



**GROUP OF
INSTITUTIONS**
www.ctgroup.in

STUDENT
HANDBOOK

2017-2018

(For IKGPTU Affiliated Institutions)

CT GROUP OF INSTITUTIONS
JALANDHAR, PUNJAB
www.ctgroup.in

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PREFACE

CT Group firmly believes to support the aspirations of students morally, creatively, spiritually & communally, to get them outfitted in various opportunities, responsibilities and understanding of life. It makes continuous efforts to make the stay of the students at campus more productive & quickly adaptable. Therefore, after understanding the need of current time, this Student Handbook has been published.

This Handbook is an official publication of the office of Dean (Academics) which applies to all students enrolled at CT Group of Institutions. It is aimed to familiarize the newly enrolled students at CT institutions with the policies, procedures, facilities, centralized departments, specialized cells and set of rules & regulations concerned with various departments of the CT Institution(s) along with the guidelines followed by the affiliating university (IKGPTU) to grade the End Term Examinations.

We anticipate our students to grow academically, professionally, personally, psychologically and morally, therefore, this handbook also outlines the expected general behavior & conduct of the students during their entire stay at the campus/hostel.

Students must know that CT Group of Institutions does not show any discrimination on the basis of race, color, nationality, disability, religion, age, veteran status, gender identity, marital status, sexual orientation, or other characteristic protected by law of land, in any of its educational programs and activities, admissions, or employment. Thus, none of the procedures followed by the CT Institutions will be biased with respect to the same.

In case of amendments or new additions in Institute's procedures, policies, rules, regulations or agreements, the Student Handbook may be revised from time to time during the academic year.



Navdeep S. Thind
Dean (Academics & Student Affairs)

ABOUT CT GROUP

CT Group of Institutions are administered by CT Educational Society, Jalandhar, established in year 1997, bring into being, by Hon'able Chairman S. Charanjit Singh Channi, a Visionary Educationist and a Social Reformer of Nineteenth Century. The Prophecy articulated by Visionary Management ushered by its Chairman and the promise made by enterprising Directors Mr. Manbir Singh and Mr. Harpreet Singh is moving ahead day by day.

Making the first move by launching a prestigious school in Year 1997, CT Educational Society is succeeding by leaps and bounds, set up seventeen higher educational institutions in two gargantuan campuses in Jalandhar.

CT Group is a progressive edifying organization, dedicated to the pursuit of excellence. This Group has been dedicated to decree solutions to big challenges and to prepare the students for leadership in a multifaceted world. In the near-term, The Group has established CT University at Ludhiana, Punjab.

CT Group is a leading educational group driven by an enthusiasm for excellence in education and eminence in life. A galaxy of educational institutions from pre-school to higher education institutes to University, with world class infrastructure including salubrious and well maintained Wi-Fi enabled campuses, well equipped libraries, Hi- Tech laboratories and dedicated & veteran academician support creating an ideal and conducive environment for endowing education that can be benchmarked against the paramount in the world.

CT Group of Institutions are providing Graduate and Post Graduate Education in the arena of Engineering, Architecture, Management, Pharmacy, Computer Applications, Information Technology, Hospitality Management, Fashion Designing, Commerce and Teacher Education.

VISION

“To attain quality in teaching and research for serving the holistic needs of the society by implementing practical applications with industrial collaboration through ingenious learning.”

Mission

- **To provide affordable and high quality professional education by laying strong foundation in both theory and practice.**
- **To enhance the skills of the students by providing state-of-the-art infrastructure and facilities.**
- **To infuse a keen interest in research, empowering faculty and student by providing a world class platform.**
- **To design pedagogy that bridges industry academia gap by industrial collaboration.**
- **To ensure a healthy environment for current and future generations by consistent involvement of all the stakeholders for the best interest of the society.**
- **To inculcate ethical values in students to become responsible citizens.**

Academics at CT Institutions

ACADEMIC CALENDAR:

CT Institutions follows the curriculum as planned by affiliating university. To execute the planned scheme effectively, academic calendars of all the Institute(s) of CT Institutions are chartered for each upcoming semester based on the academic calendar provided by the affiliating University. These calendars are posted on the notice boards of all department(s)/Institute(s) and provide the students with all the information related to various academic activities like examinations, co-curricular activities etc. to be held in their respective departments during the particular semester.

