



**CENTRAL TOOL ROOM AND TRAINING CENTRE
BHUBANESWAR**

**ACADEMIC /HOSTEL
RULE & REGULATION**

APPENDIX - IV

EXAMINATION RULES

Eligibility Criteria

Attendance - Minimum attendance necessary for appearing in the end semester examination shall be 80%.

Over all Pass Criteria

1. In each semester a trainee must secure 40% in each theory subject (Sessional Marks + Semester End Examination Marks). However, he/she has to secure minimum 40% in Semester End Examination.
2. He/She should secure an aggregate marks of 45% including practical marks.
3. If a trainee passes in all the subjects and fails to attain the aggregate marks, he/ she shall be detained and continue his/her study in the next batch of trainees.
4. In each semester a trainee must secure 50% in practical. (Sessional Marks + Semester End Examination marks). However he / she has to secure minimum 50% in Semester End Examination.
5. The Trainees who shall carry back papers have to clear the back papers in subsequent two consecutive chances after which they shall not be allowed to appear Examination & No. Diploma shall be awarded leading to termination of training forthwith.
6. The trainees who shall fail in more than 4 subjects taken together in both the semesters in a particular academic year shall be detained & have to repeat all the papers along with the next batch of trainees.
7. No trainees shall be allowed to repeat a year more than once or to repeat more than two years during the whole course. In case a trainee who fails to pass semester examinations within these rules, the trainee shall be terminated for his unsatisfactory performance in terms of the agreement bond and his surety money will be forfeited.
8. To appear back papers (repeat failed subjects) a fee of Rs.200/- per subject shall be charged.
9. Successful trainees shall be issued Diploma Certificates from the centre after successful completion of the Courses.
10. Examination shall be conducted according to such programme as may be notified by the Senior Manager (Training) or an officer looking after his duties.
11. Examiners or Board of Examiners shall be appointed by the Managing Director which may include Internal Examiners (Officials of the Centre) and External

Examiners. Examiners or Board of Examiners shall be assisted by the officials of the Centre in the manner to be decided by the Managing Director.

12. Failure to appear in the examinations for reasons whatsoever shall be treated as failure to qualify (pass) in the Final Examination.
13. In case a trainees desires to get his answer book for theory examination (s) and his performance in practical examination (s) re-evaluated he may make a request for the same on form (F/CTTC/BBS/TRG/RA) prescribed for the purpose and pay a fee of Rs.50/- for each subject he desires to be re-evaluated. For this purpose theory and practical for each subject shall be treated as separate and application fee is required to be paid for each. At the same time Trainees will have to give an undertaking that he shall accept the result of re-evaluation even if it amounts in reduction in the marks obtained by him. On the basis of re-evaluation no alternation shall be made to the marks if the change is less than 5% of the original marks unless change is from fail to pass or change of Division obtained by him. The application for re-evaluation should be made within 15 days of declaration of the result. Late applications will not be considered.

APPENDIX - V

RULES OF ATTENDANCE, TIME KEEPING, UNIFORMS, CONDUCT -ETC.

1. Every trainee shall be present at his place of training in accordance with the programme prepared and notified. He shall maintain utmost punctuality in time keeping. If he is not found in his place of training without any justification to the satisfaction of his Batch Incharge 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.
2. No late coming shall be allowed. Depending on whether a trainee 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.
3. Every trainee shall take permission from Concerned Officer to leave his place of training.
4. Trainees shall attend training classes (theory as well as practical) in uniform and shoes as may be prescribed from time to time by the Centre. Trainees shall at their costs, arrange uniforms and full shoes and other article of dress (full paints, shirts etc.) themselves. No trainee shall be allowed to attend in chappals, sleepers, sandals or in any loose dress considered to be unsafe by the Batch Incharges and other Officers of Training Department and such trainee shall be sent back from the Centre and marked absent on that day.

