

SRI A S N M GOVERNMENT COLLEGE
Palakol, West Godavari District, Andhra Pradesh- 534260
Affiliated to Adikavi Nannaya University, Rajamahendravaram
(NAAC Re-accredited by 'B' Grade with 2.61 CGPA)



STANDARD OPERATING PROCEDURES (SOP)
MANUAL

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DEPARTMENTAL ACADEMIC ACTIVITIES

1.1 Teaching and Laboratories

1) Preparation of Academic plan:

- Every staff member who has been allotted the subject for the semester reviews the syllabus
- Staff members decide approximately the number of classes required for the completion of a particular unit of syllabus.
- Identification of learning objectives in that particular unit of syllabus.
- Preparation of lecture plan for each unit based on the expected number of classes for that unit.
- Identification of suitable assignment questions in that particular unit.
- University model question papers are included at end of the academic plan.

2) Conducting Classes:

- Every staff member handles a class for a specified period of time i.e., 50 minutes.
- Attendance is taken either at the beginning/end of the class by calling the students by their names instead of their Roll Numbers.
- Before starting the lecture for that day, the staff member has to review the previous class discussion by asking suitable questions.
- Heading and Sub-headings of the topic are listed out on the board and the lecture is delivered
- The lecture must be in such a way that the staff must be able to draw and hold the attention of the students continuously by asking suitable questions through out the class time.
- At end of the class the topic is summarized and then the class is concluded.
- At the end of the class it must be ensured that the board is kept clean.
- The entries are to be made on the attendance register.
- It must be ensured that the faculty member records the cumulative attendance for the month in the concerned department by the end of every month and posted in the central attendance register.

3) Assessment and evaluation of the student:

A. Mid Examinations- Theory

- Collection of Answer scripts after the examination and evaluate the scripts for 15 marks in first mid 20 marks in second mid exam
- Review the overall performance of the students and identify the students whose performance in examinations is poor.
- Assignments/ Surprise tests / Slip Tests etc.
- The counselors must be informed about the poor performance of the students and guidance must be provided to them to perform better in the following examinations.
- Preparation of Award list for that examination and display on notice boards for Student information.
- Entering the marks in the registers/sheets provided by the CoEs.
- Returning the Continuous Internal Assessment marks sheet within the stipulated time.

B. Lab Evaluation:

Student's performance in the lab sessions can be measured in the following ways:

- a) Regular attendance to the labs.
 - b) Maintenance of Record books.
 - c) Maintenance of observation books.
 - d) Lab Internal Examinations.
- For the assessment and evaluation of the student's performance in the lab sessions the following evaluation sheet is maintained.

Format of evaluation sheet

S.NO	Problem Definition (5M)	Analysis & Design Exp(15M)	Execution of Exp(15M)	Viva 5M	Record (10M)
1.					

4) Remedial Coaching/Work:

- Preparation of timetables for classes after normal class hours by identifying free slots in existing time tables.
- Allotment of faculty for required subjects.
- Subject allotment information to be sent to the respective faculty members.
- Extra classes can be conducted for the slow learners/ students for the required subjects/topics.
- For students with backlogs, extra classes can be conducted for the required subjects.
- Classes are conducted according to the schedules specially prepared for the remedial classes.
- An attendance register is maintained.

5) Guidance outside the class:

- The students are guided after the normal class work hours i.e., between 4.00 pm to 6.00 pm.
- Guidance for the students is provided in the following instances:
 - Doubts related to subjects.
 - Project work.
 - New Technologies/Trends in the respective areas.
 - Paper presentation topics
 - Seminar topics.
- Conducting frequent reviews with the students to monitor their performance.

6) Discipline:

- The staff member is present near the class room at least 5 minutes before the commencement of the class
- Every staff member must handle the class for the specified period of time i.e. 60 minutes for every class (staff should not go late to the class and should not leave the class early).
- Attendance must be maintained strictly throughout the semester.

- Students are not allowed to the first hour classes 5 minutes after the commencement of the class.
- When a member of the faculty intends to take leave, the information is given in advance to the Head of the Department.
- Attendance registers must be maintained up to date and every month attendance is posted in Central attendance register in the college.
- Evaluation of mid exam answer scripts must be followed according to the instructions given by Exam branch.
- Evaluated answer scripts must be returned to the students duly entering the marks in the register.
- Marks must be posted in the consolidated mark sheets in the respective departments

7) Conducting Student Seminars:

- Allotment of separate seminar slot in the department time tables.
- One staff member is assigned as a seminar- in-charge for every section.
- Separate attendance register is maintained for seminar sessions.
- The students are instructed to select the seminar topics in their area of interest.
- The students are helped to select the seminar topics in new areas / technologies.
- The seminar is conducted in an interactive mode i.e. by posing suitable/related questions.
- Suggestions are given for improvement
- The soft/hard copies of the literature for delivered topics are collected.

8) Establishment and Maintenance of Laboratories:

- Purpose:** The Purpose of this Standard Operating Procedure (SOP) is to provide guidelines to establish a new laboratory by the concerned laboratory in-charge whenever there is a modification in syllabus.
- Scope:** This procedure is applicable to all laboratories to be established in different disciplines and for each semester and in all departments.
- Responsibilities:** Concerned faculty in-charge, lab assistant and HOD are responsible for the establishment of the lab.
- Structure:** This Standard Operating Procedure (SOP) comprises activities before the commencement of a semester
 - Introduction of new course and new labs if any, are established
 - Modification of syllabus
 - For the purpose of research, etc.
- Details of Activities:**
 - Prior to the start of the course. Identifying the requirements according to the syllabus/curriculum.
 - Listing out the different types of equipment and categorize them i.e., furniture requirement, electrical requirement, lab equipment, consumables etc.
 - Calling budgetary Quotations and demonstrations.
 - Preparing the comparative statement of the prices quoted by different vendors who satisfy our requirements
 - Estimating the approximate budget and the approval from higher authorities.

- Calling the vendors for price negotiations at the purchase committee meeting.
- On the recommendation of purchase committee, the vendors are finalized.
- The purchase order is placed.
- The necessary approvals for the budget are submitted to the accounts section.
- Based on the terms and conditions of the purchase order the vendor supplies and installs the equipment and necessary training is provided by the vendor to the concerned faculty and lab assistants/technicians.
- The bill is passed after the purchased items satisfy all requirements
- The details are entered in the accession register and lab stock register.
- The passed invoice is sent to the accounts section.
- The accounts section then sends the cheque / DD to the vendor

f) Records to be maintained:

- Consumable file
- Stock register.
- Accession Register

9) Preparation of lab manuals/updating

- a) **Purpose:** The purpose of this Standard Operating Procedure (SOP) is to provide guidelines to prepare or update laboratory manuals before conducting of a lab course in a semester by the concerned faculty member
- b) **Scope:** This procedure is applicable to all concerned laboratory in-charge in different disciplines

Responsibilities: Concerned laboratory in-charge

- c) **Structure:** This standard Operating Procedure (SOP) comprises of activities prior to the start of the semester
- e) **Details of Activities:**
- Prior to the start of the course
 - As per the curriculum, experiments are identified.
 - Select the programs, design, simulate and verify the output, test/validate physically
 - Aim of the experiment is identified
 - Apparatus required for the experiment is acquired
 - Design required, if any
 - Circuit diagram required
 - Description of the diagram/experiment
 - Procedure is carried out during the experiment
 - Theoretical calculations, if any
 - Model graphs if any
 - Space is provided for practical calculations
 - Provide graph sheets if required for presenting the practical reading.
 - Provide space for comparative study of theoretical and practical results
 - Summary of results, References if any, Remarks of the teacher
 - Marks awarded by the teacher.
 - Instructions regarding precautions to be taken.

f) Records to be maintained: Copies of Lab Manual

10) Upgrading/Augmentation of labs

- a) **Purpose:** The Purpose of this standard Operation Procedure (SOP) is to provide guidance to update Labs to meet the needs listed as per the syllabus by the concerned Lab in-charge.
- b) **Scope:** This procedure is applicable to all faculty in-charge and technician of the concerned laboratory in different disciplines.
- c) **Responsibilities:** Concerned laboratory in-charge
- d) **Structure:** This standard Operating Procedure (SOP) comprises activities.
 - Prior to the start of the semester
- e) **Details of Activities :**
 - Prior to the start of the course:
 - Whenever the University modifies the syllabus, the extra equipment required to meet the needs is listed as per the syllabus.
 - Procurement of newly identified equipment is done according to the procedure listed under “Establishment of new Labs”.
- f) **Records to be maintained:**
 - Purchase order, office note.
 - Stock Registers.
 - Accession Register

11) Maintaining equipment in labs:

- a) **Purpose:** The Purpose of this standard Operating Procedure (SOP) is to provide guidelines to maintain equipment in laboratories to ensure perfect functioning of labs before conducting classes in a semester by the concerned lab in-charge (faculty member & technician)
- b) **Scope:** This procedure is applicable to all laboratories maintained by the faculty in-charge of labs in different disciplines and in each semester of all departments.
- c) **Responsibilities:** Concerned laboratory in-charge
- d) **Structure:** This standard Operation Procedure (SOP) comprises of activities.
 - Prior to the start of the semester
 - During the conduction of lab in that semester
 - After completion of the semester
- e) **Details of Activities:**
 - Prior to the start of the course
 - Check the essentials like connecting cables, equipment performance etc., every evening by Technician and repair them as and when required.

