

RULES AND REGULATIONS

FEE WHEN AND HOW PAYABLE

- 1) The Term Fee must be paid with in 10 days after the reopening of the College in each term. An amount of Rupees 10/- is collected as fine from the 11th day to 30th day.
- 2) If a student fails to pay his/her fee with fines on the stipulated date his/her name will be struck off the rolls and he/she has to seek readmission, which is at the discretion of the Management.
- 3) Students who fail to follow these rules may not be permitted to appear for the examinations.
- 4) Fee once paid will not be refunded.
- 5) Annual / Semester Examination Fee shall be paid on / before the due date fixed by the Board / University. Students who fail to pay the exam fee by the due date may not be issued hall tickets and permission to attend the exams they may also be held with by the Principal.

SCHOLARSHIP AND EDUCATIONAL CONCESSIONS

1. GENERAL SCHOLARSHIPS IN ANDHRA AREA:

Application for all scholarships should be submitted in the prescribed form in the first term only. The Commissioner of Collegiate Education is the sanctioning authority for all the Scholarships. These scholarships will be awarded to the students who secure not less than 50% of marks in aggregate in the previous examination. Not less than 10% of Scholarship shall be given to girl students.

2. Andhra Pradesh Government Special Scholarships:

This is given to Orthopedically Handicapped, Orphans, destitute and widow students. Not less than 10% of the scholarships under this scheme shall be given to girl students.

3. Government of India Scholarships:

This is given to the students from Non Hindi speaking states for Post matric studies in Hindi. It will be awarded to the students who secure good marks in aggregate in Hindi in 10th Class in respect of the students studying Intermediate and in the Intermediate examination in respect of those studying in B.A./B.Sc./B.Com., and have taken Hindi as their second language.

4. Social Welfare Department Scholarships:

These are given to scheduled castes, scheduled tribes and Backward classes and all Economically Back-ward class students.

5. National Merit Scholarship:

This will be sanctioned to the students who secured good marks in S.S.C., H.S.S.L.C. I, Intermediate examinations. Students need not apply for the awards. They are selected by the Govt. of India. The scholarships once awarded under this scheme will be renewed every year till the completion of their final examination provided they secure 50% marks in the Public Examination every year.

6. Educational concession to the children of Ex-Servicemen:

This will be awarded to the students from Special Fund for Reconstruction and Rehabilitation of Ex-Servicemen.

7. Raayithi Scholarships:

These will be sanctioned to the children of Government servants who died in Andhra Pradesh State Government service. These Scholarships will be renewed on production of progress report.

8. Merit Scholarship from the Social Welfare Department:

This is given to scheduled caste students who secure highest marks in S.S.C./Intermediate Course in the District and join first year Intermediate class or first year of the three year degree class It will be awarded as a cash prize of Rs.1800/- P.A. in the first year class and Rs.1000/- P.A. in the subsequent years.

ISSUE OF CERTIFICATES

1. A student past or present desiring to obtain a certificate (Transfer, Study, conduct, etc.) shall apply in writing to the Principal. He shall state his name and surname, his parents' address with Telephone numbers, if any, the year of leaving the institution, the class and group which he last studied and his register number. He shall also enclose a stamped self-addressed envelop with the application.
2. If a certificate is required six months after the student has left the college, a search fee of Rs.10/- will be charged.
3. If a certificate is lost, a duplicate may be obtained on payment of a fee of Rs.10/- only per year, provided necessary Police evidence is produced regarding the loss.
4. A student who leaves in the middle of a term whether with the permission of the Principal or not cannot claim remission of any part of the term fee.

DISCIPLINE COMMITTEE

All the Lecturers-in-charge of the Departments, N.C.C. & N.S.S. Officers, Physical Director, Librarian and Wardens of the Hostels are the members of the Committee. The Discipline Committee meet every month to discuss the discipline matters, if any.

DISCIPLINE RULES

The College works between 10 a.m. and 5.00 p.m. with an interval of one hour for lunch. i.e. from 1:00 pm to 2:00 pm

1. Students are expected to wear clean and tidy dress.
2. They should be regular to all activities connected with the College. A minimum of 75% of attendance is compulsory. Otherwise, they will not be allowed to appear for the Public Examination and Scholarship amount will not be disbursed and the amount will be refunded to the respective department.

3. College main gates would be closed between 10.00 AM and 5.00 PM.
4. Gathering in grounds, at the entrance and exit, in path way and play fields is strictly prohibited.
5. Students should attend the two important National functions, namely Independence Day and Republic Day.
6. Every year Parents-Teachers Association meeting is held on the Independence Day and the Republic Day. Parents and Guardians of the College students are specially requested to attend the meetings held after the ceremonial parade.
7. Care must be taken in handling the property of the college and damage caused casually or wantonly will entail serious disciplinary action and cost of the damaged item will be recovered.
8. Students are forbidden from displacing or tampering in anyway with the furniture of the college. Any damage caused will be charged for.
9. Students are advised to keep their bicycles and two wheelers in the cycle shed only.
10. Students can make use of the Career Guidance Cell and Grievance Reddressal Cell, which are be available near the Principal's Office.
11. Students should enquire at the College office and also consult the Heads of Science Departments, Physical Director, Librarian and Wardens and the authorities concerned, regarding the dues to be paid and clear the dues in time.
12. Students organizing strikes or causing indiscipline in the college will be punished by expelling them from the College. They are also liable to loosing their Scholarships.
13. The Principal may issue transfer certificate at any time during the academic year to any student who has been active in organizing strikes and causing indiscipline in the college.

ATTENDANCE, LEAVE, ETC.,

1. Attendance is taken everyday at any time during the working hours of the college.
2. Regular attendance to classes and periodical Tests is mandatory. If the attendance falls short of 75%, the student will not be allowed to appear for the final examinations and shall also be not eligible for fee reimbursement/scholarships.
3. Whenever a student cannot attend the College he should in advance apply for leave to the Principal, through Head of the department, mentioning the reasons. In case of absence owing to illness, Medical certificate should be attached.
4. Leave of absence from an examination will not normally be granted except on medical grounds
5. If a student remains absent without leave for more than ten days, his/her name will be struck off the rolls and he/she has to seek readmission.
6. Application for leave from a student staying in the College Hostel must be countersigned by the Deputy warden of the Hostel.
7. Students of Degree class have to put in 75% of attendance of the total working days of the College for promotion to the next class and also to appear for the examinations. Those who do not have 75% of attendance are not eligible for scholarships.
8. Candidates are eligible for condonation, if they have put in 50% of attendance for promotion to the next class and also to take the University Examination by paying the prescribed fee along with the application, with the recommendation of the Principal.

The condonation fee are as follows:

1. First 5 days at the rate of Rs.5/- per day.
2. Beyond 5 days and below one month Rs.175/-.
3. After one month Rs.200/-.