



ADVANCED TECHNICAL TRAINING CENTRE

(Under Directorate of Technical Education, Government of Sikkim)

(AICTE Approved)

Comprehensive Rule Book

The rules detailed hereunder shall apply to all the trainees undergoing their regular training at ATTC.

Introduction

The comprehensive rules and regulation (CRR) shall be applicable to all trainees as soon as they are admitted to any course of the Institution till he/she graduates and completes the training including the optional on-the-job training at the specified industry as part of the training.

Notwithstanding what is mentioned in these rules, the Management reserves the right to alter, amend, add, delete or revise and also exempt anyone from the operation of these rules, part or whole.

The rules bring out the salient features including the code of conduct expected from the trainees, promotion rules and leave rules. CRR specifies the behavior, which a trainee is expected to follow in the training centre or outside during training hours and non-training hours of the working day as well as non-working days.

A joint undertaking of the trainees and their parents/guardian as given in the format has to be executed as soon as the trainee joins ATTC.

The medium of instruction and examination shall be in English.

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GENERAL RULES AND REGULATIONS

1. Code of Conduct:

- 1.1 Trainees must wear a clean and proper uniform with an identity card and suitable footwear as prescribed.
- 1.2 The uniform and identity card must be maintained and cleaned at the trainee's expense.
- 1.3 Lost or damaged identity cards must be replaced at the trainee's cost.
- 1.4 Entering the institute without a clean uniform is prohibited.
- 1.5 Trainees must maintain their files, records, diaries, measuring instruments, tools, and tokens as specified by the authorities.
- 1.6 Loitering in the campus or hostel during training hours is not allowed.
- 1.7 Trainees must maintain cleanliness and discipline at all times.
- 1.8 Alcohol consumption, smoking, playing cards, and chewing tobacco, pan, or gum are strictly prohibited. Personal and community hygiene must be maintained, and waste should be disposed of properly.
- 1.9 Defacing institute property by writing, nailing, or pasting pictures on walls or toilets is prohibited.
- 1.10 Intentional or negligent damage to institute property must be reported immediately. Failure to report is considered a serious offense.
- 1.11 Safety precautions must be followed strictly, though trainees are covered by accident insurance.
- 1.12 Abusive language, indecent behavior, or violence in any form is strictly prohibited.
- 1.13 Unauthorized possession of institute property, tools, gauges, technical literature, or electronic gadgets is not allowed.
- 1.14 Participation in political activities, mass representations, or signature campaigns is prohibited.
- 1.15 Insubordination or disobedience of lawful orders will lead to disciplinary action.
- 1.16 Engaging in business, trade, or employment during training is not permitted.

- 1.17 Conducting meetings within or outside the institute premises requires prior approval from the Principal.
- 1.18 Trainees must maintain integrity and uphold the institute's reputation.
- 1.19 Fraudulent acts against the institute, staff, or co-trainees are prohibited.
- 1.20 Damaging institute property requires payment for repairs or replacement.
- 1.21 Theft within the campus or hostel will be punished as per institute regulations.
- 1.22 Parents/guardians cannot contact trainees during class or study hours unless in an emergency.
- 1.23 Ragging is strictly prohibited and will result in severe disciplinary action.
- 1.24 Regular and sponsored trainees must adhere to all admission conditions.
- 1.25 Tuition fees must be paid at the start of each semester and are non-refundable.
- 1.26 Delay in fee payment will attract fines. Parents must seek prior approval for late payments

2. Academic Discipline:

- 2.1 Trainees must be punctual and be present in classrooms/workshops five minutes before the scheduled time.
- 2.2 Unauthorized absence is considered a serious breach of discipline.
- 2.3 Habitual absenteeism, tardiness, or misconduct can lead to termination.
- 2.4 Leaving classrooms or workshops without permission is prohibited.
- 2.5 A minimum attendance of 80% or as prescribed by the State Board of Technical Education, Sikkim is required.
- 2.6 Lessons, workshop exercises, and home assignments must be completed on time.
- 2.7 Trainees will receive periodic assessments and feedback.

3. Vacation and Holidays:

3.1 The institution will remain closed during vacation winter 4 weeks and 3 weeks during summer as per the yearly academic calendar which will be made available to students well in advance.