- Check the working condition of equipment in the presence of faculty lab- in-charge of the corresponding lab in each laboratory by Technician at the end of semester exams.
- As and when the equipment fails the equipment is repaired at the earliest by the laboratory Technician or by calling the Service Engineer.
- The equipment with minor repairs is serviced by technicians in the lab itself. The equipment which is not working is listed out.
- With the permission of HOD the authorized service engineer is contacted for the major repairs.

1.2 Examinations

1.2.1 Degree Examinations:

a) Degree (Continuous Internal Assessment):

According to CCE Proc.No. 003/Academic Cell/AC- 1 0 12022 Dated.06.04.2022 , this college has stated implementing CIA to Ist year 2nd Semester from the AY 2021-2022 below pattern

SNo	Type of Assessment	Weightage Assigned
1	Testing of knowledge through Mid-term examinations (Mid -1(20M) + Mid -2(15M))	20 + 15
2	Assignments	5
3	Project-Work/Seminar/Group Discussion	5
4	Cleaning, Greening and Attendance	5
	Total	50
	Scaled down	25

Note : According to the Approval of Academic council we are implementing 40:60 (Internal : External ratio) w.e.f the academic year 2022-2023 admitted batch So that the weightage of CIA(internal) scaled down to 40 Marks

>>>Conducted Mid I Examinations three kinds of question pattern

SNo	Sections	Marks allotted
1	Essays -1 out of 3	1X5=5
2	Shorts -5 out of 7	5X2=10
3	Ten objective type question	10X1/2=5
	Total Marks	20 M

>The duration of examination is **1 hour** per paper for a total of **20 Marks**.

>>>Mid II Examination is to be conducted after the completion of syllabus choosing Two kind of questions, as explained above for a total of 15 marks.

After successful implemented and CIA Evaluation report by each department has been handed over to the examination cell.

b) PG (Internal Examinations):

- a) Each theory paper will be evaluated for 100 marks out of which 75% of marks, for Semester End Examination (SEE) while the remaining 25% marks for Continuous Internal Assessment (CIA)

Continuous Internal Assessment		
S.No	Scheme of Evaluation	Marks
1	Mid-Semester Examination	10M
2	Assignment/Seminar Presentation	5M
3	Attendance	5M
4	Swachhata Activity	5M
	Total	25M

Details of Attendance Marks		
S.No	Attendance	Marks Allotted
1	95% above	5
2	85-94%	4
3	75-84%	3
4	65-74%	2
5	55-64%	1
6	< 54%	0

- a) The Semester End Examination question paper comprises of two sections – Section A & B, Section A consists of 4 questions one question from each unit of syllabus with internal choice ‘a’ or ‘b’. Section-B consists of 8 short questions two from each unit of the syllabus, with internal choice out of which only 5 are to be attempted
- b) Similarly each practical will be evaluated for a total of 50 marks, out of which 75% of marks for Semester End Examination (38 Marks) and 25% (12 Marks) for Continuous Internal Assessment.

I/c of the Examinations is to follow the checklist to monitor and control various activities:

- Check for the Academic schedules of all courses in that semester / year.
- Issue Schedule for **mid examination** for all courses; communicate to all HODs with a request to communicate to the staff and to circulate among students in the class rooms of the concerned course.
- Both hard and soft copies of the internal marks for each course for each examination are kept in the examination branch for record as collected from the departments one copy is also available in the concerned departments

c) Internal (lab) Examinations:

- Preparation of examination schedule by respective HODs
- The schedule is displayed on the notice board of the lab for the benefit of students by respective lab I/c

- Conduct of examination and evaluation by the concerned staff members as per schedule
- Finalize lab internal marks and display them on the notice board for the benefit of students and handover the award lists to I/c examinations.

d) End Semester (lab) Examinations:

- The list of eligible candidates for lab examinations is prepared based on using the registration forms filled by the students
- A schedule for Lab Examination is prepared and sent to the respective HODs with a request to circulate among the staff to ensure that there are no overlapping duties. After correction, if any, the same is circulated to students and is also displayed on all the notice boards
- Prepare orders for external and internal Examiners with details of time, duration of examination, day, name of the staff member and date along with instructions.
- The orders are circulated to the concerned examiners
- Supply of required stationery to the concerned laboratories
- The concerned examiners conduct the lab examination for the eligible candidates
- The concerned lab examiners send the D-form along with the award lists (original and duplicate in separate covers) to the examination branch.
- Award lists are signed by the Chief superintendent / Principal and sealed.

e) End Semester (theory) Examinations:

- End semester examination schedule will be notified by the examination section.
- Registration forms and hall ticket forms will be filled by the eligible candidates within the scheduled time, and appropriate fees from the candidates will be collected in the scheduled time
- After the verification of the filled in forms, Hall tickets will be issued to the students.
- The time table schedule is sent to the respective HODs with a request to circulate among the staff and students and the same is displayed on all the notice boards
- Seating arrangement with room numbers is to be prepared as per the format, one copy is to be retained with the examination branch and another is to be displayed on exam day for the benefit of the students.
- An invigilation chart is prepared with the details of time, duration of exam, day, name of the staff member and date along with instructions as per the guidelines.
- Full invigilation chart is to be circulated to all HODs and individual invigilation chart is to be circulated to the concerned faculty member, one copy of it is retained in the examination branch for writing day-wise invigilation
- A circular to staff issued that in case of availing leave for personal reasons

alternative arrangement in the prescribed format, should be made.

- The I/c of examinations is to clearly educate the mode of conduct of examinations to invigilators before the commencement of the examinations. Copies of instructions to the invigilators are also distributed.
- The I/c of examinations is to distribute the pads containing required materials to invigilators half an hour before the commencement of the examinations
- The seating plan for each room is prepared and attached to the sealed cover containing question papers and distributed to the examination halls under the supervision of the observer
- According to the seating plan the invigilators distribute the question papers subject wise and set wise
- The invigilators mark the absentees in the seating plan in red ink, The absentee list is collected by the examination branch to prepare seating-room statements and prepare absentees statement accordingly which are countersigned by the Observer and Chief superintendent / Principal.
- I/c of examinations is to ensure receipt of the answer scripts from the invigilators. The answer scripts shall be packed set wise, branch wise, sealed and kept ready for evaluation.
- If any malpractice case is found, it will be brought to the notice of the Chief Superintendent and necessary action will be taken as per the guidelines.

Note:

1. The list of invigilators who do not report for duty without making alternative arrangements is prepared and sent to the Principal on every examination day for necessary action.
2. A list of persons who performed duties for external examinations (Theory and Lab) is prepared for payment of remuneration and the amount is disbursed to the concerned after taking the amount from accounts section.
3. The invigilators shall not leave the examination hall before the end of examination without intimating the In charge of examinations.
4. The invigilators can leave the hall for a few minutes only after their duty is taken over by a reliever.

2. Maintenance

In getting the services of electrical maintenance department and getting electrical equipment repaired, the following activities are involved.

1. After identifying any problem related to electrical equipment, a requisition letter through concerned Head should be sent to the Principal.
2. An instruction will be given to faculty in-charge through Head to take up the work.
3. In-charge will instruct concerned Electrician to carry out the work.

2.1 Maintenance of Computers (Hardware & Software) and Networking:

Purpose: The purpose of this Standard Operating Procedure (SOP) is to prepare the maintenance of computers (Hardware & Software) and networking.

- a) **Scope:** This procedure is applicable to maintenance of computers in all the departments.
- b) **Responsibility:** Hardware and networking maintenance in-charge and Head of the Department of Computer Science & Applications.
- c) **Activities/ Information:**
 - General Procedure
 - Repair Request Form
 - Policies and Procedures
- d) **General Procedure:**
 - Whenever there was a problem with computer hardware and software the respective lab-in charge have to fill the repair request form.
 - Each and every department lab-in charges should maintain a copy of repair request form.
- f) **Records to be Maintained:**

To record the problems and the time of their resolving, the following should be maintained.

 1. Repair Request Form
 2. Log book containing repair request forms
 3. System maintenance register

2.2. Stock verification:

The concerned committees.

Purpose:

The purpose of this Standard Operating Procedure (SOP) is to ensure development of Stock Verification Procedure.

a) Scope:

The various items of stocks both non consumable and consumable shall be physically verified for their intactness, working condition and quantity as per stock register and to report for the discrepancies, deficits, working condition etc.

This stock verification and the procedures laid down shall be carried out in each department.

b) Activities:

- i. Bills Procurement for items purchased
- ii. Accession Register
- iii. Stock Registers
- iv. Stock Verification Procedure
- v. Obsolete Items

i. Bills Procurement for items purchased:

- Various items are being purchased after necessary approval obtained by the Principal/Management.
- Every purchase shall be made in the name of Principal, Sri A S N M GOVT. COLLEGE PALAKOL and bills, vouchers, invoices, delivery challans etc. shall be obtained in triplicate.
- Items/equipment's shall be received in good condition and certified to that extent by the HOD or by the purchasing / receiving officer and Laboratory in-charge and the same shall be recorded on the invoices or delivery challans. Defected / damaged items shall be rejected.

ii. Accession Register (Day Book):

- Items purchased and after due compliance as above shall be entered in the Accession Register with Accession Number/Code.
- Accession Register may be maintained at central office and also at department level.

iii. Stock Registers:

- The items of purchase can either be consumable or non-consumable.
- Separate registers shall be maintained for both consumable, non-consumable and obsolete items and entries be made accordingly.
- All entries for various items of purchase after they are duly entered in the Accession Register (Day Book) shall be transferred to the individual stock registers maintained at the Section/Department/Laboratory level.
- In the stock registers, a ledger shall be maintained for each item of purchase or entry. Separate pages for each item with serial number are created and entries be

posted. An account for each item is thus maintained. An index is also maintained in the stock register.

