

మంచి ప్రవర్తనకు సూచనలు

జ్ఞాన సముపార్జనకు మాత్రమే కాక, మంచి పాఠులుగా తీర్చిదిద్దబడుటకు మీరు ఈ కళాశాలలో విద్యార్థులయ్యారు.

- ☑ మీ ఆధ్యాపకులతో సంభాషించే సందర్భంలో వారిపట్ల మీకున్న గౌరవాన్ని, మన్ననను తెలియజేసే విధంగా మంచి పదాలను ఉపయోగిస్తూ మాట్లాడుట మంచిది.
- ☑ అధ్యాపకులు తరగతి గదిలోనికి ప్రవేశించినపుడు గౌరవసూచకంగా నిలబడి, వారు కూర్చున్న తరువాతగాని, కూర్చోమని చెప్పిన తరువాతగాని మాత్రమే మీరు కూర్చోవాలి.
- ☑ అధ్యాపకులు తరగతి గది వదిలి వెళ్ళిన తరువాత మాత్రమే మీరు బయటకు వెళ్ళాలి. తరగతి గదులకు వచ్చివెళ్ళు సమయములో, ప్రక్కకు తొలగి అధ్యాపకులకు దారి ఇచ్చుట మంచిది.
- ☑ పెద్ద స్వరముతో మాట్లాడుట, నవ్వుట, అమర్యాదకరమైన భాషను ఉపయోగించుట, పనిలేకపోయినా వరండాలో తిరుగుట, తరగతి గదులలోనూ, చుట్టుప్రక్కల పరిసరాలలోనూ చిత్తు, చెత్త కాగితములను విసిరివేయుట, గోడలు, తలుపులు, నల్లబల్లలు, ఇత్యాదులపై వ్రాయుట చెడు వర్తనకు ఋజువులు.
- ☑ విద్యాసంస్థల ఆస్తులకు మరియు వస్తువులకు నష్టం కల్గించకూడదు.
- ☑ నీరు, విద్యుత్తును వృధా చేయవద్దు.
- ☑ 'విద్య యొక్క అంతిమ లక్ష్యం సత్ప్రవర్తన' అనే విషయాన్ని ఎల్లప్పుడూ గుర్తుంచుకోవాలి. సత్ప్రవర్తన మాత్రమే మీ విద్యను ప్రకాశింపజేయ గల్గుతుంది.
- ☑ “శీలేన శోభతే విద్యా” అనే కళాశాల లక్ష్యం మీ వ్యక్తిగత లక్ష్యంగా కూడా రూపాంతరం చెందాలి.

“ఋజువర్తన నిజమైన విద్యకు సంకేతము”

విద్యార్థులకు ముఖ్య గమనిక :

- ☑ విద్యార్థులకు కళాశాల పనిదినములలో కనీసం **75 శాతము హాజరు**, ప్రాక్టికల్ తరగతులలో **80 శాతము** హాజరు విధిగా ఉండవలెను. లేనియెడల వారు పరీక్షలు వ్రాయుటకు అనర్హులు మరియు వారి అన్ని రకాల స్కాలర్షిప్ అప్లికేషన్లు/రెన్యూవల్స్ సిఫారసు చేయబడవు.
- ☑ విద్యార్థులు కళాశాల ఆవరణలోగాని, బయటగాని తోటి విద్యార్థులను ర్యాగింగ్ చేయుట చట్టరీత్యా నేరము. నేరస్థులు 6 నెలల నుండి 10 సం॥ల వరకు జైలు మరియు 1000/- నుండి 50,000/- వరకు జరిమానాకు శిక్షార్హులగుదురు. (వివరాలు 46వ పేజీలో)

STUDENT CHARTER

A) INSTITUTION'S RESPONSIBILITIES TOWARDS STUDENTS

The institution shall

- ❖ Communicate its goals and objectives systematically and clearly to all students.
- ❖ Offer programmes that are consistent with its goals and objectives.
- ❖ Offer a wide range of programmes with adequate academic flexibility.
- ❖ Obtain feedback from students on the initiation, review and redesign of programmes if and when necessary.
- ❖ Facilitate effective running of the teaching-learning programmes.
- ❖ Implement a well-conceived plan for monitoring student progress continuously.
- ❖ Ensure that the student assessment mechanism is reliable and valid.
- ❖ Provide clear information to students about admission and completion requirements for all programmes, the fee structure and refund policies, financial aid and student support services.
- ❖ Ensure sufficient and well-run support services to all students.
- ❖ Promote healthy practices.

