

**RULES AND REGULATIONS FOR THREE YEARS
DEGREE COURSE CLASSES IN ARTS, SCIENCE,
COMMERCE W.E.F THE ADMISSION BATCH 2019-20**

DURATION

- 1(a) The Three Year Degree course of Remuna Degree College, Remuna leading to the award of Bachelor Degree in Arts/Science/Commerce by the F.M. University shall spread over three consecutive academic sessions with 06 (six) semesters and as such it shall be Three Year Degree Course.

ADMISSION TO THE COURSE

- 2(a) Any student who has passed the Higher Secondary Examination conducted by the C.H.S.E., Odisha or any other examination recognized as equivalent may be admitted to the first semester of Three Year Degree course in this college. Admission to Honours course preferred by a student shall be made as per the rules prescribed in the common prospectus for the +3 e-Admission issued by the Department of Higher Education, Odisha.
- (i) A student shall be admitted to the first semester of the first year Degree course in Science Stream if he/she has passed the Higher Secondary Examination in Science or any other examination recognized as equivalent thereto.

- (ii) A student shall be admitted to the first semester of first year degree course in Science/Arts/Commerce stream, if he/she has passed the Higher Secondary Examination in Arts/Science/Commerce or any other examination recognized as equivalent thereto.
- (b) Admission to the first Year of Three Year Degree course in Arts/Science/Commerce shall be made as per the Date line fixed by the Dept. of Higher Education, Odisha every year.
- (c) Admission to the Second and Third year of the course shall be made within four weeks from the date of reopening of the college after the summer vacation.
- (d) A student seeking admission to the college shall be admitted only to Honours course in Arts/Science/Commerce stream. Every student at the time of admission to any of the streams shall have to opt. for:

CHANGE OF SUBJECT

3. A student of the first year of the Three Year Degree course may be allowed to change the subject/s at the discretion of the Principal within three weeks from the last date of admission to the first year, on payment of prescribed fees. No change of subject(s) shall be allowed thereafter.

DURATION OF CLASSES

- 4(a) Every lecture period shall be of 45 minutes duration and the duration of each practical class shall be of 120 minutes.
- (b) A general class in every stream/subject shall have a maximum of 128 students and each practical group shall not exceed 16 students.

ATTENDANCE

- 5(a) A student shall have to attend at least 75% lectures in theory/practical classes taken separately in each subject in each Semester. However, in exceptional cases, the Principal may condone the shortage of attendance to the extent of 15%. In addition, the Principal may condone the shortage of attendance to the extent of 5% more in respect of the students who have represented the College or State in a National/International Competition. In order to avail of the privilege, he/she is required to submit a certificate from the competent authority.
- (b) A student may be allowed to combine attendance in different colleges if admitted on transfer basis.
- 6(a) Only such students admitted to the first year class at the time of entry to the College as per regulation 2(b) and re-admission subsequently to Second and Third year class after re-opening of the college after Summer

Vacation as per Regulation 2(c) & (d) shall enroll themselves to the First/Second/Third/Fourth/Fifth Semester Examination by depositing requisite fees and to the Sixth Semester Examination by filling the prescribed application form and depositing the fees, provided that:

- (i) He/she has completed a regular course of study for not less than 90 working days for each Semester in the subject(s), he/she had offered at the time of admission.
- (ii) He/she must have enrolled himself/herself for his/her previous Semester Examination (Except first Semester)
- (iii) He/she has satisfied the requirement of attendance as laid down in Regulation 5(a) & 5(b).
- 6(b) The Examination Cards, bearing the Examination Roll No., subjects and Papers (Semester wise) for all three years of the Degree Courses, shall be issued to the students before the commencement of each Semester Examination. After filling in application forms before each Semester Examination from First to Sixth Semester, the students shall have to deposit requisite examination fees for each Semester Examination (First to Sixth Semester) before the examination to enroll themselves for the examination, provided they are eligible to appear the examination.
- 6 (c) The students shall be promoted to the next higher class who have enrolled for either of the semester examinations in a year.

