

**RRDS GOVT. DEGREE COLLEGE**  
(Affiliated to Adikavi Nannaya University)

**Standard Operating Procedures**

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## **I. DEPARTMENTAL ACADEMIC ACTIVITIES**

### **1) Preparation of Academic plan:**

- Every staff member reviews the syllabus allotted for his/her subject.
- 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.
- 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., 60 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 throughout 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.
- 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- (Continuous Internal Assessment):**

- Collection of Answer scripts after the examination and evaluate the scripts for 15 marks
- Review the overall performance of the students and identify the students whose performance in examinations is poor.
- Evaluation of academic activities/Assignments/ Surprise tests / Slip Tests etc. for 10 marks
- 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.
- Take the average marks of the two mid exams and add to the marks awarded for academic activities, and prepare Award list for the internal assessment and display on notice boards for Student information.
- Entering the marks in the registers.

#### **B. End Semester Examinations**

- End semester examination schedule will be notified by the University
- Application forms will be filled by the eligible candidates within the scheduled time, and appropriate fees from the candidates is collated.
- After the verification of the filled in forms, Hall tickets will be issued to students by the university.
- The time table schedule is announced by the university 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.
- 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 D-forms 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 sent to the university allotted center 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.

#### **4) Remedial Coaching/Work:**

- Preparation of timetables for classes after normal class hours by identifying free slots in existing time tables.
- 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) Conducting Student Seminars:

- 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.

## II. MAINTENANCE

### 1) Maintenance of Computers (Hardware & Software) and Networking:

#### *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.

*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) Stock Verification

#### *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, RRDS GOVT. DEGREE COLLEGE, BHIMAVARAM and bills, vouchers, invoices, delivery challans etc. shall be obtained in triplicate.
- Items/equipment 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.

#### *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.

#### *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.

*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 & nonconsumable 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.

*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.

### **III. SCHOLARSHIPS AND MERIT PRIZES:**

#### **1) Scholarships**

The eligible students will receive scholarships as per the Government norms and procedures. The SC and ST Scholarship Holders are not eligible to get Scholarship if they discontinue in the middle of the course. The SC and ST candidates who wish to take TC without completion of the courses have to pay all their dues and take TC. The Scholarship Holders have to submit the Original Caste and Income Certificate in the Office.

#### **2) Merit Prizes**

The College offers a few Merit Prizes during Academic Festival/Annual Day, which are sponsored by certain individuals who, motivated by the faculty, came forward to establish these prizes in the name of their parents or grandparents etc. Details are as follows:

#### **IV. ACTIVITIES OF COMMITTEES/CELLS/CLUBS**

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.

##### **1. Career Guidance & Counselling Cell**

###### **Purpose:**

The Career Guidance Cell supports the students of the college in achieving their dream careers by providing Career Guidance, Career Counselling, and other related services.

###### **Activities:**

- To create awareness about job opportunities in various sectors like Government and Private.
- To provide information about the skill sets required to join government and private organization.
- To pose carrier guidance and motivational program periodically.
- To arrange coaching/training for Civil Services, Group Exams, Indian Armed Forces, Bank exams, Railway exams, and postal exams.
- To organize programs to create awareness about the importance of higher studies in India and Abroad.
- To provide available updated information about jobs /positions/opportunities.
- To organize lectures on career development by subject experts.
- To help students share knowledge about themselves by identifying skills, and interests.
- 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.

##### **2. Examinations Committee**

###### **Purpose:**

To conduct Internal exams and semester end examinations as per university schedule, and to oversee different activities related thereto.

###### *Internal Examinations – Functions*

- To check for the Academic schedules of all courses in that semester / year.
- To schedule mid examination for all courses;
- To communicate to all staff and to circulate among students in the class rooms of the concerned course.

###### *End semester examinations – Functions*

- To receive answer scripts and question papers from the university
- To procure stationery, equipment and all the articles necessary for the conduct of examinations.
- To prepare seating arrangement with room numbers as per the format,
- To prepare invigilation chart with the details of time, duration of exam, day, name of the staff member and date along with instructions as per the guidelines.
- To educate the mode of conduct of examinations to invigilators before the commencement of the examinations. Copies of instructions to the invigilators are also distributed.
- To distribute the pads containing required materials to invigilators half an hour before the commencement of the examinations

- To distribute the seating plan for each room along with the sealed cover containing question papers under the supervision of the observer
- To ensure receipt of the answer scripts from the invigilators. The answer scripts shall be packed set wise, branch wise, sealed and sent to the university allotted center for evaluation.
- To ensure on the whole smooth conduct of examinations.
- To bring to the notice of the CS if any malpractice case is found and to take necessary action as per the guidelines.

### **3. Anti-Ragging Committee**

#### **Purpose:**

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.

