



# **Hindupat Institute of Teacher Training**

(A unit of Vijaya Educational Charitable trust, New Delhi)

BadaBagh, Near Bus Stand, Raghogarh, Distt-Guna, M.P. 473226

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## **INSTITUTION RULES**

The students of the HITT are instructed to follow the rules and regulations of the institution.

1. The timings of the institute will be from 9.20am to 5pm on all working days.
2. Saturday remains as a working day.
3. Regular attendance will be taken during every period and monitored
4. All students have to attend regular classes.
5. Students who have less than 75% attendance will not be allowed to attend the University exams
6. Institution property should be maintained well
7. Damage to any institute property will lead to reimbursing the same or the amount from the concerned student
8. All students should maintain punctuality and discipline during the course of study
9. Punctuality and discipline has to be observed I teaching practice.
10. All teacher trainees should follow the rules and regulations of the respective schools during their teaching practice
11. Ragging is strictly prohibited. Anybody found indulged in ragging will be dispelled from the institute without any prior notice
12. Any complaints on ragging can be filed to the anti- ragging cell
13. Teacher trainees should use the laboratory with care and precautions.
14. Any damage caused to laboratory items will lead to reimbursing the same material or the amount.
15. All students should follow the dress code to wear uniform compulsorily according to the specified days.
16. Sports and music items has to be used carefully
17. Library books and other infrastructure has to be maintained well
18. Any spoilage, tearing of pages from library books lead to reimbursing the same material or the amount.

19. Using mobile phones inside classroom is prohibited
20. All students should adhere to neat and decent dressing.
21. Garden and the surrounding area of the institute has to be maintained well
22. All teacher trainees should participate in various curricular and co curricular activities
23. Submission of any assignments, projects or seminars has to be completed timely and will be monitored continuously
24. Any student going on leave should take prior permission from the concerned authority
25. Medical leave can be availed in case of genuine reasons and on producing of medical certificate
26. Meritorious students will be availed scholarship based on their performance
27. Students availing bus facility has to take prior permission and pay the required amount
28. There will be tutorial system where each students will have a tutor who is a faculty of the institute
29. There will be guidance and counseling cell which students can approach whenever needed
30. There is a women harassment and a grievance cell for providing timely help for students
31. The institute will conduct campus recruitment at the end of each academic session
32. Students are not allowed to use any drugs, narcotics, tobaccoon campus
33. Consumption of liquor/intoxicants/drugs inside or outside the campus is strictly prohibited (Smoking, chewing tobacco, *gutkas* etc. are completely banned in the campus. If anybody found guilty will be punished )
34. Institute has facility for providing photocopy on payment bases
35. Institute has a co operative store which provides essential stationary items for students
36. Proper sanitation and hygiene has to be taken care of
37. Switch off power when not in use
38. Close water taps after using. Water is precious. Don't waste water
39. Try to make campus 'A plastic free campus'
40. Campus has medical facilities which the students can make use of for any medical assistance
41. Follow the rules and instructions while in library, ICT lab or lab
42. Students coming by their vehicles should park them in the parking area

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