

1.0 CODE OF CONDUCT:

- 1.1 Trainees shall wear clean and proper uniform with identity card as well as suitable footwear as prescribed.
- 1.2 The uniform and identity card have to be maintained and cleaned at their own cost.
- 1.3 Damaged or lost identity card needs to be replaced at his/her own cost.
- 1.4 Working in the Institute without clean uniform is not allowed.
- 1.5 Trainees shall maintain their files, records, diaries, measuring instruments, tools, tokens, etc. as specified by the authorities from time to time.
- 1.6 Trainees shall not loiter in the campus and hostel during training hours.
- 1.7 They should maintain peace, serenity and cleanliness at all times and at all places.
- 1.8 Consumption of alcohol, smoking, playing cards and chewing of tobacco, pan, areca nut, gum etc. is not allowed inside the Institute and hostel. Trainees shall exercise due care regarding matters concerning personal and community hygiene. Litter, spitting, nature's call etc. are to be done at places provided for and keep the working environment neat and clean.
- 1.9 Trainees are not permitted to deface the premises by writing or nailing or sticking of pictures on the walls/toilets etc.
- 1.10 Trainees shall not indulge in any act, willfully or otherwise which will or is likely to cause any structural or operative damage to any machine, tool, and equipment, property in the campus premises, hostel furniture, fittings in the toilets, and other's property in their possession or any other items. However in spite of all precautions, if and when any damage is caused directly or indirectly, individually or in a group, such information shall be immediately and in totality communicated to the Principal or in his immediate non-availability, to any other officer/staff member available for further action. Willful subversion of facts or failures to report in time is considered as serious offences.
- 1.11 Trainees shall at all times make sincere efforts to avoid unwanted wastage of time and materials.
- 1.12 Trainees will adhere to safety precautions and recommended method of operations on machines, bench work etc. Trainees are however covered by insurance for accident risks. Still, safety rules will have to be strictly followed.

- 1.13 Use of abusive language, libel or slander towards any one, behaviour not conforming to accepted norms of decency or use of vulgar and obscene. Language for entertainment or otherwise shall be considered as serious breach of the code of conduct. Trainees shall not indulge in any act of violence directly or indirectly. They shall not incite any others to do so towards anyone.
- 1.14 No trainee shall be found in possession of any unauthorized material, tools, gauges, technical literature electronic gadgets or any other property belonging to the Institute or others.
- 1.15 Trainees shall not participate in any political agitation or activity. Also mass representation or signature campaign for seeking favors or defying lawful orders is prohibited.
- 1.16 Trainees found guilty of insubordination or disobedience, whether alone or in company with others, to any lawful or reasonable order of the superior shall attract punishment as applicable to a delinquent trainee.
- 1.17 Trainees are not to engage directly or indirectly in any trade or business or in undertaking any employment throughout the duration of their training period.
- 1.18 Trainees desirous of conducting any meeting inside or outside the premises of the Institute shall strictly seek prior permission from the Principal.
- 1.19 Trainees shall at all times maintain integrity, devotion to training and will not do anything that is subversive to the interest and reputation of the Institution.
- 1.20 The trainees shall not act in anyway, which could be constructed as an intended defraud against the Institute or co-trainees or staff members.
- 1.21 Trainees damaging any property of the Institution shall pay the cost of repair or replacement of the same.
- 1.22 Trainees found guilty of committing theft in the Campus or Hostel will be punished as per Para 9 of Rules and Regulation referred later.
- 1.23 Parents/Guardians cannot contact the trainees in person/over phone/through messenger during class hours and study hours. In case of emergency, message can be communicated to the Hostel Warden/Principal.
- 1.24 Ragging in any form is strictly forbidden in the campus. Ragging means inducing, compelling or forcing a student whether by way of practical joke or otherwise to commit any act which detracts from human dignity or exposes him to ridicule or prevents him from doing any lawful act by

force. Ragging being a punishable offence under various provisions of State Education Act, is forbidden at ATTC campus and hostel as well. Any student found committing the act of ragging will be liable for punishment as decided by the management.

- 1.25 A trainee admitted through regular or sponsorship stream is liable to adhere to all the conditions laid on in the admission order.
- 1.26 Tuition fee should be paid at the beginning of each semester and is not refundable for any reason whatsoever. Similarly fees shall be paid in the beginning of each academic year and is not refundable for any reason whatsoever.
- 1.27 Delay in payment of tuition fee or sponsorship fee will attract fine. Advance permission must be taken by the parents from the Principal seeking permission for such delay. The management has the right to take proper action against the defaulters as decided from time to time.

