

**RULES AND REGULATIONS FOR STUDENTS UNDERGOING
TRAINING PROGRAMS/PROJECTS AT NIELIT, CALICUT**

Students undergoing training programs/projects at NIELIT Calicut are required to observe the following rules during their period of stay at this centre.

GENERAL

- a) They shall attend the classes regularly as per the timetable given and attend all the examinations and complete all the assignments given.
- b) They will be permitted to enter NIELIT CALICUT premises on Holidays and after office hours, only with prior permission from competent authority.
- c) They will not be permitted to take any property out of the Centre without prior written permission from the concerned course coordinator/group head and they should report all such items being taken out at the security gate.
- d) They will not be allowed to carry with them any electronic equipment or items such as pen drive, CD, Camera, Iron box, Radio, PC, laptop etc. inside the campus without prior written permission from the course coordinator concerned. Photography inside the campus is strictly prohibited.
- e) They will not use any Centre facilities until they have been given prior authorization for such use by the concerned course/group coordinator
- f) They will be liable for all losses, damages etc. caused to NIELIT Calicut property by them. NIELIT will be the sole authority to decide whether they were the cause or not.
- g) Loss or damage of any item issued to / being used by them including the furniture shall be reported immediately.
- h) They shall not violate any rules and regulations of their institution for doing their project at NIELIT Calicut.
- i) NIELIT Calicut reserves the right to terminate any facilities extended to them at its own discretion without assigning any reason whatsoever.
- j) They shall take prior leave sanction or in cases of emergency, apply for leave addressed to course coordinator on return.
- k) They shall strictly follow the canteen timings allotted to them
- l) They should exhibit decent behavior and proper formal dress code befitting to educational institutions so as not to create any disturbance to other staff and students. Formal dress code should be followed in campus including canteen during office hours.
- m) They shall abide by the IT policy, IPR policy and other rules and regulations of the Centre in force.
- n) Ragging, Smoking, Consumption of alcohol, drugs etc. are strictly prohibited in the campus.
- o) Use of vehicles inside the campus is not allowed.
- p) Violation of any of the above rules will invite disciplinary action against the concerned.