

College Rules

(General)

The academic session of the College is from June to May.

1. **Admission** : For +2 and under graduate classes E-Admission as per government rules.

2. **Address** : Every student must register in the College at the address at which he lives. Any subsequent change of the must be intimated to the office in writing immediately.

3. **Leave** : All scholarship holders who wish to obtain leave absence from the College must apply for that leave before actually absent themselves. In special cases such as illness where it is not possible to obtain leave in advance, an application for grant of leave should be sent by post or submitted immediately upon return if the period of absence is short.

4. Discipline :

- It is the duty of the students to safeguard the property of their own alma mater and keep the buildings and the campus clean.
- Spitting on the walls, floors, pillars or doors of the College and smoking within College premises are strictly prohibited.
- They must not displace or damage the furniture in the classrooms and of the college. Any damage to the college property shall be penalised.
- Students are forbidden to loiter in the verandah. When they have no classes to attend they should remain in the common room and should not stand at the gates.
- Students are warned not to handle bicycles or other vehicles which are not their own property. Cycles must be parked and kept in the cycle shed provided.
- Misbehaviour of College students at football or hockey or other matches will be regarded as a breach of College discipline.

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- Students are forbidden to leave the hall or room in the midst of any of the College meetings.
- Students should invariably stand in queue while waiting near the office for depositing tuition fees or for any purpose.
- Scribbling, pasting placards, posters and other papers or otherwise disfiguring College walls, floors, pillars and doors are strictly prohibited.
- Students are advised to meet the Principal and other members of the staff only during the prescribed hours of interview.
- All written applications should be put in the application box kept near the College office. Only in urgent cases, students may meet the Principal for necessary clarification and orders.
- Students should not ordinarily enter the College office, staff common room or Principal's room without prior permission.
- Students are advised to meet the concerned Heads of Departments in the matters relating to Honours and other departmental affairs.
- Students should take their seats in the respective classes before a teacher enters into the class room and should not leave seats during the lecture.
- No club or association should be formed in the College without the approval of the Principal.
- Students should bring the identity cards with them when they come to the College. Duplicate identity cards will be issued only in special cases on payment of Rs. 10/-. Identity cards should be kept carefully as valuable documents.
- Every student should wear neat and clean uniform and be polite and gentle in his/her manners and speech.
- Every student should look to the college notice Boards placed at different points so as to get necessary information regarding all office orders, decisions and instructions given from time to time. He/She may however seek clarification from the office, if necessary. Ignorance of a student due to negligence on this point will not be accepted as an excuse.