



**MAR BASELIOS COLLEGE OF EDUCATION
SULTHAN BATHERY, WAYANAD, KERALA**

Cycle 1

NAAC ACCREDITATION-2024

SSR- Criterion 6

6.2.2. Documentary evidence in support of the claim

INSTITUTIONAL POLICY

MAR BASELIOS COLLEGE OF TEACHER EDUCATION

RULES AND REGULATIONS

Students are hereby instructed to strictly follow the disciplinary rules of the college. Students should present on all the day in college and do the work regularly at college time.

1. Time Table:

❖ College Time: 9.30 to 3.30

9.20 - warning bell and teachers prayer

9.25 - 2nd bell and form for assembly of students as per the day

9.25 - 9.40 conducting assembly

9.30 – 3rd bell and in other days students prayer with
begin the class

❖ Class time :

9.30 to 10.30 first period

10.30 to 11.30 second period

11.30 to 11.45 Interval

11.45 to 12.45 third period

12.45 to 1.30 Lunch break

1.30 to 2.30 fourth period

2.30 to 3.30 fifth period

3.30 long bell end of the class

❖ Assembly days

B. Ed : Tuesday and Thursday

D.El.Ed : Tuesday and Friday

2. LATECOMERS

Students who come late :

- ❖ Students should present on time in the college campus as per the college rules.

- ❖ Students should write a request letter and submitted to the principal a person who arrive late on that time itself. .For Stragglers five consecutive days can be considered as a leave and communicate to the parents .

3. ATTENDANCE

- ❖ **Mode of Attendance:** Manual and Electronic

- ❖ Students should keep the regularity in the class at working days.punctuality have been must keep for teachers and students do the Punching monitoring on or before 9.45 am.Registered attendance has to be recorded in each period. It has been decided that the attendance may be shortened as per the order of university /SERT

Accordingly , B,Ed course is 85% and 90 % for practical

D.El.Ed course is 85% 95 % for practical

That accurate attendance can be recorded as per the rule of university /SERT

- ❖ **Students who take leave**

- If those who take the leave they should write a leave letter in the full cap A4 sheet with name and signature of the parents/guardians and also submit it to the principal with the signature of the concern teacher in the next presence of the day.Inform to the parents/guardians if the student take leave five consecutive days. Emergency leave must be inform the principal and same as their class teacher immediately.
- Those who leave before the end of the class *(3.30 pm)students should write the letter with reason and name with mobile Number of the parents/guardians . Students should be take the permission from the concern teacher.If a student is absent without sanctioned leave more than 15 days continuously his/her name will be removed from the attendance

roll. Attendance register should be kept period wise and teachers should submit to the principal at 4.00pm every day .

Monthly consolidation of attendance should be published in the notice board . Encourage and award the 100% regular attendance in the end of the year/semester wise. As per the

- university/ Govt. Order will be permitted the leave with con-donation fee.

❖ **Teaching and Non teaching staff who take leave**

- **Mode of Attendance:** Manual and Electronic-the punching.

- The leave taken by the teacher should be informed three days in advance by obtaining the leave form from the office and submitting it to the office with the principal's signature. If the staff will be taken the leave arrange the work to the faculty and inform to the principal / management.

- Communicate emergency leave to the principal by email or phone . The leave form should be filled and submitted to the office before 9.30 am on the next day of working.

❖ **Principal who take leave**

When the principal take leave should be informed the management directly and also concern in charge of the institute .

4. Medical Leave /Cash-leave

Allowed cash leave :(12+3)15 days

Medical leave : As per the permission of the Management.

Those who are to get it medical leave teaching and non teaching staff and Students also should produced next working day the Medical certificate and request letter with permission of Management to the Office as soon as possible more than more.

6. DISCIPLINE

- ❖ Keep decent and Punctual in the college campus .Respect the teachers in morality and manners.Behave the respect word in the peer group.

- ❖ Staff and non teaching also Switch off or silent mood the mobile phone in the college campus and should not have the permission attending the mobile phone in the class hours./class room.

5 .UNIFORM & ID CARD

Staff and students should wear the Identification tags duly signed by the principal and wear the full Uniform in the college campus as per the rules of the college.Students should wear the formal and decent dress in the college campus in other working days. Students must have avoid the T.shirt Girls and Boys.

- ❖ Those who are enter in the college campus without **Uniform & ID card** they have to submitted the written letter with reason and Encourage the students to donate to the charity of the poor.
- ❖ **Uniform day** : Monday,Tuesday,Thursday and Friday
- ❖ On the time of internship students must have to wear uniform and identification tag.
- ❖ Keep decent and Punctual in the college campus .Respect the teachers in morality and manners.Behave the respect word in the peer group.
- ❖ Staff and non teaching also Switch off or silent mood the mobile phone in the college campus and should not have the permission attending the mobile phone in the class hours./class room.
- ❖ **Uniform day** : Monday,Tuesday,Thursday and Friday
- ❖ On the time of internship students must have to wear uniform and identification tag.

- ❖ Unit Test
- ❖ Mid semester Examination
- ❖ Model examination / ESA
- ❖ Semester Examination
- ❖ Commission /Practical Examination

8.EVALUATION OF INTERNSHIPS

	D.El.Ed	B.Ed
I Semester		
	5 days	Nil
II Semester		
	5 days	1 day faculty Demonstration
Practical Examination		2 days Criticism Classes
IT practical Examination	5 days initiatory school	Experience
III Semester		
	45 days LP	80 days UP & HS , Practical
Examination		
Community Living Camp	5 day	Residential camp 4 days
Residential Camp	10 days	
IV Semester		
	45 Days UP	Nil
Practical Examination		

9. MERIT DAY / CONVOCTION

- ❖ Distribute the course certificate
- ❖ Awarded to the Students winners of the **KTET, SET & NET**