B) STUDENTS' RESPONSIBILITIES OF LEARNING

The student shall

- ❖ Appreciate the institutional goals and objectives and contribute to the realisation of the same by participating in relevant institutional activities.
- ❖ Have a clear knowledge of the programmes, admission policies, rules and regulations of the institution
- ❖ Follow the time schedules, rules and regulations of the institution.
- ❖ All the students must carry their identity cards and show them when demanded.
- ❖ Undertake regular and intense study of learning materials.
- ❖ Make optimum use of the learning resources and other support services available in the institution.
- ❖ Prepare for continuous internal assessment and term-end examinations.
- ❖ Give feedback for system improvement.
- ❖ Have faith and ability to pursue life long learning.
- ❖ Live as worthy alumni of the institution.

RAGGING IS PROHIBITED

- ☞ Ragging is prohibited as per Act 26 of A.P. Legislative Assembly, 1997.
- ☞ Ragging means doing an act which causes or is likely to cause insult or Annoyance or Fear or Apprehension or Threat or Intimidation or outrage of modesty or Injury to a student.
- ☞ Ragging invokes suspension and dismissal from the college.
- ☞ Outsiders are prohibited from entering the college and hostel without permission.
- ☞ Ragging within or outside any educational institution is Prohibited.
- ☞ Ragging entails heavy fines and or imprisonment. (Details are as follows).

IMPRISONMENT UPTO

❖ Teasing Embarrassing and Humiliation	6 months	Rs. 1,000/-
❖ Assaulting or using criminal force or criminal intimidation	1 year	Rs. 2,000/-
❖ Wrongfully restraining or confining or causing hurt	2 years	Rs. 5,000/-
❖ Causing grievous hurt, kidnaping or rape or committing unnatural offence	5 years	Rs. 10,000/-
❖ Causing death or abetting suicide	10 years	Rs. 50,000/-

ADMISSION RULES

01. Candidates for admission into the Two Year Intermediate course must have passed the S.S.C or Matriculation Examination or any other examination recognised by the Board of Intermediate Education as equivalent thereto.

Candidates for admission into the first year of the three year degree courses B.A., B.Sc., or B.Com., must have passed the two year Intermediate Examination of the Intermediate Board or any other examination recognised by the University as equivalent thereto.

Students studying in another college of the Andhra University seeking admission in this college, shall have to obtain the prior sanction of the University for admission and for combination of the attendance in the two institutions. Application will have to be made through the Principal of the college which the student leaves within the time prescribed by the AKNU by paying the necessary fee.

02. All Candidates for admission must produce Transfer Certificates from the School or College which they last attended and must further satisfy the principal that their conduct and progress were satisfactory in those institutions.
03. A new student is in no case be allowed to attend a class pending formal enrolment.
04. Any candidate who is found to have obtained admission by false representation will be summarily dismissed with forfeiture of whatever fees he/she may have paid.

WITHDRAWAL

01. If a student leaves the college during the term, he/she cannot claim remission of any portion of the fees due for the term.
02. A student who has duly paid his/her fees and wants to leave the college he/she will be issued transfer certificate provided he applies for it not later than the fifth working day of the term. If application is made for transfer certificate at any other time it will be issued only on a payment of fee of Rs. 25/-
03. A fees of Rs. 250/- is charged for the issue of a duplicate Transfer Certificate. It will be issued only if the original T.C. is irretrievably lost and a certificate to that effect is issued by the Police Department. The fee for a certificate of age extract from the college Admission Register is Rs. 50/- An extra Rs. 10/- will be charged for the urgent issue of a certificate.
04. Students are advised to keep as many duplicate copies of 10th class marks list as possible before joining the college. After joining the college if they require marks list of X class, they have to pay an amount Rs. 10/- for obtaining the same.

