

GANDHI INSTITUTE OF ADVANCED COMPUTER & RESEARCH, RAYAGADA



Student Handbook

Message from the Vice-Chairman

I welcome you to GIACR. Becoming a student at GIACR 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.

GIACR 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 GIACR experience.

This handbook is of utmost importance to every student. It will help you to know more about GIACR. 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 become a globally recognized, value driven educational institution committed to excellence in delivering quality education, nurturing students' inherent talents, and developing innovative professionals in technical and managerial fields, thereby equipping them to meet the future challenges of the global economy.

2. Our Mission

To deliver quality education through effective teaching-learning processes that foster academic excellence in technical and managerial disciplines.

To nurture students' inherent talents by encouraging creativity, critical thinking, innovation, and lifelong learning.

To develop competent and ethical professionals with strong values, leadership skills, and social responsibility.

To promote industry-oriented learning and research through collaboration, practical exposure, and adoption of emerging technologies.

To prepare globally competitive graduates capable of adapting to evolving challenges and contributing effectively to the global economy

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 GIACR

Gandhi Institute of Advanced Computer & Research 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 SCTE&VT 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 SCTE&VT Act.

7. Academic Regulations

The Academic Regulations are governed by the SCTE&VT Statutes and Ordinances. Students are advised to make themselves aware regarding SCTE&VT Rules and Regulations by logging onto ***www.SCTE&VT.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.

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.

8. Celebration of religious functions including but not limited to Holi, Deewali, Ganesh Puja, Saraswati Puja, Biswakarma Puja, etc. in the campus is strictly prohibited.
9. 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.
10. Educational concessions awarded to students are liable to forfeiture for misconduct.
11. Students will not operate any machinery / equipment without the permission of the instructor.
12. No responsibility will be accepted by the institute for any injury, loss or damage to the personal articles of students.
13. 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.
14. 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.
15. 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 GIACR 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
16. Students shall observe all safety precautions. The Institute is not responsible for any accident, of whatever nature, in the institute, GIACR Residence, workshop, playground and during summer training and industrial training or educational tour/trip or outside the campus.

17. Students must make all possible efforts to conserve electricity and water. They must switch off lights & fans when they leave the class room/ GIACR Residence room, lab etc. Students must help keep the institute neat and clean and also preserve and maintain the gardens.
18. 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.
19. Any student who fails to clear all the dues shall be debarred from appearing in semester examination.
20. All applications must be addressed to the Director.
21. 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 GIACR 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 after/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 SCTE&VT 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, workshops 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.

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 colorful, 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 GIACR Residence is liable to strict disciplinary action which

May be upto 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 GIACR 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 GIACR 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 GIACRs as well in Library, Canteen, GIACR 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/GIACR 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 1st and 2nd semester.
- b) Must not have any back log in practical's and sessionals for all completed semesters.
- c) Must have appeared the mock tests organized 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. GIACR Students Council

GIACR 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 safe guard 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 GIACR 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 dele GIACR 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 Act1976.
 - (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 a fore said, 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 fulfillment 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 SCTE&VT 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 30minutes.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 needfuls 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 note books, 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 8:00a.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	14days	On14 th day of issue
Scholars Club	Library periods	2	14days	On14 th day of issue
GIACR enrolled students	Library periods	2	14days	On14 th day of issue
Book Bank	Starting of Semester	7	1Semester	Immediately after End-Term exam of Semester
Night Issue	Library Hours (Working Days)	1	1night	Next day of issue date
Reference	Library Hours	3	Everyday	Same day of issue

Library Hours

Days	Timing
Monday to Saturday	8:00am to9:00pm
Sundays & Holidays(non Exam Days)	9:30am to1:30pm
Sundays & Holidays(Exam Days)	9:30am to 5:00pm

- **Library Rules**
- The following rules shall be observed by all users of the Institute Library:
- All students and teaching as well as non-teaching staff are members of the Library.
- Entry to the Library is restricted to valid Institute Identity Card holders only.
- Books will be issued to students on working days of the Institute between **10:00 a.m. and 4:00 p.m.**
- The issue of books is subject to their availability.
- If the due date for returning a book falls on a Library holiday, the next working day shall be considered the due date.
- A fine of **₹5 per day** shall be charged for the late return of books after the due date.
- The borrower shall be responsible for the loss, damage, or non-return of any book issued against his/her Identity Card.
- Personal books, printed reading materials, and previously issued Library books (except for return or reissue purposes) are not permitted inside the Library.
- Readers are requested to keep their personal belongings in the designated shelves provided at the entrance of the Library.
- Bags and handbags are strictly prohibited inside the Library.
- Reference books, newspapers, magazines, and journals are meant for use within the Library only and shall not be taken outside the Library premises.

