



# **STUDENT HANDBOOK**

**Gandhi Academy of Technology and Engineering**  
Golanthara , Berhampur, Ganjam ,Odisha,761008

### **Message from the Vice-Chairman**

*I welcome you to GATE. Becoming a student at Gate is the first step to enter into a different academic environment. Besides quality teaching, the institute provides a wholesome educational experience for an all-round development of personality. It equips the students with right technical skills, human values and social behavior.*

*GATE is not just yet another technical institute. Backed by a team of teachers with commitment, dedication and futuristic vision, the institute places several challenges before the students, and expects them to brace themselves for the impending responsibilities when they face them in the future.*

*You will be a part of our dream and our effort to make a small difference in the world around us. We will move hand-in-hand to that realm where education is revered and rewarded. We will be with you all the way... in every way. We look forward to seeing many progressive changes in your personality with the years of GATE experience.*

*This handbook is of utmost importance to every student. It will help you to know more about GATE. Please go through it and keep it as a ready reference.*

*Wish you a fruitful time and an excellent career.*

**(Sd/-)**

**Vice-Chairman**

## **1. Our Vision**

*To emerge as one of the best value-based and globally recognised educational institute working for excellence in imparting quality education to the students to nurture their inherent talent as innovative professional in technical and managerial fields there by making them competitiveness to meet all the future challenges of global economy.*

## **2. Our Mission**

*To be a student centric institute focusing on experiential, innovative and lifelong learning skills to address the societal problems..*

*To prepare the students with high professional skills and ethical values*

*To impart knowledge through best practices.*

*To establish a spirit of innovation through training, R & D and by strengthening the industry collaborations.*

*To achieve the academic excellence through intellectual, emotional and social stimulations.*

## **3. Our Quality Policy**

*"We are committed to offer the best academic services to our Learners through continuous innovative practices by developing a team of highly qualified and motivated **Lecturers**, providing state-of-the-art **Laboratories** and having excellent **Library** facilities and ensuring its utilization"*

## **4. Administration of GATE**

Gandhi Academy of Technology and Engineering has two apex bodies, namely the Governing Body and Executive Council. The overall administration of the Institute is delegated to the Director by the apex bodies. The Director will enforce all the approved regulations, for the internal governance of the Institute. The Deans of divisions and Heads of various departments, Faculty-in-Charge(FIC), Faculty Coordinator(FC) and the SPOC's(Single Point of Contact) form the principal functionaries of the Institute.

Duly constituted committees with the approval of the Director, monitors the enforcement and maintenance of all such rules and general procedures that are in line with the Institute policies and BPUT Academic Regulations.

## **5. 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 in-charge and other officers of the institute who may be vested with the authority to exercise discipline

under the Rules and Regulations that have been or will be framed by the Institute.

Students studying in the Institute, if found indulging in anti-national activities contrary to the provisions of Acts and Laws enforced by Government or in any activity contrary to the rules of discipline, will be liable to be expelled from the Institute without any notice by the Director.

Nothing in these rules and regulations shall be construed to limit or abridge the power of the Director/Head of the Department or his/her delegates to relax any of these regulations to such extent and subject to such conditions, as he/she may consider necessary for dealing with a case in a just and equitable manner. Ignorance of the rules and regulations contained in this document is no excuse.

The Institute reserves the right to change or add such rules from time to time for smooth functioning of the Institute.

The students are advised to keep themselves aware of the Institute rules. They are also advised to go through the detailed Prevention of Ragging rules given separately.

## **6. Implementation of The Rules**

The Institute staff members charged with the administration of these rules shall at all times seek to implement the rules and the spirit of the BPUT Act.

## **7. Academic Regulations**

The Academic Regulations are governed by the BPUT Statutes and Ordinances. Students are advised to make themselves aware regarding BPUT Rules and Regulations by logging onto ***www.bput.ac.in***.

## **8. Action against ragging**

Hon'ble Supreme Court of India, during December 2007 has expressed concern over the incidents of ragging occurring in higher educational institutions and the need to eliminate it altogether.

The Ministry of Human Resource Development, Govt. of India has taken a serious note of the incidents of ragging and is of the view that stern action should be taken against those indulging in "ragging" so that these incidents are not repeated and exemplary punishment is meted out to those indulging in it. Strict implementation of the guidelines issued by Hon'ble Supreme Court on this issue has also been stressed by the Ministry.

This policy encourages socialization of students to the academic environment of the Institute, simultaneously discouraging and preventing any negative acts on parts of senior students, which goes against the basic purpose of Socio academic integration.

All students and their parents and guardians are therefore requested to go through this document carefully and promise to abide by it.

1. Ragging within or outside the Institute is strictly prohibited.
2. Whosoever directly or indirectly commits, participates in, abets or propagates ragging within or outside the Institute shall, on conviction, be punished, as per the provision of the Act.
3. Any student convicted of an offence of ragging shall be expelled from the educational institution and such student shall not be admitted to any other educational institute for a period of five years from the date of order of such dismissal.

Ragging of any kind and magnitude, teasing, intimidating, harassing, and use of words of abuse etc. on any student(s) inside/outside the institute will not be tolerated and are punishable under Police Act and such matters will be immediately reported to the police. Any incident of ragging must be brought to the notice of the Director in writing.

## **9. Institute General Rules**

1. Students should show respect and politeness towards all staff members at the Institute and their fellow students, including girls. Any act of sexual harassment, ragging, disobedience, anti-social behavior or harassment of girl students are punishable offences and will be dealt with utmost severity.
2. All students should strictly follow the rules and regulations of the Institute, shall always behave with dignity and courtesy.
3. The students will be accountable for their behavior in the Institute premises. Proper actions will be taken against the students violating the rules and regulations of the Institute or behaving in absurd manner and will be rusticated from the Institute. It is assumed that the students and their parents and/or guardians have read and understood these rules thoroughly.
4. No student shall individually or collectively interfere in any manner in the matter of administration of the Institute.
5. It is mandatory for every student to provide the registered communication address and contact number. It is the responsibility of the student to inform the office of the Institute about change of address and contact number.
6. Not to pursue any other course of study that may come in conflict with the course schedule in which he/she takes admission in this institute.
7. Any disfigurement or damage to the Institute building, water, gas, fire, electrical installations, furniture, gardens and premises will be punished and the cost of the damage will be recovered.

8. Disruptive or disorderly behavior may include but not limited to disoriented or irrational behavior, physical violence, verbal attacks and threats or violation of Institute Rules, by any student will be dealt with severely. Students should report such instances immediately to the Administrative Officer or Dean or Director immediately.
9. Celebration of religious functions including but not limited to Holi, Deewali, Ganesh Puja, Saraswati Puja, Biswakarma Puja, etc. in the campus is strictly prohibited.
10. Students are forbidden to organize or attend any meeting in the Institute or to collect money for any purpose without the prior permission of the Director.
11. Educational concessions awarded to students are liable to forfeiture for misconduct.
12. Students will not operate any machinery / equipment without the permission of the instructor.
13. No responsibility will be accepted by the institute for any injury, loss or damage to the personal articles of students.
14. The students at the institute are required to be attentive and diligent. 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.
15. 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.
16. Students have to take due permission to participate in academic, co-curricular and extracurricular activities outside the campus. For this they have to apply using the prescribed format through the Faculty Advisor, Faculty Coordinator of GATE Residence and HOD. They must submit the required undertaking along with application for official processing. A student with less than 75% class attendance will not be permitted to participate in any outside activities individually and also will not be included in any official team of the Institute for outside participation
17. Students shall observe all safety precautions. The Institute is not responsible for any accident, of whatever nature, in the institute, GATE Residence, workshop, playground and during summer training and industrial training or educational tour/trip or outside the campus.