COLLEGE RULES

ADMISSION:

1. The academic session of the College which is from June to May has two terms:
 - (i) June to December
 - (ii) January to May
2. Admission to the college begins after the publications of the results and continues till the last day prescribed for such admission by the authorities.
3. A student seeking admission is required to apply in the prescribed form by the specified date. Before she/he is admitted to the College, she/he and his/her guardian have to sign an undertaking in proper form that the student will abide by the rules of the college.
4. Admission is allowed on the ground of merit on the basis of marks in the qualifying examination and conduct of a student. Admission to the College cannot be claimed as a matter of right.
5. Every student at the time of admission shall furnish his/her present address to the College Office. Any subsequent change of address should be intimated to the office in writing.

DISCIPLINE

1. Uniform: A student of the college is required to adhere strictly to a dress code as given below on all days in the college including the days of examinations.

Boys	Girls
Full Pant-Coffee Colour	Kameez-Tiger Stripe Colour
Shirt-Tiger Stripe colour	Salwar & Dupatta- Coffee Colour

2. Every student is required to attend his/her classes regularly and punctually. Continuous absence without permission is a serious breach of College discipline.
3. Students are required to take their seats before the teacher enters the classroom. They should not ordinarily leave their seats when the class is going on.
4. A student coming late and seeking permission to enter the classroom may be allowed to do so at the discretion of the teacher concerned.
5. In no circumstances shall teaching be interrupted by any student in the classroom.
6. The student should sit in the classroom in a disciplined manner and be attentive to the teacher.
7. Students not connected with a class in progress should not assemble in front of the classroom or make noise. They are strictly prohibited from loitering on the verandahs in the corridors.
8. Students of the college cannot start or maintain any Club, Society or Association without permission from the College authority. No College player can play for any team other than the college team without the written permission of the Principal.
9. No permission is required for college students other than boarders to attend political meetings, but they should

conduct themselves as not to bring themselves into undesirable prominence and they must not take any active part in the proceedings. It is to be borne in mind; however, that the college exists for the purpose of education, politics in College should be dealt with in a scholarly way in the form of lectures and thoughtful addresses. The Principal may, however, prohibit all students from attending political meetings. (Article No, 114 of the Orissa Education Code)

10. Students are required to go to the specified counters to get their work done. They should not enter the office for any purpose without permission.
11. Students are required to maintain discipline at the counters.
12. Students are not allowed to enter the Staff Common Room. In case a student has some work with a member of the staff, she/he is required to inform through the attendant of the Common Room.
13. Students should bring their Identity Cards regularly and produce whenever required.
14. Students should put their grievances in writing to the Principal.
15. Students desiring to meet the Principal on important matters may do so between 2.30 p.m. to 3.30 p.m. on any working day.
16. Every student should see the College Notice Board regularly to get necessary information regarding all notice orders, decisions and instructions given from time to time. Ignorance of a student due to negligence on this point will not be accepted as an excuse.

17. This is the duty of the students to safeguard the property of their own alma mater and keep the buildings and the campus neat and clean.
18. Students should not spit on the walls, floors, staircases, pillars or doors and windows of the college building.
19. They should not stick any bills or notice to the walls, nor should they scribe on the walls, floors and surface of the College buildings.
20. They must not displace or damage the furniture of the College. Any damage to the college property shall be viewed seriously and the student concerned shall be penalized.
21. Freshers facing any type of ragging are required to bring the fact to the knowledge of the Principal immediately for taking firm action.

LIBRARY RULES

GENERAL

1. Library is a public institution entrusted with the task of collection, processing and dissemination of knowledge and works as an agency for lifelong self education of its clientele by converting non- readers into readers.

MEMBERSHIP

2. (a) All students of this college.
(b) All teaching and non- teaching staff of this college are eligible to become the member of the library.

WORKING HOURS

3. The library shall remain open on all working days except Sundays, Gazetted Holidays and prescribed college vacations.

The working hours shall be as follows:-

- (a) 10.00 hrs to 14.30 hrs (for students)
- (b) Any change in the above timing will be notified in the Notice Board.
- (c) Schedule of issue/return of library materials for students

Monday & Thursday	- All Science students
Tuesday & Friday	- All Arts Students
Wednesday & Saturday	- All Commerce Students

DURATION OF LOAN AND LOAN PRIVILEGES

4. (a) The details of the entitlements of the Library Cards and duration of loan periods to various categories of members are under:-

Type of Member	Entitlement of Library Cards	Duration of Loan (days)
(i) Students (Honours)	03	14
(ii) Students (Pass)	02	14
(b) The Library Card must be affixed with a photograph as prescribed.		