- 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 in fringing 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 3days 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

The following rules shall be observed while using the Cyber Library:

- Students may access the subscribed e-resources only within the Library premises.
- The use of external storage devices (such as pen drives, external hard disks, and memory cards) is strictly prohibited.
- The Cyber Library shall be used for academic purposes only.
- Online chatting and other non-academic online activities are not permitted in the Cyber Library.
- Browsing dating websites, social networking sites, or any other non-academic websites is strictly prohibited. Strict disciplinary action will be taken against students who violate this rule.
- Members shall not share their network access ID or password with any other student.
- Changing the settings, configuration, or display of the computers in the Cyber Library or Reading Hall is strictly prohibited.

- Playing games on the computers is strictly prohibited anywhere within the Library premises.

Periodicals & Newspapers

- Students may use periodicals and newspapers only within the Library premises. They shall not be issued for use outside the Library.
- Students may obtain periodicals for reading within the Library by producing their valid Institute Identity Card.
- Periodicals are meant for use in the Library Reading Room only and shall not be taken outside 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 offline. 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 pick up 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 shall be maintained while travelling in the Institute buses.
- Smoking and the consumption of tobacco, alcohol, or any other intoxicating substances are strictly prohibited.
- Ragging in any form is strictly prohibited.
- Students are advised to minimize the use of mobile phones during travel.
- Shouting, fighting, bullying, and the use of abusive or offensive language will not be tolerated.
- If a bus is kept waiting due to the delay of any student, the driver shall report the matter to the Transport Office, and appropriate disciplinary action may be taken.
- In the event of an accident or vehicle breakdown, students on board shall remain with the bus until alternative transportation arrangements have been made.
- Students shall behave courteously and respectfully towards the transport staff.
- Students shall take proper care of the bus and its facilities, including seats, lights, windowpanes, and other fittings. Any damage caused shall be borne by the responsible student(s).
- Violation of any of the above rules shall result in strict disciplinary action.
- The Institute reserves the right to suspend or withdraw transport services during natural calamities, strikes, bandhs, or other unavoidable circumstances.

31. GIACR Residence Rules

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

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

- (ii) Allotment:** GIACR 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 GIACR Residence. The Faculty in Charge may refuse GIACR Residence facilities without assigning any reason or remove a resident from the GIACR 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 GIACR Residence of the students from the Institute.
- (ii) In case number of applicants for the GIACR Residence accommodation is more than the accommodated in the GIACR Residence, the Institute shall maintain a waiting list and when there is a vacancy in the GIACR 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 GIACR 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 GIACR Residence by the scheduled date.

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

The GIACR 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 GIACR 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 GIACR 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 GIACR Residence must make an application to the Faculty in Charge and meet the Warden for necessary formalities/advice. Any student seeking withdrawal from the GIACR Residence during the ongoing academic year shall forfeit the GIACR 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 GIACR 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 GIACR 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 GIACR Residence before of 1st of July every year.

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

The Institute reserves the right to refuse admission to the GIACR 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 GIACR 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 GIACR Residence will rest with the Faculty in Charge, GIACR Residence Caretaker and Director.
2. The Institute through its Director, Faculty-In-Charge or any other dele GIACR d 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 GIACR Residence if his/her continuance in the GIACR Residence will be detrimental to the interest of the residents of the GIACR Residence, and such an action is warranted to maintain discipline, peace and order in the premises of the GIACR Residence. Admission to the GIACR Residence is strictly subject to this condition.
4. All halls of GIACR 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 GIACR Residence for the full academic year unless he or she withdraws himself/herself or is expelled by the Authority from the Halls of GIACR 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 black outs. 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 GIACR 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 GIACR Residence at any time.
13. No visitor is allowed to spend a night in any hall or GIACR 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.

GIACR Residence during Vacation

No student shall be permitted to reside in halls of GIACR Residence of the Institute during Summer Vacation, Puja Vacation etc. unless such GIACR 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 permitted only in the designated Visitors' Area of the GIACR Residence during the following visiting hours:

Day	Visiting Hours
Monday to Saturday	7:30 a.m. – 8:30 a.m. and 5:00 p.m. – 7:00 p.m.
Sundays and Public Holidays	9:30 a.m. – 7:00 p.m.

