



GOMATI DISTRICT POLYTECHNIC

(Under Higher Education Deptt., Government of Tripura)

P.O: Fulkumari, Udaipur, Gomati Tripura

Pin: 799013

Website: www.gdp.nic.in

RULES & REGULATIONS

- Students are subject to rules of conduct and behaviors framed by the authority of the Institute and are expected to maintain highest standard of behaviour and discipline both inside and outside the Institute.
- The Institute takes note of serious misbehaviour, insubordination, habitual tardiness, irregular work habits, obscenity in word and act, willful damage to Institute property, anti-social activities, etc. which are punishable by fine, suspension or dismissal.
- The Institute is an **alcohol-smoke-drug-free area** and offenders will face stern action.
- Misbehavior outside the Institute, besides affecting the reputation of the Institute, has an impact on the students' community. The Institute reserves the right to take stern action in the interest of the general student community to deal with such misbehavior.
- The students are required to wear Institute Identity Card and Institute uniform on all Institute working days. Failure to wear the Institute uniform will be treated as misconduct and such students will be barred from entering the campus and class room.
- Students must respect and honour the Institute Uniform and Institute Logo. Any act of insult to the Institute will draw dire consequences.
- Students should reach Institute 5 minutes prior to the start of the classes. Except under special conditions, late comers are not allowed to enter class without a note either from the Head of the Department or from the Principal.
- Late comers may be marked present by the concerned lecturer at the end of the class only if there is sufficient reason for being late.
- Students shall assemble in the rooms and wait silently for the lecturer. When the lecturer enters the classroom the students shall rise and remain standing till they are asked to sit.
- Without the concerned lecturer's permission students are not permitted to enter or leave the class.
- Students are not allowed to leave the campus without producing an application, citing valid reason of leave, and written permission from the Principal or department HOD under any circumstance.
- Attendance to the Institute functions like Institute assembly, seminars, group discussions, Industrial visits, Viva Voce, Institute fest, annual sports, etc. are obligatory to all students.
- Use of mobile phones is strictly forbidden inside the class rooms. Under any circumstance, students should not use mobile phones, camera or other electronic gadgets to shoot objectionable scenes.
- The Institute is not responsible for the safety of valuables of students.
- The students must follow all the safety regulations while conducting practical in the laboratories and the Institute is not responsible for any physical damage or mishap that might occur out of student's negligence.
- Eatable food items are available in the Institute Canteen. So students are advised not to go out of the Institute premise for lunch/snacks. Further, students must not visit the canteen during class period.
- Loitering and wasting time in the Institute campus and canteen causes indiscipline and that must be avoided.
- Students must not bring personal vehicles or 2-wheelers to the Institute.
- Institute does not permit any student to take part in agitations directed against the lawful authority of the Government.
- Membership of clubs or associations outside the campus and participation in public movements is undesirable.
- Without the permission of the Principal students shall not organize any activities or associate with any outside group concerned with the Institute.
- No meeting shall be convened, no outside person shall be invited, no publication shall be issued and no canvassing and mobilizing of the students for any particular purpose shall be made without the permission of the Principal.
- No collection of subscription of any kind from the students or members of the staff should be done without the prior permission of the Principal.
- Permission should be sought from the Principal before erection of any notice board, advertisement, etc. in the Institute or elsewhere in its premises.
- Students shall not indulge in activities which will damage/ disfigure institute's property including books, apparatus, furniture, etc.
- Use of loud speaker, megaphones, mikes, etc., in the Institute or in its premises is strictly forbidden without prior permission of the Principal.
- Books, Magazines, Newspapers, etc. not approved by the Principal are not allowed to be brought to the Institute.
- **Ragging is strictly prohibited.** Students should not indulge in any action that amounts to ragging.
- Campus must be kept clean and disposal of waste/loose papers/packets, etc. must be done in the waste baskets. Cleanliness must be maintained in Classrooms, Laboratories, Canteen, Lavatories, library, Corridors, etc.
- Students should not gather in groups in the Institute premises.
- Student must read the notices/ instructions on the notice boards and Institute website regularly.
- Spitting on walls, corridors, open lobby, courtyard, wash basins, roads, etc. is strictly prohibited.
- Students should not write anything on doors, windows, benches, urinals, walls, etc.
- No games/sports should be played during class hours causing disturbance to others.
- Any student suspended from the Institute shall not enter the Institute premises during the period of suspension except with the permission of the Principal.
- Smearing of colored powder and splashing of color water in the guise of festivals and functions on or during any other occasion is prohibited in the Institute campus or in the hostel.
- Eve teasing is strictly prohibited and punishable when indulged both inside and outside the campus.
- Internal assessment is part of the evaluation and will be conducted by the Institute as per the Course Curriculum.



