

RAJIV GANDHI INSTITUTE OF VETERINARY EDUCATION AND RESEARCH, PUDUCHERRY

RULES AND REGULATIONS

The Institute lays great emphasis on strict discipline from every student.

- Students are expected to present themselves neatly.
- Students must be properly attired. Strict dress code as mentioned below must be followed. Any discrepancy will warrant disciplinary action.
- Students without valid College ID cards will not be permitted to enter the campus.
- Students should wear their College ID cards always when they are inside the campus.
- The prescribed Institute Fees and University Examination Fees must be paid before the last date specified.
- Students should refrain from participating in any sort of political part and/or communal activities within the Institute campus.
- Students are expected to check the class Notice Board every day for any circulars.
- Cell phones or electronic gadgets are not to be used during class/lab hours and during examination. If found disciplinary action will be initiated.
- Day-scholars are not allowed to enter the hostel building.
- Day-scholars are allowed to use sports and playground facility in Zone B up to 6.00 pm only

DRESS CODE

BOYS:

- Long (close to Knees) White lab coat (half sleeves).
- Formal wear-Regular pants only, Shirts – full/half sleeve.
- Jeans and T- shirts are not permitted.
- Full shoes.
- Scrub suit to be worn by boys and girls only inside TVCC campus and not outside the campus

GIRLS:

- Long (close to Knees) White lab coat (half sleeves).
- Salwaar kameez with sleeves and duppatta or saree.
- Jeans, T-shirt, leggings, pants, three -fourths are not permitted.
- Full shoes.
- Scrub suit to be worn by boys and girls only inside TVCC campus and not outside the campus

CLASS ROOM

- Students should be regular and punctual to the classes.
- Students should be seated in the class room at least five minutes to the commencement of classes.
- Boys and Girls should be seated in the separate rows.
- Students should maintain silence inside the lecture halls, laboratories and library.
- The students should attend the laboratory classes and Clinical Wards wearing white over coat.
- In the intervals or during the unexpected absence of the teacher concerned, students should remain silent in the class rooms.
- Scribbling on the walls and desks or doing any other kind of damage to the Institute property is strictly prohibited. Students responsible for any such wanton damage will be severely punished.
- Students should not throw waste papers, trash, plastic covers etc. in the classroom, corridors, stair cases etc. They should keep the Institute & Hostel Campus neat and tidy.
- Students should not loiter in the corridors; sit on the steps of the portico and staircases.
- Smoking is strictly banned in the campus.
- Students who are found using drugs or in a drunken state will be summarily dismissed from the Institute.

ATTENDANCE:

- A minimum of 75% attendance in theory and practical separately for each subject/course is compulsory. However the students are advised not to miss any class. In case of emergency intimation about absence for more than one day should be said to concerned student advisor
- Courses wise attendance is recorded and there will not be any relaxation for lack of attendance.
- No condonation of attendance is permitted on any account or causes (Medical Leave or Certificates not permitted).
- Any student with less than 75% attendance will not be permitted to appear for University Examination as per VCI norms and he/she has to repeat the course. There is no scope of compartmental examination in the event of failure due to lack of attendance.
- Students representing the Institution in extra curricular activities should apply to the Dean well in advance for Permission through the faculty concerned. Attendance for the period of representation will be given based only on the Prior Permission availed.

CLASS TEACHER and STUDENT ADVISOR

- Students in small groups (maximum of Ten students) will be allotted to a member of faculty who will be a Advisor and the Advisor will advise the students primarily on academic matters.
- Subsequent to course registration the Registration Cards must be submitted to the Advisors within the stipulated time.
- Any official correspondence from the students to the administration should be routed only through the Advisors.

EXAMS

- Any student found indulging in malpractice in the tests/examinations would be debarred for that test/exam and for the rest of the tests/examinations.
- Any case of malpractice in the University examinations will be reported to the University.
- This may also lead to suspension of the student from the roll for the entire academic year.

RAGGING

- Ragging in any form is totally prohibited in the campus.
- Ragging is a serious crime and is punishable by law as per the order of Govt. of Puducherry and Pondicherry University, Puducherry. Anyone found indulging in ragging will face immediate expulsion from the Institute and will also be debarred from pursuing course from any other institution.
- Any instance of Ragging in the Institute, may be reported immediately to the concerned authorities (24x7).

VEHICLE

- Students should park their vehicles in the space meant for parking.
- Day scholars using motor bikes are advised to wear helmets for their own safety (failing which they will not be permitted to park their vehicles in the Institute parking area).
- Hostellers (I- III years) are restricted from using motor vehicles to come to the Institute.
- Fourth and pre final students are exempted from above to commute to TVCC.

Bus Transportation:

- Institute bus transport is provided as an option to all the students.
- On payment of bus fees, students can avail the facility
- Bus route and Bus timings will be notified.
- Wearing ID card is a must for boarding the bus
- Ladies and Gentlemen/Boys and Girls are expected to maintain separate rows in the bus.

LIBRARY

- Library is open to all students during working days (8.45 a.m. to 5.15 p.m).
- Strict silence must be observed in the library
- Students must enter the library only after appending their name, ID number and class in the register kept at the gate of the library.
- Students can borrow books with the lending cards allotted to them.
- Borrowing of two books at a time is allowed.
- Books must be returned/ renewed in time to avoid penalty
- Students should not use any type of cell phones/ electronic gadgets inside the library. Using of which will lead to confiscation of the gadget and initiation of disciplinary action.
- Any damage to the books borrowed or loss must be reported and action will be taken as warranted.
- Any unwanted activities like tearing of pages, writing in the books, carrying of extraneous books or notebooks inside the library is not permitted.
- Lab coats, bags and records are not allowed inside the library.
- Returning of books before proceeding on leave for semester holidays is mandatory. No Due certificate from library to be obtained at the time of registration (II to IX semester and Internship)

TO NOTE

Violations of the above rules in any form will warrant disciplinary actions and penalty payment. The penalty will be Rs.200 for first time and Rs.500 for the second time. Subsequent offenders may lead to suspension.


DEAN
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