DELAY FINES

5. (a) A borrower failing to return a book / periodical by the due date will be liable to a fine of Rs.1/- per day maximum to the cost of the book/ periodical.
(b) In case a reader loses a Library Card a fine of Rs 50/- per card will be charged towards the cost of Library Card.

SUGGESTION REGISTER

6. A Suggestion Register is kept with the librarian. Members wanting to suggest purchase of certain books or recommend any further improvements in the library are requested to make suitable entries in the Suggestion Register.

N.B.: For details please refer to library rule with librarian in the College Library

RULES FOR THE HOSTEL:

Remuna Degree College Girls' Hostel - The College at present provides Hostel facility for 40 male students inside the college campus. as well as a well-furnished Hostel for 40 girl students.

HOSTEL ADMISSION:

- The bonafide gents students of the college desirous of hostel accommodation should have to mention in the application form and apply in the prescribed pro-forma obtainable from the college office.
- Hostel seats will be allotted to the bonafide students on the basis of merit-cum-poverty need.

HOSTEL FEES:

The following fees are to be paid at the time of admission into the Hostel by the selected students.

- i) Admission fees, (ii) Monthly fees, (iii) Hostel caution money (non-refundable)

TABLE OF FEE:

1.	Seat rent (Rs. 600×2 (2 months advance)	Rs. 1200
2.	Caution money	Rs. 1000
3.	Utensils	Rs. 200
4.	Repairing charges	Rs. 200

B. Readmission - Rs. 250/- per boarder will be collected from boarder of last year.

HOSTEL GENERAL RULES:

- A student who has been admitted into the College Hostel will be allotted a seat by the Superintendent. The Hostel is normally closed during Puja Holidays and Summer Vacation.
- It is compulsory for the boarders to pay the monthly Hostel fee on or before the time fixed by the Principal/ Hostel Supt.

- Boarders shall abide by the rules of Hostel prescribed from time to time. All matters pertaining to the Hostel, the decision of the Supt./ Principal shall be final.
- Violation of the conditions & rules of the Hostel may lead to termination of the inmateship of the Hostel.
- Hostel fees are subject to revision from time to time
- Absence from the Hostel requires prior sanction of the Hostel Supt.

HOSTEL DISCIPLINE:

Students residing in the Hostel will be considered to be under the direct control of the Superintendent for the said academic year at all times whether they are within the premises of the Hostel or outside. Cases of habitual or gross misconduct will be reported to the Principal who may expel an offender from the college hostel.

- Frequent absence from the Hostel during study period will constitute a breach of discipline.
- In case of communicable disease the Hostel authorities may temporarily expel a student from the Hostel if the situation warrants.
- All lights must be put out at 11 pm. positively.
- Boarders are not permitted to take any direct action against any staff of the Hostel. All complaints should be brought to the notice of the Superintendent.
- No one should tamper in any manner with the electric

installations provided in the room or any-where else in the Hostel.

- No heater or heavy electric appliances should be used by the boarder inside the Hostel rooms.
- The boarders are not permitted to use drugs, intoxicants, tobacco and participate in gambling in any form.

GUIDELINES FOR THE DUTIES AND FUNCTION OF THE PROCTOR ARE GIVEN BELOW:

- 1) Every student will be assigned to a Proctor who shall always be a member of the teaching staff.
- 2) The students shall meet the Proctor at least once a month or as many times as is necessary and discuss with him/her the difficulties and problems.
- 3) The student shall furnish required information to the Proctor for the maintenance of Proctor record.
- 4) No student can ordinarily meet the Principal on official matter without permission from the Proctor nor any application be submitted without recommendation by the Proctor.
- 5) Any adverse report against students by the Proctor will be seriously viewed and dealt with accordingly.
- 6) No help from any source or assistance will be given to a student unless recommended by the Proctor.

CODE OF CONDUCT FOR STUDENTS:

1. Students are required to attend classes regularly and their attendance shall be displayed on the College Notice Board by the 5th of every month.
2. Students shall go through the information displayed on the College Notice Board.
3. Students shall not use cell- phones inside the classrooms at any time.
4. Students of the concerned departments shall attend the seminars organised from time to time in the college.
5. Students must be in the allotted dress code in the campus during the class hours.
6. Anybody who breaks any of the accessories of the college shall invite pecuniary punishment as decided by the college.
7. Every student must visit the college library and use it for their accademic benefit.
8. Students are required to participate in the various observations, celebrations and occasions held in the college.