

RULES AND REGULATIONS

Admission and Withdrawal

Applications for admission to the degree course must be made on the prescribed form. The form can be collected, along with the prospectus, from the college office on payment of Rs. 500.

Applicants for the various degree courses should send a copy of their Higher Secondary School mark sheet attested by the school principal or a gazetted officer along with their application.

An application that does not include the qualifying examination results and other information will be rejected. All admissions are only provisional until they are validated by the university. Admission is conditional on the university's qualification approval.

The management reserves the right to withdraw the provisional selection made for admission at any time without assigning reasons before admission is validated.

Each student of the S.A. College is looked upon as an individual endowed with certain talents and a certain character and personality that must be developed, and he or she is provided with an education that enables them to carve out a career that will be personally satisfying and enriching to society.

General Discipline

- ✓ Students are advised to greet faculty members and other superiors on campus when they happen to see them.
- ✓ When a lecturer enters the classroom, all the students should stand and greet him/her. They should take their seats only when they are asked to do so. Likewise, students should stand when the teacher leaves the room.
- ✓ During working hours, no students are allowed to leave the classroom or enter without the permission of the teacher.
- ✓ During working hours, students shall avoid loitering on the verandas and college campus.
- ✓ When moving from one class to another, students should walk silently and in an orderly manner.
- ✓ Students are expected to read the notices put up on the boards regularly. Failing to do so and claiming that he/she does not know about the information posted on the college notice board is not excused at any cost.
- ✓ Students should dress modestly and decently while coming to college. The dress code for students is to be strictly followed. T- shirts, short tops, and tight-fitting dresses are not allowed.
- ✓ Mobile phones are strictly prohibited. If found with students, the mobile phone will be confiscated.
- ✓ The cleanliness of the college building, furniture, and surroundings would be the personal responsibility of every student. Let the walls, furniture, floor, and premises be kept clean.

- ✓ No student of the college shall be a member of any association or club not connected with the college; without the prior permission of the principal, nor can they take part in any anti-social activities of any kind.
- ✓ As per the education rules laid down by the government, the principal has full power to inflict the following punishments: a fine, a suspension, and an expulsion from the college.
- ✓ Those who happen to come late to the college should meet the principal before entering the class.

Attendance

- ✓ Although the University prescribes a minimum of attendance to be permitted to sit for the University Examinations, the college insists on regular attendance in the classes.
- ✓ No Student will be allowed to absent themselves from the college without valid reasons. They must apply for leave in advance stating the reasons thereof.
- ✓ In cases where absence is due to unforeseen circumstances, an application of leave should be submitted as soon as possible. In case of failure, the student will not be permitted to the class.
- ✓ All leave letters should be countersigned by the parent or guardian in the case of day-scholars and by the Warden of the Hostels in the case of residents.

- ✓ Students should not absent themselves from the internal assessment or any tests conducted in the college.
- ✓ Submission of the assignments and conduct of seminars is compulsory.
- ✓ Students who happen to absent themselves without authorized leave will meet the Principal prior to attending class on their return to the college.

Library Rules

- The library is a place for individual study and research. Students are requested to maintain an atmosphere of dignity, peace, and silence within the library premises.
- Members are requested to handle the library reading materials with the utmost care. Mutilation, writing, scribbling, marking, and cutting pages will be severely dealt with.
- Users are requested to bring their ID cards issued by the institution while visiting the library. The ID card is a must for borrowing library books and is not transferable.
- All members are requested to keep their personal belongings at the property counter at their own risk. The library is not responsible for any loss or damage.
- Use of personal stereos, music sets, and mobile phones are not permitted inside the library.

- Taking food items, drinks, and other unwanted things to the library is not allowed, and if anyone is found not following these rules, they will be severely punished.
- Faculty members can borrow 04 books, non-teaching staff members can borrow 02 books, and UG students are eligible to borrow 03 books. The books should be returned by the due date.
- The borrowers are requested to check the books and other reading materials thoroughly for any missing pages, chapters, damages, markings, etc. before borrowing.
- Borrowers' books in damaged condition will not be accepted by the library. If any book is found mutilated and spoiled, the borrower must replace it.
- Borrowing privileges may be restricted or suspended in the event of misbehaviour or misuse of library facilities or materials.
- The institute smart ID card used for borrowing library materials is not transferable, and it must be produced whenever requested by library staff.
- Borrowers are responsible for all items issued in their name until they return them to the library.
- Faculty and staff members who are going on long leave, with or without salary, deputation, study leave, or extraordinary leave, will have to return all borrowed materials before leaving the institute.

➤ No material from the library should be taken out without proper issuance or recording. Any type of violation may lead to disciplinary action.

SACAS Book Bank Scheme

- The SACAS Book Bank Scheme is fully funded by the management. It was started on 15th July, 2022. The scheme has been implemented to endow a collection of undergraduate level textbooks to the meritorious, needy and underprivileged students.
- As per the scheme, a student can borrow up to 4 books from this collection for a period of one semester.
- The library issues a circular in the beginning of every semester which includes the necessary information and application link to avail the benefit as per the library rules. It is also available on our college website.
- Eligible students are advised to make use of the opportunity wisely.