2.0 ACADEMIC DISCIPLINE:

- 2.1 Trainees are to be punctual as per the indicated timing of the Institution. Trainees are expected to be in the classroom/workshop/labs five minutes in advance and late coming will be viewed seriously. They will pay proper respect to the staff and wish them on meeting.
- 2.2 Absence without permission is a serious breach of discipline. It is punishable with compensation of double the period of absence. In case of repetition, the trainee is liable to be terminated.
- 2.3 Habitual late coming, willful absenteeism, or bad behaviour shall result in termination of trainee from the course.
- 2.4 Trainees shall always leave the classrooms or workshop with the permission of their Section In charge, whether for short duration or long duration during the working hours. Failure to do so will result in making the trainee absent for the whole day.
- 2.5 The trainees shall maintain a minimum attendance of 90% Refer rule under Para 7 for Condonation.
- 2.6 Trainees are expected to complete the lessons/workshop/lab exercise within the time allotted and home exercises to be done as and when given.
- 2.7 Performance of Trainees will be assessed during every semester and a feedback will be given to them / parents on areas requiring improvement.
- 2.8 During the first three months all newly admitted trainees will be on observation. If the trainee is found extremely weak in theory and/ or practical his training is liable to be terminated. Parents/guardians will get communications about son's/daughter's/ward's performance.

3.0 VACATION AND HOLIDAYS:

- 3.1 The Institution will be closed for 4 to 5 weeks in an academic year inclusive of all holidays, but exclusive of Weekly-Off days. Day and date of closure either for vacation or holiday will be decided by the Institute.
- 3.2 No trainee can absent himself without valid reason or permission prior to or after the holiday and/or vacation. Such absence will be viewed seriously and may have to compensate the absence as decided by the Principal.

4.0 LEAVE UNDER EXTRA ORDINARY CIRCUMSTANCES:

- 4.1 Trainees are expected to have full attendance and there is no stipulated leave facility. However, under exceptional circumstances and at the discretion of the Principal, leave of absence will be granted for deaths in family, marriages, change of residence etc. Special leave of absence under this category should not exceed beyond 10 days in an academic year in case it is not availed of. This leave cannot be claimed as a right and will be granted entirely at the discretion of the Principal.
- 4.2 Trainee who is unable to attend classes due to illness not due to work injuries may avail leave of absence up to a maximum of 15 days in a year. Leave of absence for illness should be certified by a medical practitioner approved or authorized by the Institute. However, leave of absence cannot exceed the above days except under special circumstances and the trainee will be discharged for absence beyond the day stipulated above. This leave cannot be carried forward to the next academic year in case it is not availed of.
- 4.3 All leave of absence will have to be compensated if required by authorities. The compensation will have to be made within 4 weeks from the date of leave of absence.
- 4.4 Any holidays intervening during the period of extraordinary leave/medical leave shall not be included in the number of day of leave availed.

5.0 PROCEDURE FOR SANCTION OF LEAVE OF ABSENCE:

- 5.1 Leave application should be submitted in the leave book provided. It should be supported and substantiated by some proof of genuineness of the claim and a letter from parent/guardian in all cases of leave of absence. In respect of illness, Medical Certificate from a doctor approved or authorized by the Institution will have to be also attached along with above application. On reporting back from medical leave, a fitness certificate should be produced.
- 5.2 All requests for leave of absence should be submitted at least one day in advance.
- 5.3 Trainee shall proceed on leave only after leave of absence has been sanctioned. If refused it shall be recorded on the application.
- 5.4 Extension of leave of absence is not permitted especially by illegal overwriting in the leave book for which severe action will be taken against the trainee.
- 5.5 However, if reporting back for the classes in time is beyond the control of the trainee, it which will have to be subsequently proved to the satisfaction of the authorities of the authorities all efforts shall be made

to send telegram, telephone call or any other means of message at the earliest, preferably before 12.00 noon.

- 5.6 In case of illness beyond 3 days, trainee or the parent should write to the Principal about the trainees' health condition, treatment plan and Doctor's report on health.
- 5.7 Should a trainee fall sick during a period of vacation holiday and is unable to report on reopening day, a medical certificate from the Medical Officer not below the rank of an Assistant Surgeon or if such an Officer is not available within the easy reach of the trainee, certificate from a registered medical practitioner with a recognized degree in Medicine, should be forwarded with a letter from the parent/guardian within 3 days. On reporting back, a fitness certificate should be produced. Institute at its discretion will send him for medical examination.

6.0 VOLUNTARY ABANDONMENT:

- 6.1 If a trainee avails himself leave without prior sanction for more than 10 days consecutively or remains absent beyond the period of sanctioned leave for more than 10 consecutive days, including intervening holidays, he shall be considered as having voluntarily left and abandoned his training and it shall be deemed that he is Terminated from the Institute.
- 6.2 In such cases, the Institute will initiate steps to recover dues, if any from the Trainee/Parent/Guardian.
- 6.3 In case of voluntary abandonment, the training cost as per bond will have to be reimbursed to the Institute.

