



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

Table of Contents		
SI No.	Title	Page No.
-	Introduction	i
-	General Rules and Regulations	ii
1.0	Code of Conduct	1-3
2.0	Academic Discipline	4
3.0	Vacation & Holidays	4
4.0	Leave under Extraordinary Circumstances	4-5
5.0	Procedure for sanction of leave of absence	5
6.0	Voluntary Abandonment	6
7.0	Rules for condoning Attendance Shortage	7
8.0	Warning/Suspension/Termination	8-10
-	Academic Rules and Regulations	11
9.0	Sessional and Promotional Rules	12
9.1	Sessional Theory	12
9.1.3	Sessional Lab Practical	12
10.1	Eligibility Criteria for attending Semester Examination	12-13
10.2	Structure of Question Paper – Theory	13
10.3	Semester Examination	13
10.4	Promotion under Probation	14-15
10.5	Declaration of Probation	14-15
11.0	Final Year Examination	15-16
11.1	Board of Examination	16
11.2	Final Year Project	16-17
11.3	Re-examination for Final Semester	17
12.0	General Rules	17
12.1	Revaluations	17
12.2	Issue of Diploma Certificate	17-18
12.3	Correction of Diploma Certificate/Mark List	19-20
12.7	Library Rules	20
13.0	Readmission of Candidates	21-22
-	Hostel Rules and Regulations	23
14.0	The Hostel	24-26
15.0	Hostel Behaviour and Discipline	27
16.0	Visitor / Guest Rules	28
17	Applicability	28
-	Undertaking by Trainee and Parent	29

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 behaviour, 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.

GENERAL RULES AND REGULATIONS

1.0 CODE OF CONDUCT:

- 1.1 Timings: Students are to report to the institute at prescribed time by the management. It is mandatory to attend the morning assembly by the students.
- 1.2 Dress code: Students shall wear clean and proper uniform with identity card as well as suitable footwear as prescribed.
- 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 Students shall maintain their files, records, diaries, measuring instruments, tools, tokens, etc. as specified by the authorities from time to time.
- 1.6 Students 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. Students 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 Students are not permitted to deface the premises by writing or nailing or sticking of pictures on the walls/toilets etc.
- 1.10 Students 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 Students shall at all times make sincere efforts to avoid unwanted wastage of time and materials.
- 1.12 Students will adhere to safety precautions and recommended method of operations on machines, bench work etc. Students 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 anyone, behavior 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. Students 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 student should 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 Students 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 Students 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 student.
- 1.17 Students 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 Students desirous of conducting any meeting inside or outside the premises of the Institute shall strictly seek prior permission from the Principal.
- 1.19 Students 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 students shall not act in anyway, which could be constructed as an intended defraud against the Institute or co-students or staff members.
- 1.21 Students damaging any property of the Institution shall pay the cost of repair or replacement of the same.
- 1.22 Students 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 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.

- 1.24 A student admitted through regular or sponsorship stream is liable to adhere to all the conditions laid on in the admission order.
- 1.25 All fees should be paid at the beginning of each semester and is not refundable for any reason whatsoever.
- 1.26 Students suspended/terminated from the institute/hostel on disciplinary cases shall forfeit the entire fee paid for the semester.
- 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 Students should be punctual as per the indicated timing of the Institution. Students 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 Habitual late coming, willful absenteeism, or bad behaviour shall result in suspension of student.
- 2.3 Students 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 student absent for the entire day.
- 2.4 The students shall maintain a minimum attendance of 75% Refer rule under Para 7 for Condonation.
- 2.5 Students are expected to complete the lessons/workshop/lab exercise within the time allotted and home exercises to be done as and when given.
- 2.6 Performance of Students will be assessed during every semester and a feedback will be given to them / parents on areas requiring improvement.

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 student shall remain 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 Students 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 Student 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 student 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. 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 Student 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 student.

5.5 In case of illness beyond 3 days, student or the parent should write to the Principal about the students' health condition, treatment plan and Doctor's report on health.