CURRICULUM:

CT Institutions follow curriculum strictly in accordance with affiliating university.

INSTRUCTION PLANS:

Instruction Plans (IPs) are the road map for teaching a particular subject to students which also ensures the timely completion of syllabus of each subject during the available time frame. The IP(s) for each of the subjects to be taught in a particular semester is prepared before the commencement of each academic semester.

TEACHING PRACTICES:

To enhance the quality in education, the most experienced & specialized faculty amongst the faculty members of a particular department is selected to teach a specialized course. Faculty is also given an authority to engage a resource person from other reputed institutions/industry for domain specific guidance; if required. Thereafter, the performance of students is enhanced & monitored through a multi-leveled approach by providing a variety of evaluation parameters, like,

- Class Assignments (CA)
- Mid Semester Tests (MST)

- Participation in co-curricular and extra-curricular activities
- Problem solving through leveled tutorial sheets
- Class tests/quiz/surprise tests
- Personality development classes, which is a specially designed program to groom the aptitude & communication level of all the students.
- Industrial visits, technical workshops & seminars to bridge the gap between theoretical knowledge and real life scenario, etc

To involve students in the teaching learning process, new and innovative teaching techniques in addition to the lecture method are used. The faculty members employ learner centric techniques such as peer to peer learning, group discussion method, experiential learning, use of audio-visual aids, projects, working models, quiz etc.

UNDERSTANDING THE TIMETABLE :

The students will come across three types of classes in the timetable of their respective classes:

1. Lecture (L)
2. Tutorial (T)
3. Practical (P)
4. Studio (S), *in case of architecture*

The lectures are to be attended by whole class at once, while the tutorial & Practical Classes are scheduled separately for the groups. Each subject will be covered with the help of 3 to 4 lectures and tutorial classes as recommended in the scheme of IKGPTU for the particular course. The class-wise copy of timetable will comprise of all the information related to:

1. Lecture timings
2. Subject teachers
3. Lunch break
4. Information about subject being taught during a specific hour of lecture/tutorial/practical
5. Room number

A sample copy of the class timetable is given below:

Day	Lecture No.	1	2	3	4	5	6	7	8	9	
	Timings	9:00-9:50	9:50-10:40	10:40-11:30	11:30-12:20	12:20-1:10	1:10-2:00	2:00-2:50	2:50-3:40	3:40-4:30	
Mon	Subject		TE-1			LUNCH		TE-1			
	Teacher		XYZ						XYZ		
	L/T/P		Lecture						Lecture		
	Room No.		202						202		
Tue	Subject			DSS-1						TE-1	
	Teacher			ABC						XYZ	
	L/T/P			Tutorial (G1)						Lecture	
	Room No.			201						202	
Wed	Subject		TE-1					DSS-1			
	Teacher		XYZ					ABC			
	L/T/P		Lecture					Tutorial (G1)			
	Room No.		202					201			
Thu	Subject								DSS-1 Lab		
	Teacher								ABC		
	L/T/P								Practical (G1)		
	Room No.								CL-5		
Fri	Subject		DSS-1 Lab								
	Teacher		ABC								
	L/T/P		Practical (G1)								
	Room No.		CL-5								

ACADEMIC ACTIVITIES

The outcomes of each subject are evaluated with the help of various academic activities. Each semester is divided into three parts and following type of activities are planned for each theoretical subject as decided by concerned subject teacher and approved by the office of Dean (Academics) before the commencement of semester:

S.No	Type of academic activity*	Total no. of academic activities to be undertaken	Description	
1	Mid-semester Tests (MSTs)	2	MST-1 (covers 50% of syllabus)	MST-2 (covers 100% of syllabus)
2	Assignments	At least 3	As planned in Instruction plans of subjects by keeping in view the different needs of subjects	
3	Tutorial sheets	5 to 8		
4	Case Studies/ Quiz/ Role Plays/ Group Discussions/ Class Tests/ Presentations	Need Based		
5	Lab/ Practical Experiments	At least 10	50% before MST-1	100% before MST-2

Note :

1.