- In cases of borrowing or lending of any tools/equipment or any other item shall clearly be stated in the stock register in the column remarks. This transfer shall be endorsed by the section heads or HODs while exit and entry.

iv. Stock Verification Procedure:

- It helps to keep updated records for the intactness, performance and cost appraisal purposes.
- It also helps to replenish consumed or defected items.
- Separate teams may be constituted to physically verify the stocks in all the sections / laboratories of each department.
- These teams will appraise for the physical presence of the item, intactness, performance etc. and make suitable recommendation or remark. During verification, the in-charges of laboratories / sections shall cooperate with the verification teams.
- Team members shall be provided necessary information of the stocks for which the physical verification is carried through.
- The individual department / section will prepare a list of laboratories & sections including names of in-charges, items of stocks both consumable & non-consumable etc. and make available copies to the verification teams.
- The team members personally visit each department / laboratory / section and physically verify the stocks as per the information or records or stock register presented by the Heads of the Departments.
- The discrepancies, lapses, physical presence of items, working condition of items, events of lending & borrowing etc. shall be recorded and a comprehensive statement to that extent shall be prepared and submitted to the Principal.
- Stocks shall be verified at least once in a year.

v. Obsolete Items:

- Separate register shall be maintained for obsolete items.
- While posting entries in the stock registers, purchase details like name of item, quantity, cost, manufacturers address, technical specification etc. shall be clearly noted. These details will help to replace the obsolete items and to procure updated versions.

3.ACTIVITIES OF COMMITTEES

With a view of decentralization of administration and for effective and smooth functioning of academic & administration activities, the following committees with specific job chart are constituted.

3.1 Purchase Committee

Purpose: To monitor all purchases regarding the Institution and certify them.

Activities:

- To look after the important activities related to the college development.
- To observe the specifications of all purchasing products and certify them.
- To monitor the Semester end examinations for their smooth conduct.
- To assist the Principal in any problem that arises in the college.

3.2 Science Association Committee

Purpose: Encourage the students to enlighten them towards Science

Activities:

- Departments are advised to observe important National and world famous Science days
- National Science Day is conducted by all science departments. Students are encouraged to participate in various competitions

3.3 Discipline Committee

Purpose: To encourage discipline in college campus for smooth running of class work.

Activities:

- Vigilance of Lecturers at the beginning of class work by making rounds.
- Any problem arises among the students is solved by team of Lecturers
- Raging is strictly prohibited in college campus
- Work adjustment is made if any Lecturer is on leave.

3.4 Time Table Committee

Purpose: A committee is constituted to look over the time table.

Activities:

- Identification of Rooms available with their capacity.
- Time Table is framed with respect to class work.
- To check any discrepancy with respect to rooms and faculty
- Classes also allotted for certificate courses and skill development classes.

3.5 Auction committee

Purpose: Safe disposal of unwanted and Damaged Material from the campus.

Activities:

- To identify material (damaged / unwanted) in the campus
- To confirm its disposability by the committee members.
- To advertise / notify the sale of the material.
- To invite the quotes.
- To conduct Auction process.
- To decide / finalise the bid.
- To credit the amount to concerned college account.
- To record / maintain the above documentation & conduct the process transparently.
- To utilise the generated fund for welfare of the college.

3.6 Bridge Courses

- All the departments conduct a bridge course for the first year students who comes from various subjects in the beginning of the academic year and fill the gap in the areas of specializations/subjects that the students choose.

3.7 Career Guidance & Counselling Cell

Purpose:

- The Career Guidance Cell of the Sri A S N M Government College Palakol supports both UG & PG students of the college in achieving their dream careers by providing Career Guidance, Career Counselling, and other related services.
- The scheme of establishing a Career and Counselling Cell in College has been formulated to address the diverse socio-economic challenges and geographic backgrounds of the heterogeneous population of students coming to the College vis-à-vis equity of access and placement opportunities through availability of appropriate institutional support information.
- The career and counselling support that the college offers to its students makes them confident to perform better. Counselling thus addresses both the academic and the career concerns and opportunities.
- The inculcation of guidance about market patterns and employability can help the institution in building a base for its students. Career Guidance Cell would help the students with appropriate guidance to establish linkages with the world of work and locate career opportunities vis-à-vis the realities and job profiles in the context of highly competitive emerging occupational patterns.

Objectives / Job Chart of the Career Guidance Cell:

1. To create awareness about job opportunities in various sectors like Government and Private.
2. To provide information about the skill sets required to join government and private organization.

3. To pose carrier guidance and motivational programme periodically.
4. To arrange coaching/training for Civil Services, Group Exams, Indian Armed Forces, Bank exams, Railway exams, and postal exams.
5. To organize programs to create awareness about the importance of higher studies in India and Abroad.
6. To provide available updated information about jobs /positions/opportunities.
7. To organize lectures on career development by subject experts.
8. To help students share knowledge about themselves by identifying skills, and interests.
9. To organize lectures/seminars on interview skills, personality development, communication skills, leadership skills, resume writing, analytical skills, quantitative ability, verbal and reasoning skills essential to all competitive exams.

3.8 Examination Cell

Purpose

- To conduct semester end examinations under Autonomous setup.
- To oversee different activities related to student graduates.

Job chart

- Notify the schedule and dates of various stages connected with the examinations (Examination Calendar).
- Fixing the Time Table for the conduct of the examinations.

- Question paper setting as per syllabi and model question papers decided by the Boards of Studies.
- Moderation of question papers to rectify mistakes, if any.
- Printing of Question Papers.
- Procurement of stationery, equipment and all the articles necessary for the conduct of examinations.
- Supply of examination applications to the candidates.
- Processing of Examination Applications and preparation of Hall Tickets.
- Preparation of semester wise nominal rolls.
- Preparation of room plans and photo identity sheets.
- Issuing of Answer scripts one day before the each examination.
- Distribution of the question papers directly to the Assistant Examiners/Invigilators in the room five minutes before the commencement of the examinations.
- Receiving of Answer scripts as per the D-form supplied to the Examination Committee.
- Coding of the answer scripts on the same day of the examination and bundling the scripts.
- Undertaking valuation of answer scripts.
- Scrutiny of Answer scripts.
- Computerizing the marks with bar code reader/bubble reader.
- Processing and verification of marks with register.
- Release of results through Online.
- Printing and distribution of marks memos.
- Revaluation of Answer Scripts.
- Preparation of Consolidated Marks Memoranda cum Provisional Pass Certificates.
- Submission of all data and marks to the University for the award of Original Degrees by the University.
- Maintenance of Tabulated Marks Register (TR"s) and Degree Registers.
- Maintenance of up to date records of marks.
- Maintenance of cash book and accounts of the Examination Cell.
- Maintenance of stock of the Examination Cell.
- Annual Stock Verification.

3.9 VIRTUAL CLASSROOM

Purpose:

- To provide access to various e-learning resources available in their respective colleges to improve their knowledge.

Activities:

- To coordinate with the respective virtual class room in-charges for smooth conduct of virtual classes according to the time-table.

- To facilitate qualitative teaching and learning for the development of the students using virtual reality eco-system.
- To enable to students to gain diversified skills to enhance their knowledge in their domain areas.
- To share the experience of gaining knowledge and skills among the peers through online interaction through virtual classroom.

3.10 Green audit

Purpose: Systematic identification, Recording, Reporting and Analysis of Components of Ecological diversity.

Activities:

- To establish processing unit for Safe and useful way of disposal of waste in the campus.
- To maintain record of variety of plants available in the campus.
- To quantify the biomass present in the campus.
- To make arrangement and record the production of green energy through solar panels.
- To conduct qualitative tests for portability of drinking water in the campus.
- To suggest the staff & Students to observe plastic free day, vehicle free day for encouraging Eco-friendly environment in the campus & beyond.
- To carry on plantation programs.
- Labelling all the Big trees in the campus with scientific / Botanical names.

3.11 Anti-Ragging Committee

Objective:

To root out ragging in all its forms from institution by prohibiting it by law, preventing its occurrence by following the provisions of these Regulations and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who

indulge in ragging as provided for in these Regulations and the appropriate law in force.

Punishable offences under Ragging

- Abetment to ragging;
- Criminal conspiracy to rag;
- Unlawful assembly and rioting while ragging;
- Public nuisance created during ragging;
- Violation of decency and morals through ragging;
- Injury to body, causing hurt or grievous hurt;
- Wrongful restraint;
- Wrongful confinement;
- Use of criminal force;
- Assault as well as sexual offences or even unnatural offences;
- Extortion;
- Criminal trespass;
- Offences against property;
- Criminal intimidation;
- Attempts to commit any or all of the above mentioned offences against the victim(s);
- Physical or psychological humiliation.
- All other offences following from the definition of "Ragging".

Powers and Functions:

1. To uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on any acts amounting to ragging;
2. To publicize to all students and prevalent directives and the actions that can be taken against those indulging in ragging;
3. To consider the complaints received from the students and conduct enquiry and submit report to the Anti- Ragging Committee along with punishment recommended for the offenders;
4. Oversee the procedure of obtaining undertaking from the students in accordance with the provisions;
5. Conduct workshops against ragging menace and orient the students;
6. To provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls;
7. To offer services of counselling and create awareness to the students;
8. To take all necessary measures for prevention of Ragging inside the Campus/ Hostels.