3.2 Unauthorized absence before or after holidays may require compensation.

4. Leave Under Extra Ordinary Circumstances:

4.1 Leave is granted only in exceptional cases such as family emergencies or medical conditions, subject to approval.

4.2 Medical leave requires certification from an approved medical practitioner.

4.3 All leave must be compensated if required by authorities.

4.4 Holidays falling within medical leave will not be counted as leave days.

5. Procedure for sanction of leave of absence:

5.1 Leave applications must be submitted in advance with proper documentation.

5.2 Medical leave requires a doctor's certificate and a fitness certificate upon return.

5.3 Unauthorized extensions of leave will result in disciplinary action.

5.4 In prolonged illness cases, guardians must update the Principal on the trainee's condition.

5.5 Failure to report after vacation due to illness requires a medical certificate within three days of reopening.

6. Voluntary Abandonment:

6.1 Unauthorized absence for over 10 consecutive days will be considered voluntary abandonment.

6.2 The institute may recover dues from absconding trainees or their guardians.

6.3 Abandoned trainees must reimburse training costs as per the bond agreement.

7. Rules for the attendance shortage (condoning):

- 7.1 Attendance shortage may be condoned up to 5% in exceptional cases.
- 7.2 Extra work hours may be credited to compensate for attendance shortage
- 7.3 Shortage beyond permissible limits requires compensation within 60 days.

8. Disciplinary Actions (Warning/Suspension/Termination)

- 8.1 Oral or written warnings will be issued for minor offenses such as hygiene violations, tardiness, or improper conduct.
- 8.2 Fines or scholarship forfeitures will apply to repeated offenses.
- 8.3 Suspension may be enforced for repeated misconduct or severe violations.
- 8.4 Termination may result from theft, fraud, violence, political activities, or repeated misconduct.
- 8.5 The discipline committee will assist the Principal in deciding the appropriate action on a case-to-case basis and on serious matters.

9. Library Rules

- 9.1 A maximum of five books may be issued at a time.
- 9.2 Books must be returned within five days; a late fine of ₹5 per day applies.
- 9.3 Lost or damaged books must be replaced or paid for at double the book's value.

ACADEMIC RULES AND REGULATIONS

All semester examinations are conducted by the State Board of Technical Education (SBTE), Sikkim. Consequently, all promotion and passing requirements will be governed in accordance with SBTE regulations.

Any changes to these regulations will be officially notified to students as and when necessary.

Students must ensure compliance with SBTE rules and stay informed about any updates related to examination policies.

10. Academic Rules for promotion to higher semester:

The criteria for a candidate's promotion to the next higher semester are as follows:

Sl. No.	Admission/ Promotion to:	Necessary Conditions
1	I Semester	All provisions of prevailing admission rules.
2	II Semester	Pass/ATKT in I semester.
3	III Semester	1. Lateral entry shall be admissible as per the sanctioned intake capacity for the course/programme with criteria stated as per the admission norms. 2. Pass/ATKT in I & II semesters.
4	IV Semester	Pass/ATKT in I, II & III semesters.
5	*V Semester	1. Pass in 1 semester and 2. Pass/ATKT in Semester II, III & IV semesters.
6	**VI Semester	1. Pass in I & II semesters and 2. Pass/ATKT in Semester III, IV & V semesters.

11. Special Conditions for Promotion

11.1 *Promotion to V Semester

11.1.1 A student who has **not satisfied ATKT criteria in the IV Semester** must repeat the IV Semester.

11.1.2 A student who has satisfied ATKT in the IV Semester but **failed to clear all I Semester papers** will not be promoted to the V Semester. However, they **do not need to repeat the IV Semester** and will be allowed to join the V Semester in the next session after clearing all I Semester papers.

11.2 **Promotion to VI Semester

11.2.1 A student who has **not satisfied ATKT criteria in the V Semester** must repeat the V Semester.

11.2.2 A student who has satisfied ATKT in the V Semester but **failed to clear all II Semester papers** will not be promoted to the VI Semester. However, they **do not need to repeat the V Semester** and will be allowed to join the VI Semester in the next session after clearing all II Semester papers.

12. Reference Table for ATKT

ATKT (Allowed to Keep Term): To be promoted to the next higher semester, a candidate must pass at least **60% of the total subjects** assigned in that semester. If a student fails to meet the ATKT criteria, they must **repeat that semester**.

The table below shows the **minimum number of subjects** that need to be cleared for ATKT eligibility:

Total Number of Subjects in a Semester	Minimum Subjects to be Cleared (60%)
7	4
8	5
9	5
10	6
11	7

13. Sessional Rules

13.1 **Sessional Theory** carries 40 marks. It consists of three parts i.e., the Intermediate test marks, File/Assignments marks and attendance.

