

RULES FOR STUDENTS

PART - II

GENERAL RULES

The Institute being a Government organisation adheres to rules and regulations of the Govt. of Odisha. The administration is carried as per the provisions contained in the Odisha education Code.

The Principal as the Head of the Institute is to look after the smooth functioning of the college and maintenance of discipline. All the members of the staff are expected to extend their full co-operation to the Principal. Non-withstanding the specific rules which are explicit, the Principal has the residuary power and can act in situations where such explicit rules are not provided for.

The students who do not adhere to the rules or whose behaviour adversely affect the reputation of the college may be expelled by the Principal or may be punished depending on the nature and degree of offence or breach of rules in consultation with the Discipline Committee of the institute. However Principal's decision is final in all matters of punishment.

Code of Conduct:

Students are expected to exhibit exemplary behaviour in all curricular and co-curricular as well as other institutional activities. Their involvement, discipline, sincerity, dedication and belongings to which they can be rightfully proud of.

The following will be considered as breach of discipline.

- i. Continued late attendance or absence without prior permission.
- ii. Absence from the class in any period without specific permission of the lecturer concerned.
- iii. Loitering on the verandah or gossiping in the library or in the common room when the classes are on.
- iv. Singing, shouting, quarrelling or using impolite or vulgar expressions towards each other inside the institute.
- v. Absence from community functions, observation days, i.e. Independence Day, Republic Day, Cultural Functions, Debates, Seminars and Symposiums etc.

- vi. Indifferent attitude, non-cooperation, disregard towards activities and functions of the college,
- vii. Conducting meetings, functions, and matches without prior approval of the Principal.
- viii. Misbehavior at games or any other functions.
- ix. Spitting on the wall, floor, pillars, or doors and Windows of the college,
- x. Scribbling, sticking placards, posters and other papers or otherwise disfiguring the college wall or any other part of its premises.
- xi. Tampering with electrical, sanitary and water supply installations of the college,
- xii. Forcible entrance into the Principal's office, college office, staff common room Library etc.
- xiii. Adopting malpractice in the examination.

No student is allowed to harass or inflict physical / mental torture to any of the students of her class/institute. Any such activity shall be considered Ragging and this would lead to the consequences as per the provisions of law and may debar from studentship of the institute.

General Discipline :

- i. Students should take their seats before the Lecturers enter the class-room and not ordinarily leave the class except on exigencies without due permission from the lecturer present in the class.
- ii. Students should use the reading room during their leisure hours instead of loitering here and there.
- iii. Students at all places inside the college and outside whether at playfield or in any meeting and function, should conduct themselves with a sense of decency and decorum.
- iv. Students without any business should not disturb the officestaff on any account.
- v. Students should not become members of any outside Athletic Club or Cultural Society.

Note :

- a) The Principal reserves the right to alter, add or delete these rules at any time.

- b) Violation of these would warrant disciplinary action.

Leave Rules :

Since it is a professional college the student - teachers are discouraged to avail themselves of leave of any kind. However, in exceptional cases one may be granted leave up to maximum ten days during an academic session. Such leave not exceeding six days may be granted at a time.

Disobedience of these rules be seriously viewed and drastic disciplinary action to the extent of expulsion from the college shall be taken against the defaulters. Hence students are advised to observe these strictly.

Note:

- a) Leave cannot be claimed as matter of right and the grant of leave depends upon the discretion of the Principal.
- b) Application for leave on flimsy grounds shall be rejected without assigning any reason thereto.
- c) Interpretation of the aforesaid rules rests entirely with the Principal

Interview with the Principal:

Students who wish to meet the Principal should send a slip through the orderly during the meeting hour as specified. They should wait till they are called by the Principal.

College Working Hours
9.30 A.M. to 5.00 P.M.
(Break 1.30 PM to 2 PM)

*Ragging in any form is punishable
under law.*

HOSTEL RULES

There is a Ladies' Hostel in the Institute under the administrative control of the Principal. It has a Superintendent (Nandini) to look after the day to day management. Admission to the hostel shall be done on the Principle of merit laid down in the prospectus . Boarders will have to observe the following Hostel Rules.

