

**KARNATAKA GERMAN MULTISKILL DEVELOPMENT CENTER  
(KGMSDC) BANGALORE**



**CODE OF CONDUCT**  
**for**  
**KGTTI Institute and Hostel**  
(Effective from the Academic year 2024-25)

Karnataka German Technical Training Institute,  
Near Chandrashekar Patil Stadium, Behind Judicial (Judge) Official Quarters, Rajapur  
Road,  
Kalaburagi – 585103

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## About KGMSDC and VTU

The KARNATAKA-GERMAN MULTI SKILLS DEVELOPMENT CENTRE (KGMSDC), an autonomous registered society established by the Government of Karnataka with technical support from German International Services (GIZ InS), has set up KARNATAKA GERMAN TECHNICAL COURSE INSTITUTES (KGTIs) in Bengaluru, Kalaburagi, Belagavi, Mangaluru, Hubballi, Mysuru, and extension centres in Gouribidanur and Karkala.

VISVESVARAYA TECHNOLOGICAL UNIVERSITY VTU is one of the leading technological universities in India. Established in 1998, VTU has played a pivotal role in transforming the educational landscape.

KGMSDC, KGTI-Kalaburagi in association with VISVESVARAYA TECHNOLOGICAL UNIVERSITY VTU is offering Post Graduate Certificate Programs in various Engineering fields.

The following rules and regulations, code of conduct, Disciplinary actions proposed for breach of code of conduct in the institute campus and Hostel premises are applicable to all the students of the KGTIs undergoing PGCP courses.

### 1. Definition of Terms used.

- 1.1. "Institute" shall mean Karnataka German Technical Training Institute located at various locations
- 1.2. "Council" shall mean the Governing Council of the KGMSDC.
- 1.3. "Chairman" shall mean the Chairman of the Governing Council.
- 1.4. "Director" shall mean the Director of the respective KGTI Institute.
- 1.5. Manager (Course)" shall mean the Manager (Course) of the Institute or any other officer looking after the duties of Manager (Course).
- 1.6. "Course" shall mean long/short term course of the institute

## **2. Understanding The Purpose**

- 2.1. The student understands that he/she has joined the Institute at his/her free will.
- 2.2. Powers are vested with the Governing Council of KGMSDC, VTU, KGTTI, legal, public law and order officials and other competent authorities to amend to terms and conditions set forth below at any time and without notice and to formulate and amend procedures, rules whenever considered necessary.
- 2.3. These rules are applicable to Institute campus including all the areas like labs, workshops, common places, hostel and entire enclosure of campus
- 2.4. If the hostel is located outside the institute campus it is applicable at the designated place and campus.

## **3. Vacation And Holliday Rules**

- 3.1. National and State holiday list shall be notified by the Director.
- 3.2. Vacation of 10 days per Semester or 20 days per Year will be notified by the Director.

## **4. Leave Rules**

- 4.1. No other leave are permissible as per this rule, even on general sickness, to the students during the course and it will be treated as absence.
- 4.2. Any other period of absence, including late coming or any other commissioned misconduct or otherwise shall be treated as absence from course for the purpose of compilation of requisite percentage of attendance for eligibility for appearing in Semester Examination / Final Examination.

- 4.3. A student who is injured due to an accident during his course at the Institute and is unable to attend to his course on account of that, shall be allowed leave. Provided it is certified by such medical authorities as may be specified for this purpose by the Director that he is unable to attend course on account of that injury.

## **5. Rules of Attendance.**

- 5.1. Every student shall be present at his place of course schedule in accordance with the programme prepared and notified. He shall maintain utmost punctuality in attending regularly on all working days.
- 5.2. If he is not found in his place of course without any justification to the satisfaction of his Batch In charge or any other officer or Expert of the Centre, he shall be marked absent for the day in addition to disciplinary action which might be taken against him.
- 5.3. Period spent by the students, even if it is within KGTTI premises and not permitted by the competent authority in a manner otherwise than according to programme of course shall be treated as full day's absence for this purpose.

## **6. Rules of smart devices, laptops, network devices used by student**

- 6.1. Silent Mode: Phones should be silent mode during class/Labs to avoid disruptions.
- 6.2. Students should use their devices in a way that is respectful of others and does not disrupt the learning environment. This means avoiding loud noises, bright screens, and distracting activities.
- 6.3. Devices should not be used for cheating or fraud.
- 6.4. Students should keep their devices secure with strong passwords and up-to-date antivirus software. Downloading unauthorized software or accessing restricted websites is prohibited.

