

ADMISSION RULES AND REGULATIONS:

- 1) Admission to any training centre of this institute entails an undertaking on the candidate to observe the rules and regulations of this institute, given below.
- 2) The institute reserves the right of rejecting any application if any document found incorrect / manufactured / fabricated.

INSTITUTE RULES & REGULATIONS FOR SKILL DEVELOPMENT TRAINING PROGRAMS:

The rules and regulations are subject to additions and alterations by the Management of this institute, as may be required from time to time:

- 1) Each trainee should attend his / her class in proper time.
- 2) If any trainee fails to attend in the prescribed time for whatever reasons, his / her presence will not be considerate.
- 3) Classes are held in different shifts from Monday to Saturday depending on the routine and time table prepared and notified from time to time by the centre.
- 4) Practical work book should be made by each trainee for daily practical works during the period of his / her training, as per direction of his / her Trade Instructor.
- 5) All the tools and equipments should be used carefully otherwise damage charges will be taken from the associated trainee(s) as per norms.
- 6) Trainees have to appear in their final examination positively.
- 7) The minimum compulsory attendance for trainees in regard to their eligibility for the final examination have been fixed 80% of the actual number of working days. If the trainees satisfy that percentage in both theoretical & practical classes, they will be considered eligible to sit for the final examination.
- 8) If a trainee remains absent without notice for more than one month, his / her name will be struck off from the roll.

- 9) Trainees identity cards will be served from the institute.
- 10) Trainees have to wear clean and tidy dress.
- 11) Trainees have to keep their syllabus during his / her training period.
For downloading their course syllabus they have to visit the official website of his / her respective scheme.
- 12) A trainee shall be guilty of breach of discipline, if he / she breaks any of the foregoing rules or otherwise guilty of misconduct or indecorous behaviour.
- 13) For a breach of discipline within or outside the institute premises, the centre-in-charge of his / her centre may -
 - i. Impose a fine on a trainee;
 - ii. Suspend the trainee for one month or less;
 - iii. Expel him / her from the centre for such period as he / she thinks fit.