The procedure for handling issues of ragging will be as follows:

1. **The information on ragging can be received in the following manner :**
 1. Through the notified contact details of the Committee members, and national help-line number on ragging for necessary relief in terms of the provisions of the UGC Regulations.
 2. Through any other member of the Institute.
 3. From any external source.
2. In the event of receipt of information of ragging by any of the officers mentioned at

- (i) above, he/she will promptly alert/inform the Chairman of the Anti-Ragging Committee of the Institute or any of its members. The activity shall be completed, at the most, within two hour of receipt of this information.
3. The Anti-Ragging Committee of the Institute shall promptly conduct a preliminary on the spot enquiry and collect details of the incident as available prima facie. The preliminary investigation/details of the incident shall be immediately brought to the notice of the Chairman of the Institute. The activity shall be completed, at the most, within twenty hours of receipt of information.
 4. The Anti-Ragging Committee of the Institute shall promptly conduct enquiry into the incident as per provisions laid down in Clause 6.3(e) of the UGC Regulations.
 5. The Anti-Ragging Committee of the Institute shall complete the enquiry and submit its report along with recommendations to the Chairman of the Anti-Ragging Committee of the Institute within fifteen days of the incident.
 6. Thereafter, the said report and recommendations shall be considered by the Anti-Ragging Committee for deciding the punishment on the erring students in terms of provisions contained at Clause 9.1 of the UGC Regulations.

3.12 DIFFERENTLY ABLED STUDENTS WELFARE COMMITTEE

Preamble

Persons with disability are unable to access education at all levels. In the higher education sector, the Ministry of Social Justice & Empowerment and University Grants Commission support all institutions to involve and empower differently-abled persons in special education activities.

Aims & Objectives

- To facilitate admission of persons with disability by following Rules & Regulations and Policies of the States and Central Governments,
- To provide counselling to differently-abled individuals in the College for better learning support,
- To provide guidance to avail various fellowships / scholarships of different funding agencies,
- To provide appropriate financial assistance to disabled individuals to increase their sustainability in higher education,
- To create awareness about the needs of persons with disabilities and other general issues concerning disabilities,
- To provide equal educational opportunities to disabled persons in the College,
- To provide infrastructural needs to enable them to easily access classrooms, laboratories, toilets, etc for barrier free learning environment,
- To provide special facilities in the College campus for differently abled persons ,
- As per the UGC guidelines, promote Teacher Preparation in Special Education (TEPSE), Higher Education for Persons with Special Needs (Differently-Abled Persons) (HEPSN) and Visually Handicapped Teachers (VHT) schemes.
- To encourage the College to start such type of courses through which differently abled persons are benefitted specially,
- To provide information to the College authority about the Guidelines of the Department of Social Justice & Empowerment, Ministry of Social Justice & Empowerment, Government of India for conducting written examination for Persons

with Disabilities,

- To explore the full participation and equality as well as suitable placement opportunities for educated disabled graduates in public as well as private sector enterprises as per the Acts, Rules & Regulations and Policies of the Department of Social Justice & Empowerment, Ministry of Social Justice & Empowerment, Government of India (socialjustice.nic.in) for differently abled persons.

Categories of the Disability:

As per the guidelines of the University Grants Commission, New Delhi and the Ministry of Social Justice & Empowerment and the Ministry of Human Resource Development, Government of India, the "Disability" is classified in following categories:

- (i) Blindness
- (ii) Low vision
- (iii) Leprosy-cured
- (iv) Hearing impairment
- (v) Loco motor disability
- (vi) Mental retardation and
- (vii) Mental illness

3.13 Minority Cell

Purpose:

- Minority cell of the college was established with the purpose of empowering the minority communities in the college.
- The Minority Cell helps minority students including Christian, Muslim etc. for their academic development.
- The minority cell of the college is dedicated to provide services to the educational needs of the Minority community along with other caste, creed and Nationality.

Objectives of the Cell:

- To provide equal opportunities to minority students in education fields.
- To support the minority students in scholarship issues and making them aware of financial support from governmental agencies and other sources.
- To provide career guidance and counselling to minority students and making them aware of various competitive exams
- Making them aware of the reservation systems, the minority community can avail in various state and central level job /Higher Education oriented competitions.

3.14 Women Empowerment Cell

Purpose:

1. To address the needs of the women staff and girls/women students of the college.
2. To protect and safe guard their Rights by organising various events, counselling and awareness programmes on career guidance, Health and Education to ensure their all-round development.

Activities of the Committee

- To conduct a Rallies on various issues/awareness
- To conduct Gender Sensitization /Awareness programs
- To conduct World Literacy Day celebrations.
- Organizing/to give Trainings on Sarvasiksha Abhiyan and other related issues
- To Celebrate International Women`s Day.
- To Arrange Free Health Check-up to Students frequently by the institution on women issues.

3.15 Eco club Committee

Mission : Connect people by building and bonding relationship with trees (Nature and work for future of earth)

Vision : Our vision to create awareness of environment and to awaken the philanthropic side of mankind.

Objectives :

- Creating environmental awareness among students and the public
- Preserving natural resources (forests, mines, ecosystem and to love nature)
- To present pollution (pollution free day)
- To establish herbal gardening in college campus medicinal garden, fruit garden.
- Clean and Green (Swachh Bharath) globe.
- Health nutrition.

Activities:

- Herbal exhibition
- Short film on forests, environments
- Environmental pollution (vehicle free day)
- Bio diversity
- Eco system
- Natural resources
- Urbanisation

Eco club activities :

- Talk show and rally pollution free environment
- Skit on earth day
- Plantation drive
- Skit on disaster management , Play grounds , Garden gym
- Work shop on adolescence

3.16 Center for Innovation, Incubation and Entrepreneurship

Purpose:

The objective of CIIE is to inculcate innovation driven entrepreneurship among students and also encourage the students to start-ups.

Activities:

- Students with innovative ideas can share their views to the CIIE Committee member during college working hours.
- Identifies the students with the interest to become an employer rather than an employee.
- Provides an eco-system to implement their ideas in the campus.
- Mentor the students to convert idea into start-up.
- Provides support to overcome technical difficulties.

3.17 Website Monitoring Committee

Purpose: To keep the website up to date

Activities:

- Provides technical support to departments and faculty to update their respective dynamic login pages and departmental blogs.
- Updates day wise activities of the college in the website.
- Provides support to collect and analyse the feedbacks online from various stakeholders.
- Update activities of the support services as per the requirements and suggestions of the coordinators of various support services.
- Tracking the website access across the globe by industry, academia and other agencies.

3.18 Digital Classrooms Committee

Purpose: The **digital classroom** refers to the "Technology-Enabled" classroom where student learning and interaction with the instructor and peers is fully supported through strategic use of information and communication technologies (ICTs).

Activities:

1. Connected with virtual classrooms with the help of life size cloud software.
2. Provides support for Student Satisfaction Survey (SSS)
3. Provides support to N-List and NDL registrations
4. Decided to purchase wall hanging racks to place CPUs
5. Allotting time slots to faculty for studio.
6. Maintenance of log book for digital classroom usage.

3.19 Commerce Association

Objectives :

- To enable students to develop the Skills expected commerce Graduates.
- To act as catalyst in the process of overall development of students.

- To expose students to the practical aspects of business, industry and commerce.
- To develop team spirit among students.

Activities :

- Every year the proposed activity of the Commerce Association are finalized in the meeting of Commerce Association.
- The Commerce Association consists of teachers from the Commerce Faculty and few students representing each class
- The Calendar of annual activities are finalized in the meeting of the Association is communicated to the class representative of each class.
- Normally the following activities can be cited as few examples of the activities of our Association:
 - Group Discussion/ Debating/ Elocution on contemporary issue.
 - Guest Lectures.
 - Career Guidance.
 - Management and Business Quiz.
 - Industrial Visits/ Field Trips
 - Commerce Exhibitions
 - Poster Competitions
 - Hand written magazine competition
 - Essay writing competition.
 - Placement Activities etc.

3.20 National Service Scheme (NSS)

Purpose :

- NSS is part of our academic, social and personal life as it is the third dimension of education.
- It allows the students to actively contribute their services for the cause of community and the nation, thus helping them develop their personality.
- Service and attain the traits of a leader of the nation.
- The programme aims to inculcate social welfare in students, and to provide service to society without bias.
- NSS volunteers work to ensure that everyone who is needy get help to enhance their standard of living and live a life of dignity.
- As such, the NSS is the right platform, where the student-youth of the nation may get to involve with real-life social activities, and thereby become responsible citizen of India.

Activities:

- To Conduct all kinds of awareness programs related to service in the society
- To adopt villages to attend their need on ODF survey and other Clean & green activities
- To provide and inculcate the students and participate in the Institution Social Responsibilities actives.

3.21 Dispensary/Health center

JOB CHART

- General and mental health guidance to students.
- Providing first aid.
- Wellness and health promotion activities.
- Psychological Counselling.
- Awareness on Sexual health and education.
- Awareness about adolescence and sexually transmitted diseases(STDs).
- Awareness on Gynecologic problems, breast, cervical, uterine cancers.
- Awareness on Tobacco and drug abuse.
- Blood donation camps.
- Eye camps.
- Dental camps.
- Awareness on organ donation and save life.
- Awareness about epidemic diseases like viral fevers, diarrhea, cholera, dengue, malariaetc..
- Observing national DEWORMING DAY (FEB 10).
- Observing MALARIA DAY (APR 25).
- Observing AIDS DAY(DEC1).