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- **75% attendance is compulsory as per Tripura University rules.**
 - Less than 75% but above 60% will make the student Non-Collegiate. Such students are allowed to appear for semester examination on fulfillment of penalty as specified by Tripura University.
 - Students with attendance less than 60% will fall under Dis-Collegiate and such student will not be allowed to appear for the University Examinations as per Tripura University rules.
- Absence for more than three consecutive classes for a particular subject will amount to restriction of entry into that class without the permission of the department HOD. Such students will be allowed to attend classes only at production of valid reason in writing and iff the concerned HOD is satisfied. Producing a medical certificate in terms of health issues however does not entitle a student to get attendance.
- Participation in co-curricular or extra-curricular activities inside or outside the campus representing the Institute is not counted as absence from class if prior approval has been sought from authority. However, attendance will be counted only when a copy of the participation certificate is produced immediately before the HOD.
- It is necessary to score a minimum of 5 SGPA as specified by Tripura University to pass in each semester examination.
- Students are required to improve and maintain consistency in their performance in the University / Institute examinations in order to get promotion to subsequent Semester.
- Institute fees are to be paid within stipulated duration. A late fee is payable after the deadline as per norms.
- Change of permanent address must be notified to the Institute office.
- The Institute expects students to keep their vision high and solicit cooperation of the parents to minimize the necessity of enforcing rules and regulations.

REGULATIONS GOVERNING THE MALPRACTICES BY THE STUDENTS DURING INTERNAL/UNIVERSITY EXAMINATIONS

Every student appearing for the Internal /University Examination is liable to be charged with committing malpractice(s), if he/she is observed as committing any one or more of the following acts:

- a) Misbehavior with officials or any other kind of rude behavior in or near the Examination Hall and using obscene or abusive language.
- b) Writing on the Question Paper and/or passing on the same to other student(s) in the Examination Hall.
- c) Possession of electronic gadgets like mobile phones, programmable calculator, pen-drive or such other /storage devices in the Examination Hall.
- d) Communicating with any other student(s) or any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination.
- e) Copying from the material or matter or answer(s) of another student or from similar aid or assistance rendered by another student within the Examination Hall.
- f) Making any request of representation or offer of any threat for inducement or bribery to invigilators and/or any other official for favours in the Examination Hall or in the answer script.
- g) Approaching directly or indirectly the teaching staff to bring about undue pressure or influence upon them for favour in the examination.
- h) Taking away or Taking in the answer script pages or supplementary sheets or tearing them off and/or inserting pages written outside the examination hall into the answer scripts.
- i) Receiving material from outside or inside the Examination Hall, for the purpose of copying (inclusive of electronic communication).
- j) Bringing into the Examination Hall or being found in possession of portions of an unauthorized book, manuscript, or such other material or matter in the Examination Hall.
- k) Copying or taking aid from any material or matter referred to in sub-clauses (h & i) above to answer in the examinations.
- l) Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.
- m) Committing any other act or commission or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or official.
- n) Having in one's possession any written matter on scribbling pad, calculator, palm, hand, leg or any other part of the body, hand kerchiefs, clothing, socks, instrument box, identity card, scales electronic gadgets etc.,
- o) Destroying any evidence of malpractice, like tearing or carrying away the answer script(s) from the Examination Hall.

By Order

Sd/- Suraj Deb Barma

Principal in-Charge

Gomati District Polytechnic