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Sri Ram Institute of Teacher Education

(Approved by N.C.T.E., Govt. of India)

(Run by : Swargiya Shri Ram Lochav Education Society (Regd.)

VILLAGE BAMNOLI, SECTOR-28, DWARKA, NEW DELHI-110077

RULES & REGULATIONS

APPLICABLE FOR TEACHER TRAINEE STUDYING IN

Bachelor of Education (B. Ed.)

To be submitted at the time of Admission duly signed by the Candidate and Parents/Guardian

INSTITUTE SCHEDULE:

1. Teacher trainee should be in Institute by 09:25 AM. All teacher trainee/s go directly to their classroom.
2. Teacher trainee/s arriving after the normal time may not be allowed to enter the campus.
3. Late comers has a relaxation of only 10 minutes. At 09:35 the gate will be closed and no teacher trainee is allowed to enter in the campus after that.
4. Teacher trainees coming late after 09:35 am is treated as absent and a fine of Rs. 50/day is imposed.

ATTENDANCE:

1. B. Ed. course is a full time two years regular teacher training course. Since B.Ed. course is skill oriented programme based on theory and lots of practical activities. Therefore, teacher trainees while pursuing B. Ed. course can not simultaneously pursue any other course, be it Regular full time/Regular Part Time/Correspondence/any other. If at any stage, it is found that any teacher trainee is pursuing/has pursued other course while undergoing B. Ed. course, his/her candidature shall stand cancelled.
2. Attendance required in School Experience Programme (Teaching Experience) is 100%. No teacher trainees shall be promoted if they have missed their SEP or have less than 100% attendance in SEP.
3. Regularity of attendance and punctuality are important in the academic progress of the teacher trainee and in his/her character training.
4. In all cases, the Institute office should be notified by the parent before 10:00 AM if a teacher trainee is to be absent that day. Teacher trainee absent with/without notifying will be considered truant and a fine of Rs. 50/day is imposed. Paying of fine doesn't make you eligible to appear in the end term semester examination if attendance falls below 85%.
5. A written excuse from the parent of an absent teacher trainee must be presented to the Principal/Lecturer when the teacher trainee returns to Institute as these become part of the attendance file.
6. No teacher trainee may leave the Institute during the working day unless accompanied by a parent or guardian who must report to the Institute office. In the case of a teacher trainee's illness while in Institute, the Institute will ring up the telephone number provided at the time of admission.
7. It is mandatory for the teacher trainees to attend at least 85% of the lecturers (including Practicals) delivered in each subject, satisfy the college authorities regarding their general progress.
8. A chart of monthly attendance record will be displayed regularly for the information of teacher trainees, so as to make them aware of incompleteness of attendance
9. Teacher trainees must attend their classes regularly. According to the rules of the GGSSIP University, Delhi Teacher trainees must have 85% attendance or above in each subject for being eligible to appear in University Examinations. Teacher trainees having attendance below 85% for any reason whatsoever will be debarred/detained from appearing in the University Examination as per GGSSIP University, Delhi rule and regulation. No appeal in this regard will be entertained.

10. Teacher trainees who are absent on medical grounds should produce a valid Medical Certificate along with an endorsement letter from the parent/guardian while reporting to institute after convalescence. There is no relaxation given in total percentage of attendance (i.e. 85%).
11. No teacher trainee shall remain absent from the institute for more than 05 working days continuously without permission/intimation to the concerned Principal, failing which the teacher trainee's name will be struck off by the principal without any intimation to the concerned teacher trainee. Teacher trainee can give request to the concerned Principal within 07 days from the date of striking off his/her name, for readmission with valid reasons and on the recommendation of Admission Advisory Committee and concerned Principal, Controller of Examination/Director may consider and allow the same for readmission. No request for re-admission after 10 days of striking off the name will be entertained in any case.

DISCIPLINE:

1. Special care is taken to maintain all round discipline in the College.
2. Ragging in any form or time is banned in the campus. All teacher trainees are asked to adhere to this rule.
3. Teacher trainees are not allowed to use cell phone within academic boundaries/ or to keep cell phones in their bags inside the college. Possession and use of mobile phones in the campus are to be strictly avoided. Use of mobile Phones in the class rooms, seminar halls, and library is strictly prohibited. The mobiles will be confiscated if found in use & will not be returned.
4. Teacher trainees using the two wheelers are asked to limit the speed up to 20 km/hr and not to have more than one pillion rider.
5. All teacher trainees are advised to maintain the environment clean and not to litter here and there campus and not to pickup mango, jack fruit, cashew etc.
6. Vehicles should be parked in the parking space only.
7. Identity card should always be kept by the teacher trainees and produce on demand by the authorities.
8. Teacher trainees should come to the class room in decent and presentable attire. Dressing of teacher trainees should be formal. Male teacher trainees should wear shirt and full pants (Neat haircut with beard shaved) and female teacher trainees should wear suit-salwar with dupatta.
9. Writing on walls, toilets, roads and pasting of posters on the wall are strictly banned.
10. Teacher trainees should show respect and politeness towards all staff members at college and their fellow teacher trainees, including girls. Any act of sexual harassment, ragging, disobedience, anti-social behavior or harassment of girl Teacher trainees are punishable offences and will be dealt with utmost severity.
11. Discipline and decorum should be maintained in College function / Convocation / College Day / Sports Day etc., in which V.V.I.Ps participate.
12. All notices except any special notices will be displayed on Notice Board. The teacher trainees should read notice board on regular basis.
13. The teacher trainees should attend class-room teaching and not roam in corridors or waste time during working hours or free classes. But, they should go to the library and reading room facilities.
14. Any unhealthy habits such as Smoking, gutka/pan chewing are strictly prohibited
15. The change of Address/Phone No. should be notified to the college office immediately.
16. Teacher trainees are not allowed to shout or make loud noise between the class hours or leisure time while they are in the campus. Teacher trainees are prohibited from standing in person or groups in the corridor. Unnecessarily entering into the conversation with stranger is to be avoided.
17. All application made by the teacher trainees, must mention the name, roll number and class of the Teacher trainee.
18. Teacher trainees applying for certificates, testimonials, etc. which requires the Principal's signature on any kind of document or application should first contact the College office. Teacher trainees should not bring any paper directly to the Principal for his/her signature.