- 6.5. The university is not responsible for lost or stolen devices. Students should take precautions to keep their devices safe.
- 6.6. Students should always get permission from the instructor before using a laptop.
- 6.7. Laptops should be used for taking notes, following along with lectures, or completing classwork assigned by the instructor. Social media, games, and other non-class related activities will not be permitted in the campus.
- 6.8. Using the campus network is only permitted to the registered users/devices. If anyone would like to use the network resources they must provide credentials like device serial number, MAC Address etc to IT Department.
- 6.9. Students should be aware of copyright laws and avoid downloading or sharing copyrighted material without permission.
- 6.10. Students should be mindful of their privacy when using their devices on campus. Public Wi-Fi networks may not be secure, so it's best to avoid using them for sensitive activities.
- 6.11. For security reasons, students should not share their devices.
- 6.12. Cracking of passwords, any security breaches will be considered as misconduct.
- 6.13. Altering the configuration of campus systems and devices is strictly prohibited.
- 6.14. During examinations and assessments, accessing information from external digital resources such as ChatGPT and Google Search will not be permitted.

## **7. Rules Of Time Keeping**

- 7.1. No late coming shall be allowed. Depending on whether a student is late in the forenoon or in the afternoon his late attendances shall be treated as half day absence either in the First half or in the Second half.
- 7.2. Every student shall take permission from Concerned Officer to leave his place of training.

## **8. RULES OF UNIFORMS, APRONS And DRESS CODE**

- 8.1. The students will have to get the uniform dress and apron stitched at their own cost as per the colour and design specified by the Institute.
- 8.2. Students shall attend course classes (theory as well as practical) in uniform and shoes as may be prescribed by the institute.
- 8.3. Students shall at their costs, arrange uniforms and shoes (full pants, shirts aprons etc. as suggested by Institute by themselves.
- 8.4. No student shall be allowed to attend wearing chappals slippers, sandals or in any loose dress which are considered to be unsafe and such student shall be sent back from the Institute and marked absent on that day.
- 8.5. Students shall maintain their uniform in neat and tidy condition. They shall replace the broken buttons etc. and mend the damaged uniform.

## **9. Rules Of Purchase of Stationery From KGTTI**

- 9.1. Students shall arrange at their cost, all stationery, drawing and other instruments and books prescribed for the course.
- 9.2. Centre may, however, at its sole discretion, issue some stationery for the sake of uniformity for which cost shall be payable by students.
- 9.3. Students may borrow certain books from the Institute as the Institute may earmark for the purpose from time to time. Students will have to return the borrowed books in good condition failing which he/she shall either replace the book or pay the penalty.

## **10.General Code of Conduct**

- 10.1. During the course of study, students shall handle and maintain Institute property, namely machines, instruments, tools and equipment, special and standard accessories, electrical



equipment including switch boards, switches, light, fans, hand tools, furniture items; sanitary & water supply fittings, building and other civil structures, lawn, raw materials, consumables and other articles of the Centre with utmost care so as not to cause any damage, excessive wear and tear, deface or tarnish the appearance or good looks.

- 10.2. Students should refrain from writing anything on the walls, other civil structures, plant and equipment or otherwise marking them in any way, sticking bills, posters etc.

## 11. Day To Day Instructions

Students shall strictly follow the procedures introduced from time to time and follow the instructions issued by the Director or any other official of the Institute authorized to do so with regard to the following. Not following the instructions are considered as misconduct. Repeated misconduct leads to disciplinary actions and may lead to termination of student from the course.

### **Students are required to Adhere the followings:**

- 11.1. Return of issued Instruments, tools, etc. from Store.
- 11.2. Deposit of finished and semi-finished practical exercises jobs.
- 11.3. Reporting of breakages.
- 11.4. Proper maintenance of machines and other plant and equipment, accessories etc. including periodic lubrication.
- 11.5. Disposal of boring, turning and other scrap.
- 11.6. Cleanliness of machines including of shop floor around machines.
- 11.7. Proper operation of machines, equipment's, computer systems etc. following safety norms.
- 11.8. Proper Usage of Lights, AC, and Fans
- 11.9. Proper Handing over/taking over of machines and other equipment.
- 11.10. Any other instructional subject related to the course not included above.

## 12.Misconduct of the Student(S)

The following shall be deemed as misconduct of the student(s) and call for Disciplinary actions at various levels like Enquiry, Warning letter, suspension from Course and Termination from the Institute.