- i. The Superintendent is responsible for maintenance of order and discipline in the hostel.
- ii. Seats shall be allotted by the Superintendent and the Hostel Committee on merit basis.
- iii. Cases of gross misconduct are to be reported to the Principal
- iv. The boarders must obtain permission from the Superintendent and Principal before joining the activities outside the Institute campus. Permission of the Superintendent is necessary for any meeting the students inside the hostel.
- v. Calling meetings, circulating notices of raising subscriptions must be approved by the hostel Superintendent,
- vi. No boarder shall ordinarily be allowed take private tuition.
- vii. No boarder can take any direct action, punish the hostel bearers, cooks or menials for negligence of duty. All such matters should be reported to the Superintendent for taking appropriate measures. Any kind of direct action shall be considered serious breach of hostel discipline,
- viii. Boarders shall obtain permission from the Superintendent for availing any kind of leave from the hostel during the holidays. Prior permission of the Principal is to be obtained for availing leave on working days.
- ix. Overstaying beyond the sanctioned period of leave is not permissible. If a boarder overstays on some extraordinary grounds she must produce satisfactory written explanation
- x. Study hours shall be normally observed from 7.00 am to 9.00 am and from 6.30 pm to 9.30 pm on all days except Sunday.
- xi. Attendance shall be recorded in the evening at 6.00 pm which will be followed by a mass prayer.
- xii. Regular absence from the prayer class for three continuous days shall be seriously viewed and disciplinary action shall be taken for such absence.

- xiii. Campus cleaning and gardening work is compulsory as it forms a part of community life.
- xiv. No outsider shall be allowed to remain in the hostel during the study hours.
- xv. Entertainment of guests is not allowed in the hostel without permission of the Superintendent.
- xvi. Written permission of the Superintendent is necessary for visiting film of attending cultural functions outside Institute campus.
- xvii. No boarder should tamper with electric, sanitary and water supply installations.
- xviii. Strict economy should be observed regarding the use of electricity and water. The light in all rooms should ordinarily be put out at 10.30 pm.
- xix. Any kind of activity on the part of the boarder causing disturbance or indiscipline in any form is rooms should ordinarily be put at 10.30 pm.
- xx. A boarder will be individually responsible for any breakage or damage of furniture or articles issued to her. They are however collectively responsible for any damage done to the electrical fittings of their respective rooms or hostel building. Appropriate amount will be deducted from their college caution money Fixed mess deposit to repair the damages caused by them.
- xxi. All the boarders must be present in the hostel from 6.00pm to 6.00 am on all days. Absence without permission during this time is strictly prohibited.
- xxii. Any kind of rule besides these mentioned above may be framed by the Superintendent with the approval of the Principal, if necessary.

Rules of the Mess :

- i. Each boarder shall have to pay Rs. 300/- towards mess caution money on the first day of her admission into the hostel.
- ii. Every month a set of boarders shall be elected to manage the mess-affairs.
- iii. No outsiders shall be allowed to take meals in the hostel without prior permission of the Superintendent.
- iv. The outsiders shall be allowed to take in the hostel without prior permission of the Superintendent
- v. No boarder shall be allowed to use electric heater or such other things under any circumstances.
- vi. The boards must vacate the hostel after completion of the course / academie session.

RULES OF THE LIBRARY

- i. The library will remain open on all working days from 10.30am to 5.00pm. Books can be borrowed or returned between 1.00 pm to 3.30 pm.
- ii. Books, magazines etc. of the library will be issued to the students and staff of this college only.
- iii. Each borrower must examine the condition of the books when these are issued. Books, magazines etc. should be returned in good condition and if damaged or lost should be replaced immediately failing which three times of the cost shall be realised.
- iv. Anybody in possession of a book (s) from the library shall return it /then within two days to the library whenever she/he receives requisition notice from the Librarian for the return of the book(s)
- v. Books shall be returned to the library before college closes for any purpose.
- vi. If any borrower keeps the books for more than the time allowed for the purpose no more books will be issued to her/him until the books are restored to the library. In extreme case the privilege of using the library may be denied to such borrowers.
- vii. Reference books, rare books, single copies, current issue of magazines etc. shall not be issued by the librarian without the specific permission of the Principal.
- viii. All inside the library are expected to observe strict discipline. The Librarian is required to report any willful breach of the rule to the Principal.
- ix. The following is the list showing maximum number of books that may be issued to the various class of borrowers at a time. They can keep books for one week only.
 - a) Members of the teaching staff -10
 - b) Research Associate - 02
 - c) M. Ed. Student-02
 - d) B.Ed. Student - 02
 - e) Members of the office staff - 01
- x. When the date of return of a book falls due on a holiday it should be returned on the opening day.
- xi. A book once issued to a borrower may be reissued to her/him only when nobody else wants to take that book. Books for reissue will be presented to the librarian for necessary entries in the register.
- xii. Gossiping inside the library is strictly prohibited.

- xiii. Fine of Rs. 0.50 paisa per book per day will be collected from the students who fail to return the books within the stipulated period.
- xiv. The students are expected to use the Reading Room during their leisure periods.
- xv. Tampering of books, scribbling in books in any form will entail the borrower the replacement of the damaged books or the payment of the cost at three times of the actual price of the book.

Library Committee:

There shall be a library committee including the Librarian. The Principal Shall nominate two or three members in the beginning of the session from among the teaching staff. The senior most will act as the chairman of the committee and others will act as the members. The committee is to prepare the list of the books to be purchased for the institute library besides recommending other improvements in the library besides recommending other improvements in the library administration from time to time.