MST	Syllabus Coverage	Maximum Marks	Duration	Schedule
I	50%	24	1.5 hours	2 examinations per day
II	100%	60	3 hours	1 examination per day

2. Planning of academic activities may vary depending upon the requirements of curriculum

STUDENT ATTENDANCE

As per University Norms, a minimum 75% Attendance is required to appear in university examinations. The evaluation of student attendance in internal assessment of theoretical subjects is conducted as per the following criteria:

Attendance Percentage	Marks*
Above 95%	6
90% to 94.99%	5
85% to 89.99%	4
80% to 84.99%	3
75% to 79.99%	2
75%	1
Below 75%	0

INTERNAL ASSESSMENT

The performance of students in all academic activities as well as attendance is graded as per the following criteria:

For Theoretical Courses*:

COURSE	Internal			External	
THEORY	Attendance	MSTs	Assignments/ Tutorial/ Class Participation	Total Internal	University Exam
	6%	24%	10%	40%	60%

For Practical Courses*:

COURSE	Internal			External
PRACTICAL	Attendance	Lab performance / Internal Viva-Voce	Total Internal	Viva-Voce
	10%	50%	60%	40%

**The assessment is provided as recommended in the scheme of the University*

INTERNET ACCESS (Ids)

All the students, who have fulfilled the necessary criteria to register themselves with CT Institutions, will be facilitated with unique internet access IDs to get free access to campus Wi-Fi or to access internet on desktop PCs. Students may approach the system administrator(s) at C11, CTIEMT block to get these access IDs and must follow the Institution's IT Policy available on institutional website.

NIMBUS

All the students who have fulfilled the necessary criteria to register themselves with CT Institutions, will be allotted with unique login IDs to access their accounts on NIMBUS, an online campus management system which will provide the students with all the information related to their attendance, marks in MSTs/assignments/class tests etc. Students may approach their respective class advisor(s) to get these login details & thereafter may visit the institutional website www.ctgroup.in to login to these accounts via NIMBUS.

University Examinations

PTUEXAM LOGIN ACCOUNTS

After enrolling with CT Institutions, each student will also be registered with IKGPTU. Along with a University Registration Number (URN), all the registered students will also get an access to student specific login accounts on www.ptuexam.com. It is helpful in getting related gazette notifications from University. Students may approach their respective class in charge(s) to get these login details.

ADMIT CARDS

All the eligible students (for appearing in the examination) will be issued with admit cards by the respective HOD(s) to appear in university examinations. It is mandatory for the students to carry this card along with them before entering into the examination hall.

CREDIT BASED SYSTEM

The Credit Based System (CBS) shall apply to all under graduate/post graduate courses of **IKGPTU affiliated Institutions** from 2015 batch onwards. Under CBS the requirement for awarding a degree is prescribed in terms of number of credits to be completed by the student.

GRADE POINTS

The academic performance of all the students appearing in the end term examinations (university exams) will be evaluated as per following grade system on the basis of their marks:

S.No.	Grades	Qualitative Meaning	Grade Point
1	O	Outstanding	10
2	A+	Excellent	9
3	A	Very Good	8
4	B+	Good	7
5	B	Above Average	6
6	C	Average	5

S.No.	Grades	Qualitative Meaning	Grade Point
7	P	Marginal/Pass	4
8	F	Failed	0
9	I	Incomplete	-
10	E	Detained	0
11	S/US	Satisfactory/Unsatisfactory	-

Description of Grades:

- "O" Grade stands for outstanding achievement. The "P" grade stands for marginal/Pass performance. It is the minimum passing grade in any course.
- "I" grade denotes incomplete performance. It may be awarded to a student if he/she does not appear in end semester examination due to some extraordinary circumstances.
- "E" grade is awarded if student is detained i.e., attendance in theory class/laboratory is less than 75% and the student will have to repeat the course as and when offered
- "F" grade is given to the student who has appeared in the end semester examination but failed to get "minimum qualified marks". Student will also be awarded "F" grade if he/she is absent in the end semester examination without any valid reason.

The Grade Point Average (GPA) is calculated by taking the number of grade points a student earns in a given period of time divided by the total number of credits undertaken for the studies. Each course is assigned with a weightage called credits. The following table shows the procedure to be followed to calculate number of credits for one hour of teaching per week for each course.