Aims & Objectives:

- ✓ A dispensary is a small outpatient health facility; it is an office in a school, college or other Organization that dispenses medications , medical supplies, and in some cases even medical and dental treatment.
- ✓ In our college, a dispensary refers to a small setup with basic medical facilities where a doctor can provide a primary level of care to rural communities, e.g., wound Dressing and management of common ailments like colds, diarrhea and simple malaria, Stomach ache, adolescence problems.

3.22 Faculty Forum

Purpose: Faculty Forum provides an opportunity to exchange knowledge among the faculty members without any specific agenda.

Objective:

- This aims to strengthen and broaden the intellectual pursuits of faculty by encouraging and facilitating collaboration in the areas of teaching-learning and research.
- It is the platform to highlight the achievements of the faculty members.

Activities:

- At each Faculty forum meeting, three members of the faculty spends a few minutes (15 to 20 minutes)
- To give a presentation on their respective subject
- Review on something recently read
- Recent experience or innovative idea in teaching- learning process.

- It ends with an interactive session between participants and presenter.

3.23 Library Committee

Purpose: To collect, organize and disseminate print and electronic information to the academic community of the Institution,

Activities:

- The need and benefit of the students we are gather relevant books from various sources to support the student committee.
- Purchase the books and material for concern subject recommended by the departments.
- Library will provide competitive books and magazines for the progression of the students.
- Committee as identified the internal requirements, infrastructure, materials and promptly support the works.
- Committee is always giving technical support to the students.
- Committee always monitoring the facilities for the students.
- Committee will stand on norms framed by the library.
- Committee will see the maintenances of cordial relations library staff to faculty and students.
- The committee has been monitoring special fee fund for the activities of the library and reading room.
- Committee unanimously the resolve to sharing the amount to various heads as per distribution of amounts they meet the incurred expenditure.
- Identified the requirements and procure the relevant material (books/newspapers/magazines etc.)
- The committee has taken decision as per the library rules and regulations.

3.24 RUSA Committee

Institution Level Arrangements: A Convener was appointed in the institutional level to monitoring the RUSA funds

Functions: Responsible for monitoring of the project at the institutional level in order to implement the governance reforms proposed under RUSA.

- One act play
- Advertisement
- Watch to recall
- Word jumbling/Riddles.
- Imaginary speaking.
- Audio/video interpretation
- Idea generation.
- Debate.
- Group discussion.
- Personal interview.

3.25 IT Committee

Purpose:

- Provide secure compute and internet access to learning resources and support services by systematically pans, acquires, maintains and upgrades or replaces technology and equipment to meet institutional needs.
- A **Technology Committee** is a group of people that provide leadership, planning and coordination for the institution's **technology** needs (including computing, telecommunication, security and **technology** in general).
- They provide advice on the full range of information and instructional **technology** Directions, strategies, policies, and plans that are vital to the institutional missionsand programs for teaching learning process.

Activities:

- To see the required facilities of institutions regarding ICT based teaching and learning process in the college.
- To pass resolutions related to procurement and maintenance of IT related equipment.
- Committee fulfils the role by establishing annual and long-range *technology* goals.
- To monitor daily, weekly, monthly and semester wise maintenance and facilities available in IT related activities.
- To analyze percentage of students and staff attended and absent, leave, on duty and other leaves through AP FRS APP , JNANABHOOMI APP and OTLP APP for
- To monitor and take necessary steps to provide digital learning and maintenance.
- To solve any problems encountered by the staff and students during the process regarding biometric attendance system.
- Arrangement of INTERNET Facility to all required places in the college
- Disposal of not working and irreparable and E-Waste Equipment in all the places (Labs ,departments and office) to certified E-Waste companies to reduce emission

3.26 Swachh Bharat Committee

Objectives:

- To increase the greenery in the college campus by promoting Vanam Manam Programs in the college Campus.
- To make awareness among the students for improve the cleanliness by promoting students personal hygiene
- To conduct Swachh Bharat program by increase cleanliness in the campus and surrounding areas
- To motivate people in adopted villages to adopt sustainable sanitation practices and facilities through awareness creation and health education.

Activities:

- Frequently conduct Vanam Manam Programs in the college Campus
- Conduct the Swachh Bharat programs for cleanliness of the campus
- Conduct Rally to make awareness among the public regarding Swachh Bharat and Seasonal diseases
- Conduct plastic free awareness programs and rally

3.27 Public Relation, Press and Media Committee

Objectives:

- Dealing with enquiries from the public, the press, and related organizations
- Organizing and attending press meets for conferences, exhibitions, tours, event and visits
- To analyzing media coverage
- commissioning or undertaking relevant market research
- liaising with College, Principal and journalistic
- writing and producing presentations and press releases

Activities:

- To give the press note for various events conducted by the departments in time
- To organise press meet in the college campus, whenever necessary

3.28 Academic Cell

Purpose: The main objective of the Academic Cell (AC) is to administer the academic affairs of the college and make recommendations to the Principal about academic programs and strategic priorities. The members of the AC meet at regular intervals to develop the ways and means to ensure that quality teaching-learning process should remain the topmost priority. This Cell also formulates the guidelines, rules and regulations of all Academic affairs of the College.

Activities/Job Chart:

- To Organize the following meetings
 - BOS
 - Academic Council
 - Finance Committee
 - Governing body
 - Staff Council Meetings
- Curricular Plans related (Lecturer wise & Departmental)
- Compilation of Departmental Activities
- Autonomous Grants Utilization
- Academic & Administrative Audit related
- ATR on Staff council Meetings
- Review of Examinations Result
- Seminars information
- Course/Syllabus Completion Reports
- NIRF/AISHE related
- Guest Lecturers related (Work done Statements etc.)
- University related issues
- Any other work endorsed by the Principal

3.29 Biometric Attendance Committee

Purpose:

- Aadhaar Enabled Biometric Attendance Solution (AEBAS) is an attendance management system designed for government organizations by Government of India to improve productivity of employees.
- Biometric time and attendance system has brought more precise system to measure group or individual's activities.
- Biometric attendance system is a fool proof technology to ensure the accuracy of attendance and is useful to the ones who deal with large number of employees and students in any organization
- Time and attendance systems (TNA) are used to track and monitor when employees start and stop work.
- A time and attendance system enables an employer to monitor their employees working hours and late arrivals, early departures, time taken on breaks and absenteeism.
- The system authenticates attendance using Aadhaar number created by Unique Identification Authority of India (UIDAI).

Activities:

- To see the registration and enrolment of all the teaching and non-teaching staff and students of the college
- To monitor daily, weekly, monthly and semester wise attendance details.
- To analyze percentage of students and staff attended and absent, leave, On duty and other leaves.
- To monitor and take necessary steps to reduce number of absentees and improve attendance of students and staff of the college.
- To solve any problems encountered by the staff and students during the process regarding biometric attendance system.

3.30 Red Ribbon Club Committee

Purpose: To generate awareness from HIV and AIDS, promote voluntary blood donations and DRUG abuses.

Activities:

- Blood donation camp
- To conduct a Rally against Drug abuse
- Arranging awareness talk on HIV/AIDS
- To conduct competitions and awareness programs during Red ribbon week (last week of October)
- To take out rally procession on 1 December of every year regarding AIDS awareness.

3.31 Magazine & monthly newsletter Committee

Purpose: To encourage creativity and share feelings in students.

Activities:

- To give advertisement for students and teachers
- To collect the works from stake holders and subject experts.
- To edit the works by the committee members.
- To send the edited works to DTP Center
- To re-edit DTP material that edited works.
- To pass the order to publish the works after getting permission by higher authorities.
- To submit copies of printed material in form of book to higher authorities.

3.32 PG Course Committee

Purpose: To monitor Post graduation courses conduct of class work, examinations and student development activities.

Activities:

- Preparation of time tables
- Monitoring of class work
- Conducting student activities
- Maintaining correspondence with university
- Conducting of internal and external examinations
- Support to the student progression
- Guidance and giving support for UGC NET & AP SLET Examinations and research activities

3.33 Student Union committee

Purpose: To monitor and organise various activities relating to student issues and achievements.

Activities:

- Organising skill based trainings
- Monitoring scholarships
- Conducting various programmes relating to girl students
- Encourage students applying for support scholarships
- Getting feedback from the students on Academic and Co-curricular activities
- Encourage the students in sports & games
- Suggesting the staff to take extra classes for slow learners
- Enhance the values and ethics of the students
- Drive the students towards Swatch Bharat and NSS activities

3.34 Jawahar Knowledge Center (Training & Placement)

Purpose: The primary aim is to provide intensive training to students in employable skills and enable students avail themselves of the bright opportunities in the global job market.

- To shape students and make them globally acceptable citizens
- To promote College – Industry relations through training and placements
- To provide the best of the opportunities to the students who belong to weaker and marginalized sections.