5.6 Should a student 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 student, 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/her for medical examination.

6.0 VOLUNTARY ABANDONMENT:

- 6.1 If a student avails himself leave without prior sanction for more than 10 consecutive days 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 Student/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 student 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 student 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 student 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 student 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 Students, 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 classrooms 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 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 students.
- 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-student 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.
- 8.3.6 Consumption of alcohol, cigarettes, drugs or any other contraband substances in classrooms or hostels.

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 misbehavior 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 student for one year in which case the student 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 fraud/cheat/swindle the Institute, co-students and staff.
- 8.4.7 Act of violence against any person in the Institute premises or outside.
- 8.4.8 Political propaganda among Students 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 student, 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 Student suspected of misconduct, he may be suspended for a minimum period of two weeks if the Principal has good and proper reasons. If the student is fully exonerated and if his attendance is affected preventing him from writing examinations, the student's shortage of attendance may be condoned.

ACADEMIC RULES AND REGULATIONS

9.0 SESSIONAL AND PROMOTIONAL RULES

9.1 **Sessional Theory** carries 20 marks. It consists of two parts i.e., the Intermediate test marks and File/Assignments marks.

9.1.1 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.

9.1.2 Files/Assignments carry 10 marks. Each student 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.	Total	Scale to
Max Marks	25	25	10	60	20

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

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

9.1.5 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:

Circuit Knowledge	Procedure	Accuracy / Result	Viva	Total (A)	File Marks (B)	Sessional (A + B)/2
10	10	20	10	50	50	50

9.1.6 **Workshop Practical:** Practical sessional mark is computed from efficiency rating card which includes quarterly test mark also.

10.1. Eligibility Criteria for attending Semester Examination:

10.1.1 Attendance of minimum 75% 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 students)

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

10.1.3 Should have secured a minimum of 40% of Sessional mark in Theory (i.e., 8 marks out of 20) and 50% of Sessional mark in Practical (i.e., 25 marks out of 50) In case of shortage of sessional marks, the student has to repeat the semester on payment of fees as per readmission rules.

10.2 Structure of Question Paper - Theory:

Question Paper will have two sections.

10.2.1 **Part - A** Maximum marks: 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

10.2.2 **Part - B** Maximum marks: 65. 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 5 questions = 10 marks (all compulsory questions)
 3 marks X 5 questions = 15 marks (choice of 2 questions)
 5 marks X 6 questions = 30 marks (choice of 3 questions)
 10 marks X 1 question = 10 marks (compulsory question)

10.3 SEMESTER EXAMINATION:

10.3.1 Theory Examination: Semester examination will be conducted for all the theory subjects for the maximum of 80 marks.

10.3.2 Pass Criteria - Theory Exam:

Semester	Sessional		Semester Exam		Total	
	Max	Min	Max	Min	Max	Min
All	20	8	80	32	100	40

10.3.3 Practical Examination:

Pass Criteria

Semester	Sessional (s)		Semester Exam (S)		TOTAL (T)	
	Max	Min	Max	Min	Max	Min
I to VI semester	50	25	50	25	100	50

Labs

Practical Examination will be conducted for a maximum of 50 marks and for duration of 3 hours. The question paper will cover all the experiments conducted in the lab. If the student requires a change of question during the practical exam, 20% of the total marks will be deducted for the same. The change in question paper is allowed only within half hour from commencement of the examination.

Workshop

For workshop related practical examinations, the examinations will be conducted for a minimum of 100 marks and can be more than 100 marks with respect to the complexity of the specimen to be made during the examination, this marks will then be converted into 100 marks. The workpiece set for the examination will cover all the techniques and the machining practices taught during the semester. The duration of the examination will be for 3 hours.

10.3.4 Pass Criteria - Practical Exam:

A student has to secure a minimum of 50% marks in both the sessional and the semester examination.