Fees:

1. Fees once paid are not refunded.
2. All Caution Money is refunded on successful completion of the course. Counter foil of caution money deposit slip must be produced at the time of claiming refund. In case of loss of the counterfoil

mentioned above, a duplicate receipt may be obtained on payment of Rs. 20/-. In such cases an application should be made asking for duplicate receipt for taking refund of caution money.

3. Caution money refund must be claimed within an academic year after completion of the course. An application for the same must be submitted in writing. Refund will be made 7 days after receiving of the said application.
4. Administrative fee at the rate of Rs. 200/- per year will be charged for late collection of Degree/Diplomas and other certificates.
5. Teacher trainees have to deposit an additional amount of Rs. 29,700/- (Part Academic Fee), Rs. 5000/- (Security), Rs. 1000/- (Activity), Rs. 300/- (For File Charges), Rs. 10,000/- (Transport(Opt.)**) & Rs. 1000 (For Internal Examination(C)) at the time of admission in as per the following details:
 - a. **Rs. 35,700/- {Rs. 29,700/- + Rs. 5,000/- + Rs. 1,000/- = Rs. 35,700} By Cheque/DD** in favour of **Sri Ram Institute of Teacher Education**
 - b. **Rs. 11,300/-** {if opted for Institution Transport}, **Rs. 1,300** {Without Transport Facility} By **Cash** to be paid to Service Vendor.

*All payments are to be made at the Institution's cash counter.

** may be increase in the second semester.

C stands for Compulsory; O stands for Optional.

DRESS CODE:

1. All Teacher trainees should abide by the dress code prescribed by the institution. Girls are not allowed to leave their hair loose and are expected to refrain from wearing short kurtis. Wearing jeans pants, T- shirts and sleeveless tops is strictly prohibited.
2. Wearing a uniform is a sign of identification with the Institute community of Sri Ram Institute of Teacher Education. By wearing a uniform, Teacher trainees show pride in their Institute and exhibit respect for their person by dressing in a dignified manner. Teacher trainee should arrive at Institute and leave Institute in full uniform.
3. Jewelry is not permitted, except that girls may wear one pair of post earrings, no hoops or dangles.
4. Positively NO Make-Up or Nail-Polish is permitted during Institute hours.
5. Heels on shoes are not to be more than one inch in height.

INSTITUTE UNIFORM:

The following is the standard Sri Ram Institute of Teacher Education Uniform Institute has accepted:

In Summer:

Girls:		Boys:	
Suit	: Magenta	Shirt	: Magenta
Salwar	: Black	Trousers	: Black
Dupatta	: Black	Shoes	: Black
Shoes	: Black		

In Winter:

Girls:		Boys:	
Suit	: Magenta	Shirt	: Magenta
Salwar	: Black	Trousers	: Black
Dupatta	: Black	Sweater/Pullover/Coat	: Black
Sweater/Pullover/Coat	: Black	Shoes	: Black
Shoes	: Black		

Note:

1. If the academic performance of the Teacher trainee is not satisfactory, the Teacher trainee is likely to be detained and will not be allowed to appear for the examinations conducted by the University/.
2. The Management reserves the right to expel any Teacher trainee on grounds irregularity of attendance, insubordination, malpractice in examinations or any other act of indiscipline or misconduct. The decision of the college authorities in this regard shall be final.
3. Stringent disciplinary actions will be taken against Teacher trainees not appearing in Examinations conducted by Institute.
4. Matters not covered by the existing rules will rest at the absolute discretion of the Principal/Management.
5. All instructions issued by the Principal shall have to obey by Teacher trainees. The Teacher trainees will be accountable for their behavior in the college premises. Proper actions will be taken against the Teacher trainees violating the rules and regulations of the college or behaving in absurd manner and will be rusticated from the college. It is assumed that the Teacher trainees and their parents and/or guardians have read and understood these rules and college prospectus thoroughly.

DECLARATION (Student/Teacher trainee)

I _____ Son of /Daughter of /Wife of _____

R/o _____

Enrollment No. _____ have read all the rules and regulations furnished above and agreed to follow all the above mentioned rules and regulations with dignity. If I found irregular of attendance, malpractice in examinations or any other act of indiscipline or misconduct The Management has the right to expel/detain me from the institute without any further notice.

Signature of the Student/Teacher trainee

Name (Bold) _____

Phone No. _____

DECLARATION (Parents/Guardian)

I _____ Father /Guardian of _____

R/o _____

have read all the rules and regulations furnished above and agreed to pay the requisite fee/charges as and when required. If my ward is found irregular of attendance, malpractice in examinations or in any other act of indiscipline or misconduct The Management has the right to expel/detain my ward from the institute without any further notice.

Signature of the Parent/Guardian

Name (Bold) _____

Phone No. _____