13.2 Two Intermediate tests or Sessional tests will be conducted in each semester with an interval of two months. Each test carries a maximum of 25 marks.

13.3 Files/Assignments and attendance carry a maximum of 10 marks each. Each trainee has to submit Files/Assignments every month and it will be evaluated by the concerned teacher.

Computation of Theory Sessional Marks:

	Test I	Test II	Assignments/ File/Extra Ref.	Attendance	Total Assessment	Scaled to
Max Marks	25	25	10	10	70	40

13.4 **Sessional Lab Practical** carries 50 marks. It consists of two parts i.e., the lab tests and the File assessment marks.

13.5 Two lab tests will be conducted in each semester with an interval of two months. Each test carries a maximum of 50 marks.

13.6 File assessment is of 50 marks. The students are required to do practical exercises as specified in the syllabus. The assessment is based on the design methodology, program development, accuracy of results, documentation, etc.

Computation of Practical Sessional Marks:

	Test I	Test II	Assignments/ File/Extra Ref.	Attendance	Total Assessment	Scaled to
Max Marks	50	50	50	10	160	60

14. Eligibility Criteria for attending Semester Examination:

14.1 Attendance of minimum 80% in a semester is compulsory. If there is a shortage of attendance, it may be condoned to a maximum extent of 5% by the Principal at his discretion under exceptional cases. (Refer administrative rules and regulations for trainees)

14.2 Should not have any fee due as on date for appearing in the examination. They should collect a "No Dues Certificate" from concerned departments.

14.3 Should have secured a minimum of 40% of Sessional mark in Theory (i.e., 16 marks out of 40) and 40% of Sessional mark in Practical (i.e., 24 marks out of 60) to be eligible to write that particular subject.

15. Structure of Question Paper - Theory:

Question Paper will have two sections.

15.1 **Part - A** Maximum mark: 15. This section will contain objective type questions each carrying 1 mark according to the following format.

Fill in the blanks	-	5 questions	= 5 marks
Multiple choice or True and False	-	5 questions	= 5 marks
Match the following	-	5 questions	= 5 marks

15.2 Part - B Maximum mark: 45. This section will contain descriptive type questions. Questions will be related to definition, brief answer, short notes, simple design, comparison, advantage/disadvantage, design problems, derivations, problem solving, justifications, etc. according to the following format.

2 marks X 4 questions	= 8 marks (all compulsory questions)
3 marks X 4 questions	= 12 marks (choice of 2 questions)
5 marks X 3 questions	= 15 marks (choice of 3 questions)
10 marks X 1 question	= 10 marks (compulsory question)

16. Pass Criteria - Theory Exam:

Semester	Sessional		Semester Exam		Total	
	Max	Min	Max	Min	Max	Min
All	40	16	60	24	100	40

17. Practical Examination:

Semester	Sessional		Semester Exam		TOTAL	
	Max	Min	Max	Min	Max	Min
I to VI semester	60	24	40	16	100	40

18. Pass Criteria - Practical Exam:

A trainee has to secure a minimum of 40% marks in both the sessional and the semester examination.

19. Re-Admission of Candidates

The re-admission is subjected to the following conditions:

19.1 Academic Failure: Students failing to meet academic requirements may apply for re-admission within one year, provided they submit a written request to the Principal and obtain approval.

19.2 Medical Reasons: If a trainee discontinues due to medical reasons, they must submit a medical certificate from a recognized practitioner and apply for re-admission within one year.

19.3 Disciplinary Suspension: If a trainee was suspended for disciplinary reasons, re-admission will only be considered upon satisfactory justification and approval by the disciplinary committee.

19.4 Year-Backed Students: Students who have been year-backed can apply for re-admission subject to seat availability and payment of applicable fees.

19.5 Fee Payment: Readmitted students must pay re-admission fees, tuition fees, and any outstanding dues before resuming classes.

19.6 Attendance Requirements: Any re-admitted trainee must comply with attendance requirements and maintain discipline as per institutional rules.

The institute reserves the right to deny re-admission based on past academic performance, disciplinary records, or seat availability.

HOSTEL RULES & REGULATIONS

20. General Conduct

- 20.1 All residents must maintain discipline, decorum, and cleanliness in the hostel premises.
- 20.2 Ragging, bullying, or any form of harassment is strictly prohibited and punishable under the law.
- 20.3 Residents should respect the rights of fellow hostel mates and staff.
- 20.4 Smoking, consumption of alcohol, drugs, or any intoxicants is strictly forbidden within the hostel premises.
- 20.5 Any act of violence, vandalism, or misconduct will result in disciplinary action, including expulsion.