- 12.1. Refusal to receive an official document.
- 12.2. Deliberate false statement, falsification of records impersonation, and suppression of facts.
- 12.3. Wilful failure to report occurrences of any information which may endanger other's life and Institute property.
- 12.4. Private or personal work within KGTTI premises and with Institute facilities whatsoever.
- 12.5. Staying inside Institute premises outside working hours except when permitted or authorized.
- 12.6. Violation or non-compliance of any Rules or instructions issued.
- 12.7. Any other act which goes against the interest and objectives of the Institute or against the intention and purposes of any Rules, Procedures and standing instructions.
- 12.8. During the course, the students shall not apply for any employment, Scholarship, travel, part time work of any other course. They shall submit application through proper channel which will be considered on merits of each case by the Director.
- 12.9. Students shall not commercialize any discovery made in the course of Course. The patent rights of all discoveries/findings shall rest with in the Institute.

## 13.Code Of Conduct of Anti-Social Behavioural Nature

The following acts of students shall be deemed as misconduct of higher nature and call for Disciplinary actions at various levels like Enquiry, Warning letter, suspension from course and Termination from the Institute depending

up on the severity of the misconduct. In addition, it may be involvement of the law-and-order procedures.

### **13.1. Ragging**

- 13.1.1. The students shall not be involved directly or indirectly in Ragging/ any other anti-social activities.
- 13.1.2. As per honourable Supreme Court Order Ragging is treated as criminal activity and punishable by law.
- 13.1.3. Any student found involved in Ragging shall be punished as deemed fit including termination from the KGTTI.
- 13.1.4. All the students shall have to submit an undertaking at the time of admission/ Re-admission for not to be involved in Ragging.
- 13.1.5. Parents of the students shall also have to submit an undertaking that their ward/kin shall not be involved in ragging otherwise shall be punished.

### **13.2. Wilful Act of Damaging and Cause Loss to the Institute Property.**

- 13.2.1. Any loss or damage to the Institute's property arising out of a wilful act of a student or due to his negligence or noncompliance of instructions, safety rules or the established conventional norms of use of that property, shall be recovered from the student and/or his/her surety guardians.
- 13.2.2. The decision of the Director as to whether the loss or damage has occurred out of a wilful act or negligence or non-compliance as aforesaid or about the amount of loss/damage, shall be final and binding on the student & his surety /guardians.
- 13.2.3. Students shall not in any way resort to making organized claims, protests or any other activity for change of terms and conditions of their admission to the course, or to any form of collective bargaining. Difficulties experienced, if any, by them

should be brought to the notice of the Batch In charges or other officials of the Institute in individual capacities, in the manner which may be prescribed from time to time. Students are not allowed to form any union or association.

- 13.2.4. No meeting shall be conducted by the students inside the premises of the Institute including and other sub-office, cell or any building, without the prior permission of the Director or any other authority competent to give such permission.
- 13.2.5. Inviting other people to act in any manner which goes against the interest and Objectives of the Centre or against the intention and purpose or any Rules of the Institute or instructions issued, shall be treated as gross and wilful misconduct of the student(s).
  
- 13.3. Insubordination or disobedience or manhandling whether alone or in combination with others to the other students or staff members or officials of the Institute.
- 13.4. Theft, fraud, any dishonest act, bribery or any illegal gratification.
- 13.5. Possession, distribution and display, within the Institute's premises, of any unauthorized bills, pamphlets, books, placards, banners.
- 13.6. Smoking or Coming to the Institute in drunken condition or under the effect of any intoxicants/narcotics or Possession of any such things.
- 13.7. Possessing any lethal weapons in the Institute premises.
- 13.8. Gambling within the Institute premises including any other sub-office, building of the Institute.

## **14.Risks And Hazards**

The Institute shall take all precautionary measures with regard to safety. However, the Students should decide to join the course at their own free will and at their own risk.

- 14.1. In case of any injury or any disablement (temporary / permanent) suffered by the students during the course due to

any accident or otherwise the Institute shall not be liable to pay any compensation whatsoever.

- 14.2. The students and their guardians (in case of minors) shall indemnify the Institute on this account. Without prejudice to the above condition of engagement of students at the institute, the students may insure themselves against the risk of accident and/or other industrial hazards for their engagement at the Institute as students for which insurance premium shall be paid by the students themselves.
- 14.3. On the specific request of students, the Institute can arrange group Insurance subject to the premium for this being paid by the students.

