



**Thiagarajar College of Preceptors**

Teppakuam, Madurai - 625 009

Recognised by NCTE, Re-Accredited by NAAC with "A" Grade

ISO 9001 : 2015 certified

Affiliated to Tamil Nadu Teachers Education University - Chennai

**IQAC**



## Policies & Procedures

### **Disciplinary Rules for Student Teachers**

The rules of discipline shall include the following:

- Every student shall wear a respectable dress.
- Every student shall wish the Principal and other members of the staff on the occasion of his first meeting for the day within the college precincts.
- If a member of the staff enters the classroom, the students should rise and remain standing till they are directed to sit or till the teacher takes his seat.
- No student shall be allowed to leave the classroom without permission or until after the teacher has left the room.
- Every student should be in the College precincts before 9.20 A.M. Late comers have to sign in a separate register. The late coming will be viewed seriously by the authority.
- Prayer will be conducted from 9.30 a.m. to 9.45 a.m. every day by the students' subject wise.
- Students shall assemble in their respective classrooms in the forenoon after the prayer, and in the afternoon soon after the first bell is ring. Students shall not congregate or loiter in any part of the corridor during the instructional hours.
- Students moving from one class to another shall do so in an orderly manner and with as little noise as possible.
- Students are forbidden to displace or misplace in any way with the furniture of the college. Any damage done to them will be recovered from the entire body of the students.
- Students shall not engage themselves in any political or communal movements. Severe disciplinary action will be taken against those who in any way disturb the atmosphere and tradition of the college. The students should observe the dictum "To learn obeying is the fundamental art of governing".
- Switch-off cell phones while in class rooms.



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## Policies & Procedures

### Rules and Regulations for Science Curriculum Laboratory

- Students should enter the lab with the permission of concerned faculty.
- Apparatus, Chemicals, Models can be used during mini-teaching practice after proper entry in the lab register.
- Students are responsible for any breakages during demonstration or lab activities.
- Turn-off gas, water and electricity when it is not required.
- Make sure that the work area is clean and tidy before leaving the lab.
- Eatables are not allowed in the lab.

### Rules and Regulations for Computer & Language Laboratory

- Laboratory will be opened from 9.30am to 5.00pm on all working days.
- Students should use only the computer assigned to them at the beginning of the academic year.
- Students should register the name, the computer used and timings in the entry register.
- Students should not use own software, CDs, Pen-drive, etc. in the laboratory.
- Students should avoid browsing unnecessary websites that are not related to the curriculum.
- Shut-down the system properly and log-off network after every use.



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## Policies & Procedures

### Library Policies & Procedures

- The library is in the immediate charge of the librarian.
- All the students and members of the staff of the college are members of the college library.
- The library will remain open from 9am to 5.30pm on all working days.
- Strict silence and decorum should be maintained in the library.
- a) Every student will be entitled to borrow two books at a time.
- The Principal may at his discretion direct to issue any student additional books for a specified period if he is satisfied that the student has shown a marked capacity for using the books.
- During the library hours, open access is permitted to the students. Students are strictly instructed not to disturb the arrangement of books on shelves while searching for the books. If any student is found abusing the privilege given and unnecessarily disturbing the arrangement, he will forfeit the privilege of borrowing books.
- Students are expected to use all books with care. On receiving a book from the counter, a student shall examine it at once and call the librarian's attention if any damages found on it. If he/she fails to do so he/she will be held responsible for any damage that may be afterwards detected.
- Students are prohibited from passing on books to another and from lending them to person not connected with college.
- Books should be returned on or before the last date stamped on the return slips in the books. If that date however happens to be a holiday the next working day will be considered as the date on which the books are due. Books taken out or used during vacations should be returned not later than the fifth working day from the date of the reopening of the college. It shall however be within the discretion of the librarian to recall at any time any book or books lent to a student irrespective of the time limit prescribed above.
- A student absent from the college on the due date will not be considered as a valid reason for failure to return book on that date.
- A student failing to return a book within the prescribed time will be fined one rupee for each working day and the default library fine shall be paid to the librarian. Books will not be issued to those who are in arrear in respect of their library fines.



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## Policies & Procedures

- A book may after being returned, be taken again for a second time with a special approval of the librarian provided there is no other applicant for it.
- The principal may make such arrangement as he may deem desirable for the issue and return of books during the holidays.
- The books issued from the library shall be returned in time otherwise a student ceases to be a member of the library. No collegiate certificate and conduct certificate will be granted to a student who does not return all the books issued to him.
- If a book is damaged or lost that book has to be replaced by the person who is held responsible.
- Only current journals will be placed on the reading table.
- Books of reference and journals should not be taken out of the library.
- The Library rules must be strictly followed or student will forfeit the privilege of borrowing books.

## Rules & Regulations of Sports Activities

- Sports activities will be permitted between 4pm and 6pm on all college working days.
- Students can avail the equipment(s) from the sports by entering in the issue register.
- Students should place the equipment(s) in the proper space allotted for it.
- Fine will be imposed if any of the equipment gets damaged.
- No sports equipment(s) should be taken outside the college without prior permission of the Physical Director.
- Students should bring mat for the Yoga and Meditation classes.
- Students should maintain proper dress code during the Yoga and Physical Education classes.