10.4 CONDONED PASS CRITERIA:

No. of Theory subjects	Condoned Pass criteria allowed
1 to 6 subjects	1 subject
1 to 10 subjects	2 subjects

Semester	Pass	Condoned Pass criteria
I & II	S \geq 32	S - 28 to 31 marks out of 80 (Provided the theory aggregate is 40% or more)
III to VI	S \geq 32	S - 28 to 31 marks out of 80 (Provided the theory aggregate is 50% or more)

No Condoned Pass criterion for supplementary examinations is permitted. Condoned Pass criterion will be considered in theory subjects only.

10.5 PROMOTION UNDER PROBATION

A student failing to clear his/her paper in the regular examination will be promoted under probation.

10.6 Declaration of Probation

Students under "Promotion under Probation" will be given two "Supplementary Examinations". The first of these examinations is held within 4 – 6 weeks of completion of regular examination. The second

examination is held within 1 – 2 weeks after completion of the First supplementary examination. The parents will be informed via letter for the same. Those failing to secure minimum marks even after availing two additional attempts will be debarred from the course for one full academic year and will be allowed to appear for the exams in the next semester. Once the student completes all the subjects, he/she will be permitted to join the subsequent semester after payment of the prescribed fee subject to condition.

- 10.7 Student who is year backed consecutively for two years in the same semester shall be terminated from the institute.

11.0 FINAL YEAR EXAMINATION

- 11.1 Board of Examination:** The board of examination is constituted of the following members in order to approve the results of the qualifying examinations for the different Diploma Courses conducted by ATTC and declaring the results.

1. Principal, ATTC
2. Vice Principal, ATTC
3. Head of Departments
4. Examination Controller

- 11.2 Project Work:** Students are required to execute a project during the sixth semester. The project could be executed by a team of students not exceeding 5. The project could be sponsored either by an industry or in-house. The students are expected to bear the expenses of the project work except in case when the project is industry sponsored. The industry sponsored projects shall be handed over to the industries once the project is evaluated by a team of Examiners. Evaluation of the project will be done in terms of the following parameters.

- Learning experience gained by the student
- Quality of the end product / Application
- Quality of the project documentation
- Quality of the student's presentation
- Timely completion and execution of the project

- 11.2.1 Project Evaluation: Project evaluation is done at two stages -

- Intermediate evaluation of the Project is done by Internal Staff for a maximum of 100 marks.
- Final evaluation of the Project is done by a team of External examiners for a maximum of 100 marks. (Refer to Guidelines of the Respective Courses)

11.3 External Examiner for the Final Semester Project

A minimum of 1 external examiner is to be invited for Project Evaluation.

- a) Examiner shall be a competent Graduate Engineer in Electronics / Computer Science / IT / Mechanical from any Public Sector / Private Sector / MNC Enterprises / Reputed Institutions.

11.4 Re-examination for Final Semester

In case of failure in either theory or practical or both, the candidate will be given three additional chances to pass the examination, the third additional chance being the final one. The three additional chances are to be attempted within one year of availing the first attempt. Examination fees for additional attempts are to be paid as per existing norms. If a third-year student fails in the final semester examination even after three attempts, he/she will not be eligible to receive Diploma Certificate. The candidate will get only Course Completion Certificate.

11.5 Issue of Diploma Certificate: The successful students after completion of training satisfying the conditions thereof, will be eligible for Diploma Certificate, which will be awarded during the certificate awarding function – convocation conducted every year. He/she will receive the Diploma Certificate signed by the Managing Director, NTTF and Member Secretary, Board of Examinations, Sikkim and the marksheet signed by the Examination coordinator and the Principal of the respective training Centre (ATTC/CCCT) Certificate and marks list of the final semester diploma examination will indicate the class i.e. Distinction, First Class, Second Class, Pass Class in which the student has passed the examination as per the criteria given below:

Class	Criteria
Distinction	<ol style="list-style-type: none"> 1. Should have cleared all his papers in each of the semester in the first attempt 2. Should have scored an aggregate of 75% or more in Vth & VIth semester
First Class	<ol style="list-style-type: none"> 1. Should have cleared all his papers in the Vth and VIth semester in the first attempt itself (CP will not be considered) 2. Should have scored an aggregate of 60% or more in each of the final two semesters i.e. Vth and VIth semester
Second Class	<ol style="list-style-type: none"> 1. Should have cleared all his papers in the VIth semester in the first attempt itself. (without CP) 2. Should have scored an aggregate of 50% (first attempt marks) or more in each of the final two semesters i.e. Vth and VIth semester
Pass Class	<ol style="list-style-type: none"> 1. For those students who have not fulfilled any of the above-mentioned criteria but are eligible for the Diploma Certificates.

The Diploma Certificate can also be collected from the examination cell of the centre, on payment of fees, in person or by the parents/guardian whose specimen signature appear on the application form for admission of the student or by a third party whose signature should be endorsed by the student on a Rs.50/- stamp paper.

12.0 GENERAL RULES (Examination):

12.1 Revaluation: Students can apply for revaluation only for theory subjects within 15 days of announcement of the results. Fee for the revaluation is Rs. 500/- per subject. If there is any discrepancy in marks (greater than 5 assigned originally the corrections shall be informed to the student and the amount paid by the student shall be refunded. The relevant documents will be corrected accordingly. If there are no changes after revaluation the amount paid will be forfeited.

12.2 Re-totaling: Students can apply for re-totaling only for theory subjects within 15 days of announcement of the results. Fee for the re-totaling is Rs. 250/- per subject. If there is any discrepancy in marks assigned originally the corrections shall be informed to the student and the amount paid by the student shall be refunded. The relevant documents will be corrected accordingly. If there are no changes after re-totaling the amount paid will be forfeited.

12.3 Rules for Year Drop Students: A student is allowed a maximum of 6 attempts in clearing his semester examinations from Ist to Vth Semester. He/She will be allowed only one more cycle of examinations i.e. Regular, Supplementary I, Supplementary II after dropping a year.

If for example a 2005 batch student has failed to clear his/her IInd Supplementary examinations then he/she will be considered as a year drop student. He/She will then be allowed to retake the IInd semester examinations in the next year with the 2006-year batch. If he/she fails to clear his/her paper in the examination also he/she will be allowed to continue with the third semester and is allowed to take the Ist and the IInd Supplementary examinations. If however he/she is not still not able to clear his failed subjects he/she will not then be allowed to continue his studies and will not then be given a readmission in the said Institute

12.4 Issue of Diploma Certificate: The successful students after completion of training satisfying the conditions thereof, will be eligible for Diploma Certificate, which will be awarded during the certificate awarding function – convocation conducted every year. He/she will receive the Diploma Certificate signed by the Managing Director, NTTF and Member Secretary, Board of Examinations, Sikkim and the mark sheet signed by the Examination coordinator and the Principal of the respective training Centre (ATTC/CCCT) Certificate and marks list of the final semester diploma examination will indicate the class i.e. Distinction, First Class, Second Class, Pass Class in which the student has passed the examination as per the criteria given below:

Class	Criteria
Distinction	3. Should have cleared all his papers in each of the semester in the first attempt

	4. Should have scored an aggregate of 75% or more in each of the semester
First Class	3. Should have cleared all his papers in the Vth and VIth semester in the first attempt itself. 4. CP will be considered only in the Vth semester. 5. Should have scored an aggregate of 60% or more in each of the final two semesters i.e. Vth and VIth semester
Second Class	3. Should have cleared all his papers in the VIth semester in the first attempt itself. (without CP) 4. Should have scored an aggregate of 50% or more in each of the final two semesters i.e. Vth and VIth semester
Pass Class	2. For those students who have not fulfilled any of the above-mentioned criteria but have are eligible for the Diploma Certificates.

The Diploma Certificate can also be collected from the examination cell of the centre in person or by the parents/guardian whose specimen signature appear on the application form for admission of the student or by a third party whose signature should be endorsed by the student on a Rs.50/- stamp paper.