## **15.Termination Of Student from the Course**

- 15.1. During the course of study, the students shall strictly abide by the Rules and Regulations mentioned above of the course and any other instructions issued by the Director, Manager (Course) or any other official authorized to issue such instructions from time to time.
- 15.2. Violation of any Rules and Regulations and/or any instructions by any student's) shall amount to misconduct Suitable disciplinary actions will be taken including termination from the course and the security deposit-shall be forfeited.
- 15.3. Any time during the course of course, if it is observed that the conduct activity of student(s) go against the smooth conduct of the course programmes or any other activity of the institute or is otherwise detrimental to the interests of the Institute, the course of the student(s), may be terminated without notice and without assigning any reason.
- 15.4. The decision of Director/Manager (Course) or any other official looking after his duties in this regard shall be final and binding on the student, his parents and Guardians. Competent Authority to take action under this Rule shall be Director/Manager (Course) or any other officer looking after his duties. The appellate authority in this case shall be the Director.

### **Power to amend/Relax the Rules**

- 15.5. These Rules including fee structure are subject to change and Amendment Relaxation in the Rule(s) can be made by the Governing Council or its Chairman or any of its delegated authority at any point of time.
- 15.6. Application of other Rules Such of the rules and regulations which have not been referred herein or any other decision of the Governing Council of the Institute shall apply to students during the course except where said provisions have become repugnant due to any provision laid down in these Rules and Regulations.
- 15.7. Any rules the commencement and regulations corresponding to those in force immediately before the commencement and applicable to students to whom these Rules and Regulations apply, hereby repealed, provided that any order made, or action taken under the rules and regulations so repealed shall be deemed to have been made or taken under the corresponding provisions of these Rules and Regulations.
- 15.8. All admissions made prior to coming into force of these Rules and Regulations shall be deemed to have been made under these Rules and Regulations and the entire present Student shall be governed by these Rules and Regulations.

## **16. Hostel Rules and Regulations and Code of Conduct**

### **Scope and Applicability**

- 16.1. These Rules shall be applicable to all the students in the KGTTI Institute and residing in campus Hostel ('hostel', for reference hereafter),
- 16.2. All the students in the KGTTI shall be governed by these Rules in the entire duration of their course in KGTTI and stay at KGTTI Hostel
- 16.3. The Management of KGTTI shall have the sole and exclusive rights to amend or modify these rules (without giving any

advance notice or information to the students) from time to time.

- 16.4. A copy of these Rules has been provided to the student before admission to the hostel, and parents or their guardians are aware that the student must abide strictly by these rules and only thereafter the student is admitted to KGTTI.

## 17. Admission and Exit

### Admission

- 17.1. Admission to a Hostel is provisional and will be confirmed only after approval from the Chairman, **Hostel Administration Committee** (HAC) and subject to payment of fee as structured in the Hostel Fee Structure.
- 17.2. Students enrolled for short term courses and would like to avail the Hostel facilities should pay one-month charges at the time of admission into the Hostel.
- 17.3. Students enrolled for Long-Term programs and would like to avail the Hostel facilities should pay one-month charges at the time of admission into the Hostel and pay monthly charges regularly.

## 18. Room Allotment/Shifting

Room allotment is done by the KGTTI Administration department in consultation with the warden.

- 18.1. The stay in hostel rooms at present shall be on a twin/tri sharing basis.
- 18.2. The room partner shall be allotted in the order of admission and there shall not be any preference of roommates. Further, the request for change of room partner shall not be entertained without proper and justifiable reasons. The decision of the Director/Warden shall be final in this regard. There shall be no change of room or roommate on the grounds of caste or religion or language. Inter-changing or mutual changing of room or roommate is strictly prohibited.

- 18.3. Students shall reside in the allotted room and cannot change it on his/her own will. However, under special circumstances, a request for change of room on prescribed form can be entertained subject to the availability.

## **19. Local Guardian**

- 19.1. The student will register details of local guardian duly authenticated by parents.
- 19.2. A copy of hostel rules will be signed by the local guardian & Parents. Student not having local guardian will be required to send a fax/e-mail from parent for night outs staying.

## **20. Safety & Personal Belongings**

- 20.1. The hostel warden shall provide keys of the allotted room to the respective student.
- 20.2. The student is personally responsible for safety of their all valuables, and these should be kept in the cupboard under lock and key.
- 20.3. The student should not leave mobile, ornaments and other valuables unguarded. Student will not change lock and key without permission of the warden.
- 20.4. In case the keys are lost by the student /boarder, Duplicate keys will be made on application received from students along with prescribed fine by the Warden.
- 20.5. The student /boarders are advised not to keep any valuable article (like jewellery, High value mobiles, laptops etc) in the hostel.
- 20.6. For any theft or loss of valuable articles, it will be the sole responsibility of that Student /boarder and by no means Hostel management can be held responsible for such loss.