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:**

- To uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on nay acts amounting to ragging;
- To publicize to all students, the prevalent directives and the actions that can be taken against those indulging in ragging;
- 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;
- to oversee the procedure of obtaining undertaking from the students in accordance with the provisions;
- to conduct workshops against ragging menace and orient the students;
- To provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls;

- To offer services of counselling and create awareness to the students;
- To take all necessary measures for prevention of Ragging inside the Campus.

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

- The information on ragging can be received in the following manner:
  - ❖ 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.
  - ❖ Through any other member of the Institute.
  - ❖ From any external source.
- 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.
- 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.
- 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.
- 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.
- 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.

#### **4. Differently-Abled Students Welfare Committee**

##### **Purpose:**

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.

##### **Functions:**

- 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,
- To encourage the College to start such type of courses through which differently abled persons are benefitted specially,
- 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.

## **5. Minority Cell**

### **Purpose:**

Minority cell of the college was established with the purpose of empowering the minority communities in the college. It helps minority students including Christian, Muslim etc. for their academic development.

### **Functions:**

- 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
- To make them aware of the reservation systems, the minority community can avail in various state and central level job /Higher Education oriented competitions.

## **6. Women Empowerment Cell**

### **Purpose:**

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

### **Functions:**

- To conduct Rallies on various issues
- To conduct Gender Sensitization /Awareness programs
- To Celebrate International Women's Day.
- To Arrange Free Health Check-up to Students frequently by the institution on women issues.

## 7. Eco Club

### Purpose:

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

### Functions:

- To create environmental awareness among students and the public
- To work for preserving natural resources (forests, mines, ecosystem and to love nature)
- To prevent pollution (pollution free days etc.)
- To establish herbal gardening in college campus.
- To ensure clean and green (Swachh Bharath) globe with activities like
  - ❖ Clay Ganesh rally
  - ❖ Short films on forests, environments
  - ❖ Vehicle free days
  - ❖ Talk shows
  - ❖ Skits on earth day
  - ❖ Plantation drives
  - ❖ Skits on disaster management

## 8. National Service Scheme (NSS)

### Purpose:

NSS is a part of the 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. The program 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 citizens of India.

### Functions:

- 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 inculcate Institution Social Responsibilities among the students.

## 9. Faculty Forum

### Purpose:

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

- To give a presentation on a selected topic
- To review on something recently read
- To share recent experiences or innovative ideas in teaching- learning process.
- To arrange interactive sessions among faculty.

## 10. Library Committee

### Purpose:

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

### Activities:

- To gather relevant books from various sources for the need and benefit of the students.
- To purchase books and material for concerned subjects recommended by the departments.
- To provide competitive books and magazines for the progression of the students.
- To identify the internal requirements, infrastructure, materials and promptly support the works.
- To give technical support to the students.
- To monitor the facilities for the students.
- To ensure that the norms framed by the library be followed by all.
- To ensure cordial relations between library staff and faculty or students.

## 11. IQAC

### Vision:

To ensure quality culture as the prime concern for the Institution through institutionalizing and internalizing all the initiatives taken with internal and external support.

### Objectives: The primary aim of IQAC is:

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices

### Strategies: IQAC shall evolve mechanisms and procedures for

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- Relevant and quality academic/ research programs;
- Equitable access to and affordability of academic programs for various sections of society;
- Optimization and integration of modern methods of teaching and learning;
- The credibility of assessment and evaluation process;
- Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- Sharing of research findings and networking with other institutions in India and abroad.

### Functions: Some of the functions expected of the IQAC are:

- Development and application of quality benchmarks
- Parameters for various academic and administrative activities of the institution;
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- Dissemination of information on various quality parameters to all stakeholders;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Documentation of the various programs/activities leading to quality improvement;

- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- Periodical conduct of Academic and Administrative Audit and its follow-up
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.
- Preparation and submission of AISHE and NIRF data every year.
- To volunteer for NAAC related work
- To take care of the Alumni Affairs and activities in the college

## **12. Red Ribbon Club**

### **Purpose:**

To generate awareness about HIV and AIDS, and promote voluntary blood donations and create awareness on DRUG abuses.

### **Activities:**

- To organize Blood donation camps
- To conduct a Rally against Drug abuse
- To arrange 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.

## **13. Magazine Committee**

### **Purpose:**

To encourage creativity and share feelings by students and staff.

### **Activities:**

- To give advertisement for students and teachers
- To collect works from stake holders and subject experts.
- To edit the works.
- 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.
- To ensure that magazine is circulated to all staff and students.