18. Students must make all possible efforts to conserve electricity and water. They must switch off lights & fans when they leave the class room/ GATE Residence room, lab etc. Students must help keep the institute neat and clean and also preserve and maintain the gardens.
19. 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.
20. Any student who fails to clear all the dues shall be debarred from appearing in semester examination.
21. All applications must be addressed to the Director.
22. The Director reserves the right to modify any of the Institute rules as and when necessary. The decision of the Director in all matters shall be final.

#### **10. Mass Boycott / Absence**

1. Remaining absent from the institute without prior permission of the authority is strictly prohibited.
2. The students involved in common off are liable to heavy fine, and punishment decided by the Institute from time to time.
3. The students involved in common off or having less attendance in class shall be expelled from the GATE Residence. The authorities will lose sympathy towards such students.
4. If a student is required to remain absent for a period of 5 days or more for an essential reason, he/she is required to apply to the head of the department and take prior permission.
5. Decision about the absence of the student for genuine reasons is reserved with the Head of the Department (HOD).
6. 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 Director.
7. Students have to fulfill the minimum attendance requirements as per university norms.
8. 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 BPUT semester examination.

## **11. Behavior**

1. 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.
2. 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.
3. Talking loudly, loitering or congregating, being a source of distraction and annoyance to others is not permitted.
4. The students are required to move silently through the corridors without disturbing the nearby classes and laboratories.
5. The students are required to maintain utmost silence and dignity in classrooms, laboratories, meetings, seminars, work shops and during any other academic activity.
6. Nobody should sit on the corridor walls.
7. Give way to teachers, staff and visitors while moving in the corridors, on the staircases and other places in the campus.
8. Extend cordial help with politeness to outsiders/visitors, parents of other student's etc. coming to the institute.
9. Behave in such a manner that suits a cultured engineer.

## **12. Dress Code**

Students are required to follow FORMAL dress code while attending the Institute for lectures/ practical / library / labs and formal function of the institution. The dress should be neat, clean and pressed. The students should maintain decorum befitting the dignity, with proper dress and hair style.

- a. The recommended formal dress for academic hours (0800 to 1730 hrs) from Monday to Friday is trousers with short sleeve or long sleeve shirts tucked in for boys and salwars with dupatta, tailored pants and ladies shirts or sarees for girls.
- b. On Saturdays, Sundays, public holidays and off working hrs(1730 to 0800hrs) students may opt for casuals including institute T' shirts.



- c. Clothes that are too tight, too loose or too short, too colourful, dirty sports shoes, oversized accessories are banned.

### ***Prohibited for Boys***

- Tight fitting dirty jeans, Torn trousers touching the floor, "Baggy" pants or sloppy dress
- Caps, Chappals, Shorts, Earrings or ear/chin/nose studs
- Clothing that is provocative or contains obscene messages
- Pony tails

### ***Prohibited for Girls***

- Tight fitting dirty jeans, Torn trousers touching the floor, "Baggy" pants or sloppy dress, Skirts, Shorts and three quarters
- Clothing that is provocative or contains obscene messages
- Revealing deep tops/ Spaghetti top/ Sleeveless tops and loose hair

### ***Dress Code for Workshop & Chemistry Lab***

Students should have at least one pair of workshop and laboratory uniform. For laboratory classes, the students will wear white overcoat and for workshop should wear blue overcoat. The students reporting without proper dress, will not be permitted to enter the workshops/laboratories. Shoes must be worn for the workshop practical.

In case of failure to comply with this dress code, the student concerned will be asked to leave the academic session and appropriate action will be initiated.

With regards to any question, doubt or concern about whether a particular dress violates the code, the decision of the Director shall be final.

## **13. Smoking**

Smoking or using tobacco products (such as pan masala, gutkha etc., containing tobacco) anywhere in the Institute premises is strictly forbidden. This includes all space & buildings inside the campus like playfield, the games rooms, the canteen, and the pavement along the building and any space/building under possession of the institute outside the campus. Any student found smoking or using tobacco products is liable to strict disciplinary action which may be up to expulsion from the Institute.

## **14. Substance Abuse Policy**

Any student found smoking or under the influence of intoxication of alcohol/drugs in the Institute or in the GATE Residence is liable to strict disciplinary action which

may be up to expulsion from the Institute.

Consuming alcoholic beverages or being under the influence of alcoholic beverages is strictly prohibited. Distribution of narcotics or controlled substances, or possession or use of any narcotics or controlled substance(s), or being under the influence of narcotics or any controlled substance(s) will entail severe disciplinary action. Any student found using, possessing or being under the influence of intoxication due to alcoholic substances or narcotics/drugs in the Institute or in the GATE Residence is liable to strict disciplinary action which may be up to expulsion from the Institute.

### **15. Mobile Phones**

Use of cell phones is strictly prohibited in all academic areas of the GATE campus. Students are advised not to carry mobile phones during the academic hours. 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 500/-.

It is the responsibility of the students for safe-keeping of their mobile phones. The institute is not responsible, neither liable for any stolen mobile phones nor will entertain any complaints regarding this.

### **16. Identity Card**

Each student is provided with an Identity Card. Students shall always carry their identity cards in the campus and should show the identity card on demand to any faculty/official of the institute. This card is to be carried always and presented at the entry gates as well in Library, Canteen, GATE Residence, playing games in the Common Room, attending College social functions, etc. and any other place inside the campus.

- For failing to produce the Identity card, the student may not be allowed to join classes, appear in examination or enjoy any facility that the Institute provides.
- The Identity Card is not transferable, otherwise the owner of the card will be held responsible for any damaged or loss caused by the user.
- If the Identity Card is lost, the Dean Academics must be informed immediately. A new Identity Card may be issued on payment of Rs.100.
- In case of transfer or withdrawal from the Institute, this card must be returned to the Institute's office.

### **17. Notice Board**

Students are advised to check the notice boards regularly, at least twice a day and read various notices displayed on the Institute/department/GATE Residence notice

boards. Any notice displayed on these notice boards shall be deemed to have been served on the students. Ignorance about a displayed notice will not entitle any student for excuse or consideration.

### **18. Railway Concessions**

Railway concession to students (as applicable by rules and regulations of Indian Railways) is given to bonafide students only to the place where their parents reside.

Applications for the same must be made at least 10 days before the beginning of the vacation to the Information Cell.

### **19. Medical Facilities**

Medical facilities by way of a medical doctor and psychological counselor are available for convenience of students. In case of chronic illness, students are advised to inform the Faculty Advisor and at least 2 students about the possible symptoms and immediate assistance required.

### **20. Placement**

In the final year of each programme companies are invited to the Institute to conduct campus interviews as and when necessary for recruitment of graduating students. Specific placement rules are prevalent and have to be adhered to by the students. While the Institute organizes campus placement for students, it takes no responsibility for finding jobs or negotiating terms and acts merely as a facilitators for prospective employer companies and future employees from amongst its graduating students.

A student may be allowed for campus recruitment, subject to the fulfillment of the following conditions.

- a) Must have cleared all subjects of 1<sup>st</sup> and 2<sup>nd</sup> semester.
- b) Must not have any back log in practicals and sessionals for all completed semesters.
- c) Must have appeared the mock tests organised by II Cell with reasonable performance

Students involved in any kind of violation of discipline or having track record of disciplinary action may not be allowed for the campus recruitment. The Director at his sole discretion may debar any student from appearing for campus interviews without necessity of showing any reason thereof to whomsoever.

### **21. GATE Students Council**

GATE Student Council is the student body representing students' interest and engagement in achieving a common goal of becoming a leading centre of excellence. The members of the Council are elected from each section of each branch. A student has to satisfy the required eligibility criteria and then get elected

to become a council member and has to follow the specified code of conduct for a council member throughout the tenure. Student to Council Member ratio is being maintained at 30:1 on an average. Each Council formed is functional for one academic year. The Council led by the Secretary General and its members, supports students in getting them involved in various activities, brainstorming for improved solutions for concerns, involving them in leadership and team activities to learn all aspects of Technical Profession.