## **21. Vacating hostel**



- 21.1. Under normal circumstances, a student must vacate the hostel after completion of his/her course. In case, the room is not vacated after the expiry date or if a student is absent for 10 days or more without prior permission, the hostel authority may take possession of the room and he/she shall not be responsible for loss or damage of personal belongings, if any.
- 21.2. In the case of genuine necessity, a student is required to seek prior permission of the Chief Warden, HAC to overstay beyond the permitted time on payment. For overstaying up to one month, she/he shall have to pay one-month charges. In no case, overstay can exceed beyond one month.
- 21.3. If declared ineligible for appearing in any examination of the Institute, on account of shortage of attendance or any other reason whatsoever or if ordered by the Institution authorities at any time, he/she shall vacate the hostel immediately. Readmission to hostel in the forthcoming term/semester may be allowed only at the sole discretion of the Institute.

## **22. Expulsion from Hostel**

- 22.1. The Institute Director/Chief Warden reserves the right to terminate the occupancy of the student for any wilful disobedience or defiance of authority, non-observance of hostel rules, causing damage to person or property or indulging in anti-social, anti-national or undesirable activities.
- 22.2. In such cases the security deposit paid at institute for training shall be forfeited and hostel fee will NOT be refunded. Students recommended for expulsion from the institute, will also be expelled from the hostel and hostel fee will not be refunded.

## **23. Storage of Baggage during Vacation**

- 23.1. During the vacation, belongings should be kept in the cupboard under lock and key.

- 23.2. Students can avail vacation as per Academic Schedule approved by Director. On completion of the programme or when a student desires to vacate hostel accommodation at the end of an academic year, he/she should take all his/her belongings with him/her.

## **24. Hostel Operation, Timings, Leave and Visitors**

- 24.1. Attendance is taken by the warden between 9:30 pm and 10.00 pm every night. Each boarder must personally sign the attendance register / biometric attendance record every day between 9.30 pm to 10.00 pm (and 10.30 pm on Sundays/Holidays). After such prescribed time, the student is not allowed to go out of the hostel. Going out of the hostel will lead to a disciplinary action.
- 24.2. On request by the student and parents' consent Chief warden will decide when the student will be allowed to go out of campus during Saturday, Sundays & Holidays. However, the students shall report back as per approved reporting date and time failing which disciplinary action shall be taken against them

## **25. Furniture, Fixture and layout**

- 25.1. The layout / arrangements made in the room shall not be disturbed or altered without the prior permission of the Warden.
- 25.2. Further, nails or screws shall not be hammered into the walls under any circumstances. Also, there shall be no display of undesirable materials in any form.
- 25.3. An inventory in the room of each student will be made at the time of the allotment. It will be student's responsibility to take utmost care of all allotted items till he leaves KGTTI.
- 25.4. No items from the rooms will be shifted or changed without prior permission of the Warden.

- 25.5. Any items damaged or lost due to negligence of student will have to be made good by the student by way of paying the fine to the extent of the cost of lost/damaged items.

## **26.Electricity use and restrictions**

- 26.1. Electric appliances shall not be permitted in the room, defiance of which shall enable the warden to confiscate the gadget forthwith.
- 26.2. The lights in the bathroom should be used only as and when necessary and shall be switched off, when the bathroom is not in use.
- 26.3. While leaving the room, students should take care to switch off the lights and fans without fail.
- 26.4. No cooler/air-conditioner shall be provided in the hostel, nor shall any Student /boarder be allowed to install one of his own.
- 26.5. No misuse of electricity and water is allowed and leaving the room without switching off the lights will invite penalty.

## **27.Going outstation**

- 27.1. The student is permitted to go outstation for participating in various competitions only after submitting proof and application along with parent's consent to the Chief Warden.
- 27.2. The student will intimate the Warden and make an entry in the Outstation Register kept with the Warden.

## **28.Room Checking**

- 28.1. The Chief Warden, HAC / Hostel Wardens/ or any other Officials of the KGTTI along with Security Guards may at their discretion inspect /check any room or student's belongings either in presence or absence of the students living there in any time of the day or night.

## **29.Celebration of Festivals and Birthdays**

- 29.1. The student shall take prior permission of the warden /Chief Warden for celebrating any festivals and birthdays. Birthday celebration should be done at a common place for one hour as per the time assigned by warden.
- 29.2. There should not be any kind of noise or discomfort to other students.
- 29.3. No outside guest or interference of any kind will be allowed.