Activities:

- Career Awareness/ Planning Workshops
- 250 hours training
- Training Practice on employable skills
- Training by Enabled Faculty/ Industry
- Co- curricular activities to enhance Communication and Soft skills
- Campus Placement with Major MNCs
- Industry Orientation

4. General Rules to be followed

1. At the time of admission, extension of time will not be given to the candidates selected under merit list to produce any certificate or payment of fee.
2. The student must abide by rules and regulations of the college, **Uniform is compulsory for UG and PG students.**
3. The College reserves the right to alter the fee structure and other conditions mentioned in the prospectus when there is a change in the rules from time to time by the Government / University.
4. Admission will not be made if sufficient number of applications is not received in any group combinations, and the applicants may be accommodated in the combination in which the seats are vacant subject to their eligibility and willingness.
5. The candidates are informed to keep the required number of Photostat copies of the documents which they submit at the time of admission. The original intermediate transfer certificate once submitted will not be returned. In case of the cancellation of admission, TC from the college will be issued
6. Reimbursement of scholarship as per Government norms.
7. Examination process is as per college rules.
8. **I.D. Card & Dress Code:** Student must carry the Identification Card compulsorily and should wear the College Uniform for all days in the week **except on Wednesday.**
9. **Attendance:** 75% of attendance in theory and 90% of attendance in Practicals is compulsory for every Semester. The candidate who is not eligible for the examination due to the shortage of attendance i.e., less than 75% may be condoned upto 66% on medical grounds with a fee of Rs.500/-. Otherwise, they will have to seek re-admission in the same semester in the next academic year.
10. **Tuition Fee:** Candidates must pay the college fees of the semester within the stipulated date. Defaulters of payment of tuition fee will not be eligible to take the examination.
11. **No Waiving of Fees to discontinued Students:** As per the University instructions, students who discontinue their studies for various personal reasons should pay the entire fee for all the three years. Under any circumstances no waiving of fee to discontinued student is admissible. Parents are advised to make clear note of the fee structure as it is an Autonomous Institution. No T.C. and

C.C. will be issued if there are any dues from the students.

- 12. Examination Fee:** Candidates who pay the college fee and have minimum 75% attendance will be eligible to pay examination fee. The candidates who do not pay the examination fee will not be promoted to the next semester.

13. Scholarship Holders:

1. The BC,SC and ST Scholarship Holders are not eligible to get Scholarship if they discontinue in the middle of the course.
2. The Scholarship Holders have to submit the Original Caste and Income Certificate in the Office.
14. **Admission on T.C.:** There is no admission on T.C. as the College is Autonomous and its Examination pattern and syllabus are different.
15. **Re-Admission:** Students – (i) who do not pay the Tuition fee; (ii) who do not have the required attendance; and (iii) who do not pay the Examination fee, may seek re-admission for continuing in the same Semester in the next academic year.
16. **Parent – Teachers Meet:** Parent or Guardian must attend the Parent & Teacher Meet without fail whenever intimated by the proctors.

5.Student Admission Policy and Procedures

1. Introduction

Student Admission Policy and Procedures is related to the online application and admission of students into various programmes of the College through OAMDC (Online admissions module for degree courses)

2. Objective of Policy and procedure.

The policy describes the stipulations and procedures for student application and admission into the programs of the college through a transparent and accountable online admission process based on merit, follow the rules of reservations.

3. General principles underlying this policy and procedures

- i. The policy and procedures are used to admit the students in a transparent, explicit, clear and consistent way.
- ii. The policy and procedures provide equal opportunities

The policy provides equal opportunities to all students regardless of caste, creed, region, gender, nationality, race, culture and religion.

- iii. Students are offered unbiased guidance and advice.
- iv. Students have the right to appeal about any aspect of the way in which their application and/or admission was managed.

A policy and procedures exist for handling student appeals and complaints in a fair, free, effective and time-bound way.

4. Application of policy and procedures

- i., The policy is applicable to the application and admission of all students, including those already admitted in College programs.
- ii., All feeder colleges and individual students applying for programs should be made aware of the relevant terms of *Student Admissions Policy and Procedures*
- iii., The Academic Cell is responsible for ensuring the feeder colleges and individual students abide by the terms of this policy when completing and submitting applications. The concerned student is responsible for ensuring the validity of information included in application forms and information/ evidence provided in support of his/her application.

5. The role of AC

- i. AC monitors the student application and admission process, from providing the materials and means for application through to the students' arrival at college to begin their studies.
- ii. All the applications and admissions are processed by the AC in accordance with *Student Admissions Policy and Procedures*.

6. Entry requirements

- i. AC admits students to College programs according to pre-specified entry requirements.
- ii. Entry requirements include minimum student age, academic qualifications and/or record, the duration of the program etc.

7. Student application and admissions process (OAMDC)

The eligible candidates who passed out from the Board of Intermediate, AP or other recognized Boards are eligible to participate in web counselling for the seats available in Undergraduate Programmes in Arts, Science, Social Sciences, Commerce, Management, Computer Applications and Social Work, etc., leading to the award of B.A., B.Sc., B.Com., BBA., B.Voc, B.F.A, 5-year integrated PG programmes with Intermediate qualification (with the exception of Engineering and Pharmacy streams) etc, in Government Degree Colleges, Government Autonomous Degree Colleges, Private Aided Degree Colleges, Private Unaided Degree Colleges, Private Autonomous Degree Colleges (Aided and Unaided) in the State of Andhra Pradesh. Candidates are informed that the online admission process comprising of registration, payment of processing fee and pending certificate verification being done

OAMDC Application Process Steps

1. **Registration/Fee Payment**
2. **Fill Application (Only After Fee Payment)**
3. **Web Options**
4. **Seat Allotment Order**

Main Steps to Follow While Applying for AP Degree Admission

- Candidates first Register and Pay the Mentioned Application Fee
- Students Must log in to Enroll for Colleges

OC	Rs. 400/-
BC	Rs. 300/-
SC/ST	Rs. 200/-

OAMDC Online Degree Admission 2022 – Application Fee

- All the eligible and desirous candidates can pay the processing fee from 23.07.2022 onwards using URL sche.ap.gov.in
- Processing fee can be paid through online using credit card or debit card or through internet banking.

AP Degree Online Application Form & Verification of Certificates

1. On successful payment of the processing fee, Application Number and Password will be provided through SMS to the Mobile number furnished at the time of filling the Registration page.
2. By clicking the “Click here for Submitting the Application Details” the Online Application shall be filled. The photograph and signature of the candidate need to be uploaded.
3. Candidates whose certificate data is already verified through web services can proceed for exercising web options as per schedule.
4. For candidates whose certificate data is incomplete, an SMS will be sent to upload the certificates for verification. The candidate can also attend verification of certificates at HLC after uploading them.
5. By entering the Application Number, date of birth and password the candidate can exercise the options from Home, subject to the availability of an internet facility/Internet Café/Helpline Center.
6. In respect of candidates whose data is not verified, SMS will be sent to the registered Mobile Number to re-upload the certificates. The candidate can also visit the nearest HLC for verification of certificates.
7. Such Candidates are informed that the verification of certificates viz SSC memo, Intermediate marks memo, VI class to Intermediate study certificates, Caste Certificate, Income Certificate/Ration Card, Economically Weaker section(EWS) certificate, Physically Challenged Certificate, Residence Certificate will be verified by verification officers.
8. CANDIDATES BELONGING TO SPECIAL CATEGORY LIKE CAP, NCC/EXTRA CURRICULAR ACTIVITIES/SPORTS AND PHYSICALLY CHALLENGED SHALL REPORT TO THE SPECIFIED HELP LINE CENTRE FOR VERIFICATION ON THE SPECIFIED DATES INDICATED IN THE SCHEDULE.
9. Unless the candidate fills in the application details online and exercises web options, he will not be considered for allotment of a seat.
10. Candidates are informed that there are 14 Helpline Centers across the state of A.P and the list is provided in Annexure-I.
11. ALL THE CANDIDATES NEED NOT go to help line centers for verification of certificates. In case of candidates whose data is verified, displayed and agreed, they can directly proceed for option entry as per the schedule.

12. For such of the candidates whose data is incomplete, their data will not be displayed. Such Candidates alone have to report to Help Line Centre and get the data verified and proceed for option entry.
13. For any help such as change of Mobile number, Non Receipt of Login Id, Registration Number or any other corrections, candidates are requested to approach nearest Help Line centers with valid proof.
14. Allotments now made are subject to the grant of affiliation from the University.
15. Detailed instructions for options entry i.e Instruction Manual for candidates can be accessed through sche.ap.gov.in
16. The local candidate status under AU and SVU areas will be determined as per the territorial jurisdiction of the Universities before re-organization of districts in A.P

8. Student Scholarships

The eligible students will receive scholarships as per the Government norms and procedures.

9. Cancellation and refunds

If a student requests to cancel admission, the college never refund any fee and in fact the student needs to pay the total fee dues for the entire program.

10. Maintaining records

The AC maintains the records of all student applications and admissions.

6. Student Attendance Policy

1. Purpose

The purpose of the attendance policy is to ensure that staff and students are fully aware of their responsibilities for attendance and absences in relation to the statutory requirements detailed within *the Education Act of Andhra Pradesh*.

2. Scope

This policy applies to all teaching staff with responsibility for maintaining registers. It also applies to every staff member, regardless of role, as part of their safeguarding and student protection responsibilities.

3. Policy Aim

The aims of the attendance policy are to:

- Provide clarity on the college's expectations of students attendance
- Ensure that teaching staff are aware of their statutory responsibilities for registering attendance and absences
- iii. Ensure that all staff are aware of the links between absences and the Missing person procedures

4. Attendance

4.1 Minimum attendance levels

- i. We expect all students to make every effort to attend college regularly and punctually in order to gain the maximum benefit from all the educational opportunities

open to them.

ii. Unauthorized absence and lateness is discouraged as it leads to educational disadvantage. Procedures are in place to ensure that instances of unauthorized absence and lateness are followed-up, and where it is appropriate, these will result in disciplinary action as detailed within the *Student Disciplinary Policy and Procedures*.