12.5 MALPRACTICE IN EXAMINATION HALL:

12.5.1 The students are not allowed to bring any papers written or blank from outside other than the hall card.

12.5.2 Instruments required for the examination cannot be borrowed from fellow examinee in the examination hall.

12.5.3 Talking with or making any other sound during the examination is not allowed.

12.5.4 Copying is not allowed.

12.5.5 On doubt, the invigilator can check the belongings of the examinee.

12.5.6 Copying from fellow examinee is not allowed.

13.0 RULES FOR PUNISHMENT:

- 13.1 For talking with the fellow examiner, the student can be given verbal warning.
- 13.2 Repeatedly doing the same the student can be given a written warning by writing 'W' in the answer script and the incident has to be reported to the examination cell.
- 13.3 Any student is found to be cheating will be immediately sent out from the examination hall.
- 13.4 The invigilator concerned will immediately bring the student to face an inquiry of the incident. The inquiry committee consisting of three the members of examination committee will be headed by principal. Depending upon the findings of inquiry the following punishment can be given to the student.
- 13.4.1 Cancellation of the examination of the day.
- 13.4.2 Cancellation of his/her entire examination
- 13.4.3 Suspension from the institute for one year

14.0 GENERAL RULES

- 14.1 **Correction of Diploma Certificates / Mark List:** If any discrepancy is noted in the Diploma Certificate or Mark List, it should be surrendered for correction immediately. For a delay of every 3 months from date of issue, a processing charge of Rs. 200/- will be collected for correction.
- 14.2 Fees other than tuition and hostel rent shall not be refunded back on any circumstances.
- 14.3 Security deposits will be refunded back only on successful completion of the course.
- 14.4 Rules regarding withdrawal of tuition fee and hostel room rent.

SL.No	Time of withdrawal	Tuition Fee	Hostel rent only
1	Any time after the admission but before 15 days from the commencement of classes	90%	90%
2	After 15 days of commencement of classes but before 30 days from the date of commencement of classes	50%	75%

3	After 30 days from the date of commencement of classes but before 1 st Semester	No Refund	50%
4	After completion of 1 st Semester	No Refund	No Refund

In all cases where the students have been admitted to the course after the commencement of the classes the number of days specified in the table will be reckoned from the date of commencement of classes. For calculation of hostel fee refund, date of admission means date of hostel allotment.

15.0 LIBRARY RULES

15.1 Students without uniform are not allowed inside the library.

15.2 Students must have identity card & library card with them while visiting library.

15.3 Library Timings: 8.30 AM to 04.30 PM

15.4 Conditions on issuance of the library books to the students:

- a) Maximum number of books issued at a time to each student is 5 (Five) in numbers.
- b) The maximum time a student can retain a book is for 5 days.
- c) However, he/she can renew the same for two times with a time period of 5 days each but should not exceed 15 days in total.
- d) Students are to return the books within the due date. If the due date exceeds, a fine of Rs 5/day shall be paid by the students.
- e) In case the member loses the book he/she shall be charged @ double the amount of the value of the book.
- f) Mutilated or spoiled book will have to be replaced by the borrower with levied fine i.e. double the amount of the value of the book.
- g) The borrowing facility can be withdrawn or restricted in case of misbehavior or misuse of the Library.

16.0 RE-ADMISSION OF CANDIDATES

These rules are applicable to all categories of students, regular or sponsored who are forced to repeat the semester for various reasons as given below. Sponsorship fee need not be for the year of repetition.