## **14. Youth Red Cross**

### **Introduction:**

Youth Red cross of Andhra Pradesh was formed on 26th June 2001 with the assent of His Excellency the Governor of Andhra Pradesh and President, AP State Branch of Indian Red Cross Society, Hyderabad. It is led by a Nodal Officer along with four team leaders in the age group of 18years to 20 years.

### **Objectives:**

- To develop humanitarian values and principles
- Youth Red Cross activities help the students in channelizing their energies for constructive actions.

- Activities make the student volunteers aware of issues of environment and society.
- Active participation in these socially responsible activities makes them better citizens tomorrow.

**Activities:**

- Cleanliness, Hygiene and Green Cover in the Campus
- Conservation of Energy and Water
- Waste Management
- Awareness on Social issues
- Blood Donation by YRC Volunteers
- Visits to Government Hospitals
- Visits to Old age homes, Orphanage homes
- Essay Writing, Painting, Elocution
- Catchy Slogan Writing

**15. 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
- Training Practice on employable skills
- Training by Efficient Faculty/ concerned industry personnel
- Co- curricular activities to enhance Communication and Soft skills
- Campus Placement with industries
- Industry Orientation

**16. Admissions Committee****Purpose:**

To ensure the process of enrollment is effectively continued in the college without causing any trouble to admission-seeking students and their parents/guardians.

**Activities:**

- To verify all the applications received for admission
- To check the veracity of the documents attached
- To endorse that the admission application is complete in all aspects
- To review the number of admissions from time to time
- To design strategies for improving admissions and discuss with the head of the institution for implementation
- To ensure that the new students are clearly informed of the rules and regulations of the college and its policies particularly in respect to the students' code of conduct.

## 17. Disciplinary Committee

### Introduction:

Education should bring in moral ethical values of well-being to learners and every educator and educating institutions should strive hard to bring in the core human values in the process of learning and focus on quality approach to ensure better living with better educated countrymen. Discipline is the bridge between goals and accomplishment and ensures strict rules and regulations for students

### Purpose:

To create a safe and motivating environment in our institution and to bring professionalism among students by the inculcation of best practices

### Activities:

- To maintain and enforce strict discipline within the college campus.
- All the students should wear their ID Cards while they are in the campus and their respective class rooms.
- In case of any violation of dress code or disturbance in the class, the ID card will be confiscated from the student which will be handed over to the student on the same day with a warning and advice from the Disciplinary Committee Members.
- In case of any misbehavior or violation of the college rules, the ID cards of the students will be kept with the Disciplinary Committee Members till the enquiry is over.
- To monitor the movement of the students in the college and prevent students loitering around in the corridors during the college working hours.
- To ensure that students maintain complete silence in the library.
- To maintain proper discipline in the college canteen and student waiting room during the college working hours.
- If any damage is caused to the college property by any student / group of students, the cost of the same will be recovered with a fine from the said student / group of this will be followed by disciplinary action.
- If any indiscipline is found by any of the students, warn them on the first instance. Take disciplinary action based on the rules and regulations of the committee, if the pattern of misconduct continues.

## 18. Student Council

### Purpose:

To help share ideas, interests, and concerns with lecturers and principal. They often also help raise funds for school-wide activities, including social events, community projects, helping people in need.

### Activities:

- To hold meetings with its members and discuss student-related issues
- To represent students' concerns to the head of the institution
- To actively participate in college events
- To motivate students to participate in community programs
- To suggest measures for student welfare
- To help poor students financially
- To promote discipline and best practices among the students

## 19. Sports/Games/Extracurricular Activities Committee

### Purpose:

- To provide an environment for physical development of the students.
- To provide an opportunity to the student to showcase their talent in the sports field.
- To promote sportsmanship among students by organizing various sports activities.
- To recognize students' latent talent and develop practical skills.

### Functions:

- Plans the activities within the allotted budget and gets the permission of principal before the activities actually commence.
- Organizes activities at the college level.
- Holds competitions annually.
- The Committee recommends attendance to the participants representing the college outside for that period not exceeding 10/15 days.
- Seeks the approval of the principal in advance for such participants.

## 20. Campus Amenities Committee

### Purpose:

To ensure the provision of all necessary amenities on the premises of the college

### Functions:

- To conduct periodical meetings and discuss the needs and necessary provisions on campus
- To ensure safeguarding of the amenities
- To conduct plantation drives
- To conduct clean and green activities every week
- To submit additional requirements to the principal
- To maintain cleanliness on campus

## V. GENERAL RULES TO BE FOLLOWED:

1. The students must abide by rules and regulations of the college.
2. 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.
3. 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 and Saturday.
4. 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.
5. 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. No T.C. and C.C. will be issued if there are any dues from the students.
6. 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.
7. Parent – Teachers Meet: Parent or Guardian must attend the Parent Teacher Meet without fail whenever intimated by the proctors.

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