



Code of Conduct



KARMELA RANI TRAINING COLLEGE

Fatima Road, Cutchery P.O.

Near St. Aloysius HSS, Kollam

Kerala 691013

Code of Conduct

At Karmela Rani Training College, we are committed to fostering a vibrant, inclusive and respectful learning community. Our success as an institution relies on the collective effort of students, faculty and staff to maintain a positive environment where everyone can thrive academically and personally.

The code of conduct serves as our guiding framework, outlining the values, principles and expectations that define the behavior and responsibilities of all members of our college community. It is designed to ensure that our college remains a safe equitable and supportive place for intellectual & personal growth.

By adhering to this code, we affirm our commitment to the highest standards of integrity, respect & collaboration. It is the foundation upon which we build a brighter future for our students, our institution, and society as a whole.

General discipline and code of conduct in the college.

1. Our mornings begin with a prayer and pledge in the Assembly Hall, followed by a reflection for the day presentation. All teachers and students shall attend without fail.
2. All the students have to be inside the classroom before the second bell goes. The students have to enter the respective classes soon after the bell rings for the next hour.
3. Our students are expected to hold values, be polite and courteous both inside and outside the campus.
4. All are expected to be punctual and regular in attendance. No student will enter or leave the classroom when the session is on, without the permission of the teacher concerned.
5. If you have any grievance or complaint, approach through the optional counselor of the college.
6. All are expected to keep the college campus, classrooms, verandahs, auditorium etc. clean and tidy. Students are expected to be eager and ready to assist the teachers or other staff in keeping environment healthy and beautiful.
7. The students who prove their unfitness for the vocation of teaching during the course of study, who appear to be unsatisfactory in character and conduct and defective in disposition will have to discontinue his/her studies in this institution and will be sent away by the Principal.

8. Students are expected to spend their free hours in the library or class room. They should not loiter along the verandahs or in the college premises.
9. Smoking, drinking, chewing tobacco, pan masala etc. are strictly prohibited in the college campus. Cell phones are not to be used in class rooms. Ragging is criminal offence. Perpetrators will be dismissed immediately.
10. Do not disfigure the walls, doors, windows, furniture etc. with graffiti. bills. engravings etc. Littering classrooms and premises is also forbidden.
11. Political party-based campaigns in any form is not allowed in the campus.
12. Students are forbidden from attending or organising any meeting, collecting money for any purpose, circulating or displaying any notice, in the premises without the signature of the Principal or the concerned staff.
13. The course certificate for the university examination will not be granted to any student unless the Principal is satisfied with his/her (a) conduct (b) progress in studies (c) attendance.
14. Students are not allowed to make a complaint in a body or to address any authority by a collective petition without the prior sanction of the Principal. Such a combined action is subversive of good order.
15. Misconduct of a serious nature or neglect of work by a student makes one liable to be declared unfit by the Principal to become a teacher and the person will have to discontinue his/her studies in this college.

Attendance Rules

1. Teacher shall take attendance at the beginning of each period.
2. A student who is not in the class when attendance is taken shall be marked absent. It will however, be permissible to the teacher to mark present a student coming late after getting due explanation as the teacher thinks fit.
3. Absence from class for a period will be considered as absence for the forenoon or afternoon as the case may be.
4. The annual Certificate of attendance and progress required for admission to the University Examination will not ordinarily be granted unless (1) a student has a minimum

of the attendance prescribed by the University (2) the student has completed the course of instruction to the satisfaction of the authorities of the College and (3) his/her progress in studies and conduct in the College and out side have been satisfactory.

Leave Rules

1. A student in need of leave for a class or portion of class must apply for it to the class teacher before the class begins.
2. A student in need of leave for all the sessions of a day or more must apply for it in the prescribed leave application form to the Principal with endorsement from optional teacher.
3. . Students who are absent without leave for three or more consecutive days shall submit an immediate written explanation for their absence to the Principal
4. Casual leave should not be availed of as a matter of course. Proper and acceptable reason should be given. No student will be granted more than 10 days casual leave in a College year
5. When casual leave is ap-plied for, owing to sickness production of a proper
6. If a student absents himself/herself for five consecutive working days without medical reasons, his/her name will ordinarily be removed from the rolls of the college

College Library Rules

The College Library is a place for quiet study and reading The guidelines below Help students to utilize the Library in a better way.

1. The library remains open on all working days. All Library services are provides from 9 am to 5 pm.
2. Every member must sign the register available at the entrance. Personal reading materials are not allowed inside the Library.

3. Members are free to browse through the books. Books taken out of the shelves must be put on a table. Replacing the books on shelves is not encouraged as it may be misplaced.
4. Students shall be entitled to borrow two books at a time for a period of 15 days. A fine of Rs. 1/- per day will be charged for books not returned within the due date.
5. A document issued may be renewed for 7 days more.
6. No documents issued should be brought to the Library unless for returning.
7. Reference books and Thesis will not be issued.
8. No Library material can be taken out of the Library without permission.
9. Members are responsible for any damage caused by them to the books or any other property belonging to the Library and shall be required to pay the penalty imposed upon them by the Librarian.
10. The members caught tearing pages/stealing of books will be suspended from using the Library facilities and the Principal will initiate further disciplinary action against them.
11. All personal belongings except purses and notebooks shall be left at the property counter.
12. All readers are required to maintain perfect silence and discipline in the Library.
13. Students should obtain 'No due Certificate' from Library before the issue their hall tickets.

Residence Rules

1. Students, not residing with their parents or approved guardians, should normally reside in the hostels approved by the Principal. The two approved hostels for women are Infant Jesus Convent, Moothakka and Carmel Hostel, Kollam. Post metric Hostels run by Government are available for SC/ST students.
2. Students desiring to live in lodges should get the permission from the Principal before any lodge is chosen.
3. Students shall forward to the College office, in the prescribed form full information regarding their residence.
4. Any subsequent change of residence shall be made only with the written permission of the Principal.

5. For admission in the hostels, application should be made directly to the respective wardens after securing admission to the college.

A well-structured code of conduct followed in the institution encourage students and staff to uphold ethical standards, maintain academic integrity, and foster a culture of inclusivity and professionalism. It plays a crucial role in shaping the college community and ensuring that everyone can thrive in a supportive and respectful atmosphere.