- All visitors must register at the GIACR Residence Office and provide the required details and documents before entering the GIACR Residence premises.
- All visitors must leave the GIACR Residence premises by **7:00 p.m.**
- Residents are not permitted to allow visitors, including close relatives of the opposite sex, into their rooms under any circumstances. Any resident found violating this rule shall be liable to eviction from the GIACR Residence.
- For girl residents, only authorized visitors whose names have been provided by the parents or guardians at the time of admission to the GIACR Residence shall be permitted.
- Non-resident students are not permitted to enter the GIACR Residence without prior permission from the Faculty-in-Charge or the Warden. Any violation of this rule shall attract disciplinary action against both the resident and the non-resident student.
- Visitors' vehicles are not permitted inside the GIACR Residence or Institute campus.

Leave Rules

- Leave for reasons other than illness shall be applied for and obtained at least **three (3) days in advance** from the Faculty-in-Charge through the Warden.
- Any student who falls ill must immediately inform the GIACR Residence Caretaker. If the illness requires the student to leave the GIACR Residence for treatment at home or in a hospital, a leave application shall be submitted to the Faculty-in-Charge through the Warden.
- In the case of infectious or contagious diseases, the resident may be required to return home or may be directed by the Faculty-in-Charge to seek admission to a hospital until medically fit to return.
- Students are permitted to avail themselves of leave from the GIACR Residence **up to a maximum of two times per month**.
- Any leave beyond the permitted limit, except in genuine emergencies supported by appropriate documentary evidence, shall be treated as a violation of the GIACR Residence Rules and may result in disciplinary action.
- Parents and guardians are requested not to encourage their wards to take leave from the GIACR Residence more than **once a month**, except in unavoidable circumstances.

Health and Safety in the GIACR Residence Halls

Every student, staff member, visitor, or any other person is prohibited from engaging in any activity that may endanger the health, safety, or personal security of others within or around the GIACR Residence Halls of the Institute. Such prohibited activities include, but are not limited to, the following:

1. Possession of dangerous or prohibited materials, including firearms, fireworks, explosives, hazardous chemicals, poisonous, corrosive, or inflammable substances, acids, insecticides, pesticides, potentially lethal weapons, sleeping pills, birth

- control pills, condoms, adult magazines, videos, CDs/DVDs, or any allopathic, homeopathic, or Ayurvedic medicines without a valid medical prescription.
2. Unauthorized entry into any room other than the room officially allotted to the individual.
 3. Unauthorized possession or misuse of room keys, campus identity cards, or any campus locking and identification systems.
 4. Unauthorized access to or presence on the roof of any Institute or GIACR Residence building.
 5. Connecting any electrical equipment or appliance in violation of prescribed electrical safety standards.
 6. Use of immersion heaters anywhere on the Institute campus.
 7. Use of unauthorized electrical appliances such as extension boards, multi-plug adapters, CD/DVD players, sound systems, LCD projectors, room coolers, room heaters, induction cookers, air conditioners, kerosene stoves, gas stoves, or similar high-power electrical or fuel-operated devices.
 8. Use of any electrical appliance with a power rating exceeding **100 watts**, unless specifically authorized by the Institute.

Refund of Caution Deposit

The caution deposit shall be refunded, without interest, only after the student permanently leaves the Institute, subject to the clearance of all dues and fulfillment of the prescribed formalities.

Damage to Institute Property

1. Residents shall maintain cleanliness in the GIACR Residence at all times, particularly in bathrooms, toilets, corridors, and other common areas.
2. Slippers, sandals, and shoes shall be kept inside the allotted room and shall not be left in common passages or corridors.
3. Damaging Institute property, including driving nails into walls or defacing walls, furniture, fixtures, doors, windows, or any other property, is strictly prohibited.
4. The cost of repairing or replacing any damaged property shall be recovered:
 - o **(a)** From the occupant(s) of the room, where the responsibility can be identified; or
 - o **(b)** From all occupants of the concerned block or floor, where the individual responsible cannot be identified.

Willful damage to GIACR Residence property will be deemed to be a breach of GIACR 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 GIACR Residence clinic. In case of serious illness or infectious disease, the student should report to the concerned GIACR Residence Caretaker with the approval of the GIACR 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 GIACR 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. GIACR transport, especially buses [GIACR 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 GIACR 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 GIACR 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 GIACR 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 GIACR

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 residents shall be permitted entry into the GIACR 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 GIACR Residence premises by 7:00pm. Outsiders are not allowed to stay in the GIACR Residence during the night.
- xii. Unauthorized outsiders or strangers are not permitted to visit the GIACR 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 GIACR 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.