21. Allotment and Occupancy

- 21.1 Hostel rooms are allotted by the warden/administration and cannot be changed without prior permission.
- 21.2 Residents must occupy their allotted rooms and cannot sublet or exchange rooms without approval.
- 21.3 Guests or unauthorized persons are not allowed to stay overnight.
- 21.4 Residents must vacate the hostel within three days after their final exams or as per hostel administration orders.
- 21.5 Any damage to hostel property must be reported immediately, and the cost of repairs will be borne by the responsible resident(s).

22. Attendance and Leave Policy

- 22.1 Hostel gates will close at **10:00 PM** for all residents unless prior permission is obtained.
- 22.2 Residents must sign the in-out register when leaving or entering the hostel.
- 22.3 For overnight leave, prior approval from the warden and parents/guardians is mandatory.

22.4 Late-night entries will be recorded, and repeated offenses may lead to disciplinary action.

22.5 Attendance checks may be conducted at random to ensure compliance with hostel regulations.

23. Mess Rules

23.1 Hostel mess is compulsory for all residents unless exempted by the warden due to valid reasons.

23.2 Meal timings must be strictly followed; food will not be served outside the designated hours.

23.3 Wastage of food should be avoided, and proper etiquette should be maintained in the dining area.

23.4 Residents are not allowed to bring outside food inside the mess without permission.

23.5 Any complaints regarding food quality should be reported to the mess committee.

24. Visitors and Guests

24.1 Visitors are allowed only during designated hours and must register at the hostel gate.

24.2 Visitors are not permitted inside hostel rooms under any circumstances.

24.3 Residents are responsible for ensuring that their guests adhere to hostel rules.

24.4 Parents/guardians may visit during approved hours with prior notification to the warden.

25. Use of Electrical Appliances

25.1 The use of high-power electrical appliances (heaters, iron, induction cooktops, etc. is strictly prohibited in rooms.

25.2 Any electrical issues must be reported to the hostel authorities; unauthorized tampering is not allowed.

25.3 Energy conservation should be practiced by switching off lights, fans, and electrical devices when not in use.

26. Silence and Study Hours

- 26.1 Strict silence must be maintained in the hostel from **10:00 PM to 6:00 AM**.
- 26.2 Loud music, parties, or any disturbances are strictly prohibited.
- 26.3 Residents should respect the academic environment and not disrupt the study hours of others.
- 26.4 Common study areas should be used responsibly.

27. Safety and Security

- 27.1 Residents must keep their rooms locked when not present.
- 27.2 The institution will not be responsible for loss of personal belongings; residents must take care of their valuables.
- 27.3 Fire safety measures should be followed; misuse of firefighting equipment is punishable.
- 27.4 Residents should cooperate with security personnel and hostel staff.
- 27.5 Any suspicious activity should be reported to the warden immediately.

28. Disciplinary Actions

- 28.1 Violation of hostel rules will result in warnings, fines, suspension, or expulsion, depending on severity.
- 28.2 Any act of indiscipline will be reported to the **Hostel Disciplinary Committee** for necessary action.
- 28.3 Repeated violations may lead to permanent disqualification from hostel accommodation.
- 28.4 The decision of the hostel authorities in disciplinary matters will be final and binding.

29. Grievance Redressal

29.1 Any grievances related to hostel facilities or administration should be addressed through the proper channel.

29.2 A hostel committee consisting of student representatives, wardens, and staff will address complaints.

29.3 Residents can approach the Hostel Warden in case of serious concerns.

29.4 Anonymous complaints will not be entertained unless deemed necessary by the authorities.

30. Amendments and Compliance

30.1 The hostel administration reserves the right to modify these rules as per institutional needs.

30.2 Residents must abide by any new guidelines issued from time to time.

30.3 Ignorance of the rules will not be accepted as an excuse for non-compliance.

By signing the **Hostel Admission Agreement**, residents agree to abide by these rules and regulations. Failure to comply will result in necessary disciplinary action.

Applicability

The above Rules will continue to remain in force unless altered otherwise and all trainees will be governed by these Rules.

Sd/-

Principal

UNDERTAKING BY TRAINEE AND PARENT

I _____ of _____ course hereby agree to abide by these Rules and Regulations, standing orders etc, which I have read and/or have been explained to me and are fully understood by me and I am aware the copy of the same is available at the official institute website.

Date: _____

Signature of Trainee

Signature of Parent/Guardian

Name of Parent/Guardian