GUIDELINES FOR GRADING

The grades will be assigned to each student in each course as per the following guidelines:

1. Absolute Grading: It will be used for class having less than 30 registered students. The criterion is as follows:

S.No.	Marks	Grades	Grade Point
1	≥ 90 & ≤ 100	O	10
2	≥ 80 & ≤ 90	A+	9
3	≥ 70 & ≤ 80	A	8
4	≥ 60 & ≤ 70	B+	7
5	≥ 50 & ≤ 60	B	6
6	≥ 45 & ≤ 50	C	5
7	> 40 & ≤ 45	P	4
8	≤ 40	F	0

2. Relative Grading will be used for a class having 30 or more registered students as statistical distributions are suitable for samples having 30 or more number of elements. The criterion is as follows:

S.No.	Marks	Grades	Grade Point
1	$\geq \mu + 1.80\sigma$	O	10
2	$\geq \mu + 1.35\sigma$ and $< \mu + 1.80\sigma$	A+	9
3	$\geq \mu + 0.85\sigma$ and $< \mu + 1.35\sigma$	A	8
4	$\geq \mu + 0.35\sigma$ and $\mu + 0.85\sigma$	B+	7
5	$\geq \mu$ and $< \mu + 0.35\sigma$	B	6
6	$\geq \mu - 1.35\sigma$ and $< \mu$	C	5
7	$\geq 40\%$ marks and $< \mu - 0.35\sigma$	P	4
8	$< 40\%$ marks	F	0

Students may approach their respective HOD(s)/HOI(s) to get the detailed information relating to Credit Based System or may visit the university website www.ptu.ac.in.

Centralized Departments at CT Group

● **Division of Academics** : The academic ambience at CT Group nurtures critical thinking as our students gain knowledge & practical skills through industry-oriented curricula & innovative instructional practices. It regulates all academic practices at the campus. Students can contact Mr. Navdeep S. Thind (Dean, Academics & Student Affairs) for any matters related to the academics at ground floor, CTIEMT.

● **Division of Admissions** : A dedicated team of employees is deputed to facilitate students in all the stages of admissions including counseling, scholarships, documentation etc. Students can contact Mr. Pankaj Vij, Head (Division of Admissions) for any matters related to the process of admissions at ground floor, CTIEMT.

● **Student Section** : To facilitate the students in all matters related to IKGPTU, a dedicated department is established at campus under the name student section. Students can contact Mr. Manoj Kumar, Assistant Registrar, available at student section, ground floor, CTIEMT for the matters related to the same.

● **Centre for Career Planning and Counseling (CCPC)** : To offer the students with the best possible training & placement facilities/opportunities, the Centre for Career Planning and Counseling has been established at campus. Students may contact Mr. Abhishek Soni, Dy. Director (CCPC) for the subject matters related to the same.

● **The Department of Public Relations** : The Department of Public Relations is assigned for disseminating information on various activities of CT Group of Institutions to the people through the media and providing feedback to their institutions on important matters reflected in the media. The Major activities of the department include publicizing the policies and programmes of the institutions, giving wide publicity of the developmental and welfare programmes undertaken. The goal of media relations is to maximize positive coverage in the mass media. The Department of Public Relations is also in charge of activities associated with cultural affairs and initiates Corporate Social Responsibilities (CSR) activities of the institutions

● **Department of Sports**

The campus provides an environment for the students to develop their personality and a good health. There is a sports department, functioning to ensure the needs of

sports activities of all the Institutes in our educational campus. A large playground in the campus is well equipped for cricket, hockey, football, basketball and other games. Any student willing to participate in sports activities can contact Mr. Amandeep Singh Sehmbe, sports coordinator, available at Deptt. of ECE, CTIEMT.

- **Department of Cultural Affairs** : CT Group is known for its achievements toward extracurricular and cultural activities. A dedicated department pertaining to the activities of cultural affairs has been established in the campus. Any student willing to participate in cultural events can contact Mr. Gurpreet Singh Virk, cultural officer, available at Deptt. of Business Management, CTIEMT.

Specialized Cells at CT Group

- **Student Grievance Cell** : Student grievance cell is constituted in campus to resolve any type of grievance. The functions of the cell are to look into the complaints lodged by the students and judge its merits. Students may Contact the office of Dean (Academics & Student Affairs) for the same, available at ground floor, CTIEMT & Ms. Amrit Kalsi, Manager Training for International Students.

