

# GIET DEGREE COLLEGE

NH-16, CHAITANYA KNOWLEDGE CITY, RAJAHMUNDRY – 533296

## RULES AND REGULATIONS

**College Working Days:** Monday to Saturday.

**General Timings:** 9.15 AM to 4.15 PM. Buses will leave the campus at 5.00 PM

**Visiting Days and Timings:**

**Class In-Charges & Principal:** Monday to Friday, 3.00 PM to 4.00 PM

**General Manager:** 4.00 PM To 5.00 PM

Buses are operated for the convenience of the day scholars and students **who have opted for availing transport facilities**. They can board the bus only at his/her nearest boarding point.

All the first year students should submit their **Original 10<sup>th</sup> Marks Memo, Intermediate Marks Memo, Study Certificate & Transfer Certificate and Community Certificate**.

Students who want to avail state government fee reimbursement have to submit copy of **Parent Income Certificate, Community Certificate, Aadhaar and Bank passbook first page having their account details**.

## ATTENDANCE

1. Although an attendance of 75% is sufficient for being admitted to the University Examination, the college insists on regular attendance at all classes. Therefore, no student should be absent from classes without valid reasons. If a student is absent even for one period either in the morning session or in the afternoon session, he/she will lose half a day's attendance.
2. A student should apply for leave only in the prescribed form. Leave may be granted only at the discretion of the Principal.
3. When a student takes leave for a day or two, he/she should submit his/her leave letter either before he/she takes leave or on the day of return from leave.
4. If leave is requested for reasons of illness for more than two days, a medical certificate must be attached to the application which shall be submitted as early as possible as but not later than the day of return from leave.
5. If a student is absent continuously for more than 12 working days without leave, his/her name will be removed from the rolls.
6. Science students must attend all practical classes strictly. If they are absent for any practical class, they must get it done in the same week with the permission of Head of the Department. The record must be submitted to the department a day before the next practical class. If this is not done, they will not be allowed to sit for the next practical and submit the records in time.

7. If a student is irregular to the practical classes, he/she will be asked to bring his/her parent and see the Principal, failing which their names will be removed from rolls. Those students are liable to be sent from the college.
8. Every student is expected to check his/her attendance in the chart displayed on the notice board daily. In case of any discrepancy, he/she should get it rectified within two days.
9. Parents are informed about their ward's absence by SMS.

#### **Note to Students:**

Whenever there are two or more consecutive holidays, students should not take leave before and after the said holidays. If they are taking leave, it will be treated as absent for all the days including holidays. (i.e., Leave taken on Friday and Monday will be calculated along with Saturday and Sunday also). Students are not allowed to extend their leave along with any festival or long holidays such as **Ayudha Pooja, Diwali and Pongal holidays.**

#### **EXAMINATIONS**

1. The scheme of examination in each theory subject for all papers will be 100 marks, out of which 75 marks are for semester end-examination and 25 marks for sessionals.
2. Every Semester two mid examinations are conducted periodically and the average mark of the two mid examinations is considered as final sessional assessment.
3. Practical subject's marks will be for 50 and 20 out of it is given by continuous assessment in lab. External practical exam is conducted for the rest 30 marks.
4. End Examination Centres are jumbled.

#### **LIBRARY**

1. Library will be kept open from 9.00 a. m. to 4.30 p.m. on all working days. On Sunday it remains open from 9.30 a.m. to 12.00 Noon.
2. Silence shall be strictly observed in the library. Group discussions, conversations etc., are prohibited in the library. All are requested to maintain an atmosphere of serenity in the library.
3. Each student will be issued one borrower's card at the beginning of the academic year, which entails to borrow one book at a time. This card will be valid for the academic year of its issue only. At the end of the academic year students should return their borrowers card. These cards are not transferable. Loss of card shall be reported immediately to the Librarian.
4. Timings for issue and return of books are as follows:  
**Return:** 8.45am to 9.30am  
**Issue :** 4:00pm to 5:00pm
5. A book borrowed may generally be retained by a student for a week time. The retention period however may be renewed for one more week period if there is no other application for the same.
6. A fine of Rs. 5/- per day per book will be charged if the borrowed books are not returned within stipulated time.