CONDONATION OF ATTENDANCE

7.0 RULES FOR CONDONING THE ATTENDANCE SHORTAGE:

- 7.1 If there is shortage of attendance, it may be condoned to a maximum extent of 5% by the Principal at his discretion under exceptional cases (especially genuine health grounds on excellent past academic records).
- 7.2 If the trainee has in his credit any extra hours on work as per his time book then the condonation may be done out of these hours.
- 7.3 If the trainee does not have any extra hours in his credit then he/she will have to compensate the hours of condonation during the subsequent semester within the first sixty days of working.
- 7.4 If the trainee is unable to take up the semester test (for what-so-ever reasons) with prior permission from the Principal, may at his discretion permit the trainee for a special test, within the first fifteen days of the starting of the next semester. The period so lost shall be adjusted towards his leave account for the current semester to a maximum extent of ten days and the remaining has to be compensated.
- 7.5 In case of a trainee who is permitted to appear for special test as above and also condoned for his/her attendance shortage then the shortage of attendance (which is in excess of extra of previous semester to his/her credit) will have to be compensated for within the first thirty days of working during the current semester.
- 7.6 If the cases are beyond the purview of the above condition the candidate has to repeat the semester on payment as readmission rules. On request he may be allowed to attend the classes along with his succeeding batch on payment to avoid discontinuity. Also he may be given a chance along with that batch to improve his previous semester results. The better results will be considered.
- 7.7 Rules for condoning the attendance shortage is also applicable to the semester test of the year. For annual examination the attendance of the whole year has to be considered.

**8.0 WARNING/SUSPENSION/TERMINATION
(To be read in conjunction with general rules Para 1 to 8).**

In respect of the Trainees, the Principal will enforce discipline adopting the following norms:

8.1 Oral reprimand or written warning for offences like:

- 8.1.1 Not observing the rules or instructions given by Superiors (e.g. leave application not submitted in time, no medical certificate, failure to maintain files etc.), failure to observe timings of the Institute or hostel mess.
- 8.1.2 Not observing rules prescribed regarding hygiene, smoking, chewing tobacco, etc in the campus.
- 8.1.3 Violating safety precautions of offences against Rules of accident and fire prevention.
- 8.1.4 Late coming and/or no punctuality.
- 8.1.5 Disorderly behaviour at the work place, class room or hostel or any place within the Institute and outside.
- 8.1.6 Fixing up of pictures and advertisements on the walls or boards in the Institute or hostel or any place within the Institute premises without prior permission.
- 8.1.7 Leaving the work place, classroom, lab or the Institute premises during working hours without permission and leaving the hostel without permission at other times for those who stay in hostel.
- 8.1.8 Leaving or Entering the Institute through other than the permitted way on days not authorized.
- 8.1.9 Undue slowness.
- 8.1.10 Unnecessary wastage of materials.
- 8.1.11 Being in the Hostel during working hours without permission.

8.2 Written warning/forfeiture of scholarship/fine for offences like:

8.2.1 Repeated small offences

8.2.2 Unexcused absence.

8.2.3 Use of abusive language, indecent behaviour within the Institute or outside.

8.2.4 Hand to hand dispute with other trainees.

8.2.5 Intended offences or instigation against instructions given by Superiors.

8.2.6 Not reporting damages on machine and tools or losses.

8.2.7 Damage of machine, tools, equipment and other properties of the Institute due to carelessness.

8.2.8 Intentional wastage of material or money.

8.2.9 To give information about internal affairs of the Institute or working processes to third person.

8.2.10 Intended wastage of time.

8.3 The student may be suspended for the following offences:

8.3.1 Any offence, which the student has been repeating on more than three occasions where at least three warnings have been given. Then he may be suspended or discharged or dismissed.

8.3.2 If he has received three warnings for various types of offences, which are misconducts, then he shall be liable to be terminated or discharged on the gravity of the offence.

8.3.3 Slandering a co-trainee or supervisor both during working and non-working hours.

8.3.4 Speaking bad about the Institute to third persons or any of its staff members to third persons.

8.3.5 Using abusive language against staff.

8.4 The student may be terminated/debarred for the following offences:

- 8.4.1 Using the Institute's materials/facilities/for private and/or unauthorized purposes.
- 8.4.2 Intended damage of machines, tools, electronic, electrical and other equipments.
- 8.4.3 Falsification of time book, wrong entries in job card, materials card, tampering with hostel mess, information slip or misbehaviour in the mess, canteen, library, auditorium and other areas of instructions/recreations.
- 8.4.4 Private work or work for third persons without permission either within the campus or outside.
- 8.4.5 Theft of material from workshop, laboratory, classroom or hostel. On recommendation of the Principal, may consider, debarring the trainee for one year in which case the trainee may be allowed to rejoin the same semester next year on payment of fees. Refer rule 12.4. This chance is given only once.
- 8.4.6 Action with intention to defraud/cheat/swindle the Institute, co-trainees and staff.
- 8.4.7 Act of violence against any person in the Institute premises or outside.
- 8.4.8 Political propaganda among Trainees and Staff.
- 8.4.9 Act of subversion. (Destruction, ruin, something that brings out an overthrowing a rule of law).
- 8.4.10 Offences against morality within the campus or outside.
- 8.4.11 Unauthorized absence from Semester Exams.
- 8.4.12 Ill-treatment of staff.

In all the above cases leading to the termination/debarring of the trainee, the Principal would call for a report and an investigation either by him or by any of the staff members nominated by him before implementing the decision.

- 8.5 Pending investigations of allegations against the Trainee suspected of misconduct, he may be suspended for a minimum period of two weeks if the Principal has good and proper reasons. If the trainee is fully exonerated and if his attendance is affected preventing him from writing examinations, the trainee's shortage of attendance may be condoned.