## **22. Student Discipline and Institute's Committee**

To safeguard its ideals of character and personal behavior the Institute reserves the right to expel any student at any time for any reason deemed sufficient by the Director for misbehavior. Students are required to show due regard for the rights and property of the institute.

The Director at his discretion may appoint a committee to recommend action to be taken against a student involved in misconduct or misbehavior. Orders passed by the Director on the recommendations of the committee are final and binding. The Director at his discretion has powers to alter, amend or modify the recommendations of the Committee.

Parents and Guardians of GATE Residents are advised to visit the Institute regularly to monitor the progress of their wards.

## **23. Maintenance of Discipline among the students of the Institute**

1. All powers relating to discipline and disciplinary action are vested with 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:
  - (i) 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.
  - (ii) 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.
  - (iii) Carrying or threats to use of any weapon.
  - (iv) Any violation of the provisions of the Civil Rights Protection Act 1976.
  - (v) Violation of the status, dignity and honour of any student.

- (vi) Any practice, whether verbal or otherwise, derogatory to women.
  - (vii) Any act of gambling or betting.
  - (viii) Any attempt of bribery or corruption in any manner.
  - (ix) Willful destruction of the Institute property.
  - (x) Creating ill will or intolerance on religious or communal grounds.
  - (xi) Giving interviews to the media or any other outside agency demeaning the Institute.
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 one or more disciplinary actions given below:
    - (i) That any student or students be expelled, or
    - (ii) Any student or students be, for a stated period, rusticated, or
    - (iii) Not allowed to attend a course or courses of study in a department of the institute for a stated period.
    - (iv) Be fined heavily as per discretion of the Director
    - (v) Be debarred from appearing for an internal or university examination.
    - (vi) That the result of the student or students concerned, in the examination or examinations in which he/she appeared be withhold or cancelled.
    - (vii) Be debarred from appearing for campus recruitment.
    - (viii) 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 and the students have to abide by them at all times.
  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 ever necessary by Heads of the Departments. Such specific rules must be followed by the concerned students.
  7. A defaulting student who is aggrieved with the punishment awarded may prefer an appeal to the Chairman of the Institute, within 30 days of award of punishment, stating the reasons as to why the punishment should not be awarded. The Chairman shall prescribe the procedure to process such appeals.

## **25. Faculty Advisor**

The primary purpose of academic advising is to assist students in their pursuit of meaningful educational programs which will assist them in fulfilling their goals in

life, including career considerations. It also includes assisting students in (1) understanding institutional support services available to them, (2) understanding institutional policies and procedures, (3) making decisions based on available information, and (4) examining their progress toward the realization of their goals and (5) understanding their personal problems if any and render required support and help. Every student admitted to the Institute is assigned a Faculty Advisor who assists the student in the induction process and monitors the student's progress during his/her tenure at the Institute. Students are advised to discuss their problems and difficulties with their respective faculty advisors.

In the first year faculty members mostly from the Department of Basic Sciences & Humanities, are assigned these responsibilities. From the second year onwards the student is attached to a faculty member of the branch for the next 6 semesters.

## **26. Examination**

### **Subject Registration**

Every student must complete the process of subject registration during the first week of instruction of each semester. Late fee shall be charged for late registration. The Institute is not responsible if University will not permit a student to register for a semester beyond the dead line.

Students are asked to register for the elective subjects of a semester during the previous semester. They are asked to exercise their choice for the elective subjects through ERP. They must consult their Faculty Advisors and other concerned teachers before exercising their choice. No change in elective subjects is permitted after the finalization of the elective subjects and groups.

Students must register for the backlogs by paying the specified fees. For a backlog in theory subjects they can register in two categories, with internals or without internals. In the former case they have to pay the additional fee for the internals and appear the internals as per the declared schedule. For a back log in practicals or sessionals a student has to register for the same during the first week of the semester by paying the required fee and complete the practical/sessional by attending to the process.

Students reregistering for a semester because of year back shall be permitted provisionally subject to the approval from the University. They must submit the required documents for obtaining the approval.

### **Issue of Admit card**

Admit Card for appearing for the university examination is issued to students after fulfilment of the following conditions

- Student should have completed the registration process for prescribed subjects of a particular semester at the beginning of the semester.

- Attendance must be at least 75% for every subject (65% under medical grounds).
- All the Institute dues must be cleared.

In case of missing of admit card, a duplicate admit card may be issued after depositing the fine amount fixed for the same in the examination section.

Admit cards are issued normally two days before the commencement of examination.

Loss of University registration card should be reported immediately after lodging an FIR in the nearest Police station. Application for issuance of a duplicate must be made to the Information Cell along with the FIR copy. The institute will forward the application to the University after necessary processing and verification.

### **Attendance Rules**

Attendance in the theory classes must be more than 75% and with medical reasons 65%, failing which a student will not be allowed to appear for the university exam.

In practical classes a minimum of 70% of the course needs to be completed to avoid "F" grade in the lab.

Attendance shortage in more than three theory subjects and not clearing two lab subjects will lead to "No Promotion" to the next semester.

### **University Examination Conduction Rules**

The following shall be treated but not limited to as Academic Misconduct

1. All students must ensure that they are familiar with the contents of the BPUT Examination Rules and Regulations.
2. Student must enter the examination hall not earlier than 15 minutes from the scheduled starting time of the examination. No student will be permitted to appear the examination if late beyond 30 minutes. No student is permitted to leave the examination hall during the first 60 minutes of the examination.
3. No student will be allowed without the Admit Card, Registration Card and I-Card on every examination day.
4. No student is allowed to carry any electronic gadgets except those authorized by the Invigilator and will be confiscated if found inside the hall.
5. No answer script will be accepted without proper signature and mention of registration number.

6. No student will be allowed to leave the hall (temporary / permanent) within the first hour of the examination.
7. No student will be allowed to carry the question papers in the event of submitting the answer script before 30 minutes of the scheduled end of the examination.
8. Students are required to comply with any instructions issued by the invigilators.
9. Under special/unavoidable circumstances, only if the situation so demands, the Invigilators may ask a student to remove the clothes a student is wearing for inspection in a closed room and in absence of any other student. In such cases, an invigilator of the same gender of the involved student can only be deputed. A student reserves the right to refuse if the invigilator is of opposite sex.

### **Internal Examination**

The schedule of Internal Examinations for regular and back paper are notified one week before the commencement of examinations. Students are instructed to attend their respective classes before and after the class tests.

No extra test is conducted for any class test missed. In genuine medical cases, an application should be made with adequate proof attached, which will be forwarded to the University for further course of action.

It is the responsibility of the students to check the evaluated answer scripts from the subject teacher.

Students registered for back papers with internal have to appear for the internal exam with the juniors when it is notified.

Students have to complete all the assignments given in the classes, as the marks are a part of the internal examination.

Student must enter the examination hall not earlier than 10 minutes from the scheduled starting time of the examination. No student will be permitted to appear for the examination if late beyond 10 minutes. No student is permitted to leave the examination hall during the first 45 minutes of the examination.

### **Lab Classes**

Each Sessional/Lab class is equivalent to one examination and must be completed on the same day in the stipulated time.



Any student who has missed any lab class has to make an application to the HOD with reasoning and adequate proof. The HOD may allow for missing lab classes within 15 days of missing the lab class.

Students can check their lab marks from the concerned faculty members.

### **Conduction of Project, grand viva and seminar**

Project, grand viva, and seminars are conducted as per guidelines of the university for which external examiners are invited.