## **30.Medical Emergency**

- 30.1. Medical emergency service will be provided immediately. The emergency contact number shall be displayed on each floor and common area for the immediate response.
- 30.2. In case of any medical emergency, Student/ boarder will contact the available hostel warden and the hostel warden will further inform to Chief Hostel warden/HAC Chairman.
- 30.3. The Chief Warden and the concerned hostel warden should take necessary action for the immediate relief and arrange first aid, ambulance and hospitalization etc.
- 30.4. Hostel warden/ staff will immediately call to the hospital for the ambulance and other medical care if they feel any serious problem and then the hostel warden will contact to Chief Warden/HAC Chairman for further action.
- 30.5. Hostel warden will take the condition of the students and also inform the parents about their wards condition
- 30.6. Students will take care about their health and follow the hospital rules and regulations for their treatment.

### 30.7. Emergency reporting plan



## 31. Vehicles Parking and Permission

- 31.1. The student who has two-wheeler shall get permission from the Chief Warden by submitting a copy of registration papers and driving license.
- 31.2. Four-wheeler of the students are neither allowed inside the Hostel/ Campus nor allowed to be parked outside along the Hostel perimeter.

## 32.Visitors/Parents/Guests

- 32.1. Visitors/parents are allowed to visit a student only in the visitor's lobby /Designated place for visitors 6.00 pm to 8.00 pm on working days and between 11.00 am to 5.00 pm on Sundays and public holidays.
- 32.2. No student shall keep talking with visitors in compound, either in or outside the gate/lane. No student shall take any visitor including her/his parents to the room.
- 32.3. Personal servants/domestic helpers are not allowed inside the rooms. The parents should give an undertaking to cooperate with the authority and should be available on call.
- 32.4. Guests or Visitors are not permitted to stay in the hostel rooms or consume food in the canteen.
- 32.5. However, under certain emergency / unforeseen circumstances the Warden may, after discussion with the Director, allow the guests or visitors to consume food in the canteen or stay for a limited period in the designated places in the hostel/guest block on payment basis.

## 33.Identity Card

- 33.1. The student will always carry their Identity cards provided to them by the Institute with them when moving out of the Campus, so that in case of an emergency/accident the institute can be contacted and informed.

## 34. Mess and Dining Facility

- 34.1. Mess timings displayed on the notice board should be strictly adhered.
- 34.2. The food (breakfast, lunch, evening snacks, dinner) is provided in the canteen.

- 34.3. The Canteen shall provide vegetarian food.
- 34.4. All students should strictly adhere to the timings without fail.
- 34.5. No student can take the food outside the canteen or into the living room.
- 34.6. Student's representative can give suggestions to the Warden / Hostel Supervisor for improvement of the functioning of the Canteen. Suggestions shall be accepted only where it is 'Acceptable' and 'Viable'.
- 34.7. The fee paid once towards Hostel and Canteen facility is not refundable irrespective of whether he avails the facilities or not.
- 34.8. If a student is sick, Food will be served in the room in case of acute illness (as a special case Warden will decide).

### **35.Mess/Canteen Committee**

- 35.1. Mess/Canteen committee shall be constituted under the chairmanship of Canteen In-charge by having the members including hostel warden, mess contractors/Chief Cook etc. The functioning of mess committee is as under:
  - 35.1.1. Standardization of all vegetables, food items, oils etc., for the preparation of the mess food.
  - 35.1.2. The food quality should be as per of standards fixed by the Chief Warden, he will visit hostel mess to check the quality of food frequently.
  - 35.1.3. The food of every shift shall be checked by the Warden before serving and if quality is not acceptable immediately replace that variety with the consent of respective warden and further inform to Chief Warden.
  - 35.1.4. If the mess management is not happy about the quality of the food and finds the same below standard, unhealthy or unhygienic then the Chief Warden on the recommendations of the respective mess Committee shall take care appropriate action against the mess contractor/Chief Cook.
  - 35.1.5. A meeting of mess committee shall be organized at the end of every month for the standardization of hygiene, cleaning,

nutrition food and change of the menu with student's feedback by the wardens.

- 35.1.6. The vegetables should be changed as per season.
- 35.1.7. A random/surprise visit should be done by hostel warden in mess to check all the system.
- 35.1.8. If any complaint found, then information should be given to the Canteen In-charge and further the Chief Warden to be informed.

## **36. Hostel Mess/Canteen Timings**

- 36.1. The Hostel mess (common dining hall) shall function as a single integrated unit. Normal mess timings are:

Breakfast:	7.30 AM - 9.00 AM
Lunch:	12.00 PM - 2.00 PM
Evening Snacks with tea:	6.00 PM - 6.30 PM
Dinner:	8.00 PM - 09.30 PM

## **37. Wastage of Food**

- 37.1. Only members of the mess are permitted to dine in the mess.
- 37.2. Outside food are strictly forbidden in the Mess.
- 37.3. Members are expected to inform their absence/dining out or night out to the warden well in advance, to avoid wastage of food.