GENERAL RULES OF DISCIPLINE

The Syndicate of the Adikavi Nannaya University in exercise of the powers conferred upon it under the Act and the code is pleased to make the following Standing Orders of the Syndicate in regard to the students of the University and Affiliated Colleges.

01. The Principal of a College shall exercise complete power for the maintenance of discipline of the students of the college.
02. The Principal may frame and issue from time to time disciplinary rules of a permanent or temporary character regulating the conduct of all the students within the college or hostel premises.
03. On the report of the Principal or other authorities all such breaches of discipline, as in the opinion of these authorities call for the imposition of examination etc., as punishment will be considered by the Board of Management. The Board of Management will pass thereon such orders as it deems necessary.
04. The Principal shall have power to inflict the following punishment in the interest of the students or the institution, fine, suspension or expulsion of a student.
05. The Principal has the power not to send any student to the public examination unless he puts in the necessary attendance fixed from time to time.
06. The Principal shall communicate to the parents or guardians of the students who are very backward and show no improvement or whose attendance is poor and conduct unsatisfactory. The names of students who are found incorrigible even after warning will be removed from the rolls after intimation to parents or guardians. The orders of the Principal in this matter shall be final.
07. In case of serious indiscipline by students, the Principal, when possible, before taking disciplinary action, inform the parents or guardians of the nature of the acts of indiscipline committed by such students and request the parents or guardians to exercise their authority in favour of discipline.
08. If any student is expelled from the college, intimation of the fact of expulsion, with a statement of the reasons therefore shall be given forthwith by the Principal to the parent or guardian, alone has revisionary powers over the decision of the Principal.
09. It shall be one of the conditions of admission to the college that students shall submit themselves for Medical Examination as arranged by the college.
10. The Principal of the College may prohibit students from attending political or other meetings if he apprehends a breach of peace.
11. (a) Students of the College going on strike or in any way guilty of serious indiscipline shall IPSO facto immediately forfeit their Scholarship, fee concession etc..
(b) Scholarships, fee concession etc., thus forfeited shall not ordinarily be restored.
12. Students of the College going on a strike or in any way causing of serious breaches of discipline shall be required, if they are residents of the attached hostels, to quit the hostels at 24 hours notice and they shall not ordinarily be re-admitted to the privileges of residence in the Hostel.

RULES OF ATTENDANCE

01. Every Student seeking admission in the college is deemed to be prepared and willing to prosecute studies on a full time basis. Hence he is expected to attend all lectures, and in the case of science subjects, all the Practicals. Absence on account of unavoidable causes such as illness or grave calamity in the house may, however, be permitted by the principal provided leave application is submitted through the class officer in time along with Medical Certificate from Physician countersigned by the Parent/Guardian subject to a maximum of 9% of the total working days.
02. Every student must attend atleast 75% of the lecture classes and in the case of science 90% of the practical classes to enable him to obtain a certificate of eligibility to appear for year - end examinations/semester end examinations.
03. The absence of a student without leave for any single hour in a session entails him the loss of attendance for that session., i.e. half a day.
04. Any student who absents himself without leave shall be punished with a fine of Rs. 5/- per day in the first instance apart from treating the student as absent. Heavier punishment may be imposed if the student is irregular apart from treating as absent.
05. The names of the students who fail to put in 75% of attendance during any month are announced on the Notice Board during the first week of the succeeding month. For obtaining scholarships/fee concessions, students should put in 75% of attendance.
06. All the students are expected to check their attendance in the chart displayed on the Notice Board monthly. In case of any discrepancy, they should get it rectified within 5 days. There after complaints will not be entertained.

