

1. The college's hours are 11:30 am to 5:30 pm Monday through Friday and 7:30 am to 1:30 pm on Saturday.
2. On-campus presence is required at all times. The official WhatsApp group will post the pupils' attendance data.
3. In order to request a leave of absence, students are required to obtain previous principal approval and provide documentation of a legitimate reason.
4. The academic curriculum has a minimum attendance requirement of 80%, failing which students will not be permitted to complete the test form. If they don't meet the attendance requirements, it's on the pupils to make up the difference.
5. Campus students are required to wear proper college attire. Students are well apprised of all these details during the college orientation programme.
6. It is required for them to be present in correct college uniform clothing whenever some notices are provided regarding the college uniforms on specific occasions or festivities.
7. Students are required to turn in their assignments by the deadline.
8. COVID-19 regulations, including as regular handwashing, mask use, and social seclusion, should be strictly adhered to.
9. The library's books must be returned within 7 days. To all respected faculty members on campus, including teaching and non-teaching employees, the student teacher should show courtesy and humility.
10. Filling out the Anti-Ragging form is required, and anyone found in such situations will face harsh punishment.
11. The college adheres to the concept of "Save Water, Save Electricity." It is required to use all campus resources responsibly, including the water and power.

College timings will be Monday to Friday 11.30 AM to 5.30AM. Also Saturday will be 7.30 am to 1.30 am. Trainees attend college full time stay will be mandatory.

Attendance sheet will be signed by all the trainees from Monday to Saturday 11.20 am after which no signatures will be given to the trainees who come late. That day complete Absence will be required

A trainee should not be absent without taking the prior permission of the Principal if the trainees do not have 80% attendance throughout the year then the examination form will not be filled. No complaint will be entertained in this regard later.

Trainee should not enter staffroom, office without work and permission.

College uniform white pants and white shirt for boys and girls White saree and pink blouse will remain.

All trainees should be present in uniform on Saturdays and special event days.

The trainees should attend the college demonstration full time and complete it as instructed by the faculty and present the demonstration within the given date. Otherwise they themselves will be responsible for the damages. Students are strictly prohibited from using mobile phones in class.

10. A trainee should behave courteously with his colleagues, teachers and non-teaching staff.

11. All trainees should observe and follow the information and instructions posted on the notice board.

12. Trainees to strictly follow all instructions in view of Corona-19 epidemic should do This includes social distancing, use of masks, use of sanitizers and if any symptoms of covid are observed, the college should be informed immediately.

13. Books in the library cannot be kept in one's name for more than seven days. Otherwise penal action will be taken.