## **38. General Guidelines**

### **38.1. Dress Code**

- 38.1.1. The students should be decently dressed During their stay at hostel.
- 38.1.2. Students shall enter the canteen only in clean shirt and trousers. Boys shall not enter the Canteen in lungi / shorts / banians etc. (decorum to be maintained)
- 38.1.3. For girls, tight body-hugging clothes, short tops, revealing clothes etc. are forbidden.
- 38.1.4. Proper night dress should be used while sleeping.



## **38.2. Silence**

- 38.2.1. Strict silence shall be observed during study time in the hostel rooms from 7.00 pm to 11.00 pm. Students should not make disturbance to other inmates or go to other rooms during the study hours
- 38.2.2. Strict silence shall be observed during sleeping time in the hostel rooms from 11.00 pm to 6.00 am.
- 38.2.3. Viewing TV and playing music is strictly prohibited after 7 pm to 7 am.
- 38.2.4. Mobile viewing is strictly prohibited during study hours.

## **38.3. Cleanliness, Health and Hygiene**

- 38.3.1. The student shall keep their rooms, veranda and surrounding areas tidy, neat and clean at all times and shall not throw anything in the hostel premises, except in the dustbin or the place specifically provided for the said purpose.
- 38.3.2. Maintain good health and hygiene by involving in health run, yoga, gardening, sports and games.
- 38.3.3. No wet clothes should be dried on the furniture or in corridors/ balconies/window grill/ inside the room. The warden may confiscate any such clothes hung for drying in the balconies.
- 38.3.4. No student shall store any cooked food in the room.

## **38.4. Registration of Personal computers**

- 38.4.1. It is mandatory for all inmates to register their laptops/PCs with the warden

## **38.5. Hostel Staff**

- 38.5.1. The student shall treat the staff and housekeeping staff of the Hostel with due courtesy at all times.
- 38.5.2. Service of the housekeeping staff shall NOT be utilized for private or personal work.
- 38.5.3. No tips in cash or kind should be given to the staff/Security of the Hostel.

## 39.Hostel code of conduct and Strictly Prohibited Activities

### 39.1. Ragging

- 39.1.1. Ragging in any form is strictly forbidden in KGTTI.
- 39.1.2. Students involved in Ragging shall have their admission cancelled and appropriate action shall be initiated against them including legal proceedings.
- 39.1.3. Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar disciplinary action.
- 39.1.4. Accepting/undergoing ragging and not reporting this is also an offence. Students should report any such incident immediately to any member of the Hostel Anti Ragging/Grievances Committee/ Warden / Chief Warden / Security Personnel / Director directly at any time of the day / night.

### 39.2. Alcohol / Drugs / Smoking

- 39.2.1. The student shall not bring, store, possess, consume and/or drink any alcohol/ intoxicating drink, drug or substance of any kind whatsoever and/or smoke in the hostel room and/or any part of KGTTI premises and hostel.
- 39.2.2. Consumption of alcohol, other inebriating / intoxicating drinks, playing cards, chewing of pan, betel leaves, tobacco leaves, gums etc., are strictly prohibited in the campus. The same shall apply to visitors also.

### 39.3. Misuse of tools, Internet and Online social media

- 39.3.1. Any act of uploading derogatory remarks or image on the web, social media, mail, blogs etc. ridiculing the Institute or any other person or organization will invite disciplinary action.
- 39.3.2. Student should strictly refrain from indulging in any act of violating the code of internet/web use.

#### **39.4. Political or Communal Activity**

- 39.4.1. Students shall not form any 'Association' or 'Union' or 'Groups' under any circumstances.
- 39.4.2. Further, they shall also not involve in any other 'Union' or 'Association' activities or 'Political Movements or Activities' during their stay / course in KGTTI.
- 39.4.3. Any such activity will be viewed seriously, and the student's admission shall be cancelled.
- 39.4.4. Students shall not indulge in any acts of violence or physical fight or verbal arguments with anybody inside or outside KGTTI.
- 39.4.5. Any such act shall be viewed seriously and suitable action including cancellation of admission shall be taken against such student(s).
- 39.4.6. Students shall aim for harmonious relationship and shall always maintain peace and tranquillity.