4.2 Teacher responsibilities

i. The college has a statutory duty under *the Education policy* to maintain a register of all students attending the college. For the purposes of the attendance policy it is the teacher's responsibility to maintain these registers.

ii. All registers need to be completed within 5 minutes of a start of each period/ class.

Teachers should report absences as per the local attendance procedures. Failure to maintain a register will result in action under the *Staff Code of Conduct*.

iii. Teachers should report absences as per the local attendance procedures.

iv. Failure to maintain a register will result in action under the staff code of Conduct.

5. Raising Concerns

Any concern, including repeated or prolonged absence, should be reported to the Designated Safeguarding Lead or their Deputy either verbally or via a Welfare Concerns Form. The Welfare Officer/Proctor is available to offer advice and support to the student if required.

6. Reporting

In the event that a student is absent for more than 10 consecutive working days, then the teacher shall inform the absence about the student to his/her parent in writing it may result to initiate disciplinary action against the students.

7. Maintaining records

i. The College's attendance register is kept by means of a computer and/or a hard copy register for three years after the end of the college year in question.

ii. Copies of all actions taken in respect of Unauthorized Absence are to be recorded and retained for three years after the college year in question.

iii. Students' attendance record will be included within their half and end term reports.

7. Student Disciplinary Policy and Procedures

1. Introduction

i. This policy and its associated procedures support College Statutory duty to safeguard and promote the welfare of students and the College is a caring learning community that respects the desire of each individual student to enjoy a safe and successful learning experience. College also promotes a safe, respectful and cooperative working environment for its members of staff and students.

ii. As members of the college community, all students are expected to abide by

College Code of Conduct for Students.

iii. Positive behaviour is expected from all students and is actively encouraged and acknowledged by staff. When students behave in a positive way, and cooperate with one another and with staff, a happier, more cohesive and more productive college community results.

iv. Students who do not behave in a positive way and do not abide by the college code of conduct will be subjected to the disciplinary procedures outlined in this document. Disciplinary procedures invoked will reflect the seriousness of the student's misconduct.

2. Application of this policy and procedures

i. *College Disciplinary Policy and Procedures* apply to all students studying at College when they are both on and off college premises.

ii. This policy and its associated procedures will be implemented fairly and consistently.

iii. The policy outlines students' right to state their case in defence of their actions in response to an allegation of misconduct.

iv. This policy and all stages of its associated disciplinary procedures should be aligned to the relevant policies and procedures of awarding and validating bodies for College academic programs.

3. Policy aims

The aims of this policy and its associated procedures are to:

i. Encourage positive student behavior in all aspects of life at College

ii. Define College approach to and procedures for managing student misconduct

iii. Ensure student misconduct is identified and managed consistently and fairly

iv. Enable students to state their case in response to any allegation of behavioral misconduct

v. Ensure students and staff are aware of the protocols for investigating possible cases of behavioral misconduct and for dealing with aggressive behavior

Ensure accurate recording and reporting of disciplinary matters.

4. Expectations of student behavior

i. *College Code of Conduct for Students* sets out overarching rules and expectations of student behavior.

ii. College residences and homestay providers may also have specific additional rules or expectations for students.

5. Behavioral misconduct

i. Behavioral misconduct is defined as any breach of college rules, as described in *College Code of Conduct for Students*.

- ii. In addition, a breach of any additional rules that have been clearly and explicitly set out by individual colleges, college residences or homestay providers will be considered behavioral misconduct.
- iii. A case of misconduct that is considered by staff to be an isolated incident and minor in nature may be managed with an informal verbal warning outside of the official procedures outlined in this document.
- iv. More serious misconduct and misconduct following a previous informal warning will be managed using the procedures below. Cases of suspected or substantiated gross misconduct will be referred immediately to the college Principal and may result in a student being expelled in extreme cases.

6. Roles and responsibilities of staff

- i. All staff have a duty to report suspected or substantiated misconduct to the college Discipline committee
- ii. The Discipline committee will decide who is best placed to manage the case of misconduct, depending on the nature of the incident, and involve further welfare and/or academic staff in any investigation or disciplinary procedure as needed.
- iii. Cases of misconduct are escalated to more senior staff.

7. Recording cases of misconduct

All cases of misconduct should be recorded. Initial details of the case should be recorded by the member of staff who identified the misconduct using a *Misconduct Record*.

8. Reporting cases of misconduct

- i. Staff identifying misconduct should report it to the college Discipline committee. This should be done by forwarding them the details of the case recorded in a *Misconduct Record*.
- ii. Cases of misconduct occurring at college or in relation to academic work will be managed in the first instance by the student's mentor.
- iii. All cases of misconduct that result in a written warning to the student should be reported to the student's parent(s)/guardian(s).

9. Disciplinary procedures

- i. Following a case of misconduct, early disciplinary procedures will be managed by the Student's mentor or the college Discipline committee, depending on the nature of the misconduct. Later-stage procedures will be managed by more senior members of staff. Further details can be found below as part of the description of each procedural stage.

8. Student Progress Policy

1. Introduction

This policy describes the processes in place to manage the progress of students to support them in achieving their full potential. It describes the role of students, Teachers, HoDs/Principal and parents/guardians and explains the tools used for monitoring purposes. It describes in detail the procedures to be followed when

students make insufficient progress.

2. Policy and procedures aim

The aim of this policy and procedures is to maximize the achievement of learners to encompass subject achievement, language and skill development, and acculturation.

3. General principles underlying this policy and procedures

The policy and procedures for managing student progress are explicit, clear, and consistently applied

Teachers have the responsibility for monitoring the progress of students they teach, include subject achievement and skill development

Proctors have the responsibility for monitoring the overall progress of students on their program of study

Students are expected to take a high level of responsibility for managing their own progress, and teachers will support them to develop the necessary skills to do this.

4. Approach to progress management

4.1 Approach

i. Managing the progress of students at College is the joint responsibility of academic staff, welfare staff and the students themselves, and effort from all three sources is required to enable the student to fulfill their academic potential.

ii. Staff continuously monitors a student's welfare and academic progress and work together to quickly address any concerns and provide any additional support required. In turn, students are expected to monitor their own progress, using a student planner provided by the college, identify and raise any concerns they may have, and work proactively with staff to try to address them.

iii. A group of students shall have a mentor, with whom they meet regularly. Proctors monitor and manage students' welfare and academic progress and work with students and other members of staff to address any concerns.

4.2 Overview of student progress management processes

i. Student progress is continuously monitored by teaching staff

ii. Attendance, assignments and assessment marks are recorded by teaching staff regularly.

iii. Attendance data, progress information, assignment and assessment marks to date are assessed by Proctors whenever needed to support progress management

iv. Students are encouraged to evaluate, their own progress using student planners provided by the college

v. Proctors meet students during academic sessions to discuss progress and welfare

vi. Concerns/issues are reported by staff, or raised by the students shall be addressed by relevant academic and welfare staff

vii. Student support plans, including detailed management plans for students with

special educational needs or disability (SEND), are developed and put in place if required.

In future, the College will introduce individual learning plans (ILPs) for teachers and students to use as a joint resource for managing progress.

5. Progress management: Admission and startup of program

In the beginning of every program, students undergo some level of baseline testing, including cognitive ability and English language testing. Results of these tests are provided to mentors and concerned Teachers, who are able to interpret the outcomes. Further the mentor is provided with individual, class and mentor group profile reports, based on information furnished by students in application, which include details such as gender, age, nationality, and academic entry qualifications.

i. All staff are expected to appropriately maintain the confidentiality of baseline and initial assessment information.

5.1 Long-term Goals and Aspirations

i. On admission, each students' long term goals and aspirations are discussed by mentor/ Academic Advisors in the light of existing qualifications outlined in the student's baseline profile report, and the results of start-up program baseline testing.

ii. A student's own goals and aspirations help to inform the process of managing their progress. These goals and aspirations will be discussed with the student as they progress through their program to ensure that the student has realistic expectations and targets to work further.

5.2 Target Grades

i. Target grades will be set for each student by teaching staff, who will evaluate information drawn from the student's past educational achievements and on-arrival baseline testing outcomes.

ii. Subsequently these target grades can be adjusted in the light of progressive formative and summative assessment outcomes and subject-based reviews from time to time.

5.3 Skill development and acculturation

i. Areas such as skill development and acculturation are discussed with students using the baseline profile information.

ii. Any development that is required in these areas will be addressed by academic staff to support the student's overall learning needs.

5.4 Expectations for attendance and study

i. In order to actively engage the students in their own learning process and make the best possible progress, it is important that they are aware of the expectations casted upon them and also inculcate them to learn more useful methods to fulfill their needs.

(ii) Discipline committee monitoring and managing their own progress by putting maximum efforts. At the same time, staff should be proactive in identifying and managing additional learning or welfare support needs.

6. Progress management: On program

6.1 Recording of assessment and attendance

- i. All assignments/test and assessment marks and all student attendance at lessons are recorded punctually.
- ii. Summary reports showing marks and attendance to date, by student and group, are available with Teachers and Proctors to facilitate the monitoring and management of student progress.

6.2 Review of progress by Teachers

- i. Teachers monitor the attendance and progress of students persistently, looking at skill development and acculturation in addition to academic achievement and general welfare, and take appropriate action to support students wherever needed.

6.3 Actions to address concerns/issues by Teachers

Where there are concerns/issues identified by a Teacher, resulting actions may include:

For general concerns/issues relating to a student's health or welfare

- i. Informal discussion of the concern/issue with the student, if appropriate, try to understand and work to resolve it, informing other relevant staff of the discussion and outcome
- ii. Discussion of the concern/issue with the concerned Proctor, relevant welfare staff and develop a plan for addressing the concern/issue, if required.