## **27. Feedback**

It is the duty and right of every student to provide feedback on the subjects as well as on the teaching & learning process of the subjects taught during a semester. Feedback is taken in two different methods. The first one is by the HoD or by any senior faculty member of the department who interacts with the students in a classroom, collects the feedback orally through various queries and makes note the same. The second one is an online process through our ERP where a student provides scores to a set of statements made on the teaching & learning process.

Every student should provide the feedback sincerely as it has far reaching effect on the teaching & learning process of the Institute.

Processes are getting developed for providing feedback on other activities and facilities through the ERP. Students are advised to do the needful as and when such things are notified.

## **28. Computer Lab Rules**

1. Each student will be provided with a computer to work (1:1). In case of any technical problem two students may have to share one computer.
2. Students are required to maintain silence inside the computer lab.
3. All students will be responsible for keeping the computer lab clean.
4. Students should keep their shoes in the shoe stand. Nobody is allowed to leave their shoes in front of the computer lab or classroom.
5. Students can carry their bags into the computer lab but place them in the bag closet placed inside every lab. In no case a student is allowed to keep the bag with him/her at his/her desk. The student can take out the necessary notebooks, pen etc. from the bag and occupy the seat allocated.
6. Food and drinks are not allowed inside the lab.
7. Students should refrain from dislocating, shifting and tinkering with any parts of the computer or any other device in the lab.

8. Students have to enter and leave the lab in their scheduled time otherwise they will be marked absent.
9. Students have to sign the log-book, while entering and leaving the computer lab and also have to mention the time in and time out.
10. Students are allowed to go out of the labs to drink water, toilet etc. with due permission of the Faculty or Lab Assistant. They have to sign the temporary absence sheet mentioning the time-out before leaving the lab. They have to mention the time-in immediately after returning to the lab.
11. Computer lab will be opened at 8:00 a.m. and it will be closed at 9:00 p.m. on working days.
12. Each student has to use the computer assigned to him/her. If at any point of time a student is found not working on his/her assigned computer, he/she will face disciplinary action.
13. Cost of stationery for project work has to be borne by the students.
14. The students should properly shut down the workstations, push in the keyboard shelf, arrange the chair properly and switch off the power outlet before leaving the lab.
15. The students should not load or delete any program from the computer.
16. Unauthorized and illegal copying of any licensed software is strictly prohibited.
17. Installation of personal software is not allowed on computers, including games.
18. The students should not use computers in the lab for any personal work.
19. Browsing of non-academic internet sites will not be allowed in the lab.
20. Visiting pornographic sites, fashion sites, downloading songs, pictures, screen savers, chatting are strictly prohibited and will entail disciplinary action.
21. Before downloading any materials students would have to consult their instructor and save the downloaded files as advised by the instructor.
22. Accessing of mobile phone inside the lab is not allowed.
23. Browsing of Internet will not be allowed before or after the stipulated time period.
24. The Instructor will be sole authority to judge students' disciplinary behavior inside the laboratory.
25. The HOD will take appropriate disciplinary action for violation of any of the above rules

## 29. Library

### Library Resources Borrowing Eligibility

Book Issue Type	Timing	Eligibility	Issue Duration	Return Time
Fortnight	Library periods	2	14 days	On 14 <sup>th</sup> day of issue
Scholars Club	Library periods	2	14 days	On 14 <sup>th</sup> day of issue
GATE enrolled students	Library periods	2	14 days	On 14 <sup>th</sup> day of issue
Book Bank	Starting of Semester	7	1 Semester	Immediately after End-Term exam of Semester
Night Issue	Library Hours (Working Days)	1	1 night	Next day of issue date
Reference	Library Hours	3	Everyday	Same day of issue

### Library Hours

Days	Timing
Monday to Saturday	8:00 am to 9:00 pm
Sundays & Holidays (non Exam Days)	9:30 am to 1:30 pm
Sundays & Holidays (Exam Days)	9:30 am to 5:00 pm

### Library Rules

- All students, teaching and non-teaching staff are members of the Library.
- The entry will be restricted to Identity card holders only.
- Books will be issued to the students on working days of the Institute from 10.00 am to 4.00 pm.
- Personal books/printed reading materials, issued books (except return/re-issue purpose) are not allowed inside the library.
- The readers are requested to keep their personal belongings at the entrance of the library in the shelf.
- Bags, handbags are strictly prohibited in the library.
- Books will be issued subject to availability.
- If the book due date falls on a holiday for the library, the next working day will be taken as the due date.
- Fine will be charged @Rs 5/- per day after the due date due to late submission.
- The borrower will be responsible for any loss or non-return of any books issued against his/her identity card.
- Reference books, Newspaper and Magazines/Journals should not be taken out of the library.

- Absence from the institute will not be allowed as an excuse for the delay in the return of books.
- When Books are issued, students should check the pages of the issued books and if pages are found missing, they should report the same to the Librarian before leaving the Counter. On returning the books, if pages are found missing, then the last borrower of the book shall be held accountable for the missing pages and shall accordingly be fined.
- Students are required to handle the books/ Journal very carefully; marking with pencil, writing or high lighting, tearing the pages or mutilating the same in any other way will be required to replace it. In such case reader shall be held responsible unless these are brought to the notice of the library staff at the time of issue.
- Under special circumstances, the librarian may refuse the issue of books or recall the books already issued from any member without assigning any reason thereof.
- Donation of books to the library is encouraged. Useful donations of manuscript, books, periodicals, journals, etc. are accepted. Such donations once accepted will become the property of the Library.
- The Librarian shall have the power to cancel the services to anyone infringing on the rules and regulations of the library or for indulging in any other misconduct.
- Any student found violating the rules, disturbing the peace of the library is liable for punishment as decided by the Librarian, Faculty-in- Charge or the Director.

#### **Conduct of Library users**

- Register yourself in the ERP system or enter your name and Sign in the register kept at the entrance counter before entering library.
- The Library is to be used for the purpose of academic study and research and for the consultation of subject and other related material. Everyone in the library shall respect the rights of other users.
- Anyone using the library shall identify himself on request from any member of the library staff. Silence must be strictly observed both by the users and the library staff in the reading and reference zones of the library. No discussion is permitted inside the library.
- The use of cell phones in the library is forbidden. Users are not permitted to smoke, consume food, tobacco or drink in the library.
- No one shall reserve a working place in the library by leaving library material or personal property on a reading table.

- Every user must return the books/journals in its original place after its use has been served.
- The library is not responsible for any loss of any personal property brought into the library.
- No tracing or copying of any map or manuscript shall be allowed without the permission of the Librarian.
- Before leaving the circulation counter, the member should satisfy himself/herself as to whether the library material lent to him/her is in sound condition.
- Show the books and other materials which are being taken out of the library to the staff at the entrance counter.
- Students may suggest in writing to the Librarian about the purchase of any textbooks or reference books, which may not be available in the library.

#### **Book Bank Rules**

- Through Book Bank facility, each student is entitled for availing text books.
- The students have to deposit Rs.50/- per book as rental for each book per semester.
- The students have to return the book at the book bank immediately after 3 days of the completion of semester exam or the date notified by the Librarian.
- Damaged books such as dog-earing the pages of book, marking or writing therein with ink or pencil, tearing or taking out its pages or otherwise damaging it, will not be accepted by the Book Bank. In that case, the student has to replace the book with a new one.
- If anybody does not return the book to the Book Bank as per the date notified, he/she will be fined the cost of the book plus Rs.50/- per book.