5. Trainees shall maintain their uniform in neat and tidy condition. They shall replace the broken buttons etc. and mend the damaged uniform.
6. Trainees shall arrange at their cost, all stationery, drawing and other instruments and books prescribed for the course, Centre may, however, at its sole discretion, issue some stationery for the sake of uniformity for which cost shall be payable by trainees.
7. Trainees may borrow such books from the Centre as the Centre may earmark for the purpose from time to time.
8. The Trainees shall not be involved directly or indirectly in Ragging/ equivalent activities. As per honourable Supreme Court Order Ragging is treated as criminal activity and punishable by law. Any trainee found involve in Ragging shall be punished as deemed fit including termination of training. All the trainees shall have to submit an undertaking at the time of admission/ Re-admission not to be involved in Ragging. Parents of the trainees shall also have to submit an undertaking that their kin shall not be involved in Ragging otherwise shall be punished deemed fit.
9.
 - (a) During the course of training, trainees shall handle and maintain Centre's 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. Trainees 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.
 - (b) Trainees shall strictly follow the procedures introduced from time to time and instructions issued by the Managing Director or any other official of the Centre authorised to do so with regard to the following.
 - (1) Issue and return of Instruments, tools, etc. from Store.
 - (2) Deposit of finished and semi-finished practical exercises jobs.
 - (3) Reporting of breakages.
 - (4) Proper maintenance of machines and other plant and equipment, accessories etc. including periodic lubrication.
 - (5) Disposal of boring, turning and other scrap.
 - (6) Cleanliness of machines including of shop floor around machines.
 - (7) Lights and Fans

- (8) Operation of machines during power cuts.
 - (9) Tool and material Godowns.
 - (10) Industrial lockers.
 - (11) Tool lockers and material lockers.
 - (12) Handling over/taking over of machines and other equipment.
 - (13) Allotment and operation of machines etc.
 - (14) Any other subject not included above.
- (c) Any loss or damage to the Centre's property arising out of a willful act of a trainee or due to his negligence or non compliance of instructions, safety rules or the established conventional norms of use of that property, shall be recovered from the trainee and/or his surety guardians. The decision of the Managing Director as to whether the loss or damage has occurred out of a willful act or negligence or non-compliance as aforesaid, or not, about the amount of loss/damage, shall be final binding on the trainee & his surety and guardians.
10. The Centre shall provided opportunities of training for the course to trainees who, at their own free will, decide to undergo training at the Centre as per terms and conditions known and understood by them including the powers of the Governing Council and other competent authorities to amend to terms and conditions at any time and without notice and to formulate and amend procedures, rules whenever considered necessary. Trainees shall not in any way resort to making organised 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 Incharges or other Officials of the Centre in individual capacities, in the manner which may be prescribed from time to time. Trainees are not allowed to form any union or association.
 11. No meeting/picnic shall be conducted by the trainees inside the premises of the Centre including and other sub-office, cell or any building, without the prior permission of the Managing Director or any other authority competent to give such permission.
 12. Period spent by the trainees, even if it is within CTTC premises in a manner otherwise than according to programme of training including examinations, class test, etc. shall be treated as full day's absence for this purpose.
 13. Inviting other to act in any manner which goes against the interest and objectives of the Centre or against the intention and purpose of any Rules of the Centre or instructions issued, shall be treated as gross-misconduct of the trainee(s).

14. The following shall be deemed as misconduct of the trainee(s).
- (a) Insubordination or disobedience whether alone or in combination with others.
 - (b) Theft, fraud, any dishonest act, bribery or any illegal gratification.
 - (c) Possession, distribution and display, within the Centre's premises, of any unauthorised bills, pamphlets, books, placards, banners.
 - (d) Coming to the Centre in drunken condition or under the effect of any intoxicants/narcotics or possession of any such things or any lethal weapons in the Centre's premises.
 - (e) Gambling within the Centre's premises including any other sub-office , building of the Centre.
 - (f) Smoking is prohibited within the campus.
 - (g) Refusal to receive an official document.
 - (h) Deliberate false statement, falsification of records, impersonation, suppression of facts.
 - (i) Willful failure to report occurrences of any information which may endanger other's life of Centre's property.
 - (j) Private or personal work within CTTC premises and with Centre's facilities whatsoever.
 - (k) Staying inside Centre's premises outside training hours except when permitted or authorised.
 - (i) Violation or non-compliance of any Rules or instructions issued.
 - (m) Any other act which goes against the interest and objectives of the centre of against the intention and purposes of any Rules, Procedures and standing instructions.
15. During the course, the trainees shall not apply for any employment, scholarship, travelship, part time work of any other training otherwise than through the Managing Director. They shall submit application through proper channel which will be considered on merits of each case.
16. Trainees shall not commercialise any, discovery made in the course of training of patent of the Centre.