Reason for discontinuation	Mode of re-admission	Fee
Non-eligibility for appearing, semester examination due to a) Lack of attendance b) Lack of required sessional marks. c) Students on probation and not passing the remaining subjects even after two attempts	Candidate has to repeat the semester subject to: <ul style="list-style-type: none"> • Request the Principal within a period of one year. • Recommendation from the Principal. 	Course fee as applicable + repetition fee of Rs.200/ month payable for six months.
Medical Reason: a) Discontinued after completion of semester exam and declared pass	Candidate may be admitted to higher semester (at the starting time of semester) subjected to: <ul style="list-style-type: none"> • Submission of Medical fitness certificate issued by a competent medical authority (not less than Asst. Surgeon). • Requests the Principal with all the documents within a period of one year. • Recommendation from the Principal. • Availability of seat. 	Course fee payable.
b) Discontinued after taking the Semester examination of all the subjects declared failed in theory or practical exam	Candidate may be admitted to same semester (at the starting time of semester) subjected to: <ul style="list-style-type: none"> • Submission of Medical fitness certificate issued by a competent medical authority (not less than asst. Surgeon). • Requests the Principal with all the documents within a period of one year. • Recommendation from the Principal. • Availability of seat. 	Course fee as applicable + repetition fee of Rs.200/ month payable.

c) Discontinued while in the middle of the semester.	<p>Candidate may be admitted to the same semester to repeat subject to:</p> <ul style="list-style-type: none"> • Submission of Medical fitness certificate issued by a competent medical authority (not less than Asst. Surgeon). • Requests the Principal with all the documents within a period of one year. • Recommendation from the Principal. • Availability of seat. 	Course fee payable.
Debarring from training (as punishment)	<p>Candidate may be admitted to the same semester/year next year subject to:</p> <ul style="list-style-type: none"> • Student requests the Principal within a period of one year. • Recommendation from the Principal. • Availability of seat. 	Course fee as applicable + repetition fee of Rs.200/ month payable.
Punishment for students involved in theft in the Institute/Hostel.	<p>On the recommendation of the Principal, may consider debarring the student for one year in which case the students may be allowed to rejoin same semester/year next year by payment of fee (this chance is given only once).</p>	Course fee as applicable + repetition fee of Rs.200/ month payable.
Voluntary abandonment	No re-admission.	To forfeit the fee paid

HOSTEL RULES & REGULATIONS

17.0 THE HOSTEL

The Hostel attached to the Institute is meant for all students. The following are the rules concerning the hostel. Notwithstanding what is mentioned in these rules, the Management reserves the right to alter or amend them and also exempt anyone from the operation of these rules, part or whole.

The Mess-in-charge or anybody authorized by the Principal is in charge of running the day-to-day affairs of the Hostel Mess. The Hostel Warden is responsible for discipline and order in the Hostel. Any order or instruction given by the Hostel Warden is therefore binding on all inmates. The decision of the Principal concerning any matter relating to the Hostel shall be final and binding on all employees and students of the Institute. Applications by inmates regarding any matter concerning the Hostel are to be submitted by them to the Hostel Warden.

17.1 Admission and Withdrawals

Admission to the hostel is compulsory for all students except in cases where he is permitted to be a day scholar by the Principal. The management reserves the right of admission as well as the right to direct any inmates to leave the Hostel with or without assigning reasons.

17.2 Furniture

Each boarder is supplied with the necessary furniture. He is expected to bring along with him his own bedding. After a student is admitted in the hostel, he is allotted accommodation by the Hostel Warden. No change of accommodation is allowed without Warden's permission. The Warden will display a list approved by the Principal showing the Room Number allotted to the students.

17.3 Mess

The food is provided by the co-operative mess run by a private party/contractor authorized by the institute. A mess committee is formed amongst the students, representing first, second and third year. The mess provides vegetarian as well as non-vegetarian meal.

17.4 Mess Bill

Mess Bill for the students will be worked out on dividing system basis for cooperative mess and fixed amount for contract basis. Whenever possible the system may be revised from time to time by the management. The mess charges shall not be liable for reduction unless the inmate is absent from hostel for more than ten consecutive days in a month and the application for leave of absence is submitted to the hostel warden sufficiently early and mess in charge is also informed to facilitate reduction of rations.

