

## **Rules, Regulations and Conduct Rules**

To maintain discipline and streamline efficiency, the following code of conduct is laid down for the students. Their compliance is compulsory and any failure to do so may necessitate disciplinary action without prior notice.

1. The student should have good conduct throughout the year in the institute as it is part of training for developing positive attitude and punctuality essential for career in the service industry.
2. Students must respect all teachers and authorities. They must be polite under all circumstances.
3. Candidates are required to submit a Fitness Certificate from a Registered MBBS Doctor as per prescribed Form given in this website. Admission will only be granted if the candidate is found to be physically fit for pursuing the course of study.
4. There is a prescribed uniform code for attending the practical and theory classes that is required to be followed by students. Details in this regard are given separately in the Uniform section.
5. Fees to be paid before the due date. After the due date a fine of Rs. 250/- will be charged for next 10 days, then Rs. 500 will be fined for another 10 days. After 20 days the students name will be struck off from the rolls and the student will have to seek re-admission by paying the admission fees.
6. Punctuality must be observed. Late comers will not be allowed to enter the institute and continuous late comers will be suspended. Half day leave is not permitted.
7. Personal hygiene and grooming must be taken care of and it should strictly be according to the rules of the institution.
8. The institute shall not be held liable for indiscipline or misconduct of any student outside the institute premises.
9. Minimum attendance required is 80% aggregate, failing which; student will be detained at the annual examination. Appearing for mid-term, pre-final and all other exams is compulsory.
10. Students must bring their own books and stationery daily.
11. Students should converse in English as often possible. For teaching and examination purpose, the medium of instruction will be English only.
12. Hostel is strictly out of bound for day scholars.
13. No leave of absence is granted without prior permission from the Principal. Proper leave application must be submitted. Students continuously absenting for 10 working days without information shall be struck off from rolls, thus necessitating re-admission and fine up to Rs. 500/-.
14. No student should communicate any information or write about matter dealing with the Institute administration to the press. Taking active part in current politics is prohibited.
15. Students are not allowed any part-time job. Unofficial caterings or any other course of education along with training at FCI Jabalpur, any student found doing so will be considered as a breach of conduct and disciplinary action along with suitable title will be taken against him/her.
16. Students shall do nothing inside/ outside the institute that may in any way interfere with the administration, discipline and studies.
17. They are required to take proper care of the institute property and to help in keeping the premises neat and clean. Any damage done to the property of the Institute, by writing anything on the walls, doors or breaking furniture fitting etc. will be considered as breach of discipline and liable to punishment, recovery of loss or fines.
18. The institute cannot accept any liability in respect of any accident a student may sustain while engaged in training or practical work due to any reason.
19. Students are required to maintain proper discipline in the institute. Smoking, chewing of Gutka/ Pan masala etc. is prohibited. Any kind of alcohol or drug during the course of study is an offence. Students indulging in ragging activities will be disqualified from continuing the course in the institute.
20. In case of absence on medical ground. A medical certificate duly signed by a RMP (Govt. /Private) should be submitted on the day joining.
21. Library books are issued for 7 working days only and that too at the risk to the students. They must be returned in good condition and lost /damaged books must be paid or replaced immediately. Late fine of Rs.10/- will be charged per day.
22. Students must not attend any class other than their own without permission of the Principal. Attending private tuition/coaching is strictly prohibited.
23. No society or association shall be formed in the institute and no person invited to address the students without prior permission of the Principal.
24. The mid-term exam results will be sent to the parents under postal certificate. If indicated, the parents advised to meet the Principal to discuss the 1/2 yearly performance & attendance of their ward.
25. Students will be given opportunity to do outdoor caterings in the various reputed hotels and catering establishment only. This is a part of the practical training & students are expected to make full use of the opportunity. No unauthorized ODC's will be allowed.
26. Since the institute is attached to the forest, it is strictly forbidden to attract wild animals or to lure them. Just enjoy the wonderful creations of nature.
27. Howling, fighting or passing indecent words to fellow students or to any of the staff will be strictly dealt with.
28. Lunch will be provided to the student in the Institute against charges already built into the fees.
29. The Training and Placement Cell of the Institute co-ordinates with the various leading hotels for arranging 6 months Industrial Training for students. The final responsibility for Industrial Training however rests with the student.
30. After successful completion of the prescribed course of study for one and half years, the National Council will award the Diploma to the student.
31. As the duration of the whole course is 11/2 years, so Industrial training is also considered as part of the curriculum. Marks sheet and Certificates will only be distributed to the students after verification of his/her 6 month Industrial Training certificate.
32. Detained candidates will have to seek fresh admission in the subsequent academic session on payment of full fees. Candidates who fail in the Annual Examinations can appear as external candidate on payment of the examination fees only.