HOSTEL FACILITY

1.0 Admission

- 1.1 Bonafide Trainees of the Centre only are eligible for admission to the Hostel as Boarders. It is not compulsory for any trainee to stay in the Hostel. Hostel facility shall be provided subject to availability of accommodation. Trainees seeking admission to the Hostel shall apply through Chairman (HAB) to the Hostel Superintendent. The Centre acting through Hostel Administration Board, Hostel Superintendent or otherwise reserves the right to refuse admission to any trainee. If a trainee secures admission he shall become boarder of the Hostel on payment of fees as may be prescribed from time to time.
- 1.2 The Centre may also grant admission to employees \ of the Centre who shall become boarders on payment of such fees as may be prescribed, from time to time for them.
- 1.3 The accommodation to the Boarders shall be provided in five seater dormitory rooms.
- 1.4 Admission to the Hostel shall be upto 15 days after the date of completion of engagement as a trainee of the centre. The Centre acting through Hostel Administration Board or Hostel Superintendent reserves the right to curtail the period of admission without assigning any reason, in which case admission shall be treated to be withdrawn from the date to be specified. For any period of over-stay, all hostel charges shall be payable to the centre without prejudice to rights of the Centre to evict such inmates.
- 1.5 Hostel Rooms shall be allotted every year in the month of June when boarders report back after expiry of vacations. Allotment of rooms shall be done on the basis of the ranks secured in the entrance examination for first two semesters. For next six semesters 50% of seats are reserved for DTDM & 50% DIM. The allotment shall be strictly on the basis of the semester examination marks & attendance. Hostel Superintendent may, however, allot rooms temporarily pending final allotment. The Hostel Superintendent may also change the room of any boarder.
- 1.6 No boarder is permitted to stay in the Hostel during vacation except under exceptional circumstances. The boarder desirous of such stay in the Hostel shall seek prior permission from the Hostel superintendent.
- 1.7 Picnic/Get-together is strictly prohibited during the training period.
- 1.8 No boarder is permitted to allow to stay non-boarder/friends in his room without prior permission from hostel warden.

1.9 The admission of the Hostel, to provide accommodation, is made not as a condition of engagement of trainees at the Centre. The Centre acting through the Hostel Administration Board. Hostel Superintendent or otherwise, shall have absolute discretion to get the accommodation vacated by expulsion or otherwise withdrawing admission *from* any date without assigning any reason(s) thereof.

2.0 Fees

2.1 The Trainees admitted as boarders shall pay the following fees.

(a) Hostel Fees:

- (i) Admission Fees : Rs. 500/- to be paid on admission.
- (ii) Security Deposit : Rs. 1000/- to be paid on admission.
- (iii) Mess Security Deposit : Rs. 4000/- to be paid on admission.
- (iv) Establishment Charges : Rs. 9000/- per semester to be paid in the beginning of semester.
- (v) Electricity Charges* : Rs. 600/- per semester.

(b) Mess Charges:

- (i) Mess Advance : Rs. 5500/- to be paid per semester in begning of semester admission.
- (ii) Meal charges : Will be calculated or active every month on actual basis.

2.2 The Security Deposit is refundable to the Boarders without interest when they leave the Hostel after adjustment of pending dues, if any. Similarly, Mess Security shall be refundable to the boarders by the Hostel Committee when they leave the Hostel after adjustment of pending dues.

2.3 Additional amount of Rs. 10/- per month per boarder will be paid by the Centre for the Hostel Committee towards recurring expenditure for the Hostel and the mess attached to the Hostel. The Hostel Committee Account shall be operated by the Chairman of the Hostel Committee.

2.4 All fees are payable in advance except the Mess charges which are to be paid as per time schedule decided by the Mess Committee.

* *Subject to change as per notification of supplier of electricity (MIS CESU)*