GIACR Residence ERP Rules and Regulations

1. Students are advised to have their dinner during the prescribed canteen hours. Food will not be served beyond the scheduled canteen timings.
2. All residents shall comply with the rules and regulations governing the GIACR Residence ERP System.
3. Every resident shall mark his/her attendance through the GIACR Residence ERP System daily between **7:00 p.m. and 10:00 p.m.**
4. Failure to mark attendance on any day shall be treated as an unauthorized absence and may result in disciplinary action.
5. Any resident intending to avail leave from the GIACR Residence must submit a leave application through the ERP System before leaving the premises.

GIACR Residence General Rules and Regulations

1. Students shall report to the GIACR Residence by **7:00 p.m.** every day. Students using Institute academic facilities such as the Library, Internet Laboratory, or attending doubt-clearing classes shall report to the GIACR Residence by **9:00 p.m.**
2. Students shall not leave the Institute campus without prior permission from the competent authority. Any student violating this rule shall be liable for disciplinary action and shall be personally responsible for any consequences arising from such unauthorized absence.
3. Any resident found loitering on the campus after the prescribed reporting time shall be liable for strict disciplinary action.
4. After dinner, residents shall remain within their allotted rooms unless permitted otherwise by the Warden or the Faculty-in-Charge.
5. Students may leave the campus temporarily only in cases of illness or emergency and only with the written permission of the GIACR Residence Caretaker.
6. Girl students requiring late entry into the GIACR Residence shall obtain:
 - o **(a)** Written consent from their parent(s) or guardian(s); and
 - o **(b)** Approval from the Faculty-in-Charge or other competent authority, as applicable.
7. The prescribed study hours for all GIACR Residence students shall be from **7:00 p.m. to 9:00 p.m.** During this period, students shall remain in their respective rooms and maintain complete silence to ensure a conducive study environment.
8. Students wishing to participate in academic activities outside the Institute shall submit a written application to the Faculty-in-Charge, along with a recommendation or consent letter from their parent(s) or guardian(s). Approval of the Faculty-in-Charge shall be final.
9. Ragging in any form is strictly prohibited. Any student found involved in ragging or violating the Institute's Anti-Ragging Rules shall be liable for expulsion from both the GIACR Residence and the Institute, in addition to any action prescribed under applicable laws.
10. Any complaint relating to ragging shall be reported immediately to the GIACR Residence Caretaker, who shall forward the matter to the appropriate authorities for necessary action.

- i. 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.
- ii. Students shall not organize or address any meeting in the GIACR Residence without prior permission of the concerned Faculty-in-Charge of GIACR Residence Committee.
- iii. Using fire crackers, burning candles/deep etc. during Diwali is prohibited inside the GIACR Residence.
- iv. Residents must not use gulaal/colours or play Holi inside the GIACR Residence or Institute premises.
- v. 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.
- vi. 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.
- vii. A student may be expelled from the GIACR 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 GIACR Residence:
 1. If he/she is a defaulter in GIACR Residence attendance.
 2. If he/she is takes leave from the GIACR Residence, without applying for the leave through application.
- viii. 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.
- ix. All students are advised to sparingly use mobile phones when inside the GIACR Residence. If students are found wasting much time talking over phone the Institute holds the right to intervene with disciplinary action.

- x. Vehicle of residents [car, auto-rickshaw, MUV] is allowed to the GIACR 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.
- xi. Students are not allowed to participate in any cultural or technological fest, picnic, excursions, tours etc without the prior permission of the Director.
- xii. Students are strictly prohibited to go to the near by canal and railway track.
- xiii. 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.
- xiv. 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. Misbehavior 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 GIACR Residence through the ERP. Unauthorized absence shall entail full cost of the meal. If any student reports to GIACR 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 any one 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 GIACR 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: 11:00AM to 2:15PM (Lunch), 8:30PM to 10:00PM (Dinner)
- **Dining Hall II**
 - Breakfast, Lunch and Dinner for Students only.
 - Timing: 7.30AM to 9.30AM (Breakfast), 11:00AM to 2:15PM (Lunch), 8:30 PM to 10:00 PM (Dinner)
- **Cafeteria**
 - Tiffin and snacks to all inmates of GIACR and visitors to GIACR.
 - Timing: 11AM to 7PM

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 GIACR, payable at Rayagada. 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 are 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 admits 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.