7. Borrowers must satisfy themselves about the physical condition of the books before borrowing. Otherwise they shall be held responsible for any damage or mutilation noticed at the time of returning.
8. If the borrowed book is not returned to the library within a month, the borrower may lose the opportunity to borrow books from library.
9. Membership / Identity card must be showed at the counter when requested for referring the books and periodicals inside the library.
10. Personal belongings are not allowed to be taken inside the library and must be left at the property counter.
11. Reference books, rare books, and periodical publications are not ordinarily issued on loan.
12. Issued books may be recalled at any time for reference and verification.
13. News papers and magazines will not be issued to students.
14. Making any form of marks in the books, removing pages, misplacing, or damaging the library books are strictly forbidden.
15. Books lost, torn, defaced, marked or damaged in any way shall have to be replaced by the borrower along with fine as fixed by the Principal.

## **STUDENT ASSOCIATIONS**

In accordance with the guidelines of Adikavi Nannaya University various co-curricular and extra-curricular activities will be organized in the college. Accordingly the college gives considerable importance to such activities for all-round development of a student's personality. Membership of the association is open to all the students of the college. Office bearers of various associations are nominated by the staff advisors of respective associations. All such activities are guided and supervised by staff advisors.

## **DRESS CODE**

All the students in the campus should be neatly dressed in prescribed uniform on all days except Saturdays.

**Boys:** All the boys are expected their **shirts neatly tucked in**, and shoes. Slippers are not permitted. Boys should **not have long hair or beard**.

**Girls:** All the girls should wear uniform as Chudidhar with lengthy tops **below knee level** and dhupatta neatly pinned. Slippers are not allowed.

## **DISCIPLINARY ACTIONS**

1. Students should not disturb other students, especially their juniors.
2. Students should not quarrel or fight either with their year mates or with the other year students.

3. Any damage to the property of the college - identified students / whole class / batch will be given punishment.
4. Physical assault, mental harassment or any other activities that are considered as Ragging – Punishment as per the Ragging Rules by Adikavi Nannaya University, Rajahmundry, Government of Andhra Pradesh and Government of India.
5. Use of abusive / unparliamentarily words and misbehaviour - 1 Week suspension
6. Inducing and provoking others to form groups - 1 week suspension
7. Violating dress code - One day absent.

## **HOSTEL**

1. Inmates of the hostels should strictly abide by the rules and regulations of the hostels. A declaration to this effect should be signed at the time of admission.
2. The Warden / Dy. Warden shall act as the local guardian of the inmates of the hostel.
3. No student is permitted to leave the hostel without the consent of parents and without permission from the Warden.
4. While going outside the hostel premises, the inmates should maintain discipline and their behaviour and conduct should be impeccable so as to keep up the honour and prestige of the College. If there is any complaint against any of the inmates regarding his / her misbehaviour, severe disciplinary action will be taken, which may even lead to expulsion from the Hostel or College.
5. Inmates are not permitted to organize any picnic or pleasure trip without the permission of the principal. No unauthorized meetings or activities are permitted in the premises of the hostels. Any such meeting or activity will be viewed very seriously and action which may include dismissal from the Hostel will be taken against the organizers.
6. Guests / day scholars are not allowed to stay in the hostels. Action will be taken against if any guest / day scholar is found in the rooms.
7. Rooms shall be kept neat and tidy. The inmates are responsible for the care of the furniture and fittings in their respective rooms. For loss or damage to hostel property the inmates will be penalized and the cost will be recovered from them.
8. Visitors will be permitted only on Sundays and other holidays between 8.00 A.M. and 06.30 P.M.
9. In order to reach the classes in time, all students residing in the hostels should start from the hostel at 10 minutes before the stroke of the bell both in the forenoon and in the afternoon.