#### **Cyber Library Rules**

- Students can access the subscribed E-Resources inside the library premises.
- Use of External storage devices is strictly prohibited.
- Cyber Library is to be used for academic purposes only.
- Online Chatting in the Cyber Library is not allowed.
- Browsing of dating, social networking sites is strictly prohibited. Strict disciplinary action will be taken against the defaulters.
- Members are not to share their net access ID and Password with other students.
- Changing the settings and display of the Computers kept in the Cyber Library/Reading Hall is not permitted.
- Playing games on computers is strictly prohibited in the entire Library premises.

### **Periodicals & Newspapers**

- Students can use the Periodicals and Newspapers inside the library only. Outside issue of the same is not permitted.
- Students can issue periodicals for reading purpose by producing their I-Cards.
- The Periodicals are only for reading room use inside the library

### **Non-Book Materials**

- Students can issue the Non-Book Materials (CDs / DVDs) for one day.

### **Conditions for Issuing Books**

- If any student does not return the book, which is issued against his/her name within two weeks of its due date, the borrowing facility will be withdrawn for a month &/or fines as per rules will be charged.
- In case of "Night Issue" library service will be stopped for a student if the book is not returned on time.
- In case a student has lost the book(s) issued to him/her, he/she should report in writing immediately to the Librarian to avoid accumulation of fine. He/she will be allowed a grace period of one week to confirm in writing the loss of book so that the action for recovery of the cost of the book may be initiated. In case he/she produces the book, then he/she will have to pay fine from the due date until he/she returns the book. The library services will also stand terminated till he/she settles the arrears. (Lost book = Printed Price of book x 2).
- The period of issue to members other than students is renewable. For such renewals the materials must be produced physically before the librarian.
- Absence and illness are not accepted as excuse for exemption from payment of overdue charge. In calculating the overdue charge, only Institute holidays will be excluded. If the due date falls on an Institute Holiday the book may be returned on the next working day, without overdue charge.
- The Librarian with necessary reasons may recall a book at any time before the due date for return. In case the student fails to return the book on the Librarian's notice, fine will be applicable as per relevant clause.

### **Photocopy Facility**

Photocopy facility is available inside library on payment basis.

### **Clearance Certificate**

Students have to take library clearance after the end of each semester and / or before registration to a new semester and final certificate from the exam section.

## **30. Transport Facility & Rules**

Transport is an integral facility for all students. The Institute provides transport facilities to all its students. Care has been taken to cover major parts of Berhampur, as the case may be, through its routes.

Students who agree to abide by the transport rules of the Institute are advised to use the Institute transport.

The bus will pickup or drop students only at the specified boarding /dropping points. Students must wait at those specified stops to board the bus. The students should not attempt to change the boarding /dropping point, or routes without proper permission and such request will not be entertained during the middle of the semester.

Students must travel by the bus allotted to the route concerned. They must not change their bus number or routes.

- Strict discipline must be maintained in the bus.
- Smoking and consumption of tobacco, alcohol etc is strictly prohibited.
- Ragging of any form is strictly prohibited.
- Students are advised for minimal usage of Mobile phones during travel.
- Shouting, fighting, bullying and bad language will not be tolerated.
- If buses are kept waiting by particular students, the driver will report the matter to the Transport Office and action deemed proper shall be taken.
- In the event of an accident or breakdown, students on board the bus must remain with the bus until alternative transport arrangements have been made.
- Students must behave politely with the transport staff.
- Students must take proper care of the items like seats, lights, glasses etc. Any damage will be borne by the users.
- Violation of any of these rules shall lead to strict disciplinary action.

The transport facility may be withdrawn during natural calamities, strikes, bandhs, etc.

### **31. GATE Residence Rules**

**(i) Application:** Admission in the GATE Residence cannot be claimed by any student as a matter of right. Students shall have to apply for GATE Residence accommodation before the start of the academic year. The first year and lateral entry students shall have to fill in the GATE Residence Application form provided to them and deposit the same to the Admission Office. Every attempt

will be made to provide GATE Residence accommodation to all students. Day-scholars, interested for GATE Residence facility have to make a written request by 30th April every year.

- (ii) Allotment:** GATE Residence accommodation is allotted purely at the discretion of the Faculty in Charge and on condition that the student agrees to abide by all the rules and regulations of GATE Residence. The Faculty in Charge may refuse GATE Residence facilities without assigning any reason or remove a resident from the GATE Residence at any time on disciplinary grounds. Students may be required on disciplinary grounds to vacate their rooms at short notice. Similarly students may be required to shift to alternate accommodation at short notice due to administrative reasons. The Institute reserves the right to break open any room which is not vacated, pack up the contents and store it. No complaints of breakage or loss will be entertained.

Allotment shall be made keeping in view

- (i) The distance of the actual place of the GATE Residence of the students from the Institute.
- (ii) In case number of applicants for the GATE Residence accommodation is more than the accommodated in the GATE Residence, the Institute shall maintain a waiting list and when there is a vacancy in the GATE Residence, it shall be filled from the waiting list.

Application for allotment during the currency of any semester may be made and will be entertained subject to availability.

The rooms allotted to the students at the time of admission are for a period of one academic year only. Residents are required to shift to other blocks/ rooms as and when informed by GATE Residence authorities. This shifting may be necessitated due to administrative reasons and students are required to co-operate. Residents must occupy rooms specifically allotted to them. Residents shall not change over to any other room or swap their allocated room with other students except with the written permission of the Faculty in Charge. Allotment of a room made to any student is subject to cancellation if he/ she fails to occupy it in the stipulated time or is found absent from the room without prior information or any valid reason. Allotment may be forfeited if the student fails to clear all their dues to the GATE Residence by the scheduled date.

Once a student has been admitted to the GATE Residence, he/she will not be permitted to leave without a written application of his parents or guardian.



The GATE Residence facilities fee/ caution deposit must be paid at the time of registration and before beginning of every academic year.

The establishment charges for a student in the GATE Residence is meant for only using Mattress, pillow, study table, chair, cot etc. No student can claim as his/her personal properties to those items. They have to surrender all those items in good condition before taking clearance from GATE Residence to avoid penalty.

The utility charges refer to electricity, water, cleaning of common areas and security services and other maintenance costs. The utility charges are not fixed and they are subject to change.

**(iii) Withdrawal:** Residents who wish to withdraw themselves from the GATE Residence must make an application to the Faculty in Charge and meet the Warden for necessary formalities/advice. Any student seeking withdrawal from the GATE Residence during the ongoing academic year shall forfeit the GATE Residence fees already paid.

Re-admission of withdrawn students shall be at the discretion of the Faculty in Charge.

**(iv) Renewal:** The renewal of admission to the GATE Residence is NOT automatic. Every student has to make an application to the Faculty in Charge for renewal of allotment in subsequent years during the period of 16th of April to 15th of May every year. Students not making an application for renewal shall be deemed to have withdrawn from the GATE Residence.

A resident student is required to have at least 85% attendance in all theory classes and 90% attendance in lab classes. The Faculty in Charge may refuse renewal of allotment to students based on conduct, discipline, and attendance in theory, tutorial and lab classes and the performance in exam. A committee will review the above aspects of the each candidate and the selected candidates will be permitted for renewal. Students found wanting on the above grounds shall be intimated to leave the GATE Residence before of 1st of July every year.

Expulsion from the GATE Residence on disciplinary grounds will result in forfeiture of the fees already paid during admission to GATE Residence.

The Institute reserves the right to refuse admission to the GATE Residence to any student or to expel an existing resident in the interest of administration without assigning any reason.

Parents and guardians of the student Residents are most welcome to discuss the progress, conduct and behavior of the student with the wardens. Cooperation of parents and guardian in this regard is solicited.

Students are not allowed to stay in the GATE Residence without the permission of their Faculty Advisor during class hours.

