



लोकाः समस्ताः सुखिनो भवन्तु

# BRAHMANANDA SWAMI SIVAYOGI B.Ed TRAINING COLLEGE

Recognised by NCTE & Affiliated to the University of Calicut  
NAAC Accredited B++ Grade with 2.85 CGPA (1<sup>st</sup> Cycle)

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Date : .....

## Institutional Policy

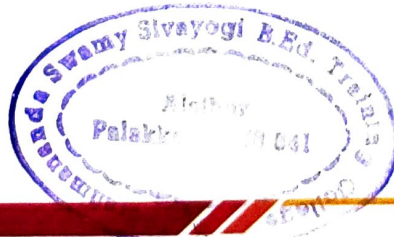
The purpose of the document is to present a policy framework for the faculties for doing research, participating, and presenting papers in state, national, and international seminars and conferences.

### Objectives of the Policy

- To instill professionalism and growth.
- To design plans and goals for academic improvement.
- To learn and keep abreast with the latest developments in the education sector.
- To innovate, continuously seek improvement in their work, and strive for individual and institutional excellence.
- To promote and motivate faculties to collaborate with other institutions for knowledge enrichment.
- To encourage faculties to attend, publish, and present papers at educational conferences.

### Guidelines

- Faculties who wish to carry out research, participation, and presentation of papers in state, national, and international seminars and conferences should get prior permission from the principal.
- There will be an appropriate scrutiny and appraisal of the proposed activity by the principal before granting permission.
- There will be no financial assistance for regular research work which exceeds more than six months.
- There is a provision for travel grants and money for other expenses incurred by the faculty only for the institution-assigned and approved programs. It includes participation and presentation of papers in conferences and workshops.
- There is a provision for leave for the faculty to conduct research, participation, and presentation of papers at conferences.
- There will be a special appreciation for faculties who undertake special programs, seminars, and conferences on and outside the campus.
- There will be an effective monitoring mechanism for each activity carried out by the faculties.
- Faculties must submit the reports of the attended programs immediately after their completion.
- Sample evidence is required to issue travel grants and money for other expenses incurred by the faculty.



  
Principal

PRINCIPAL,  
B. S. S. B.Ed. Training College,  
Alathur (P.O.), Palakkad-District,  
Kerala - 678 541.

● Alathur P.O, Palakkad, Kerala. PIN - 678541 ● 04922-224415

● bssaltr@gmail.com ● www.bsstcaltr.com



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Date : .....

## Policy and Procedure for Class Rooms Usage

In charge: Optional Teacher

- Students' ID card is compulsory to enter into the classroom.
- Students are responsible for any damages that happen to the objects, electronic equipment, and furniture inside the classroom.
- The respective optional leaders are responsible for keeping the shelf key.
- Need to return the keys to the optional teacher after leaving the college.
- Treat others with respect at all times and Respect other people's property.
- Listen to the optional teacher and follow directions.
- Ask for help when you need it.

**Teacher in charge**  
Lecturer in Commerce  
B.S.S B Ed. Training College  
Alathur (P.O) Palakkad Dt  
Kerala-678 541.

**Principal**  
PRINCIPAL,  
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## Policy and Procedure for Interactive Panel Board Usage

In charge: Optional Teacher

- Be responsible and careful in utilizing panel boards in the classroom.
- Pull out the power plug from the socket if the panel board is not used for a long period.
- Before you shut down the panel board, disconnect all external connected devices.
- Clean the dust and metal on the power plug regularly. When you are cleaning, fire or electric shock may be caused if the panel board is powered on.
- Do not install any third-party applications without prior permission from the teacher.
- Properly shut down the interactive panel board after the use.

**Teacher in charge**  
Lecturer in Commerce  
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Kerala-678 541

**Principal**  
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**Teacher in charge**

Lecturer in English  
B.S.S. B.Ed. Training College  
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Kerala 678541

**Principal**

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- Treat others with respect at all times and Respect other people's property.
- Listen to the optional teacher and follow directions.
- Ask for help when you need it.

