**7.1.5 code of conduct hand book**

* Student teachers are expected to be clean, tidy and respectable in dress and appearance.
* Students are strictly forbidden to engage in any political parties or other movements which are undesirable.
* Working hours of the college is from 9.30 a.m to 4.30 p.m with a lunch break of 1 hour from 12.30 p.m to 1.30 p.m.
* The day begins with the morning assembly at 9.30am which includes prayer song reading from Holy books, News reading, Pledge, Thought for the day and National Anthem.
* Students shall be punctual and regular in attendance. No late comer shall enter the Assembly hall without the permission of the teachers.
* Students are expected to stand up when the teacher enters the classroom and remain standing till they are directed to sit.
* No student shall leave the class without the permission of the teacher.
* The college properties should be handled with utmost care and keep classroom neat and tidy. Students are not expected to remove the furniture or other things kept in the college.
* Students shall not loiter on the veranda when they have no class. They are expected to be in the reading room and utilize the time. Absolute silence should be maintained in the library.
* Habitual negligence in academic work, dishonesty, obscenity in word, deed or any other acts of misconduct will involve severe diciplinary action
* Students are expected to wear the college uniform on all days except wednesday.
* Gents are not allowed to wear low waist pants and jeans in the college campus. T-shirt is also not allowed.
* Hair Style: Boys and Girls should be in accordance with teaching profession

Ladies are not allowed to wear leggings, Sleevless Tops , Short Top, Three fourth, Jeans etc.

* Colour Churidar with shawl is allowed to ladies on Wednesday.
* 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.
* Mobiles Phones can be used for learning purpose with the permission of the teacher.
* Catholic students are expected to participate in the Holy

Mass conducted on first Friday of every month.

**B. Attendance and Leave rules**

* Students are not permitted to be absent without leave.
* Application for leave should be submitted at least one day

in advance. The application for leave should be recommended and routed through the optional teacher concerned.

* Absence without leave for a full day will be counted as absence for one and two days respectively.
* If a student absents himself/herself, for 5 consecutive working days without applying for leave, his/her name will ordinarily be removed from the roll of the college.
* A student will forfeit one day’s leave for three late marking.
* A student who does not answer when the roll is called or who arrives after roll call, will be marked late.
* A student who comes late has to write the name and reason for late in the late coming Register which is kept in the college office.
* The annual certificate of attendance and progress required for admission to the University examination will be given only if the student has:

 a. The required attendance out of the total number of working days.

 b. Completed the course of instruction to the satisfaction of the college authorities.

 c. Satisfactory academic achievement and conduct in the college.

 d. Done all the expected practical work to the satisfaction of the teachers and the principal.

 e. Attended all the tests and examinations conducted in the college.

Regular attendance will be one of the criteria for internal marks.

**Library Rules**

* The Library shall be open from 9.30 a.m to 4.30 p.m on all working days.
* Strict silence is expected to be observed in the Library.
* Students are instructed not to sit on the tables and to move from place to place.
* Books should be taken out with the permission of the Librarian.
* No students shall write upon, damage or make any mark upon, any book or journal belonging to the Library.
* Reference books cannot be issued at any cost.
* Before the books are taken out each student should satisfyhimself/herself that the books lent to him/her are in good condition. If not, the fact should be brought to the notice of thelibrarian.
* Not more than two books may stand as borrowed by a studentat a time.
* Books taken from the library may not be retained by any student for more than seven days.
* Sub lending of library books are not permissible.
* A fine RS. 2/- per book per day shall be levied in the case ofbooks not returned on the due date. If the fine is not paid, nobooks will be issued to the student concerned till he or shepays the fine.
* If any book is damaged or lost by any borrower, he/she shouldreplace the book or pay the present cost of the book.
* Those who return books should see that the necessary entriesare made in the issue register for the return of the books.Specified days shall be allotted to each optional group so as tomake it convenient to select and issue books. The book shallbe issued only between 10.00 a.m - 11.00 p.m 12.00pm to1.30 p.m - and 4.00 p.m to 4.30 p.m on every working day.
* The principal and teachers shall appraise the extent of reading of each student every month.

**Issue of Certificates**

* Two days notice is required for the issue of certificates.

**Residence of Students**

* Every student shall inform the principal of his/her place ofresidence. Change of residence if any, shall also be reported.
* The residence of the students staying in the hostel is subject

to inspection by the college authorities.