17.5 Payment of Mess bill

Mess account will be closed on 25th of every month. The bill of the month must be paid on or before the 10th day of the succeeding month, without fail. Extension of time will generally not be granted. However, in exceptional cases for which sufficient reasons are produced in writing the, the head of the unit may grant extension till the end of the month. Delay in payment of mess bill will attract a fine of Rs. 10/- per day. Request for delayed payment is to be supported by parent. Management reserves the right to take appropriate action against defaulters. Payment of bill shall be made to the hostel warden or the mess in charge.

Parents/guardians are to kindly ensure or check if their ward has paid the mess bill every month. If the mess bill has not been paid within a month, their ward will not be allowed to further use the mess and he/she may have to vacate the hostel.

17.6 Vacation

No boarder shall be allowed to remain in the hostel during the vacation, except with the special sanction of the Principal. Such students will be charged at fixed rates for meals in case the mess is still functioning.

17.7 Timetable

The day's routine in the hostel is regulated as follows:

All Working Days

Rising time	Not later than 06.00h
Breakfast	07.15 to 08.15 h
Lunch	13.10 to 14.00 h
Tea	17.00 to 17.30 h
Dinner	19.30 to 20.30 h
Study hour	20.30 to 22.30 h (up to 23.00 h with permission)
Lights off	23.00 h

Holidays

Breakfast	07.30 to 08.30 h
Lunch	12.30 to 13.30 h
Dinner	19.30 to 20.30 h

The Hostel Warden/Principal may alter the above timings according to convenience.

17.8 Hostel Leaving Permission

No hostellers shall ordinarily be permitted to stay out of the hostel beyond 19.00 h. However, they can take permission as under:

- 17.8.1 On working days, the students can take permission as per the criteria from Section In charge through hostel warden to be absent from the hostel up to 20.30 h. On special requests from parents of students, they are allowed to leave the hostel on Saturday after working hours on Sundays and on holidays with Hostel Wardens permission. They have to be back by 19.00 on the day previous to the working day. Students

who can go to their house/relatives houses are permitted to stay overnight at their houses prior to a holiday. This can be done only after requesting the hostel warden in writing and getting his/her sanction. The application should be submitted at least 24 hours in Advance.

17.8.2 Permission to stay beyond 19.00 h on working day and for extension on the reporting back time prior to a working day is to be granted by the Principal. Application addressed to the Principal for such permission will have to be forwarded through the hostel warden sufficiently early. Each hosteller must give a separate application. Joint application will not be entertained. If permission is granted, the student on return to the hostel will report to the hostel warden and sign on the register provided for the purpose indicating the time of arrival.

17.9 Year backed students shall vacate the hostel within two days after the declaration of the result.

17.10 Meal timing

Students should strictly adhere to the meals timing as given in Para 17.7. Any inmate who is late may have to forfeit his meals.

17.11 Study Time

The study class during study hours in the evening for the hostellers is mandatory. The Principal/Hostel Warden may visit the students during the study time. Absence without leave shall be reported to the Principal for disciplinary action. No student shall cause disturbance to others during study time by visiting their rooms, tuning transistors, music system loudly, etc. No outsider is allowed in the hostel during study time. Perfect silence should be observed during study hours.

17.12 Illness

All cases of illness shall be immediately brought to the notice of the Hostel Warden who will take appropriate action. In the case of serious injuries, under the advice of a qualified Doctor, the patient may be admitted to the hospital. Students suffering from infectious diseases will be isolated immediately. Guardians will be informed whenever a student is ill for long period or when he is admitted to the hospital.

17.13 Loss of valuables

The students are advised not to keep with them valuable items that do not have direct relevance to their stay in the hostel. The hostel shall not hold itself responsible for any article/item lost by the inmate. The students are advised to take good care of their valuables and not to keep money with them. If they wish, they can deposit the cash with the Hostel warden and obtain receipt for the same.