*Meena*

**Teacher in charge**

Lecturer in English  
B.S.S. B.Ed. Training College  
Alathur(P.O) Palakkad Dt.  
Kerala 678541

*KSP*

**Principal**

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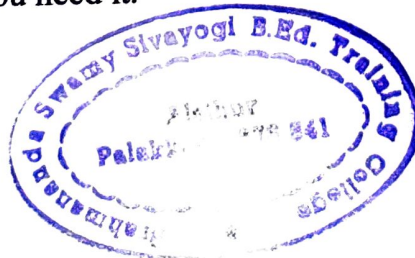
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*F. Chandy*  
Teacher in charge

Lecturer in Mathematics  
B.S.S. B.Ed. Training College  
Alathur (P.O.) Palakkad Dt  
Kerala 678 541.



*[Signature]*  
Principal

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*F. Chandu*  
Teacher in charge

Lecturer in Mathematics  
B.S.S. B.Ed. Training College  
Alathur (P.O.) Palakkad Dt  
Kerala 678 541.



*[Signature]*  
Principal

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*P. J. K. S.*

**Teacher in charge**

Lecturer in Physical Science  
B.S.S. B.Ed. Training College  
Alathur (P.O), Palakkad D.  
Kerala-678 541



*VSP*

**Principal**

PRINCIPAL,  
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*Devilal*

**Teacher in charge**

Lecturer in Physical Science  
B.S.S. B.Ed. Training College  
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*BSB*

**Principal**

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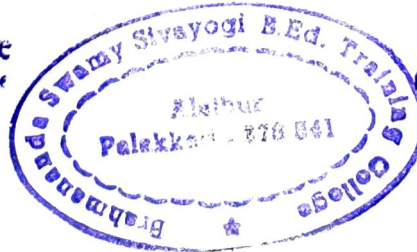
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Teacher in charge

Lecturer in Social Science  
B S S. B.Ed. Training College  
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Kerala 678541



  
Principal

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**Teacher in charge**  
Lecturer in Social Science  
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Alathur (P.O) Palakkad Dt  
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**Principal**  
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## Policy and Procedure for Library Usage

In charge: Librarian

- Students must present a valid ID card before entering the library and RECORD YOUR ENTRY in the IN and OUT register
- The borrowers are requested not to exchange library books among themselves for any reason.
- It is the responsibility of the borrower to take care of the books and return them personally.
- Books from the Reference section are not meant for lending, they are strictly for consultation only.
- Books lost, defaced, or damaged in any way shall have to be replaced by the borrower.
- No book shall be retained by the students during university exams and winter vacations.
- All users must observe total silence in the library. Group discussions are not permitted in the library.
- The library committee reserves the right to body-check students if necessary.
- Each student is allowed to take only TWO BOOKS at a time.
- Books taken from the library shall be returned before the expiry of TWO WEEKS. The same book can be renewed. It may be renewed after a week. Failing to return the book on the due date may incur a fine of Rs.1 per day.
- No visitors are allowed in the library without explicit permission from the Principal.
- Library rules and regulations are subject to review by the library committee from time to time.

**Teacher in charge**

LIBRARIAN,  
B. S. S. B. Ed. Training College,  
Alathur (PO), Palakkad-Dt,  
Kerala - 678 541.



**Principal**

PRINCIPAL,  
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## Policy and Procedure for ICT Lab Usage

In charge: ICT Teacher

- Students must present a valid ID card before entering the computer lab.
- Lab timing will be as per the academic time table of different classes
- Playing of games on computer in the lab is strictly prohibited.
- Users are strictly prohibited from downloading, viewing or distributing any offensive materials (for example pornography, profane language etc.)
- Before leaving the lab, users must close all programs positively and keep the desktop blank.
- Users are strictly prohibited from modifying or deleting any important files and install any software or settings in the computer
- Based on the prime priority, users may be requested by the lab in-charge, to leave the workstation any time and the compliance is a must.
- Eating and/or drinking inside the computer labs is strictly prohibited.
- Internet facility is only for educational/ study purpose.
- Silence must be maintained in the lab at all times.
- The lab must be kept clean and tidy at all times.
- If any problem arises, please bring the same to the notice of lab in-charge.
- The use of Mobile Phones are strictly prohibited inside the lab
- The computer lab is for academic purposes. Therefore, a quiet atmosphere is required. Noisy students will be asked to leave.
- Unauthorized copying and/or installing of unauthorized software is not permitted.
- Users must turn-off the computer before leaving the computer lab.

