26. Identify the advanced learner and slow learners.

27. Do not fail to take remedial classes for one hour.

28. Lecturers may also inform the Academic Co-Ordinator in case she finds any student misbehaving or has a bad conduct.

29. In order to avoid problems in the Office functioning Id cards are being issued to the students and they have to wear it compulsorily as long as they are in the class rooms and College Campus without fail.

30. Check list is enclosed for the conduct of Seminars / Extension Lecturers etc.

31. Leave letters must be submitted in the Office either before you proceed on leave or on the day you report for duty.

32. Failure to submit leave letters will be viewed seriously.

33. Please do not leave station without obtaining station-leaving permission. Failure to submit the same will be treated as EOL.

34. Availing the library facility is a must for staff and students. A record may be maintained about the books referred to by the staff and students. Staff are requested to visit the library frequently and give suggestions if any to the Academic Co-ordinator.

35. In case a staff members is going on leave she may inform the first member in the Department and submit the leave letter in the office.

36. Every week end lecturers may have class room seminars with the help of OHP, LCD enabling the students to understand the subject better. (please maintain records and documentation).

37. After the completion of admission the lecturers / counselors must maintain a record of students Bio-data with a Photograph / Address / Caste / Income group/ Marks obtained / Phone Number and submit hard copy to the academic Co-ordinator within 15 days of admission.

38. The annual Almanac for the 2006 – 07 will be circulated to the staff members on the re-opening day. This Almanac will be adhered to strictly with no charges.

39. Students may be informed that a fine of Rs. 1/- from the latecomers will be collected by the concerned lecturer in the class room. This amount will be handed over to the academic Co-ordinator on the same day. The amounts collected will be used for education of poor students.

40. The staff are hereby informed that they are totally responsible for the shortage of attendance. In order to avoid in convenience at the time of issue of Hall Ticket a declaration must be taken from the ward and the parent without fail.

41. Every staff member who attends a seminar/ Conference / workshop/ refresher course should submit a report immediately on the day they report back for duty in a hard copy to the principal.

All the staff members may note the above instructions, and I hope that the Co-operation which you all extended earlier will be continued with the same zeal and enthusiasm and that you will give your best for the betterment of the college.

Wishing you a happy intellectual academic year.