18.0 HOSTEL BEHAVIOR AND DISCIPLINE

- 18.1** No furniture shall be dislocated or tampered with. Any willful damage to any hostel property will be paid for together with such penalty as may be imposed by the Principal. Each hosteller shall handover to the hostel warden the furniture allotted to him in sound condition, at the time of quitting the hostel failing which the inmate will have to pay/replace the damaged equipment.
- 18.2** No organized meeting shall be held in the hostel or in the premises of the institute, without the permission of the Principal.
- 18.3** Smoking by students is prohibited in the hostel. Smoking materials such as cigarettes, beedies, tobacco etc., shall not be brought to the hostel.
- 18.4** Keeping or drinking alcoholic beverages in any form by the students is strictly prohibited. If found so, severe action will be taken against the student and parents/guardians will be duly informed.
- 18.5** No boarders shall make any disturbance in the dinning hall. They shall not enter the kitchen or indulge into any form of argument with the mess staff. Complaints if any, about the behavior of the mess staff, shall be made to the hostel warden.
- 18.6** No hostellers shall take any electrical connections from the light points provided for them.
- 18.7** There should be silence during the hour of study. At 23.00 h room lights are to be switched off. Late nights are not meant for those who are entrusted with precision machines, Hi tech Electronic equipments.
- 18.8** The hostel room and furniture should always be maintained neat and clean. Clean bed sheets, pillow cover and rugs should be used.
- 18.9** TV viewing is allowed on Saturdays till 23.00 h. The head of the Institution may alter the timings as per requirements.
- 18.10** Room once allotted to the inmate will not be changed under any circumstances. However, under special circumstances and for genuine reasons, the hostel warden may permit change of room. Students are not permitted to change rooms without the hostel warden's permission.
- 18.11** Newspapers, Magazines etc., will not be removed from the reading table. The hostel warden will make arrangements for depositing after reading is over.

19.0 VISITOR / GUEST RULES

- 19.1** No visitor shall enter the hostel room without the prior permission of the Hostel Warden/Principal. The inmate may receive visitors after working hours but not later than 19.00 h. All visitors shall leave the hostel premises at 19.00 h. Day scholars are also treated as visitors in the hostel.
- 19.2** Visitors are not allowed to stay overnight in the hostel room. If found so, the inmate lodging the visitor will be heavily fined.
- 19.3** With prior permission from the Hostel Warden/Principal, relatives/guests of students requiring lodging in the hostel can acquire a guest room on payment of prescribed guest room charges subject to availability of the room.
- 19.4** Guest can only be allowed to the mess with the permission of the Hostel Warden or the Principal. The person who introduces the guest will be charged for the meals supplied at the fixed rates.

PLEASE NOTE:

Technicians require not only technical ability, but also integrity. The Institute will therefore take a very serious view of all cases of misconduct on the part of the students inside and outside the hostel or breach of any hostel rules. In regard to all the matters not specified in the foregoing rules, students should aim at conducting themselves according to the highest standard of manners.

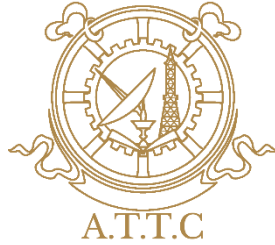
The Principal and the hostel warden may issue, from time to time, fresh rules for management of the hostel. They will become effective immediately.

Every hosteller shall consider it his/her duty to contribute his best for the maintenance of perfect discipline and harmony in the hostel.

20 APPLICABILITY

The above Rules come into effect from 1st September 2021 and will continue to remain in force unless altered otherwise and all students will be governed by these Rules.

Sd/-
Principal



**ADVANCED TECHNICAL TRAINING CENTRE (ATTC)
BARDANG, EAST SIKKIM 737134**

UNDERTAKING BY STUDENT AND PARENT

I _____ studying in
branch _____ have read
the rules and regulations of the institute (found in website
www.attc.skmpoly.edu.in) and do hereby agree to abide by the Rules
and Regulations of the institute.

Signature of Student

Signature of
Parent/Guardian

Place: _____

Date: _____