CLASS ROOM DISCIPLINE

01. On the teacher entering the class the students shall rise and remain standing till they are asked to sit or till the teacher takes his seat.
02. No pupil shall be allowed to leave the class room without the permission of his teacher or until class is dismissed. A student, so permitted shall take a permission slip from the teacher.
03. Students are expected to take their seats in the class-room before the third bell is given. A student coming into the class -room after roll call may be refused admission or deprived of attendance for the period or recommended to the Principal for punishment.
04. A student who disturbs a lesson or makes mischief in class may be expelled from the class by the Lecturer. A student so expelled shall be deemed to be absent for that half day without leave. All such cases shall be reported to the Principal.

BOOKS & APPARATUS

01. Every student shall provide himself with the necessary Text Books.
02. Every student to whom books or other things of the college are entrusted shall be held responsible for their preservation in good condition and in the event of their being lost or damaged, the student shall be required to replace them or defray their costs.
03. Any student breaking or damaging any College property is required to defray the cost of repair for replacement. In case of willful damage, he shall also be punished in such a manner as the Principal may think fit. The student may not be required to pay the cost if the teacher-in-charge certifies that the breakage is either incidental to the work or is due to accident and not due to any negligence on the part of the student.

CORRESPONDENCE

Every student of the college desirous of addressing the Principal or the Administration by a letter must do so individually. Joint application shall not be made.

CONDUCT

01. Every student shall wear a clean and decent dress approved by the Principal.
02. Students are required to observe order and quiet at all times in the college and make as little noise as possible in moving from one room to another.
They are prohibited from loitering in verandahs during class hours even though they may be free at the moment.
03. Students are required to help in keeping the class rooms and premises tidy.
04. Students are expected to greet their teachers when they meet them. They should make room for members of the staff in passages and verandahs.
05. Smoking within the college premises is prohibited.
06. Students are prohibited from organising any meeting or enter in the college for collecting money for any purpose without the permission of the Principal.
07. Student guilty of going over to other colleges to take part in acts of indiscipline such as organising demonstrations and strikes would be deemed culpable and would be punished accordingly.
08. Students shall not hold any meeting for criticising the conduct of the authorities of the college. Such meeting shall be deemed to be unlawful and the Principal might take such action as he deems necessary to prohibit or to punish the students who try to hold such meetings.
09. Use of violence against self or other methods of coercion direct or indirect adopted by students such as hunger strike for enforcing their will on the college will attract punishment.
10. Regarding all matters not specified in the foregoing rules, students shall aim at conducting themselves according to the higher standard of manner with which they are acquainted giving due regard to the rights of others.
11. Ragging is a criminal offence and is prohibited from the college. (see page no.46)

COLLEGE EXAMINATION AND PROGRESS CERTIFICATE

01. No Student is allowed to absent himself from any examination except under special circumstances. Applications for leave must be supported by the recommendation of the Concerned faculty and Medical Certificate from the Physician Countersigned by the Parent/Guardian. Serious notice will be taken of absence without leave.
02. Intermediate students will have a monthly unit test, half yearly and pre-public examinations prior to the B.I.E.

AUTONOMOUS SYSTEM

01. All the Degree students will have to appear for examinations under Semester pattern
02. Each semester will have two internal examinations and one semester end examination
03. All the students have to appear to both the internals and the average marks of the two internals will be taken.
04. No re-exam for the internal examinations.
05. There is no pass minimum for internal examinations.
06. 40% is the pass minimum for external examinations i.e. 26/75.
07. A student shall be declared to have passed the examination in a subject if he/she gets a minimum of 35% of marks in the sum of internal examination marks and semester end examination marks.

THE LIBRARY AND READING ROOM

- 01 Books from the College Library are issued generally only to the present students of the college and the members of the staff. Only in

special cases books are issued to outsiders on payment of a deposit fixed in each case by the Principal.

