

# ST. ANNS COLLEGE FOR WOMEN

AMARAVATHI ROAD, GORANTLA, GUNTUR – 34

## RULES AND REGULATIONS OF THE COLLEGE

### 1. DISCIPLINE:

The College mainly follows discipline which includes the observance of good conduct and orderly behavior by the students.

- Every student shall maintain discipline and consider it as her duty to behave decently at all places.
- Students should always keep the institute clean and ensure the surroundings are also clean and tidy.
- Full care of computer systems, laboratories equipment, furniture and other equipment should be taken by the students.

### 2. ATTENDANCE:

The college lays absolute stress on attendance. It is compulsory for the students to have a minimum of 75% in each subject and general attendance to be eligible to appear for the final examinations.

- Attendance shortage is displayed on the notice board at the end of every month.
- Students should be punctual and attend to all their classes of the day.

### 3. LIBRARY RULES AND REGULATIONS:

- ❖ Strict silence should be observed in the library.
- ❖ Personal belonging such as bags, notebooks etc., should be left at the property counter in the library entrance.
- ❖ Using mobile phones inside the library is strictly prohibited.
- ❖ Books are lent to the students on all working days.
- ❖ Issue of a book is renewed for a period of two weeks and can be extended if it is not in demand by other students.
- ❖ If the book is lost, three times of book cost and fine also is collected from the borrower.
- ❖ If the book is damaged, the cost of replacing it with a new copy along with fine will be recovered from the borrower.
- ❖ No outside / personal books are allowed in the library for reading purpose.

### Library Services:

- Circulation Section
- Print Journals & e-journal Services
- Previous Question Paper Service
- Digital Library Service

### Library Timings:

- **Monday to Friday : 8.00 A. M to 4.30 P. M**
- **Saturday : 8.00 A. M to 1.00 P. M**