Andhra Mahila Sabha, ...
Osmania University Campus, Hyderabad – 500 007

The Lecturers are hereby informed that the following rules will be adhered to strictly from the reopening day.

1. Be Punctual
2. Do not leave the college during college hours.
3. Write in the "out going register" for permissions, Register will be available in the Principal's room.
4. Whenever a staff member is on leave please discuss in the departmental meeting and send the students either to the Library or Games room.
5. Give information to the Academic Co-Ordinator whenever you do not take the class giving reasons.
6. Carry your attendance registers into the classrooms and take attendance in the classroom without fail.
7. In the very first week collect the Bio-data forms from the students, which includes Attendance Proforma / Address, Phone number caste / income etc.
8. All the Counsellors must take an under taking from the students and their parents regarding attendance.
9. Follow the timetable schedule scrupulously / strictly.
10. Maintain your activity register from the beginning along with records and documentation (with atleast one Photo)
11. Conduct tests in the Class room regularly.
12. Use OHP and Power point presentation atleast 4 times in a year.
13. Create an awareness amongst the students making them present papers regularly in the Class room. (Class room seminar).
14. The lecturers must Strictly follow the Almanac Schedule (copy Enclosed)
15. Attendance format must be signed by the parents only.
16. Do not forget to wear your ID cards.
17. It may be brought to the notice of the Academic Co-Ordinator if a student is absent for more than a week.
18. The Principal and Academic Co-Ordinator will be coming to the class rooms regularly.
19. Result analysis must be submitted in the first week of June.
20. Do not use cell phones except during interval and when you have a free hour.
21. The Activity register and documentation of reports must be submitted along with attendance registers to the Academic Co-ordinator every month (I week).
22. Please complete the syllabus as per schedule.
23. Conduct classroom tests / Seminars / Quiz / Debates/ Discussions regularly and submit report.
24. The Principal can call for any register at any time without any notice.
25. Counselors will be totally responsible for the attendance of a student.