#### **39.5. Information to Media**

- 39.5.1. The student shall take prior written permission of the Warden /Chief warden before giving any information, photos of KGTTI or interview regarding Hostel to any member of the Press, Print Media, Radio, Television, social media, mail or any other media or before making any speech containing any information regarding the Hostel.

#### **39.6. Firearms and theft**

- 39.6.1. Any type of storage or possession of firearm, ammunition, explosive and inflammable goods, lethal weapons in the premises of the hostel is strictly prohibited. Violation of the rule will lead to expulsion from hostel and institute.
- 39.6.2. Students found guilty of committing theft or other criminal activities in the campus including hostel etc shall have the admission cancelled and are liable for criminal action as may be called for.

- 39.6.3. Students shall not carry any unauthorized materials and tools or any other property belonging to the training centre into the hostel.

**39.7. Pets**

- 39.7.1. The student shall not bring and/or keep any pets in the premises including fish, cats, dogs, and so on.
- 39.7.2. Student should desist from pampering stray dogs by offering food, petting them etc.

**39.8. Violation of Hostel Rules, loss/damage of property**

- 39.8.1. Disciplinary action as per KGTTI Code of Conduct shall be initiated and disciplinary actions taken against students violating Hostel Rules and Regulations by the Hostel Anti Ragging/Grievances Committee and Director
- 39.8.2. If any common property is lost/damaged/disfigured, the loss will be recovered from the students, in equal share, who are responsible for the damage or loss or in general use of that property.
- 39.8.3. In case the damage/loss cannot be pinpointed to student(s), then collective fine on the group of students to recover the loss will be levied by the Chief warden HAC.

**39.9. Suggestion Box/Register**

- 39.9.1. Suggestions and complaints should be either deposited in the Suggestion Box. Suggestion form will also be available in the hostel.
- 39.9.2. Suggestion Box provided in the hostel will be opened every 15 days in the presence of Director, HAW and Student Committee.
- 39.9.3. Complaint form/Register shall be made available in the Hostel Warden's room to for the students to report (if any).

### **39.10. Students' Grievance Redressal System**

- 39.10.1. In order to promote a responsive and conducive environment in the hostel a 'Students' Grievance Redressal Cell' is established.
- 39.10.2. The 'Cell' shall provide a friendly mechanism to the students to report their grievances and the faster disposal of the same.
- 39.10.3. It shall also provide a platform to the students to come forward with constructive suggestions for more efficient and effective atmosphere.

[NOTE: The term "Grievance" refers to a difficulty, problem, or a feeling of discontent at individual student level due to an act/omission of the staff of the hostel]

## **40. Hostel Anti Ragging/Grievances Committee**

Director
HAC Chairman
Chief Warden
Warden (Boys hostel)
Warden (Girls Hostel)

### **40.1. Procedure to file a grievance/suggestion**

- 40.1.1. A student may approach the Students' Grievance Redressal Cell in person and file her/his grievance/suggestion in the prescribed format.
- 40.1.2. A student may also drop the completed Proforma in the Suggestion/ Grievance Box.

### **40.2. Grievance processing**

- 40.2.1. Grievance committee should provide a free and fair environment to students so that they can express their difficulties/problems without any apprehension.

- 40.2.2. It ensures early and effective solution to a student's problem and provide/suggest ways and means so that such an issue does not arise in future.
- 40.2.3. Counselling of the students is to be done for maintaining dignity and decorum, and to exercise restraint and patience as per demand of the situation in the hostel.
- 40.2.4. Ensuring friendly environment in the hostel will be by promoting cordial Student-Student and Student-Staff relations.
- 40.3. **Grievances related to maintenance of the hostel premises**
  - 40.3.1. Maintenance department will address the complaint as soon as possible.

#### **40.4. Grievances related to security**

- 40.4.1. Ragging is strictly prohibited in hostel premises and in the entire campus.
- 40.4.2. Grievance related to ragging, or any other grievance shall be noted down in the register placed in the warden office in respective hostel or directly informed to the grievance committee or respective hostel warden in writing.
- 40.4.3. Matters placed before any hostel warden's office shall immediately address and solved by the respective warden and if not able to address then refer the matter to HAC Chairman.
- 40.4.4. HAC Chairman will address the grievances and take the appropriate action on disciplinary ground and in case punishable in respect to academic or punitive action required HAC Chairman shall refer the matter to the Director.
- 40.4.5. Director will address the matter and take the appropriate action with an intimation to KGMSDC Society (if required).

#### **40.5. Grievances related to food**

- 40.5.1. Grievance related to food quality shall be noted down in the complaint register placed in the warden office at any time.