

COLLEGE RULES AND DISCIPLINE:-

COLLEGE RULES:-

- The academic session of the college spans from 1st June to 31st May.
- Before a student is admitted to the college he/she or His/her guardian will have to sign an undertaking in the proper form to the effect that the student will abide by the rules of the college.
- Each student must register in the college office the address at which He /She lives. Any change in the address must be intimated to the office in writing.
- Each student must keep with Him /Her Identity Card which is to be produced whenever the Principal or any member of the staff wants it for verification. The Identity Card shall be surrendered in the college office as and when the Principal so desires. No duplicate identity card can ordinarily be issued.
- Ordinarily, Admission is allowed on the ground of merit and conduct of a student. Admission into the College cannot be claimed as a matter of right.
- Students should not ordinarily enter into the college office, staff common room or Principal's Room without prior permission.

INTERVIEW HOURS:-

- On any urgent and essential matter, a student can meet the Principal or other officers on his behalf only during the prescribed hours of interview & it is from 12 P.M. to 1 P.M. Students are prohibited to enter into the College Office, Staff Common Room and Principal's Office without permission.

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NOTICE:-

- All office orders, decisions and instructions are given on the college notice boards. Every student is expected to go through the notices to be aware of information. Ignorance of any sort, due to negligence or otherwise, on the part of a student shall not be accepted as an excuse.
- If clarification or implication of any information given on the notice board is desired, students may contact the Head Clerk or the dealing assistant for the purpose.
- Every student should go through the College calendar, prospectus, and syllabus in his/her own interest.
- Cycles must be padlocked and be kept in the cycle stand. There is no watchman for the cycle stand. Hence in case of theft, the student is to lodge F.I.R. to the Police Station. The practice of keeping cycles by the students on the college verandah is strictly prohibited.

PAYMENT OF FEES AND FINES:-

- Students are advised to pay their dues relating to admission, college tuition, examination, hostel etc, regularly as per the notice issued from time to time failing which names of the defaulters will be struck off from the college roll. Exemption from default fine or readmission fee cannot be claimed by students.
- Students are advised to apply in the prescribed form obtainable from the college office by depositing the required fee at the counter three days before the certificate is wanted.
- Fees are received in the Collection counter of the College on the days fixed for collection in each month. Students shall tender the exact amount of the dues and should stand in a queue while waiting near the collection counter for depositing their fees.

CALENDAR - 2020-21

- Readmission is mandatory for both +2 and +3 students.

DISCIPLINE:-

- All the students must come to the college in proper dress code with Identity Card.
- Students are forbidden to loiter on the college corridor when classes are on.
- Students not connected with lecture should not assemble in the vicinity of the Lecture hall and make any noise.
- Misbehavior of students at any time with the students, teachers, employees, and visitors to the campus will be severely dealt with.
- Students found eve-teasing shall be severely dealt with and run the 'risk of being expelled.
- In no circumstances teaching is interrupted by any student in the class. Students are warned against tampering with electrical, fans, water taps, laboratory fittings, apparatus, furniture, library books, catalogues etc.
- They should not spit on the walls, floors, pillars or doors of the college. Scribbling, pasting placards, posters or otherwise disfiguring college walls or notice boards is strictly prohibited.
- Affixing of Notices on the College Notice Board/walls without the permission of the Principal is a serious offense.
- In case of any damage to the college property, the cost of the property along with fine shall be realized from the student concerned. Ragging among in any form is strictly prohibited and is punishable under law.
- Any breach of discipline may be punished by a fine/expulsion/detention or weeding out as is deemed proper.

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- Reports regarding the undesirable activities of the students may be sent to the Parents/Guardians from time to time for their information.
- Ragging is strictly prohibited. To prevent ragging there is Anti-Ragging Committee and Anti Ragging squad separately for boys and girls students in the institution. If any incidence of ragging comes to the notice of the authority, the perpetrator of ragging shall be given liberty to explain and if his/her explanation is not found satisfactory, the authority would expel him/her from the institution.

SELF DEFENCE:-

- In accordance with the instruction of Govt. of Odisha, Our College provides self-defense training to Girls students & helps them learn to protect themselves from difficult situations. Our College also makes them conscious about the policies and programmes of the Govt. for the protection & promotion of the rights of women.

COLLEGE UNIFORM:-

- Wearing College uniform is mandatory for the students.
- Uniform for +2 –boys, Full Pant - Black Colour Full Shirt - Cross Check with White Background.
- Uniform for Girls - Salwar & Chuni - Black Colour Kameez - Cross Check with White Background.
- Uniform for +3 –boys, Full Pant - Faded black Colour Full Shirt - Violet & Light reddish with small square print.
- Uniform for Girls - Salwar & Chuni - Black colour Kameez - violet & light reddish with small square print.

