

RULES AND REGULATIONS

The students taking admission in Gyan Ganga Institute of Technology & Sciences, Jabalpur should abide by the rules mentioned below:

Attendance:

Students are required to be regular in their attendance. A minimum of 75% attendance is necessary in both theory and practical classes, in each semester, to enable them to write their University Examinations and failure of which is not entitled to appear in University examinations. In case of sickness Medical Certificate shall be furnished from Registered Medical practitioner. No student shall abstain himself from classes without obtaining prior sanction for leave from the concerned faculty incharge. Attendance is compulsory on both the reopening and closing days of every semester. Bridging any holiday with the adjoining working day is strictly prohibited.

Dress Code :

- Students are required to be dressed in the college uniform and to be neatly and decently dressed.

General Rules :

- Students should compulsorily wear their I.D card inside the college campus.
- Students should behave with decorum and use only courteous.
- Students are instructed not to bring any valuable items to the college.
- Using MOBILE / CAMERA inside the college campus is strictly prohibited.
- Students shall avoid using any insulting, inciting, threatening language when talking with fellow students and should totally avoid violence.
- Students shall not talk or act in any manner outside the institutions in a way that would bring disrepute to the institution.
- Students shall come clean, tidy and smartly dressed.
- They shall be regular and punctual in attending classes and all activities connected with the college.

- Students should maintain perfect order and strict silence inside the lecture/drawing halls/ labs/ workshop at all times.
- No student is permitted to leave the class room during class hours.
- Students should not leave the class or attend it late under the pretext of paying fees or taking books from libraries. Time fixed for such purposes during working hours must be strictly followed.
- Students are expected to read notices/circulars displayed on the college notice board. Ignorance of not reading any notice/circular thus displayed shall not be accepted as an excuse failing to comply with the directions contained in it.
- Spitting, smoking and throwing bits of paper inside the college campus are must be avoided.
- Students are prohibited from damaging the building or furniture in any way. The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals.
- Students are strictly forbidden from engaging themselves in any political or other movement.
- Help to maintain the beauty, serenity and greenery of the campus.
- Pasting of wall posters, writing on walls and roads are prohibited.
- Students are expected to take care of their belonging.
- The college will organize placement focused skill enhancement programmes for the students as per the need. The updates for the same will be given from time to time.
- Students must pay their fee/dues on or before the prescribed deadline.
- The students will compensate damage to institute property/furniture caused by neglect or willful damage. Defacing the walls or institute property will be viewed seriously.
- 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 will not operate any machinery / equipment without the permission of the instructor.

- 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 HOD / class in charge.
- 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 required documents should be submitted as and when required.