*[Signature]*  
**Teacher in charge**  
Lecturer in Education  
B.S.S. B.Ed. Training College  
Alathur (P.O) Palakkad Dt  
Kerala 678541.



*[Signature]*  
**Principal**  
PRINCIPAL  
B. S. S. B Ed. Training College  
Alathur (P.O), Palakkad-678  
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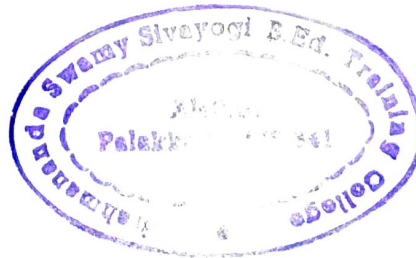
## Policy and Procedure for Psychology Lab Usage

In charge: Asst. Prof. in Education

- Always maintain discipline inside the lab.
- Student ID card is compulsory to enter into the Lab.
- Handle the lab equipment with utmost care and the users shall remain responsible for the damages caused to the objects, tools, and furniture inside the lab.
- No student will be allowed to enter or access the tests without the prior permission of the respective teacher in charge.
- Return of test items should be made timely to avoid any inconvenience.
- Do not replace the test equipment.

Teacher in charge

Lecturer in Education  
B S S. B.Ed. Training College  
Alathur(P.O) Palakkad Dt  
Kerala 678541.



Principal

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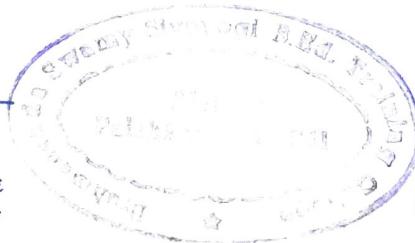
## Policy and Procedure for Laboratory Usage

In charge: Asst.Prof. in Physical Science

- No students will be permitted in the laboratory without an instructor. No visitors are permitted.
- All experiments/ practical performed in the laboratory must be approved by the instructor following the safety guidelines, if any, provided. Touching/ working on any other authorized instruments, equipment, setups is strictly prohibited.
- Replacing, swapping, or moving any equipment for non-lab related information is strictly prohibited.
- Students will not be permitted on the laboratory with bare-feet, sandals, or shoes that do not provide toe-coverage.
- Personal belongings must be kept outside the working area and the aisle must be kept open all the times.
- Any unsafe conditions, unusual odours, personal injuries must be immediately reported to the instructor.
- The student must accept responsibility and pay for any damage she/he causes to any equipment in the laboratories.
- Silence should be maintained by all inside all the laboratories, except when instructors permit otherwise.
- Students who do not follow the laboratory safety rules will be suspended from the laboratory.

*P. S. S. B. Ed.*

**Teacher in charge**  
Lecturer in Physical Science  
B.S.S. B.Ed. Training College  
Alathur (P O), Palakkad D.  
Kerala-678 541



*S. S. B. Ed.*

**Principal**  
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## Policy and Procedure for Sports Complex Usage

In charge: Physical Director

- Students ID card is compulsory to enter into the sports room.
- Entry be allowed only for students who do not have class.
- Each student can engage in the sports room maximum of one hour
- Students may enter only after putting on their footwear outside the sports room
- Use of mobile phones is strictly forbidden inside the sports room.
- Students are responsible for any damages that happen to the objects and equipment inside the sports room.
- Students are not allowed to remove or relocate any objects or equipment.
- After use students should return the playing equipment to the proper place after informing the Physical Education instructor.
- The room should be kept clean and tidy at all times.
- Food and beverages are strictly prohibited inside the sports room.

Teacher in charge



Principal

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