For general concerns/issues relating to a student's academic progress

- i. Informal discussion of the concern/issue with the student, if appropriate, try to understand and resolve it, informing other relevant staff for discussion and outcome
- ii. Discussion of the concern/issue with the concerned Proctor and other Teachers and chalk out a plan for addressing the concern/issue, if required.

For specific issues relating to attendance or behavior

- i. An informal discussion of the issue with the student, if appropriate, try to understand and resolve it, informing other relevant staff for the discussion and outcome
- ii. Discussion of the concern/issue with the concerned Proctor, relevant welfare staff and other Teachers and chalk out a plan for addressing the issue, if required

6.4 Review of student progress and welfare by Mentors

Each student is allocated to a Mentor to support and facilitate their academic progress across all subjects/modules and to support their general welfare. Mentors meet regularly with their students to resolve issues related to academics and personal welfare.

Mentors monitor attendance and achievement data of students as recorded by

Teachers from time to time. mentors monitor for concerns/issues, including: Poor attendance, internal assessment marks below standards, declining academic performance, Missing attendance data or marks.

In addition, Mentor monitor:

- i. General welfare
- ii. Potential safeguarding/child protection issues
- iii. English language development
- iv. Progress towards acculturation
- v. Learning skill development
- vi. Spiritual, moral, social and cultural (SMSC) development
- vii. Attitude towards/engagement with studies.

Mentors provide balanced feedback to students, including positive and constructive comments. They give positive reinforcement where good progress is being made and supportive encouragement where progress could be improved. The mentor also responds to the concerns raised by the students, their Teachers and welfare staff.

6.5 Review of progress across subjects/modules by Mentors

- i. Once in a Semester Mentors carry out a review of progress across all subjects/modules of each student. The student is expected to prepare by reviewing and evaluating their attendance data and subject/module marks, provided by the Teacher. The Teacher prepares by reviewing attendance data and homework and test marks, and Teacher comments included in students' progression reports.
- ii. The teacher acknowledges achievements and discusses areas for improvement and then supports the student to identify action for betterment or continued high performance. Support needs are addressed.
- iii. Outcomes are recorded by the student in their student planner. The teacher also records key points and outcomes of the progress review and shares the records with other relevant staff.

6.5 Actions to address concerns/issues by the Teachers

- i. Where a concern/issue is identified by a Teacher, the Teachers will firstly discuss it with other relevant academic and welfare staff. A joint plan of action to address the concern/issue should be developed by the Teacher, as needed.
- ii. For attendance or behavioral issues, after initial discussion with other relevant staff, the Teacher should invoke, as needed, relevant

7. Additional classes/ additional input

Extra tuitions can be arranged for students who feel they are not making the progress they wish to, or where academic staff feel additional support, which cannot be provided as part of the student's usual timetable, is required.

8. Student Code of Conduct Policy

1. Introduction

- i. College is a caring learning community which respects the rights and duties of each student to enjoy a safe, positive, congenial and successful learning experience. College also promotes a safe, respectful and cooperative working environment for its members.
- ii. As members of the college community, all students are expected to abide by its code of conduct.
- iii. Positive behavior is expected from all students and is actively encouraged and acknowledged by staff. When students behave in a positive way, and cooperate with one another and with staff, a happier, more cohesive and more productive college community results.
- iv. Students who do not behave in a positive way and do not abide by the college code of conduct will be subjected to College Disciplinary Policy and Procedures, which outlines actions in response to breaches of this code.

2. Code of conduct for students

- i. This code relates to students' conduct throughout their time at College and should be followed whilst students are both on and off college grounds, where ever applicable.
- ii. Students may contact any member of college staff if they have any concerns during their stay at College. Students may wish to raise matters relating to the conduct of fellow students or members of staff and should feel free to do so anonymously in writing, if required.

2.1. General conduct

Students should:

- a. Treat their fellow students, members of staff, visitors, and homestay providers courteously.
- b. Follow appropriate instructions given by staff members from time to time.
- c. Be honest
- d. Positively represent the college
- e. Positively represent values and culture
- f. Avoid the use of offensive, abusive, filthy language
- g. Inform a member of staff if they know that other students are involved in misconduct that may endanger them or others.
- h. Inform any staff member if they are concerned about a fellow student
- i. Dress appropriately for college activities and external trips/visits and in college and hostels.

2.2.Discrimination

- i. Discrimination in any form will not be tolerated at College.
- ii. Students should behave in a way that is respectful, tolerant and accepting to others which does not discriminate against others on any grounds, including age, gender, race, nationality, language, culture, religion, disability, health, status and appearance etc.

2.3. Bullying and harassment

- i. Bullying and harassment/Ragging in any form will not be tolerated at College.
- ii. Students should: Not engage in, encourage or condone bullying or harassment of fellow students or college staff, including banter that can be perceived as bullying
- iii. Report any incident where they feel bullying or harassment is taking place

2.4 Security

Students should:

- i. Wear their college identity card at all times whilst on college and show it to college staff on demand.
- ii. Use their identity card to let other people into or out of college premises.
- iii. Not lend their identity card to anyone else.
- iv. Not use their identity card to let other people into or out of college premises.
- v. Report lost or stolen identity cards to a member of staff immediately and arrange for a replacement.
- vi. Not leave personal belongings unattended or unsecured on college premises

2.5. Report suspicious persons /packages or items to a member of staff

2.6. Health and safety

Students should:

- a. Declare any known medical conditions to a member of staff
- b. Provide details of any medication they are taking and/or have with them at college to a member of staff
- c. Use equipment safely/in accordance with safety instructions Report health or safety concerns to a member of staff
- d. Report accidents/safety-related incidents to college staff
- e. Report accidents/safety-related incidents to college staff.
- f. Inform staff if they are injured or feeling unwell, particularly if they cannot attend the college, are concerned about their condition, may require medical attention, or may not be able to leave their residence in the event of an emergency

- g. Report to a member of staff if a fellow student needs urgent medical attention
- h. Sound the fire alarm in the event of a fire and evacuate the building
- i. Not tamper with safety or medical equipment
- j. Not bring pets into college premises,
- k. Not bring babies or young children onto college grounds without prior consent from the college authorities.

2.7. Welfare

All students should:

- i. Follow guidance given by the college to safeguard their welfare
- ii. Report to a member of staff any significant concerns they have about their own welfare or that of fellow students.

2.8. Alcohol, narcotic and illegal /psychotropic substances

Students should not:

- a. Purchase, Store and consume or be under the influence of alcohol/narcotics on college grounds or at college events
- b. Purchase alcohol for anyone else
- c. Store, attempt to obtain, purchase, share or use illegal/ psychotropic substances at any time.

2.9. Smoking

This relates to all tobacco products and e-cigarettes/vaporizing products Students should not:

- a. Smoke anywhere on college premises
- b. Purchase or solicit tobacco products

2.10.Criminal/Anti-Social Activity

Criminal activity in any form will not be tolerated at College. Students should:

- a. Not engage in, encourage, condone or conceal criminal activity
- b. Seek the help of the police, college staff, the Proctor or an external specialist group if they become the victim of serious crime
- c. Report to a member of staff all criminal activities of other students or members of staff.

2.11.Intimidation, aggression and violence

Intimidation, aggression and violence in any form will not be tolerated at College.

- i. Not engage in, encourage or condone intimidating, aggressive or violent behavior
- ii. Report to a member of staff any serious incidences of aggressive or violent

behavior of other students or members of staff

iii. Report to a member of staff any examples of students using intolerant language or promoting or identifying with extremist views or groups.

2.12.Attendance at college

Students should:

- a. Attend all timetabled lessons, tutorials and activities unless they have received prior authorization for absence or are unwell
- b. Students who require time off college for legitimate reasons should request authorization for absence according to the college's *Attendance Policy*
- c. Students who are unwell and cannot attend college should inform the college on the first day that they are unwell.

2.13.Learner conduct

Students should:

- a. Behave in a way that allows them and others to learn
- b. Arrive on time for all classes and other events associated with their studies, and bring with them any required materials and equipment
- c. Use electronic devices during timetabled activities only when permitted to do so
- d. Refrain from using any photographic or video-recording devices during timetabled activities without the consent of fellow students and/or college staff
- e. Complete all work themselves and within the stipulated time.
- f. Abide by the assessment regulations set out by the College and the awarding/ validating bodies for their academic program, where ever applicable
- g. Must not plagiarize work from other sources, i.e. internet or another student

2.14. Use of college resources and facilities

Students should:

- a. Treat resources and facilities belonging to the college with respect and due care.
- b. Leave resources and facilities tidy/clean after use
- c. Not remove or alter resources and facilities without permission Use college resources only for their intended purpose(s)
- d. Not leave personal information or belongings behind after using resources and facilities.

2.15. Use of the internet

Students should:

- i. Be vigilant about their safety when using the internet and, specifically, not provide personal details, contact information or images to, or arrange to meet, people unknown to them
- ii. Not post images of fellow students or members of staff on the internet

- iii. Not share any youth produced pornographic imageries
- iv. Not access private, secure or financial material on public devices
- v. Not access inappropriate material on public devices
- vi. Not access or download illegal material
- vii. Not purchase inappropriate items, or items that they are too young to purchase, online.

2.16. Conduct on external trips and visits

Students should:

- i. Pay attention to and follow welfare, health and safety instructions given by members of staff
- ii. Act in a way that positively promotes the college
- iii. Not do anything that puts others in danger