

- Application for leave on grounds of illness should be supported by a medical certificate.
- A student absent for more than five consecutive working days shall report to the Principal before attending any class.

IV. Library

- The library is open to all students and staff of the college under the supervision of the college librarian.
- The library working hours will be 08.30 a.m. to 04.30 p.m., and it will be closed on Sundays and other general holidays.
- Reference section books will not be allowed to be taken out of the library.
- A student is allowed to take a maximum of two books at a time and shall return/renew within fifteen days.
- All books should be returned before the commencement of the University examinations.

V. Internal Examinations

- The internal evaluation of Theory courses shall be based on a predetermined, transparent system involving periodic written tests, practicum/tasks, and assignments.
- The weightage to award internal continuous assessment marks should be as follows:
 - a. Test papers (minimum two for 100 marks courses and one for 50 marks courses) – 50%
 - b. Tasks and Assignments (two for 100 marks courses and one for 50 marks courses) -50%
- No student is permitted to absent himself/herself from the examination without the permission of the principal
- Class test will be held from time to time whenever necessary

VI. Code of Conduct

Code of Conduct for Teachers

- Treat all students with love and affection.
- Respect the value of being just and impartial to all students irrespective of their caste, creed, religion, sex, economic status, disability, language and place of birth.
- Facilitate students Physical, social, intellectual, emotional and moral development.
- Respect basic human dignity of the child in all aspects of school life.
- Make planned and systematic efforts to facilitate the child to actualize his/her potential and talent.
- Transact the curriculum in conformity with the values enshrined in the constitution of India
- Adapt his/her teaching to the individual needs of students
- Maintain the confidentiality of the information concerning students and dispenses such information only to those who are legitimately entitled to it.
- Refrain from subjecting any child to fear, trauma, anxiety, physical punishment, sexual abuse, and mental and emotional harassment
- Keep a dignified demeanour commensurate with the expectations from a teacher as a role model
- Establish a relationship of trust with parents/guardians in the interest of all round development of students
- Desist from doing anything which is derogatory to the respect of the child or his/her parents/guardians
- Strive to develop respect for the composite culture of India among students
- Keep the country uppermost in mind refrains from taking part in such activities as may spread feelings of hatred or enmity among different communities, religious or linguistic groups
- Strive for his/her professional development

- Create a culture that encourages purposeful collaboration and dialogue among colleagues and stakeholders
- Take pride in the teaching profession and treats other members of the profession with respect and dignity.
- Refrain from engaging himself/herself in private tuition or private teaching activity.
- Refrain from accepting any gift, or favour that might impair or appear to influence professional decisions or actions
- Refrain from making unsubstantiated allegations against colleagues or higher authorities
- Avoid making derogatory statements about colleagues, especially in the presence of students, other teachers, officials or parents.
- Respect the professional standing and opinions of his/her colleagues.
- Maintain confidentiality of information concerning colleagues and dispenses such information only when authorized to do so.

Code of conduct for Students

- Student teachers are expected to be clean, tidy and respectable in dress and appearance.
- Working hours of the college from 9.00am to 4.00pm with lunch break of 40 minutes from 12.20pm to 1.00pm
- The day begins with morning assembly at 9.00am which include meditation, prayer song, news reading, pledge thought for the day and national anthem.
- Students shall be punctual and regular in attendance. No late comers shall enter the assembly without the permission of the teachers.
- Students are expected to stand up when the teacher enter the classroom and remain standing till, they are directed to sit.
- No student shall leave the class without the permission of the teacher.
- Students are expected to wear the college uniform all days.
- Gents are not allowed to wear jeans in the college campus. t-shirts is also not allowed.
- Hair style boys and girls should be in accordance with teaching profession.
- Ladies are not allowed to wear leggings, sleeveless tops, shorts top, three fourth, jeans etc
- Alcohol, smoking and chewing are strictly prohibited in the college campus.
- As per the Govt. instruction, mobile phones are strictly prohibited in the college campus.
- Mobile phones can be used for the learning purpose with the permission of the teacher.
- Non-veg food not allowed in the campus.
- Students should inform the Head of the Institution regarding the marriage proposals well in advance so as to run the programme without any discontinuation.

Code of conduct for non-teaching Staff

- All the non-teaching staff are not allowed to leave the college campus during the working hours unless permitted by the principal.
- They should adhere strictly to the laws and regulations of the college.
- They should deal with students, staffs and colleagues with respect and courtesy.
- They should maintain honesty, discipline, fairness and justice in their official duties.
- They should keep the confidentiality of the records maintained in their offices and are custodians of the files and papers entrusted to his/her section.
- Strict action will be taken if any file is delayed purposefully.
- Male staff wear pant and shirts. (Not Jeans)
- For female staff, sarees are the preferred dress.
- Exemptions to the dress code may be given only on personal request and special occasions.