

Calendar

2022-23



Shailabala Women's Autonomous College
Cuttack

- (ix) Conduct awareness campaign to make the students conscious of the burning issues of the contemporary world.

GUIDELINES FOR STUDENTS DISCIPLINE

1. Every student is required to attend her classes regularly and punctually. Continuous absence without permission is a serious breach of college discipline.
2. Students are required to take their seats before the teacher enters the class room. They should not ordinarily leave their seats when the class is going on.
3. A student coming late and seeking permission to enter the classroom, may be allowed to do so at the discretion of the teacher concerned.
4. In no circumstances shall teaching be interrupted by any student in the classroom.
5. The students should behave in the classroom in a disciplined manner and be attentive to the teacher.
6. Students not connected with a class in progress should not assemble in front of the class room or make noise. They are strictly forbidden to loiter on the verandahs or in the corridors.
7. Students of college cannot form 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.
8. Permission is required for college students including boarders, to attend political meetings, Even if permission is accorded, they should act in such a manner 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 in a scholarly way in the form of lectures and thoughtful address. The Principal may however, prohibit all students from attending political meeting (Articles No-114 of the Orissa Education Code).

9. Students are required to go in a queue to the office counters earmarked for different purposes. They should not enter the office for any purpose without permission.
10. Students are required to maintain discipline at the counters.
11. Students are not allowed to enter the staff common room. In case a student has some work with members of the teaching staff, she is required to inform through the attendant of the common room.
12. Students should bring their identity cards regularly and produce whenever required.
13. Students should put their grievances in writing to the Principal.
14. Students desiring to meet the Principal on any genuine issue may do so at any time on any working day.
15. Every students should see the College Notice Board regularly to get necessary information regarding all office orders, decisions and instruction given from time to time. Ignorance of a student due to negligence on this point will not be accepted as an excuse.
16. It 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.
17. Students should not spit on the walls, floors, staircases, pillars or doors and windows of the College building.
18. Students should not stick any bill or notice to the walls, nor should they write on the walls, floors and surfaces of the college building.

19. 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.

PROCTORIAL CLASS

U.G., P.G., each class is broken up into small groups. Each group is allotted to a member of the teaching staff who acts as their proctor. This has been done with a view to bring about close student- teacher contact.

The proctors and groups of students allotted to them are required meet regularly in proctorial classes to discuss the problems. A proctorial record of each student is also maintained and the guardians are duly intimated about the academic progress and conduct in general of their wards during an academic session through proctorial progress card. Students usually approach the Principal for all problems relating to their academic life in the institution through their Proctor.

ATTENDANCE OF LECTURES

1. A candidate shall be required to attend at least 75% of the lectures in theory and practical classes taken separately.
2. Condonation may be granted by the Principal (in case of affiliated Colleges) to the extent of 15% in exceptional cases i.e. serious illness & hospitalization, accident, mishap in the family or deputation by the college for any specific work for which the period of her absence shall not be counted towards the calculation of attendance on the condition that students concerned submit a certificate to that effect from the appropriate authority.
3. Further to the above, the Principal may grant further condoning of shortage in attendance to the extent of 10% in respect of

candidates who represent the University or state for inter University or Inter-State competition in Games and Sports or attending different recognized National Level Camps.

4. Under no circumstance the condoning shall be beyond 25%.

HOSTEL FEES

(Subject to Change)

Sl. Head of the Account No.	Old & New Hostel	PG & SC/ST Hostel	PH Hostel
1. Establishment(Yrly)	5700	9480	5,400
2. Electricity(Yrly)	1,440	2,280	2,400
3. Water Chages/Pump(Yrly)	240.00	240.00	240.00
4. Medicine (Yrly)	24.00	24.00	60.00
5. Annual Day Celebraion(Yrly)	20.00	20.00	20.00
6. Hostel Improvement(Yrly)	10. 00	20.00	20.00
7. Utensils(Yrly)	10.00	10.00	10.00
8. Magazine/CR/ Lit Society(Yrly)	24.00	48.00	50.00
9 Furniture(Yrly)	10.00	10.00	10.00
10. S.S.G(Yrly)	10.00	10.00	10.00
11. Festival(Yrly)	12.00	30.00	30.00
12. Hostel Caution Money(Yrly)	5.00	5.00	5.00
13. Mess Caution Money(Yrly)	50.00	50.00	50.00
14. Other Caution Money (Yrly)	15.00	15.00	15.00
15. Food(per month)	1,500	1,500	1,500

N.B. Fees for Fooding :

Rs.1500/- For Current Month

Rs.1500/- For Advance & Adjusted in the end of the session.