### **Supervision and Control**

1. The Supervision and control of the students residing in the GATE Residence will rest with the Faculty in Charge, GATE Residence Caretaker and Director.
2. The Institute through its Director, Faculty-In-Charge or any other delegated staff reserves the right to inspect any room including personal belongings of a student at any hour without prior notice. The student must cooperate and must not prevent inspection by the authority.
3. The Director, Faculty in Charge reserves the right of expelling any resident of the GATE Residence if his/her continuance in the GATE Residence will be detrimental to the interest of the residents of the GATE Residence, and such an action is warranted to maintain discipline, peace and order in the premises of the GATE Residence. Admission to the GATE Residence is strictly subject to this condition.
4. All halls of GATE Residence are the property of the Institute and the Institute has the prerogative to allocate any room to any student as it sees fit.
5. Every student shall complete a residency agreement form before occupying the room and the form shall also be used as a basis for clearance at the end of each year.
6. Any student who suffers injury, discomfort or any other adverse consequence resulting from the conduct of any other student which infringes these Regulations should report the matter to the Warden/Matron and, if the problem still persists, must submit a written complaint to the Faculty in Charge.
7. Every student shall remain in GATE Residence for the full academic year unless he or she withdraws himself/herself or is expelled by the Authority from the Halls of GATE Residence.
8. Any student who is allocated room/bed accommodation shall not be permitted to accommodate any other person in the allocated accommodation.
9. Residents are advised to use battery operated torch/emergency lights in case of power blackouts. However, candles can be permitted to be used only if no

such alternative is available and must be blown-off immediately after power supply is restored.

10. All students have an obligation to care for all Institute facilities and shall be liable to compensate the Institute in full for any damage or loss caused to Institute property. Damage caused to rooms or facilities in the room shall be presumed to have been caused by the resident to whom such a room has been allocated unless the contrary is proved. Where more than one student share a room, responsibility for any damage or loss caused shall be shared equally between them unless there is clear evidence that only one of them caused the damage or loss.
11. No student shall hold a party in any hall of GATE Residence and no part of any other Institute building or facilities may be used for a party unless this is specifically permitted in writing by the Dean Administration.
12. No student shall host any person of the opposite sex in a room in any Hall of GATE Residence at any time.
13. No visitor is allowed to spend a night in any hall or GATE Residence; violation of the same shall be dealt with severely.
14. Every student shall be responsible for informing his or her guests of Institute Rules and Regulations and will be held accountable for any breach of the regulations or other inappropriate conduct by their visitors.
15. Rooms and toilets must be kept clean and tidy. Photographs, Posters, Cutouts, etc. shall not be pasted or displayed on the walls of the room.
16. Misuse of electricity, water and other facilities will be liable for penalty. Use of Electric Iron or use of any extra appliance other than provided in the room is not permissible. Any resident found using unauthorized electric appliances will have their appliances confiscated.
17. Pets are not allowed.

### **GATE Residence during Vacation**

No student shall be permitted to reside in halls of GATE Residence of the Institute during Summer Vacation, Puja Vacation etc. unless such GATE Residence is required to enable the student, as part of the academic programme for which he or she is registered, to carry out or take part in specific tasks recommended by the concerned Head of Department.

### **Visitors**

Visitors including parents are allowed only into the visitor's area of the GATE Residence during the visiting hours as follows:

Weekdays (Monday-Saturday) 7:30am to 8:30am & 5:00pm to 7:00pm

Weekend (Sunday) and holidays 9:30am to 7:00pm

All visitors must register at GATE Residence office and provide all details and documents as requested by the concerned person before entering the GATE Residence complex. All visitors must leave the GATE Residence complex by 7.00pm.

Residents are not permitted to allow visitors (including Close relatives) of the opposite sex into rooms at any time for whatever reason. Any resident found violating this rule will be evicted from the GATE Residence.

For girl residents, only authorized visitors (names given by the parents at the time of admission to GATE Residence) will be entertained.

Non-Resident students are prohibited in the GATE Residence without the permission of Faculty in Charge/Warden. The student who violates this is answerable to the Warden and may invite disciplinary action against both the resident and non-resident student.

Vehicles of visitors will not be allowed inside the campus.

### **Leave Rules**

Leave for reasons other than sickness, should be sought and obtained at least 3-days in advance, from the Faculty-in-Charge.

Any Student who falls sick must report to the GATE Residence Caretaker immediately and in case the sickness requires the student to leave the GATE Residence for treatment at home or hospital, must submit their leave application to the Faculty in Charge through the Warden. On the incidence of infectious and contagious diseases, the resident is required to go home or may be asked to vacate and get admitted to a hospital by the Faculty in Charge.

Students are allowed leave of absence from the GATE Residence up to maximum twice a month. Subsequent leave of absence, other than emergency cases supported by necessary documentary evidence, shall be treated as violation of rules and entail disciplinary action. However Parents are requested not to encourage their ward to take leave from the GATE Residence more than once in a month.

### **Health and Safety in Halls of GATE Residence**

Every student, member of staff, visitor or any other person is prohibited from undertaking any action that would endanger the health, safety or personal security of other people in or around any Hall of GATE Residence of the Institute including:

- i. Possession of dangerous materials such as firearms, fireworks, chemicals, explosives, potentially lethal weapons poisonous/corrosive/ inflammable chemicals, acid, insecticide/pesticides, sleeping pills, birth-control pills, condoms, adult magazines/Video/CD/DVD, any allopathic/homeopathic/ayurvedic medicines/tablets without a supporting prescription etc.
- ii. Unauthorized entry by any person into a room other than the room to which he or she is allocated.
- iii. Unauthorized possession of keys or campus identification cards or misuse of any campus locking or identification systems.
- iv. Occupation of or visit to the roof of any campus building.
- v. Connection of any equipment or appliance to an electrical supply in contravention of normal and reasonable safety standards.
- vi. Use of immersion heaters on the Institute campus.
- vii. Use of extension plug boards, two-in-one, CD/DVD player/sound systems, LCD projector, room cooler/heater, induction cooker, air-conditioner, kerosene/gas stoves etc.
- viii. Use of any appliance which draws more than 100 watts of electrical power.

### **Refund of Caution Deposits**

All Caution deposits are refundable without interest only when the student leaves the institute permanently.

### **Damages to Property**

Cleanliness has to be maintained in the GATE Residence, specifically in the bathrooms, toilets and common use area. Slippers, sandals, shoes must be kept inside the room.

Any damage to the Institute property including driving in of nails and defacing of walls, fixtures or furniture is prohibited and will be made good

- (a) at the expense of the occupants of the room; or
- (b) at the expense of the occupants of the block, as the case may be.

Willful damage to GATE Residence property will be deemed to be a breach of GATE Residence discipline and will invite heavy fine or such other punishment as decided by the Faculty in Charge.

### **Facilities**

- i. Each Resident is provided with a bed, table, chair, mattress, pillow and a wardrobe. In case of damage to these items, the cost will be recovered from the concerned resident.
- ii. Health check-up by in-house Doctors is provided to the Residents thrice a week. Necessary first Aid Medicines are kept available in the GATE Residence clinic. In case of serious illness or infectious disease, the student should report to the concerned GATE Residence Caretaker with the approval of the GATE Residence doctors for necessary action. The medical expenses and the transport charges (Ambulance) shall be borne by the resident, and he/she has to deposit a copy of the prescription to the GATE Residence Office for further reference.
- iii. The residents are provided with a Health Club and well equipped Gymnasium to keep themselves fit and healthy. Yoga lessons are offered to the residents inside the campus.
- iv. GATE transport, especially buses [GATE Rider] are provided to the residents once a week to go to the city. Special trips can be provided on written application.

