

1. RULES OF CONDUCT:

- (i) Students shall be regular and punctual in attending classes, tutorials and submission of Term Work in various subjects. Terms shall not be granted and students shall not be permitted for writing the examination if his/her progress, regularity, conduct and attendance are not satisfactory in individual subject offered to him / her.
- (ii) 75% of attendance in Theory and Practical, Drawing and Industrial Training is compulsory required, as per the instructions of Gujarat Technological University, Gujarat State.
- (iii) Students must use boiler suits and uniforms of prescribed pattern while working in Workshops, Laboratories and Drawing halls.
- (iv) Smoking in the premises of the Institute is strictly prohibited.
- (v) Damage to the property of Govt. Polytechnic, Daman like tampering with fixtures, fittings, instruments, furniture's, books periodicals, walls, window panes, vehicles etc. shall be deemed very seriously and might result in instant expulsion of the guilty student/students and appropriate fine will be charged.
- (vi) Every student shall carry in his/her person, his/her Identity Card (supplied by the Polytechnic on submission of two copies of photographs of the size $5\text{ cm} \times 4\text{ cm}$) immediately after admission and Identity Cards to be re-endorsed every year.
- (vii) The Admitted students have to submit his/her Aadhar Card and Bank Account detail before start of First Semester.
- (viii) Students are bound by **Rules and Regulations** made by the Govt. Polytechnic, Daman from time to time. Any violation of the Rules or an Act of indiscipline on part of student shall result in disciplinary action leading to immediate dismissal from the Institute.
- (ix) The Principal, Govt. Polytechnic, Daman reserves the right to remove from the rolls the name of any student for failure to pay the Institute dues in time.
- (x) Ragging of Students in any form shall result in instant expulsion from the Institute. The decision of the Principal in matters relating to General discipline shall be final and conclusive.

2. CONDUCT & DISCIPLINE:

Students after taking the admission in the institute must be abide by the rules and regulation of the institute. Students are advised to adhere to the rules and regulation

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of the institute and discharge their responsibilities as a student with diligence, fidelity and honour. The rules and regulations are as mentioned below:-

3. Rules of Attendance :

Regarding attendance in theory & practical classes, Attention of all the students & their parents / guardians is hereby drawn to the relevant important rules & regulations of GTU.

- a. Students are required to have at least 75% attendance in the lectures of every subject including completion of all practicals & term-work.
- b. The students who fail to comply the requirements mentioned in (1) above will be detained and hence, not permitted to appear for GTU Examinations. Such students also stand to lose one whole year as they will have to seek readmission for the same semester in the succeeding year and repeat it. The rules & regulations of attendance of GTU are binding.
- c. If any student remains absent continuously for more than three days, he / she will not be allowed to attend lectures/practicals without permission from the Principal on the first three occasions in a semester. Further such occasions he/she will not be allowed to attend the lectures. / practicals without being accompanied by his /her parents/guardians. Such irregular students will be liable for disciplinary action taken by competent authority.
- d. Student will be solely responsible for their detention from GTU Examinations on account of his/ her less attendance in theory / practical classes and unsatisfactory performance in term work assignment, practicals, tutorials, and unit test(s) as the case may be.

4. Institutes Rules And Regulations:-

- a. Mobile Phone is Strictly prohibited in the premises of Government Polytechnic, Daman.
- b. Applicable to all bonafide students of the Polytechnic, for use of computing facilities at Polytechnic labs, students should strictly follow the following guidelines.
- c. No student should try to install any software on any machine within the institute.
- d. Access of Instagram & Facebook is punishable.
- e. The institute machine is public machine & using it of confidential online transactions is an offence.
- f. Use of pen drives that may tamper important data in machine is an offence.


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- g. Only safe, secure, authentic & trusted web sites should be accessed.

5. Rules And Regulations

Self- Discipline is the best discipline. All students are expected to observe rules and regulations currently in force to enable the smooth working of the Polytechnic:-.

- a. In the premises of the Polytechnic, every student must be in clean uniform with prominent display of identity card.
- b. Every student must attend all lectures, practical, term work and examinations conducted by the polytechnic.
- c. As per GTU norms, the students appearing for the final examinations should satisfy at least 75% attendance in respective theory lectures including practical's and term work.
- d. Absence of student on valid grounds at lectures / practicals / term work / examinations must be communicated to the Polytechnic authorities immediately in writing, with the necessary supporting documents viz. medical certificate etc.
- e. During the conduct of lectures / practicals / term work student should not loiter in and around the Polytechnic premises.
- f. Students should observe proper decorum in the classes and should take utmost care not to disturb the working of his /her own class as well as other classes.
- g. Any student disturbing classroom discipline will be suspended from the class with immediate effect and is required to give an undertaking regarding his /her good behavior in future. If the same misbehavior is repeated, the student may be expelled from the Polytechnic.
- h. Every student should take utmost care of the Polytechnic properly and try to keep the Polytechnic and its premises neat, clean and tidy. Any intentional damage done to the Polytechnic building, furniture and equipment by the students shall be treated as breach of discipline and the students will be severely punished. To avoid shame and embarrassment, students should refrain from such acts.
- i. Students should not wear valuable ornaments or carry electronic gadgets including mobile phones etc.
- j. Students are requested to take care of their personal belongings such as calculator, journals, files, books, notes etc. The Polytechnic Authorities will not be held responsible for the loss.


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- k. Every student must preserve original fee receipt (Student Copy), Identity Card and Library Card. Loss of the same has to be duly reported to the concerned authorities.
- l. Students are expected to check up notices being displayed on the respective Notice Boards and College website from time to time.
- m. The students should not use unfair means or any sort of malpractices during examinations conducted either by Polytechnic or by GTU. Student, if caught by the supervisor or by examination squad will be liable to strict action, to the extent of being debarred from the examinations.
- n. The students should not collect any fund from other students or from outsiders without any written permission from the Principal.
- o. Students should not organize their own picnic, excursion etc. without prior written permission of the Principal.
- p. The students should not form any society, committee and organization in the Polytechnic without the sanction of the authorities.
- q. Students should not invite outsider to address any meeting or to participate in any Polytechnic activities without the prior permission of the Principal.
- r. Industrial visits and educational tours, as and when arranged by the college, are compulsory for every student. The students shall have to bear the full cost of such visit / Tour.
- s. College authorities, under no circumstances shall accept any liability in respect of an accident, which a student may meet with during his / her stay in the college or an educational visit. The students are therefore, cautioned to conduct themselves in a reasonably careful way whenever they are.
- t. AICTE & U.T. Administration of Daman & Diu has notified 'Ragging' as a cognizable offence. Any one reported to be involved in any form of ragging will be severely dealt with. Therefore, students are required to refrain from indulging in any form of ragging and students should report the incidences of eve teasing Ragging or Harassment by fellow students to the class teacher / HOD / Principal for immediate actions.
- u. Use of Tobacco, alcohol and smoking within the Polytechnic Premises is strictly prohibited.


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