

KV Ranga Reddy Degree College for Women
I S Sadan Crossroads, Saidabad, Hyderabad

Circular

Dt. 15.10.2022

Dear students,

Make a note of the following and adhere to the same:

- Follow the college timings - 9:00 AM to 4:00 PM. Maintain punctuality and decorum of the college.
- Be punctual to the classes; attendance will be closed within first 5 minutes of commencement of the class (Theory/Practical).
- Late coming to college will not be accepted/allowed under any circumstances.
- After 9:00 AM the college gates will be closed and no student will be allowed into the premises.
- Do not bring cell phones/electronic gadgets to the college. Usage of cell phones/electronic gadgets in the college premises is strictly prohibited. If any student is found with a cell phone (even in switch-off mode), it will be taken away from her and confiscated in the Principal's office as a part of disciplinary action. The confiscated phones/electronic gadgets will be returned only along with TC.
- Religious prayers are not allowed within the education premises.
- Speak in English in the class rooms as well as in the college campus. This improves your communication skills.
- The Aadhaar Enabled Biometric Attendance System will resume shortly. Students have to give their Biometric attendance twice a day; in the morning before 9 AM and in the evening after 4 PM without fail.
- Display of identity cards on person is mandatory. Any staff member or security personnel are empowered to ask for Identity Cards.
- No student shall be allowed to leave the classroom without the permission of the teacher or until the class is over.
- No student shall be allowed to leave the campus (during working hours) without the permission of the concerned head of the department.
- No student is permitted to roam in the campus during class work.
- Students are advised to get their lunch/food from their home/hostel or else use canteen facilities.
- Ordering food through Online Applications and collecting the same from delivery personnel is strictly prohibited and the defaulters will be considered as violating the rules and serious action will be taken.
- A student who disturbs a lesson or makes mischief in a class will be expelled from the class.
- Students are expected to behave well with the, staff, other students and general public. Any misbehaviour coming to the notice of the college authorities will be severely dealt with.
- The conduct of the students should be exemplary not only within the premises of the college but also outside. This will help in maintaining the image and status of the college.
- Note that students having shortage of attendance or fee dues will not be allowed for class or examinations.

Note: Faculty are advised to explain all the above to the students.



Principal

Circular to:

1. Entire Staff by Email/WhatsApp through respective HoD.
2. Circulation to students of all classes.