### **Responsibility of Residents**

- i. The Institute authorities do not hold themselves responsible for any loss of personal belongings or private property by students residing in the GATE Residence. Students are advised in their own interest not to keep money and other valuables including Mobile Phones, laptops etc in their rooms without proper safety arrangement against theft/tampering.
- ii. All waste paper and refuse must be placed in the receptacle specially provided for the purpose.
- iii. Any action which interferes with studies must be avoided at all times. The residents must maintain calm and quiet atmosphere suitable for study in the GATE Residence.
- iv. Resident students are not allowed to enter any other room(s) without the express permission of the occupants.

- v. On all days including Sundays and holidays, the time from 10.00 pm to 7:00 am is to be treated as 'Silence Hours' and no noise/disturbance of any sort will be tolerated.
- vi. Students are requested to avoid singing aloud, shouting, playing loud music and all kinds of noise which is likely to distract the attention of those who may be at their books.
- vii. Computer Sound System, Radio, Tape Recorders, intoxicants, etc. are not allowed to be used in the GATE Residence.
- viii. Students have to make a written application for going outside the campus for academic purposes along with the consent of the parents. Students moving out of the campus for academic purposes have to report to the GATE Residence not later than 9.00 pm.
- ix. Students have to make a written application for moving out of the campus on emergency and health grounds.
- x. No resident shall be permitted entry into the GATE Residence beyond 9:00 p.m. under any circumstances except with prior written permission of the warden.
- xi. All visitors and non-residents must leave the GATE Residence premises by 7:00pm. Outsiders are not allowed to stay in the GATE Residence during the night.
- xii. Unauthorized outsiders or strangers are not permitted to visit the GATE Residence at any time in the day or night.
- xiii. All students are advised to extend their fullest co-operation to see that no unauthorized persons enter the GATE Residence premises. If they happen to find any such person, the matter should be brought to the notice of the warden immediately for further action.
- xiv. Students must bring to the notice of the warden all failures and breakdowns in the electric supply to their room/block/floor. They should not themselves attempt to repair the defects in the electrical mains or in the distribution system and ask for services of an on-duty Institute Electrician available for attending to any defect in the electrical system of fitting.
- xv. When leaving the rooms, the occupants must take care to see that the lights and fans are switched off. If any room is found locked with lights/fans turned on, heavy fine may be imposed on all occupants of the room. Every effort must be made to economize the use of lights.

- xvi. Students are advised to avail dinner during Canteen Hours. Food will not be served beyond Canteen Hours.

Residents are advised to comply with the GATE Residence ERP rules and regulations.

- A resident needs to regularly give his/her GATE Residence attendance in between 7 pm to 10 pm positively through the GATE Residence ERP system.
- If a resident fails to give the attendance on any date then it shall be treated as unauthorized absence of leave and will entail disciplinary action.
- If any resident intends to take leave from the GATE Residence, it is mandatory he/she has to apply leave through the ERP.

### **GATE Residence General Rules & Regulations**

- i. The students are required to be present in the GATE Residence by 7pm. Any student using Institute academic facilities like library, internet lab, doubt clearing classes, must report to the GATE Residence by 9.00 pm. The student who leaves the campus without prior permission will be liable to himself/herself and severely punished. After the scheduled entry time, if any resident is found in the campus loitering, strict disciplinary action will be taken against him/her. After dinner any resident must not leave his/her room.
- ii. Students are allowed to move out of the campus temporarily only on health/emergency situations and with the written permission of the GATE Residence Caretaker. For late entry permission to the GATE Residence for girl students, the resident needs to take
  - (a) Consent of parents in writing, and
  - (b) Admission receipt of the institute where they want to join.
- iii. The study hour for all GATE Residences is from 7pm to 9.00 pm. During the study hour, students must be found in their respective rooms. Absolute silence has to be maintained during the study hours.
- iv. Students interested in pursuing academic activities beyond the Institute have to make an application to the Faculty in Charge along with the request letter from the parent. The Faculty in Charge is final approving authority for such permissions.
- v. Ragging in any form is not permitted and those who violate this rule (or the rules under Anti-Ragging Rules of the Institute) will be expelled from the GATE Residence as well as from the Institute. Any complaint in connection with ragging has to be first reported to the Caretaker. The Caretaker will escalate the matter to the higher authorities for necessary action.



- vi. Students are advised to avoid keeping valuables and cash with them. They are also advised to keep their boxes or suitcases always locked and to deposit excess money, if any, in the bank.
- vii. Students shall not organize or address any meeting in the GATE Residence without prior permission of the concerned Faculty-in-Charge of GATE Residence Committee.
- viii. Using fire crackers, burning candles/deep etc. during Diwali is prohibited inside the GATE Residence.
- ix. Residents must not use gulaal/colours or play Holi inside the GATE Residence or Institute premises.
- x. No student is allowed to distribute any food items to other students. However, if a student wishes to distribute sweets or chocolates etc. on a special occasion such as Birthday, must take prior permission from the Caretaker. In case such distributed items are found contaminated, poisonous or causes discomfort, sickness/health problem to other students, the student who has distributed them will be held responsible. Severe disciplinary action will be taken in such incidence along with financial compensation.
- xi. Disputes, if any, should be settled with the help of the Residence Caretaker. If it is still not settled, it should be brought to the notice of the Faculty-in-Charge.
- xii. A student may be expelled from the GATE Residence on any of the following grounds - theft, ragging, abnormal behavior, smoking or use of tobacco, use of drugs & alcohol, causing damage, indiscipline, violation of rules, non payment of fees, and whose class attendance falls below 85% or 90% in theory & lab respectively.  
A resident may also be expelled from the GATE Residence:
  - 1. If he/she is a defaulter in GATE Residence attendance.
  - 2. If he/she is takes leave from the GATE Residence, without applying for the leave through application.
- xiii. Celebration of any type of religious function, birthday etc., is strictly prohibited inside the premises. Appropriate disciplinary will be taken for violation of the same.
- xiv. All students are advised to sparingly use mobile phones when inside the GATE Residence. If students are found wasting much time talking over phone the Institute holds the right to intervene with disciplinary action.

- xv. Vehicle of residents [car, auto-rickshaw, MUV] is allowed to the GATE Residence only on three occasions: when a resident checks in with baggage during admission, when a resident is finally leaving the institute with the baggage and when a resident is critically/seriously ill. On other occasions, resident's motor vehicles are not allowed inside the campus.
- xvi. Students are not allowed to participate in any cultural or technological fest, picnic, excursions, tours etc without the prior permission of the Director.
- xvii. Students are strictly prohibited to go to the nearby canal and railway track.
- xviii. The Institute will not be responsible for nor assume any liability of any kind of involvement of the residents outside the institute premises including attending Picnic, Parties, Birthday Celebrations, etc.
- xix. Students are advised not to keep vehicles with them during their stay inside the campus.

### **Guest House Accommodation**

The Guest House has AC and Non-AC rooms to provide a comfortable stay at subsidized rate for staff, visiting resource persons, parents, guests, etc. inside the campus. Guest House inmates may avail food facility from Canteen or Cafeteria on payment basis. Accommodation is provided with due approval of FIC.

## **32. Canteen Rules**

### **Appeal to Students**

- In order to ensure our mess as true destination for good homely atmosphere with a great hospitality in a friendly and generous way with the necessary discipline for the well-being, happiness, health, and care of students mess rules are made.
- Please follow the rules and regulations and it is for our own benefit.
- Please cooperate with the mess staff when food is supplied in limited quantity or in case of any situational delay.
- Ignorance or noncompliance of rules would lead to strict disciplinary action and/or late fee. In all these matter decision of Faculty in Charge would be treated as final.
- Please avoid Wastage of food items. You may increase the frequency to come to the serving table in case you need more.
- Take care while keeping bowls, spoons and glass in right place. (It should not found in food wastage dustbin.)