- 02 A Student is normally be allowed to borrow two books at a time.
- 03 The library will be opened for the issue and receipt of books every working day during working hours except the Lunch break allowed to the library staff.
- 04 All applications for books should be put up before one hour after the commencement of the working time after which no application will be attended to. Books will be issued on these applications one hour before the closing time.
- 05 No student shall keep the Library books except those issued for vacation reading for more than one month from the date of issue. A fine of Rs.1/- for each day of delay for each book is levied and the students are excluded from the library until the books are returned and fine is paid. Books taken for the vacation should be returned within three days after the reopening of the college.
- 06 A book may be re-issued to a student for a further period of fifteen days provided that no other application for the book has in the mean time been made.
- 07 Students are prohibited from passing books issued to them to others and from lending them to persons not connected with the college.
- 08 Students should not write anything on the library books or even underline or mark any passage in them ; neither should they disfigure nor mutilate them in any way. The borrower last using a book is held responsible for any defect or mutilation not pointed out at the time of taking the book.
- 09 A book lost or mutilated shall be replaced with a new copy of the same book and charged to the borrower's account.
- 10 Absence from this college will not relieve a borrower of the responsibility of returning books on the due date.
- 11 Books of reference may be consulted in the Reference section only. Under no circumstances they may be taken from the library by students.
- 12 Silence shall be maintained in the reading room. Students who fail to observe this rule are liable for fine.

THE COLLEGE HOSTEL

ADMINISTRATION : The Principal is the Warden of the Hostel. He is assisted by a Deputy Warden, who looks after administration of hostel on behalf of the Principal and Warden. The principal may visit the Hostels and inspect the rooms at any time.

ADMISSION : Hostel accomodation is available for both Degree and Intermediate students. Admission is for a period of one year and may be renewed for the following year on a fresh application from the student.

All the time of admission each student has to pay, apart from Term charges, a deposit of Rs.2,000. This deposit is refundable at the end of the year and Rs. 30/- will be deducted from his deposit.

MESS : Kitchen and mess are cosmopolitan, with a vegetarian section also. Expenditure is divided among the members.

PAYMENT OF BILLS : Rent and establishment charges have to be paid once in a term, in the first week of each term. The amount is not refundable.

Mess bills are payable monthly. The bill for each month has to be paid before the 10th of the following month. Penalty for late payment will be Rs. 1/- per day upto 15th of the month. Those who do not pay even by the 15th of the month cease to be members of the hostel.

College fees and Public Examination fees will not be accepted from students who have not cleared all Hostel dues.

GENERAL : Members are responsible for the proper use of Buildings, Furniture, Electrical Fittings etc., and any loss or damage to hostel property is made of good from members.

No member shall stay out between 8-15p.m and 5.00 a.m without permission.

No visitor is allowed to remain in the hostel after roll call unless the member has obtained prior permission.

Any other rules in addition to these may be enforced by the Deputy Warden as and when he thinks necessary for proper running of the Hostel.

COLLEGE MAGAZINE

The College Magazine is intended to encourage literary self expression of the students. The magazine is issued once a year. It contains essays, Short stories of a healthy nature in English, Telugu, Hindi and Sanskrit.

Contributions from old students and members of the staff are welcome.

The Magazine shall contain a report on all important events of the college and its associations.

Good photographs, sketches and cartoons are accepted. Article of merit at the students competition in essay writing are given preference.

DEPARTMENTAL CLUBS

In order to encourage Department activities and support services, each club will be named with a specific name and fascinate students to involve them more and more in the club activities of the Department.

Clubs will supported with some contingency expenditure for effective organization.

Best club will be selected and in incentivized suitably.

GENERAL RULES

EXAMINATION HALL

Students should carry their Identity Card into the Examination Hall (both during Mid Semester and Semester-end-Examinations)

Students are expected to be in their respective

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

Code of Conduct for Staff

Responsibility and Accountability

1. Teachers should handle the subjects assigned by the Head of the Department
2. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
3. Mentor-Mentee system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
4. Assignment topics for each course are to be given to the students within a week of the beginning of the semester. The Note Books are to be collected from the students in time and returned to the students after correction.
6. Two Internal Exams are to be conducted in a semester. Answer books are to be valued and marks are to be informed to the students. Marks for the assignments, Internal Exams, Seminars if attended are to be entered in the counselling report.
7. Teachers should be good counsellors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
8. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
9. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

Punctuality and Attendance

1. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
2. Prior written permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties. This is subject to restrictions as regards frequency. Permission for going out of the College shall not be given during the class hours.
3. Teachers should sign the attendance register and give biometric attendance while reporting for duty.
4. Teachers are expected to be present in the college campus atleast 10 minutes before the College beginning time.

