

CODE OF CONDUCT FOR STUDENTS

GENERAL RULES:

- Admission is strictly done on a merit basis per rules, regulations, and verification of TNTEU, Chennai.
- The Admission Committee's decision will be final.
- All original certificates should be submitted during the time of admission. The original Certificates will not be returned in between the training period.
- The Working hours are from 9.45 am to 4.30 pm
- The college is following a day order system.
- No student should leave the classroom during lectures without valid out pass.
- All students must come to the college on time. Latecomers will not be admitted to the class without an attendance slip from the principal
- Attendance is marked for each period and consolidated attendance will be sent to the University.
- The candidate's participation is mandatory for the camp activities and unit tests. No relaxation will be given to anyone under any circumstances.
- Students don't use mobile phone or any other electronics gargets during the class hours.
- Shouting or whistling, running, talking in/around corridor or the college building is not allowed.

- Care must be taken of the college property and no one is allowed to scratch or spoil the desks and chairs or damage any school furniture, write or draw anything on the walls or in any way damage any article belonging to others.
- Damage done even by accident or mistake should be reported immediately to the class incharge or to the Principal.
- Any damage done to the college property will be made good by the concerned student together with fine money imposed for such an offence.
- Students should get prior permission to bring their own materials or tools inside the college campus for doing project or other academic works and also should get the gate- pass to take back the material.
- Bullying is strictly prohibited inside the college premises and no such act will be spared.
- Students must submit acknowledgment/ consent form/ class assignment/ assessment or any other preform to the concerned incharge within the stipulated period.
- Students should be watchful of their behavior and gestures when in the college premises.
- Use of Internet is solely for educational purpose.
- The rules and regulations of C.M.S. Colleges of Education are subject to change from time to time.

DRESS CODE:

- All the students should wear clean, neat and decent formal dress.
- Jeans, T-shirts in any form are not permitted. Shirts with captions/psychedelic colours are not permitted for both genders.
- Boys should tuck in their shirts, wear shoes, and Girls should wear Sarees.

IDENTITY CARD:

- ID card shall be made available to all eligible and admitted candidates after the cut-off date as specified by TNTEU.
- It is mandatory for each student to wear STUDENT IDENTITY CARD during the college hours.
- Students who have lost their ID Cards may submit a written request to the Principal for a duplicate identity card

ATTENDANCE / LEAVE:

- Students are expected to maintain 100% attendance. However, they should maintain a minimum of 85% attendance.
- However, a prize for 100% attendance is awarded each Semester.
- Taking leave on health grounds, absence due to participation in co-curricular or extracurricular activities shall be limited to 15% of attendance.
- Students should submit the leave letter, signed by parents/ guardian, to the attendance coordinator, before availing leave.
- On-duty leave for a student is limited to a maximum of 10 days per year. The duty leave may be available for participating in any competition related to Institution/University like fine arts, sports, paper presentation, project work, etc. Students should submit their on-duty leave form duly signed by their tutors of the Department in advance.
- Permission to leave the college premises during working hours may be granted only by the Principal, recommended by the attendance coordinator, on specific request from a student.

- Sick or unforeseen leave for more than three days should be supported by proper documents and submitted along with the leave letter when he/she returns to the college.