

# **GLOBAL GROUP OF INSTITUTIONS**

## **Kahnpur Khui, Distt Ropar, Punjab**

### **Institute Rules & Regulations**

- On admission to any course of study, every student submits himself/herself to disciplinary jurisdiction of the management of the Institute, the Incharge and other officers of the institute who may be vested with the authority to exercise discipline under Punjab Technical University act and ordinance, Rules and Regulations that have been or will be framed by the institute.
- The students are advised to keep themselves aware of the Institute rules. They are also advised to go through detailed Hostel rules and Prevention of Ragging rules given separately. Ignorance of rules shall not be an excuse for violation.
- Each student shall conduct herself/himself, both within and outside the campus of the Institute in a manner befitting a student of a prestigious institute. Each student shall show due respect and courtesy to the teachers, administrators, staff of the Institute, and to the visitors and residents of the Institute, and good behavior to fellow students.
- Lack of courtesy and decorum; unbecoming conduct within and outside the Institute; willful damage to Institute property, removal of any property belonging to the Institute, fellow students or other personnel and residents of the Institute; use of abusive and offensive language; disturbing fellow students in their studies; breach of rules and regulations of the Institute; adoption of unfair practices in tests, quizzes, assignments, or examinations; noisy and unruly behavior shall constitute violation of the code of conduct.
- Loud talking, loitering or congregating, being a source of distraction and annoyance to others is not permitted.
- Students are required to be dressed neatly and decently.
- Use of cell phones is strictly prohibited in all academic areas of the campus. Use of cell phones would entail confiscation of the handset. It would be returned only: (a) At the end of the course or, (b) After payment of a fine of Rs. 1,000/-.
- Late arrival and early departure at or from a class are recorded as absence from the class. Students are not allowed to leave the institute during working hours without the written permission of the Principal.
- Students will not operate any machinery / equipment without the permission of the instructor.
- No responsibility will be accepted by the institute for any injury, loss or damage to the personal articles of students.
- The students at the institute require attention and diligence. A student neglecting his / her studies and having unsatisfactory progress will be given two warnings after which if he/ she fails to improve, he/she will be liable for expulsion from the institute.
- It is compulsory for the students to attend functions /activities organized by the institute on various occasions like Independence Day, Republic Day, Annual Day, etc whether the function falls on a working day or on holidays. Absence from such functions without valid reasons will invite disciplinary action.
- Students shall observe all safety precautions. The institute is not responsible for any accident, of whatever nature, in the institute, hostel, workshop, play ground and during summer training and industrial training or educational tour/trip.

- Students are prohibited to take part in ragging, political activity or any activity which is detrimental to the dignity of the institute. Any student found violating the rule or bringing disrepute to the institute will be expelled from the institute.
- The students will compensate damage to institute/ hostel property/furniture caused by neglect or willful damage. Defacing the walls or institute property will be viewed seriously.
- Students must make all possible efforts to conserve electricity and water. They must switch off lights & fans when they leave the class room/ hostel room, lab etc. Students must help keep the institute neat and clean and also preserve and maintain the gardens.
- Students must pay their fee/dues on or before the prescribed deadline failing which appropriate disciplinary action will be taken. Students may note that fees once paid will not be refunded/ adjusted. If a student leaves the course before completion, he/she will be required to pay the fee for the entire course.
- Students must keep their identity cards always with them and shall show the same on demand by any faculty/official of the institute.
- Candidates have to fulfill the minimum attendance requirements as per university norms. No students will absent himself/herself from any of the lectures without leave having been obtained previously from the Class Incharge and that too for sufficient cause and if he/she is irregular in attendance, or fails to show progress or is not diligent in studies, his /her name is liable to be struck off from the rolls of the institute. In case of a candidate who joined late owing to late declaration of result or who sought admission provisionally till declaration of the lower examination, the lecture requirements will be calculated as per academic rules and provisions.
- Students claiming benefits/ concessions on medical grounds are required to submit medical certificate from a govt. hospital or dispensary. The certificate should be submitted by student concerned within a week of rejoining the Institute after illness. However in such cases there will not be any relaxation in the minimum attendance requirement to appear in the PTU semester examination.
- Any student found smoking or under the influence of intoxication of alcohol/drugs in the Institute or in the Hostel is liable to strict disciplinary action which may be up to expulsion from the Institute.
- The name of the student who fails to submit the university examination form for the semester in which he/she is studying without the approval of the Director-Principal shall be removed from the Institute rolls.
- The students are advised to see regularly the notices displayed on the Institute/hostel notice boards. The notice displayed on these notice boards shall be deemed to have been served on the students.
- Any student who fails to clear all the dues shall be debarred from appearing in semester examination.
- All applications must be addressed to the Principal.
- The Director-Principal reserves the right to modify any of the Institute rules as and when necessary. The decision of the Director-Principal in all matters shall be final.

## **Ordinance Related to Maintenance of Discipline among the students of the Institute.**

1. All powers relating to discipline and disciplinary action are vested in the Director.
2. The Director may delegate all or such powers as he deems proper to any of the official of the institute. Every member of the staff has authority to forbid disorderly behavior within the institute.
3. Without prejudice to the generality of power to enforce discipline under the ordinances, the following shall amount to acts of gross indiscipline:
  - a) Ragging in any form within premises of the institute, public transport, or surrounding of the institute. Please refer to detailed rules regarding prevention of ragging.
  - b) Physical assault or threat to use physical force against any member of the teaching, non teaching staff of the institute and against any student within premises of the institute, public transport, surrounding of the institute.
  - c) Carrying or threats to use of any weapon.
  - d) Any violation of the provisions of the Civil Rights Protection Act 1976.
  - e) Violation of the status, dignity and honour of any student.
  - f) Any practice, whether verbal or otherwise, derogatory to women.
  - g) Any attempt of bribery or corruption in any manner.
  - h) Willful destruction of the institute property.
  - i) Creating ill will or intolerance on religious or communal grounds.
4. Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest as may deem to him appropriate, the Director may, in the exercise of his powers aforesaid, order or direct.
  - a) That any student or students be expelled, or
  - b) Any student or students be, for a stated period, rusticated, or
  - c) Not allowed to attend a course or courses of study in a department of the institute for a stated period.
  - d) Be fined
  - e) Be debarred from giving a departmental examination or University Examination.
  - f) That the result of the student or students concerned, in the examination or examinations in which he/she appeared be withhold or cancelled.
  - g) That the student be suspended from the institute till completion of pending enquiry.
5. The institute Authorities shall have authority to exercise all such disciplinary powers over students as they may find necessary for proper conduct of the Institute.
6. Without prejudice to the powers of the Director, detailed rules of discipline and proper conduct in class rooms/laboratories/institute campus may be supplemented where necessary by Heads of the Departments. Each student shall be expected to study and follow these rules.
7. At the time of admission, every student shall be required to sign a declaration that on admission he/she submits himself/herself to the disciplinary jurisdiction of the Director and other authorities of the institute who may be vested with the authority to exercise discipline under the rules and regulations that have been framed by the Institute.

8. A defaulting student who is aggrieved with the punishment awarded may prefer an appeal to the Chairman of the Institute stating the reasons as to why the punishment should not be awarded. The Chairman shall prescribe the procedure to process such appeals.

**Note:** Parents/Guardians are advised not to encourage their wards to remain absent without sufficient reasons during the academic session. Medical leave will be granted strictly only as per the Institute's Medical Leave Rules for the students.