



SREE VIVEKANANDA TEACHER EDUCATION CENTRE

AKKIKKAVU, THRISSUR DIST., KERALA – 680519

(Affiliated to Calicut University & Recognized by NCTE)

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(Under the Management of Sree Vivekananda Educational and Charitable Trust)

General Rules and Regulations

Days and Class Hours

SREE VIVEKANANDA TEACHER EDUCATION CENTRE AKKIKKAVU has a rigorous policy about punctuality, whereby any delay beyond 9:30 am is considered tardy. In order to stay out of trouble, be sure to arrive on time.

Every day, classes begin at 9.30 a.m. Students are to congregate in the college auditorium for prayer as soon as the first bell rings. Pledge, newspaper reading (in Malayalam and English), thought of the day, thinking assessment, and the national song come after the prayer. After the morning assembly students shall move to their respective classrooms. The morning session ends at 1:10 PM.

At 1:55 pm, the afternoon session starts up. At the first bell, students have to be in their classrooms. The second bell marks the start of class.

Attendance

Teachers are going to take attendance at the start of every period. When attendance is taken, every student who is not there will receive an absence grade. In any case, after supervising the student as they see proper, the instructors are free to mark any student who arrives late. It is strictly forbidden for students to miss class. If there are good enough reasons not to attend a certain lesson, they must first obtain permission from the corresponding lecturer, although they need permission from the principal to miss more than one class.

- Presenting late for class starts to cause disruptions for the teacher and the class when it happens frequently. Therefore, it is advised that understudies refrain from arriving late.
- Students who have an excuse for missing class should give it to the teacher before the lesson starts. An application for leave will not be approved if it is not filed in the correct format.
- During the academic year, no student will be allowed to take more than ten days of casual leave, or more than seven days in a row, including Saturdays and Sundays.
- The principal may request a medical certificate in the event that an illness-related request for casual leave is made. If a student misses three or more days of class without permission, they must give a written explanation to the principal right once.
- Casual leave should be given to students in line with their universities policies. The college follows the regular weekday schedule, with Saturdays and Sundays serving as special days.

Tests / Examinations

- Periodic test papers will be conducted in all courses in addition to the internal, model, and university exams that are held every semester.
- No individual's convenience will be catered for when it comes to tests or examinations.
- During assessments and exams, impeccable order and discipline must be upheld.

Identify Card

1. All instructors and students must have identity cards from the college bearing the principal's signature and seal.
2. Identity cards should be required for teachers and students to wear within the confines of the institution.

Uniform

1. Students have to wear uniforms daily. If they fail to wear they pay the fine.

General Discipline and code of Behaviour

The students can maintain general discipline on college premises and behave politely by adhering to the following rules.

1. We work from 9.30 am to 4 pm, and the day begins with an assembly prayer. Students ought to participate in the prayer.
2. Punching systems are available at our college. Effective tracking of all teachers and pupils is aided by it.
3. Prior to the sounding of the second bell, every student must be present in the classroom. For the next hour, students must report to their designated class room when the bell sounds.
4. When the instructor enters the classroom, get up from your seats and give them a warm greeting. When the teacher exits the classroom, get back up and give them a thank you.

5. Everyone must be on time and consistently present. When the class is in session, no student may enter or exit the room without the instructor's permission.
6. During class hours, students who don't have class should not hang out on the verandah. With permission from the principal, they can either read in the college library or leave the campus.
7. It is forbidden for students to host or participate in any college gathering that has not been authorized by the administration or to raise funds for such events. Without the principal's written consent, they are not allowed to distribute any kind of notice, petition, or poster among the students on the college grounds.
8. We expect our understudies to uphold moral principles, be outgoing and kind, and respect and greet experts and seniors both within and beyond the campus.
9. We demand that our pupils have a neat, orderly, and attractive appearance. According to the principal's guidelines, students are expected to wear their uniforms on the designated days.
10. Everyone must maintain the cleanliness and orderliness of the college campus, classrooms, verandas, auditorium, etc.
11. It is required of students to be enthusiastic and prepared to help teachers or other staff members maintain a beautiful and healthy environment.
12. Smoking and alcohol drinking are completely prohibited at our institution.
13. Any complaints or grievances should be directed to the grievance redressal cell.
14. Each person using college property must take care of it, keeping the campus, buildings, and furniture tidy.
15. Using a mobile phone on campus is prohibited.
16. An essential component of the teacher preparation program is discipline. Inside and outside of the college, trainees must conduct themselves in a stately manner.