



GITARATTAN INSTITUTE OF ADVANCED STUDIES & TRAINING
ROHINI , DELHI-110085

RULES & REGULATIONS

Session: 2021- 23

1. The Institute timings is from 8:40 am to 4:00 pm Student - Teachers should reach the college 10 minutes before.
2. The Institute will function all five days in a week (Monday to Friday) except on gazetted holidays.
3. It is mandatory for the trainees to be present inside the campus during the working hours.
4. The use of mobile phone(s) inside the Institute premises should be limited during break time.
5. 75% of attendance is mandatory to appear in all Internal and End Term Examination. No relaxation will be granted on any grounds.
6. Half Day is not allowed. In case of any genuine emergency, an application is to be submitted to Class Teacher for approval of the Principal's permission.
7. The trainees should not enter the Faculty Room without permission.
8. It is mandatory for trainees to participate in Seminars, Workshops, Faculty Development Programmer, Training & Education Tour, Industry Visit and Viva-Voce, etc. No leave will be granted for these programmers'.
9. Saturdays can be made working for the completion of working days
10. Library functions from 9.00am to 3.00pm on all the working days, Monday to Friday.
11. In case of loss of Identity Card/Library Card. Duplicate Identity card will be issued on reissue charges.
12. Late submission of assignments and files will not be entertained.
13. It is mandatory for trainee teachers section wise to conduct and participate in morning assembly and maintain the record for the same.
14. Trainees must use the toilets in proper and hygiene way.
15. The trainees are expected to wear proper outfit in the institute.
16. The trainees have to maintain proper discipline in the Institute premises.
17. No valuables should be worn as institute is not responsible for any loss/damage.
18. Keep the surroundings clean inside and outside the institute, contribution in Swachh Bharat Abhiyan by keeping your campus clean.
19. Every trainee shall attend the classes regularly and shall refrain from any action that may disturb the smooth working of the institute.
20. Trainees must show respect and obedience to all members of the staff and peer group.
21. Trainees are expected to read notices/circulars displayed on the institute notice board. Ignorance of reading any notice/circular displayed shall not be accepted as an excuse for falling to comply with the direction contained in it. The trainees should follow all instruction and abide by them.
22. Do not scribble on the desks or the black board or on the walls of the institute.
23. While attending institute functions, the trainees will conduct themselves in such a way as to bring recognition to themselves and to the institute.
24. Trainees shall not indulge in any kind of misdemeanour bringing opprobrium to the institution.
25. Trainees shall behave with dignity and courtesy inside and outside the college.
26. Visit website www.giast.org on regular basis for all information and updates.

Note:

- The standard protocols and the **COVID appropriate behaviour** will be strictly maintained such as: wearing mask, social distancing, and restricted movement.
- Students must carry their own lunch, water bottle and sanitizers.
- The Time Table will be followed as per the **OFFLINE CLASSES ONLY**.