Book-Review. 	
Hitting Another Student			
Bullying Another Student			
Intemperate Language			
Damaging School Property			
Extorting Money/ Canteen Cheques			



MAYO COLLEGE

MC/PR/Discp/2014

Aug 2014

PRINCIPAL'S OFFICE

ANTI BULLYING AND RAGGING COUNCIL

The following will comprise the Anti-Bullying and Ragging Council:-

S No	Staff	Sr School		Jr School	Remarks
		Sr Houses	Jr and Oman Houses		
(a)	VP	✓	✓	-	Chairman Sr School
(b)	HM Jr School	-	-	✓	Chairman Jr School
(c)	HM	✓	-	✓	
(d)	AHM	-	✓	✓	
(e)	RMO	✓	✓	✓	
(f)	Proctor	✓	✓	-	
(g)	Res Dames	✓	✓	✓	
(h)	School Captain	✓	-	-	
(j)	School Vice-Captain	✓	-	-	
(k)	MI Captain	✓	-	-	
(l)	Social Service Captain	-	✓	-	
(m)	Sports Captain	✓	-	-	
(n)	House Captains	✓	-	-	
(o)	House Prefects	-	✓*	-	*Mentors Oman House

Maj Gen KVS Lalotra (Retd)
Principal

Distr:-

VP/HM Jr Sch/HMs/AHMs/Resident Dames/RMO/Proctor/All Concerned



MAYO COLLEGE

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PRINCIPAL'S OFFICE

COMPOSITION DISCIPLINE COMMITTEE

The Proctor will form part of the Discipline Committee and will attend the HMs meet with Principal / VP prior to the assembly on a daily basis. The fresh composition is as under:-

- | | | | |
|-----|----------------|---|----------------|
| (a) | Chairman | - | Principal |
| (b) | Vice Chairman- | | Vice Principal |
| (c) | Members | - | HMs & Proctor |
| (d) | Invitees | - | As required |

Maj Gen KVS Lalotra (Retd)
Principal

Distr:-

Mr S Kumar, VP

Mr Dinesh Bhatnagar, Bursar

Mr Prithvi Singh, Proctor



MAYO COLLEGE

MC/PR/Discp/2014

Aug 2014

PRINCIPAL'S OFFICE

HEALTH & WELLNESS CLUB

The following will comprise the Health and Wellness Club:-

S No	Staff		Students	Sr School Club		Jr School Club	Remarks
	Academic	Administrative		Sr Houses	Jr & Oman Houses		
(a)	VP			✓	✓	-	Chairman Sr School
(b)	HM Jr School			-	-	✓	Chairman Jr School
(c)	HM			✓	-	✓	
(d)	AHM			-	✓	✓	
(e)	Director Sports			✓	✓	✓*	*Coordinator Jr School Sports
(f)	Yoga I/C			✓	✓	✓	
(e)		Bursar		✓	✓	✓	
(f)		RMO		✓	✓	✓	
(g)		Mess Managers		✓	✓	✓	
(h)		Res Dames		✓	✓	✓	
(j)			School Captain	✓	-	-	
(k)			School Vice-Captain	✓	-	-	
(l)			MI Captain	✓	-	-	
(m)			Social Service Captain	-	✓	-	
(n)			Sports Captain	✓	-	-	
(o)			House Captains	✓	-		
(p)			House Prefects	-	✓*	-	*Mentors Oman House

Maj Gen KVS Lalotra (Retd)
Principal

Distr:-

VP/HM Jr Sch/HMs/AHMs/Resident Dames/RMO/Proctor/All Concerned