



# Gopalan Skill Academy

[www.gopalanskillacademy.in](http://www.gopalanskillacademy.in)

## RULES AND REGULATIONS

1. Biometric and manual attendance is compulsory. Latecomers, therefore, though permitted to attend class by the trainer concerned, will not be given attendance.
2. Every trainee must have the prescribed dress code, ID cards, course materials, workbooks, laboratory records, instruments, training Kit etc else appropriate action will be taken.
3. No trainee shall absent himself/herself from training without the prior permission of the Principal / Centre Head.
4. Trainees must have a minimum of 95% attendance to be permitted to take up the assessment. Leave application will be accepted only if the actual attendance is above 85% (Theory + Practical + OJT).
5. Trainees who are absent from training for 1 week or more at a stretch without the permission of the Principal, obtained in writing, may be considered as dropout or may be dropped from the batch.
6. Trainees remaining absent for more than 2 days for any reasons (personal, co/extracurricular activities) have to submit the leave form duly signed within ten days of the leave period.
7. When absence is caused by unforeseen events, application for leave must be submitted to the Principal as early as possible as and certainly not later than 3 days after return to the academy.
8. Application for leave of absence may be rejected by the Principal if he is not satisfied with the genuineness.
9. If the application for leave of absence is accepted, the Trainee will be issued a form, which she/he has to fill in and get the number of sessions engaged during a leave of absence along with the signature of the trainer concerned. The duly filled in form along with the original leave letter is to be submitted back to the principal within 3 days after the leave letter has been accepted.
10. Pre-assessments are held periodically in every title. Attendance cum skill progress report of the assessment will be given to the trainees.
11. Trainees must not make any Union or join any club or society or involve in any engagements that would interfere with the training term without the prior permission of the Principal. They will not be permitted to play in any team against the academy.
12. Trainees are forbidden to organize and attend any meeting within the academy, or collect money for any purpose or to circulate among the trainees any notice or petition of any kind or paste it on the academy notice board without the written permission of the Registrar.
13. Active participation in politics not compatible with the Vocational Training life of trainee and as such trainees are not expected to indulge in public activities, which are of a political nature at academy.
14. Trainees will not be permitted to make complaints in a body or present any collective petition but are welcome to present their case, if any, either individually or through their proper representatives or in Grievance register.
15. Trainees (DL Holder's) can park their two & four-wheelers inside the academy building only on payment of the prescribed fees.
16. The Trainees are advised to keep themselves aware of the Academy rules. Ignorance of rules shall not be an excuse for violation.
17. Each Trainee shall conduct herself/himself, both within and outside the campus of the Academy in a manner befitting a trainee of a prestigious Academy. Each Trainee show due respect and courtesy to the Trainers, Administrators, staff of the Academy and to the visitors and good behavior to fellow Trainees.
18. Loud talking, Loitering or congregating, being a source of distraction and annoyance to others is not permitted.
19. Trainees must make all possible efforts to conserve Electricity and Water. They must switch off lights and fans when they leave the class room or Hostel room, Lab Etc.
20. Trainees must display on person their ID Cards always, show the same on demand by any Faculty or Official of the Academy.
21. Trainees are advised to see regularly the notice displayed on the Academy Notice board. The Notice displayed on these notice boards shall be deemed to have been served on the Trainees.