

# **TVS TEACHER TRAINING ACADEMY**

## **COLLEGE REGULATIONS**

### **ADMISSION**

The eligibility for admission to the B.Ed. course is a Bachelor's degree from any recognized university. After a rigorous scrutiny of the applications, admissions are made on the first-come-first-serve basis, subject to the availability of seats. However, the decision of the College is final with regard to its admission policies and the College arrogates to itself the right to cancel any admissions without prior notice.

### **SCHOLARSHIP**

The College strictly implements the Scholarship scheme provided by the Government of Tamil Nadu for SC/ST and minority students.

### **DISCIPLINE**

All the students of the College should strictly observe the following norms of campus discipline:

- To be punctual in reporting to the College at 9.20 a.m. and in leaving the premises at 4.30 p.m on all working days.
- To attend the General Assembly at 9.30 a.m. on all working days.
- No student will be given attendance when they come late.
- Students should get the late attendance slip signed from the Principal before entering the class.
- To report to the College only in the prescribed uniform dress code.
- Boys should tuck their shirts neatly and no jeans pant is allowed on working days. Girls should come only in saree.

- To regularly wear the I.D cards provided by the College. Any damage or loss of I.D card is no extenuating ground for not wearing the I.D card.
- To strictly follow the schedule of Time-Table and to punctually report to all the sessions, including practicals, as per the requirement of the Time-Table.
- To observe silence and orderliness during transit in the campus.
- Students should take all the tests and examinations that will be conducted during the academic year. Anyone who is absent for a test or examination should bring their parents/guardians. No retest or reexamination will be conducted for the absentees.
- To maintain the cleanliness of the class-rooms, the campus and its surroundings with utmost care.
- To switch off fans and lights in the classrooms when not in use.
- To apply for the Principal's permission through the concerned major staff and staff-in charge of attendance in order to leave the campus on emergencies.
- Out pass to be duly signed by Principal and staff in order to leave the campus on emergencies.
- Canteen facility should be used only at the prescribed break time according to the timetable.
- Not to indulge in any activity or behaviour that is likely to cause damage to the property of the College, including the furniture of the class.
- **Not to be in possession of mobile phones, as they remain banned in the campus. If found in possession, a fine of five books for the library will be collected on the first time. If repeated, a fine of ten books and the mobile phones will be ceased immediately.**
- **Students should not use mobile phones in the transport provided by the college.**

- No electronic devices are permitted in the campus except with prior permission from the Principal.
- Bringing valuable things is not advisable and in case if there is any missing of such things, the college will not be responsible.
- Not to promote any political activity and not to indulge in any unauthorized mobilization of funds on the campus.
- Parents or Guardian are not permitted to see the students without the due permission of the Principal.
- Parents should get a visitors pass when they enter the college from the security office and return it back while leaving the campus.
- Outsiders or guests are not allowed to meet the students inside the college premises.
- Not to associate oneself with any activity both on/off the campus to the detriment of the reputation of the College.
- Cases of serious misbehavior on the part of students will result in their summary dismissal from the College.
- Fees should be paid in the following schedule:
  - First installment – Date of Joining the college (July - August)
  - Second installment – (January - February)

## **ATTENDANCE AND LEAVE**

- Application for leave should be submitted a day before with details regarding the period and the cause to the Principal through the concerned major staff and staff in charge of attendance.
  - a) Leave may be granted amounting **not more than ten days in an academic year.**
  - b) When leave is applied owing to sickness for more than three days, a certificate from registered Medical Practitioner may be required.
  - c) Attendance for the duration of the intensive teaching practice being compulsory, no leave will be granted for any part of that period.**
  - d) Students are not permitted to absent themselves without prior permission.
  - e) In the case where absence without prior leave is unavoidable, application for leave must be submitted as soon as possible, and in no case later than the first day of return to college with the parent's signature.
- In the case of shortage of attendance, the application for condonation must be made to the authority. Unless such condonation is obtained, students may not be permitted to take the examination. The condonation fees will be fixed by the University.
- Two copies of Attendance Certificates should be obtained from the respective schools in which the student underwent intensive teaching practice.

## **CERTIFICATES**

### **COLLEGE LEAVING CERTIFICATES**

The Transfer Certificate signed by the Principal will be issued at the end of the course after the completion of the second year of the University Examinations.

### **PHYSICAL EDUCATION**

Physical Education, Yoga and Games form an integral part of B.Ed. Training. Physical training and games will be held at least one period in a week. Attendance for these classes is compulsory as physical education forms a regular part of the B.Ed. curriculum.

### **INSTRUCTIONAL TRIPS AND VISITS**

The educational benefits of instructional trips and visits are being increasingly recognized. Whenever such visits are organized either by the college or by the respective section, participation is obligatory on the part of the students in order to enrich their formal training.

### **LIBRARY**

1. Strict silence and decorum should be maintained in the library.
2. Each B.Ed. student will be entitled to borrow three books at a time. The return of the book should be made within a fortnight.
3. Books will not be issued if there are any late fee arrears.
4. During library hours, open access is permitted to the students. Students should not disturb the arrangement of books on shelves; a student who abuses the privilege of borrowing books will forfeit this privilege.
5. Students can access the library during the library hours and lunch break.

6. The students are not allowed to take any of their belongings inside the library.
7. Books should be taken only after registering it with the Librarian.
8. Students are expected to handle the books with care. On receiving a book from the counter the students shall examine it at once and call Librarian's attention to any existing damage. If the student fails to do so, they will be responsible for any damage that may be afterwards detected.
9. No book will be lent to a student except on their own library card. A student borrowing or attempting to borrow a book dishonestly will be suspended from the library at the discretion of the Principal.
10. Students are prohibited from passing books from one person to another and from lending them to persons not connected with the college.
11. Books should be returned on or before the last date. If that date happens to be a holiday, the next working day will be considered as the 'due date'. Books taken out for use during short holiday should be returned on the reopening day. It shall however be within the discretion of the Librarian to recall any book or books lent to a student, irrespective of the time limit prescribed above.
12. A student's absence from the college on the due date is not a valid reason for failure to return the book on that date.
13. A book may, after being returned, be reissued with the special approval of the librarian.
14. A fee of Rs.5/- per day will be collected for books returned after the due date as per Management policy.
15. The books issued from the library shall be returned when a student withdraws from the college. No official transfer certificate will be granted to a student who owes either books or fine to the library.
16. If a book is damaged or lost, double the amount of the book cost to be paid by the person held responsible.

17. Only current journals and magazines will be placed on the reading table.
18. It is compulsory for the students to be in the library during the time allotted for them.
19. While using the internet facility, the computer must be operated with care.
20. Books of reference and journals should be used only in the library.
21. The library rules are to be strictly followed. Students will forfeit the privilege of borrowing books if they infringe in the right of others.