### **General Rules**

1. No Resident student is allowed to take his / her meal from outside sources under any circumstances while the Institute Canteen is in operation.
2. Misbehaviour to employees of Canteen will be seriously viewed and liable for punishment.
3. Shouting and otherwise creating disturbances in the Canteen is strictly prohibited.
4. Ragging in any manner in the Canteen premises is strictly banned. Anybody reported or found to be indulged in such act will be brought to notice of the Faculty in Charge / any other higher authority for disciplinary action which may lead to expulsion from the institution.
5. Students are required to come to the canteen in proper dress code. Entry with vests, half pants, towels, sleeveless shirts and top are strictly prohibited.
6. Guest meal can be availed only with due permission from the Supervisor on request.
7. Food will not be served outside the dining hall for students. However, in case of illness, students may be served "SICK DIET" in their rooms with prior permission of the Warden. Sick Diet will ordinarily not carry any additional cost.
8. For any sort of problems regarding canteen, the Faculty in Charge / the Supervisor can be contacted in person and the problems can be sorted out by discussion.
9. In no case, any student can enter the kitchen either to collect food or to communicate any grievances regarding food with kitchen staff.
10. Wastage of food is strictly prohibited, if any student found to leave the food in his/ her plate, shall be fined suitably.
11. Students should take utmost care to ensure that no damage is done to canteen amenities/infrastructure.
12. Sharing of a meal is strictly prohibited.
13. Menus offered in the Canteen provides variety, balance and user satisfaction. Representatives of Students Council may make suggestions in regard to description of the main dishes and side dishes for the Canteen every month. The Menu is finally approved by the Canteen Committee.

14. Individual request for change of menu may be made to the Canteen Supervisor in writing and the Canteen Committee may decide on the same. The decision of the Committee shall be final and binding.

### **Enrollment**

It is mandatory for all Resident students to have their food in the Canteen. Day Scholars must have to enroll themselves to avail the Canteen facility. If any Day Scholar wishes to withdraw from the Canteen facility, he/she must do so through the ERP system. Withdrawal during the month shall be effective for the subsequent month. The day-scholars cannot register for Sundays. But one can avail the Canteen facility by availing guest meal.

Newly enrolled members during the month shall pay proportionate meal cost for the month. It is mandatory for every Student and Staff availing the Canteen facility to enroll themselves either for the Vegetarian or Non-Vegetarian Canteen for the day of the week.

Food consumption is allowed in contravention of enrollment but the slot shall be entailing Guest Meal charges.

Every enrollment will be for a period of one month and may be modified subsequently. No modification/withdrawal shall be allowed after the 24th of every month. Modifications done during the month shall be effective for the subsequent month.

A student has to apply for leave from the GATE Residence through the ERP. Unauthorized absence shall entail full cost of the meal. If any student reports to GATE Residence before the leave period, then he has to make a rejoin application to activate food consumption. For enrolled members it is compulsory to take the meal in the canteen.

### **Costing & Payment**

For enrolled members it is compulsory to take the meal in the canteen. It is mandatory for students-residents to take 100 percent meal in the canteen which in case of illness or long absence (with permission) can be reduced up to 70 percent. In no case consumption of meal should come below 70% for Residents and 60% for Day Scholars and Staff. If it is less than the norms, then the proportionate cost shall be charged.

This rule will be not applicable during Semester break and the Puja vacation.

During semester break anyone who takes food in the canteen will be charged as per guest meal.

Student-resident not taking lunch or dinner due to illness or long absence with

permission shall be liable to pay for proportionate count for the month (minimum 70 percent).

If any student wants to withdraw from or join in GATE Residence during a month the number of canteen days shall be calculated as per the enrolment period for that month.

Any 1st year student taking admission in the residence will be treated as vegetarian unless and until he/she registers in canteen ERP giving his/her option for veg and non-veg food. Registered student-residents can avail food in his/her choice accordingly.

If a student-resident takes leave from the residence and comes to the institute in between the leave period, can consume food in the canteen but will be charged as per the guest meal. But one can also rejoin with proper information before the leave period, in that case usual meal rate will be charged.

The Canteen billing is done on a monthly basis and all dues have to be cleared before the 5th day of the succeeding month.

Defaulters in paying the canteen bill beyond three months will not be allowed to dine in the mess.

### **Food Facility & Timing**

The students are required to come to the canteen during their specified timing only, not before or after. Late-comers to the Canteen will not be entertained.

- **Dining Hall I**
  - Lunch and Dinner for vegetarians only (Students and Staffs).
  - Timing: 11:00 AM to 2:15 PM (Lunch), 8:30 PM to 10:00 PM (Dinner)
- **Dining Hall II**
  - Breakfast, Lunch and Dinner for Students only.
  - Timing: 7.30AM to 9.30 AM (Breakfast), 11:00 AM to 2:15 PM (Lunch), 8:30 PM to 10:00 PM (Dinner)
- **Cafeteria**
  - Tiffin and snacks to all inmates of GATE and visitors to GATE.
  - Timing: 11 AM to 7 PM

Note : The above mentioned timings are not applicable for Canteen & Cafeteria staff members and employees on official duty.

Mess timings and regulations are subject to change from time to time as decided by Institute authorities.

**Guest Meal**

Guest Meal is provided to accompanying members of staff or students or guests of the Institute. The Guest Meal cost for the day will be defined by the Canteen Supervisor depending on the Menu.

**33. Fee Payment Rules**

Every student will have to pay the annual fees at the time of admission/ registration or by FIRST MONDAY OF JULY of every year.

All fees are to be paid in Cheque/Demand Draft/Pay Order drawn in favour of Gandhi Academy of Technology, payable at Berhampur. Outstation non- MICR and non-CTS cheque will not be accepted. No cash transaction is accepted for annual dues.

Any student who withdraws during the first year of admission, the norms as prescribed by AICTE shall be applicable. Other students who wish to leave the Institute in the midst of a semester shall forfeit the fees paid to the Institute.

Due date for fee collection will not be extended just because the award of scholarship or availing of loan facility is awaited.

Scholarship holders are advised to open bank accounts for remittance of scholarships.

Fees once paid is neither refundable nor transferable. Refund of all caution deposits will be made at the time of issuing University Certificate after adjusting monthly dues, dues from labs, library etc.

Caution money should be collected at the time of issue of university certificate or within three years after completion of the course. Unclaimed caution money will automatically lapse after the said period.

Students, who fail to pay the annual fees or dues notified by respective departments of the Institute within the notified dates, a late fee of Rs 5/- per day will be charged on outstanding of amount of more than Rs.10/-. A student whose late fee amount exceeds beyond Rs 300/-will entail automatic penal action leading to struck off of name from the attendance registers and will not be given the benefit of attendance for the period during which his/her name remains struck off the attendance Rolls. However, students whose names have been struck off for default in fee payment may seek reinstatement with a written application and has to pay reinstatement fee of Rs 500/- along with the default amount. The reinstatement application has to be approved by the Dean Academics and submitted to Accounts Department.

If the last due day for fee collection falls on a holiday, fee due will be collected on the next working day.

A defaulter who does not clear all dues before semester registration as well as issue of admit cards will not be allowed to appear for the examination.

Time for remittance is from 10.00 a.m. to 1.30 p.m. and 2.00 p.m. to 4.00 p.m. only. Receipts shall be issued on all payments which should be produced for verification required for getting the Examination Admit Card, No Dues Certificate, and for confirmation of their payment of fees. Students are advised to verify the receipts of remittance before leaving the counter. Also, they are advised to tender exact change to avoid delay at the counter.

Absence from the Institute, whether on leave or without leave, forms no ground for exemption from the applicability of the above rules.

Ignorance of the rules and regulations contained in this document cannot be treated as an excuse.

The Institute reserves the right to change or add such rules from time to time for smooth functioning of the Institute.