5. Teachers should remain in the campus till the end of the College hours and should give biometric attendance while leaving.

Leave

1. Prior written permission is required from the Principal / atleast a day in advance while availing CL or OD.

2. Not more than 25% of staff members in a Department will be allowed to go on OD / CL on a particular day.

3. Only five days or the maximum period of valuation work at a stretch in a valuation session whichever is longer will be allowed as OD for evaluation work in a year.

4. 12 days of causal leave can be availed in a calendar year.

5. Causal leave can be combined with other holidays. However the total period of continuous absence from duty should not exceed ten days.

6. All must report for duty on the reopening day and the last working day of each semester.

7. Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness.

8. Study leave for higher studies will be granted at the discretion of the management.

Publication of Research Papers & Books and Participation in Research Projects, Seminars, Conferences etc.

1. Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.

2. Staff members are encouraged to take up Research projects.

3. Staff members should also attend Faculty Development Programmes, Quality Improvement Programmes etc to update their knowledge.

4. Staff members are encouraged to undergo Practical Training in Industry and can take consultancy Work as part of Industry – Institute interaction.

5. Absence from duty to the above matters will be treated as on duty and may be suitably rewarded at the discretion of the management either monetarily or by Way of consideration during promotion.

General Rules

1. No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.
2. Teachers Associations should not be formed without the permission of the Management.
3. No teacher should involve himself or herself in any form of political activity inside or outside the campus.
4. Teachers should attend the College neatly dressed, and wearing shoes. Dress regulations should be followed as the occasion demands. Jeans pant & T-Shirts are prohibited.
5. Teachers should not participate in any strikes or demonstrations either inside or outside the campus.
6. Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.
7. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.
8. Teachers are barred from using cell phones while taking classes.
9. Teachers must always wear their identity badges while inside the college premises.
10. Heads of Departments must submit the Department's time table and individual teacher's time tables to the Principal on the last working day of the previous semester. Any change must also be reported to the Principal in writing
11. Teachers are encouraged to conduct research on their topic of interest. Management will provide necessary infrastructure for the same.
12. Each Department Association must conduct atleast three special meetings in each semester.
13. Teachers are expected to attend Department academic association meetings, seminars etc and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.
14. Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes.
15. Unless it is urgent, any representation in person to the Principal can be made only after College hours.
16. For making any representation to the Principal, teachers should desist meeting the Principal as a group.

17. No representation to any Government authority or University in the name of the College should be made, by any teacher, without the Principal or Secretary's permission.

18. HODs are responsible for all the college properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to their property (like, tables, chairs, lab equipments, chemicals, electrical appliances) must be reported to the Principal in writing immediately. It is their duty to extract work from the Non-Teaching staff in keeping the Department clean & Tidy.

20. Coordinators of different Academic Cells should plan well in advance their activities for the semester and submit the same to the Principal with the Budget.

21. No department staff meeting should be held at the cost of class hours.

Disciplinary Action

Violation or non observance of the service rules will invite punishment either in the form of censure or deferment of increment or suspension or termination from service after a due enquiry at the discretion of the management.

The Management appeals to all staff members to work as a team in institution-building and in upgrading our institution into one of Excellence in Higher Learning.

Non-Teaching

1. Non-Teaching staff working in the College office or departments should remain on Duty during College hours. They should report for duty atleast 30 minutes in advance.

2. Non-Teaching staff must always wear their identity badge during working hours.

3. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.

4. Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.

5. Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.

6. For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the College account.

7. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.

8. Non-Teaching staff shall not leave the College premises without permission before 5.00 p.m.