The students of B.Ed. and M.Ed. class are entitled to borrow books from the library as per the days mentioned below:

Class	Roll No.	Issue Day
1 st Year M.Ed	All	Monday
2 nd Year M.Ed	All	Tuesday
1 st Year B.ED.	01 to 100	Wednesday
1 st Year B.ED.	101 to onwards	Thursday
2 nd Year B.Ed	01 to 100	Friday
2 nd Year B.Ed.	101 to onwards	Saturday

The students are directed to apply for the books on the preceding working day. The students can keep books for fourteen days.

STUDENTS' COMMUNITY

There shall be an executive committee of the students' community consisting of the following posts. The annual election shall take place at the beginning of each session on such dates as the Principal may decide or Government notifies. Election shall be conducted and votes recorded and counting as the provision. Candidate getting highest number of votes shall be declared elected. In case of equality of votes between two or more candidates the result shall be determined by drawing of lots.

Sl. No.	Designation of the Office bearers of Students' Council	Class
1.	President	M.Ed. – 2 nd year
2.	Vice-President	M.Ed. – 1 st year
3.	General Secretary	B.Ed. – 2 nd year
4.	Joint Secretary	B.Ed. – 1 st year
5.	Secretary, Athletics	B.Ed. – 2 nd year
6.	Joint-Secretary, Athletics	B.Ed. – 1 st year
7.	Secretary, Dramatic Society	B.Ed. – 2 nd year
8.	Joint-Secretary, Dramatic Society	B.Ed. – 1 st year
9.	Secretary, Cultural & Community	B.Ed. – 2 nd year
10.	Joint-Secretary, Cultural & Community	B.Ed. – 1 st year
11.	Secretary, Film and Photography	B.Ed. – 2 nd year
12.	Joint-Secretary, Film and Photography	B.Ed. – 1 st year
13.	Secretary, Seminar (for M.Ed. students)	M.Ed. – 2 nd year
14.	Joint Secretary, Seminar (for M.Ed. students)	M.Ed. – 1 st year
15.	Secretary, Magazine	B.Ed. – 2 nd year
16.	Joint-Secretary, Magazine	B.Ed. – 1 st year
17.	Secretary, Planning Forum	B.Ed. – 2 nd year
18.	Joint-Secretary, Planning Forum	B.Ed. – 1 st year
19.	Secretary, Excursion and Picnic	B.Ed. – 2 nd year
20.	Joint-Secretary, Excursion and Picnic	B.Ed. – 1 st year
21.	Secretary, Gardening	B.Ed. – 2 nd year
22.	Joint-Secretary, Gardening	B.Ed. – 1 st year
23.	Secretary, Common Room	B.Ed. – 2 nd year
24.	Joint-Secretary, Common Room	B.Ed. – 1 st year
25.	Class Representative – M. Ed– 2 nd year	M.Ed. – 2 nd year
26.	Class Representative – M. Ed -1 st year	M.Ed. – 1 st year
27.	Class Representative – B. Ed (A)-1 st yr	B.Ed. – 1 st year
28.	Class Representative – B. Ed (A)-2 nd yr	B.Ed. – 2 nd year
29.	Class Representative – B. Ed (B)-1 st yr.	B.Ed. – 1 st year
30.	Class Representative – B. Ed (B)-2 nd yr	B.Ed. – 2 nd year

STUDENT AID FUND

Poor and meritorious students of B.Ed. and M.Ed. class will get financial assistance depending on the availability of funds during the academic session. They are to apply to the Principal in the prescribed proforma as per appendix-IV. The selection committee of the college will finalize the final assistance to be given to the students. (Appendix -V enclosed)

STUDENT WELFARE FUND

Student B.Ed. and M.Ed.,. Classes those who are affected by severe illness and are unable to afford the cost of medicine, may apply to the Principal in the prescribed proforma the financial assistance to be given to the students (Appendix - enclosed)

AWARDS AND PRIZES

This institute offers some awards and prizes to the students for outstanding academic performance.

1. Prof. ShatrughnaNath Award. - Two students of B.Ed and one student of M.Ed securing highest mark in house examination).
2. Pramod Kumar Samantray Award - (Two B.Ed. students securing highest mark in University Examination)
3. Manoj Mohan Sihnaray Award - (One B.Ed and one M.Ed student securing highest mark in University examination).
4. RenubalaNayak Memorial Award - (B.Ed student securing highest mark in Educational Psychology in B.Ed. University examination).

Ignorance of rules and facts detailed in this publication cannot be cited as excuses for their violation or non-observance. Students should read this book carefully and conduct their activities in college with dignity and confidence.

