

Dr. RAVINDRA KUMAR SINHA ITI

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GENERAL RULE AND REGULATION

1. Trainees should reach institute in sky blue shirt and paint with shoes and shocks.
2. Trainees should reach institute on time. Trainees who are late will be admitted to the class only with the permission of the Principal, Habitual late comer's may be fined or may be asked to leave the Institute.
3. The Institute diary should be brought to the Institute daily falling which a fine of Rs. 10/- will be charged of the trainees loses the diary of deface it a fine of Rs. 50/- will be levied.
4. Trainees who absent themselves without leave shall produced the reason for being absent, before being admitted to the class room/workshop with the permission of the Principal.
5. All cycle must be locked and kept in the cycle stand. Institute will not be responsible for loose of any kinds.
6. Trainees are expected to take care of Institute property. Any damage done willfully or accidentally has to be made good either collectively or individually as the case may be.
7. Every trainee should take care of his belongings.
8. Trainees are expected to sort out their problem. If any in dialogue with the Principal of the Institute.
9. Trainees should abstain from any act, which is likely to damage the reputation of the Institute.
10. Strict regularity, honesty, obedience, courtesy in speech and conduct, respect for institute authorities and members of the staff is to be the hallmarks of trainees of the Institute.
11. Unapproved books, magazine or any other objects liable to prove source of disturbance for the smooth running of the Institute and should not be allowed to bring to the institute.
12. Trainees are forbidden to bring any harmful thing to the Institute.
13. Trainees must be carrying their I. Card. without I. Card. they should not permitted to enter in Institution.

MINIMUM COMPULSORY ATTENDANCE OF TRAINEES

The minimum compulsory attendance for trainees in regard to their eligibility for the final trade test has been 80% of the actual number of working days.

PUNISHMENT

However punishments as corrective measures are meted out under the following circumstances.

1. Damage to Institute property such as furniture's fillings Tools and equipments etc.

2. Theft.
3. Misconduct / Misbehavior.
4. Absence without leave.
5. Nonpayment of Institute fee on fixed date.
6. In case of indiscipline and unruly behaviors.

REMOVAL

The Institute administration reserves all rights to order Removal of a Trainee in case of

1. Acts of gross indiscipline.
2. Increase of highly contagious discuses.
3. If the presence and influence of a particular Trainees is considered to be harmful on the Trainees community as a whole. Such removal can be ordered at any time whenever deemed fit.

COMPLAINTS AND SUGGESTIONS

Parents & Trainees are advised to record their grievances and also their suggestions for betterment in Complaints & Suggestions Box available in the office. They are also advised to feel free to meet the secretary and discuss with them.