



Govt. College for Women
(AUTONOMOUS) - GUNTUR. 1942 (Estd.)
College with Potential for Excellence

STUDENT HANDBOOK

ON

DO'S AND DON'TS

Student Do's

- ❖ Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus.
- ❖ They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
- ❖ A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 10.00 a.m. to 5.00 p.m.
- ❖ All the students are expected to be present in the class well -within time. Late coming will result in loss of attendance for the corresponding hour.
- ❖ Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit.
- ❖ Strict Silence shall be observed during class hours.
- ❖ Teachers shall be greeted appropriately with "Good Morning Sir/Miss" or "Good Afternoon Sir/Miss" and a "Thank you Sir/Miss" when the teacher leaves the class room.
- ❖ In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
- ❖ Students can leave the campus during class hours only after getting a gate pass from the Principal or the teacher and after making entry in the Gate Register maintained by the gate keeper.
- ❖ All students shall leave the classes immediately after 5.00 p.m.
- ❖ All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
- ❖ Students shall come to the college in approved uniforms except Friday.
- ❖ All the students are expected to attend all college functions in college uniform unless otherwise specified.
- ❖ All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.

- ❖ The student can avail relaxation in dress code in case of religious functions or birthday functions
- ❖ The students are permitted to use their bicycles and they should be kept in the cycle stands.
- ❖ Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
- ❖ For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
- ❖ Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours.
- ❖ Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
- ❖ Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
- ❖ The student should observe the notice board and announcements made during the college hours and should follow the instructions
- ❖ Pay fees, mess bills etc. in advance or in time, which will avoid fines.
- ❖ The College Union will be formed as per Students Union Committee recommendations approved by the Academic Council.

Student Don'ts

- ❖ Access to academic buildings beyond the above timing and on holidays without written permission from the concerned HoD will be treated as a case of indiscipline.
- ❖ All the students are advised not to use Mobile phone within the campus.
- ❖ No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
- ❖ Students having lab sessions in the FN or AN, have to report to the lab directly in time and they are not expected to go to the class room.
- ❖ No students shall wander or gather in verandah, corridor, and staircase etc.
- ❖ They should not spend much time in canteen, coffee shops etc
- ❖ All kinds of tattooing, body piercing, hair styling etc. that goes against the existing social norms and which could go against the spirit of academic values will be referred to the discipline committee.
- ❖ Any dress code violation noticed within the campus could initiate disciplinary actions.
- ❖ Accessing Social Networking Sites such as Facebook, Twitter etc. is prohibited within the college campus however access to internet sites are permitted for education purpose only under the guidance of the teacher.
- ❖ Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept. Any violation of this shall invite a punishment
- ❖ Consumption of intoxicants / psychotropic substances in any form or smoking or using chewinggum, panmasala etc. are strictly prohibited.
- ❖ It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.
- ❖ Careless handling/misuse of the above could result personal injuries or damage to Property
- ❖ Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
- ❖ Students are not permitted to distribute or display (both physically and

electronically) material such as notices, banners, X'mas stars etc. in the campus without the permission of the competent authority.

- ❖ During internal examinations, students are not allowed to leave the hall within the stipulated time.
- ❖ Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.
- ❖ Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
- ❖ Misbehaviour towards other students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
- ❖ Students are not permitted to use mobile phones within the campus.
- ❖ Students who are staying in college hostels should not bring the mobile phones to the college.