- **Women's Cell** : To resolve any cases specific to women grievance, women Cell is constituted in the campus. Students may contact the Dr. Kuldeep Kaur Grewal (Director, GNDU Colleges) at 9417329407.

- **Student Counseling Cell** : The psychological needs of students are addressed in campus with the help of professional counselor. Students may contact the Counselor at meeting room, CCPC, ground floor, CTIEMT.

- **Medical Care** : Full-time Doctor and Ambulance facility is available in the Campus. For medical assistance, students may contact the Medical Officer at Ground Floor, MKCE.

- **Anti-Ragging Committee(s) & Squad(s)** : CT Group has **zero tolerance policy** against Ragging. Anti-Ragging Committee & Squad is constituted in each institute to curb this menace. The detailed board(s) & notice(s) mentioning the committee member(s) and their contact nos are available in each institution.

Dress Code

To inculcate a sense of simplicity, uniformity and equality in the minds of students, they are required to wear institute uniform:

1. *On all Tuesdays and Fridays at Shahpur campus*
2. *On all Tuesdays and Thursdays at Maqsudan campus*
3. *On formal functions of the Institute*
4. *On industry institute interaction / educational tours*

The prescribed uniform is as follows:

● BOYS

Winter: White Shirt, Grey trousers, Grey blazer bearing Institute's logo, Institute's neck tie, black leather shoes and white socks.

Summer: White open collar and half/ tucked up sleeves shirt, Grey trousers, Institute's neck tie, Black leather shoes and White socks. In case the student wears turban, the color of the same shall be Maroon

● GIRLS:

Winter: White shirt, White salwaar/grey trousers, White duppatta/ Institute's neck tie, grey blazer bearing Institute's logo, Black leather shoes/sandals and White socks.

Summer: White shirt, White salwaar/grey trousers, White duppatta/ Institute's neck tie, Black leather shoes/Sandals and White socks.

Workshop Uniform: While in the Institute's workshop, every student must wear Navy Blue Dangri both from the point of view of safety and efficiency.

For Hospitality and Hotel Management students

● BOYS:

Winter: White shirt, Black trousers, Black blazer bearing Institute's logo, Institute's neck tie, Black leather shoes and White socks.

Summer: White open collar and half/ tucked up sleeves shirt, black trousers, Institute's neck tie, black leather shoes and White socks. In case the student wears turban, the color of the same shall be Black.

● GIRLS:

Winter: White shirt, Black trousers, Institute's neck tie, Black blazer bearing Institute's logo, Black leather shoes/Sandals and White socks.

Summer: White shirt, Black trousers, Institute's neck tie, Black leather shoes/Sandals and White socks.

Rules & Regulations

RELATED TO ACADEMICS

- Students must enter in classroom before the scheduled time of lecture
- Bunking of class individually or as a group shall be viewed as a serious offence & a strict disciplinary action shall be taken against the defaulters
- Students shall keep a strict watch over their attendance in each subject. The same may also be viewed on NIMBUS (an online management system).
- Prior permission shall be taken by students from their HOD(s)/HOI(s) in case of leave(s) for genuine reasons.
- Students willing to participate in any Sports/Cultural event shall take prior special leave duly approved by HOD(s)/HOI(s) and the event coordinator.
- Students must not share their Internet access IDs with anyone as entire internet, email & other IT related activities are under observation of the IT team of CT Group. Any report of misuse or breach of IT policy will lead to disciplinary action.
- Any type of application shall be forwarded to the concerned authorities only via prescribed request forms. The forms are available with the HOD(s).
- Use of Mobile Phones during Classes is strictly prohibited.
- Students will be allowed to go out of institute's premises by submitting signed gate pass at exit gates.
- Carrying mobile phones to the exmaniton roon is stirtcly prohibibted

RELATED TO LIBRARY

Institute's library remains open from 9:00 AM to 7:00PM during academic session. To get enrolled as a library member, student shall fill up the enrollment form. After the recommendation of Principal/Director of the concerned institution, the students shall be authorized to draw 03 books from the library at a time for one week only. All the books on loan shall be returned on or before the due date otherwise an overdue charge will be levied as: a) Rs. 10/- if returned within 5 days (after due date) b).Rs. 20/- if returned within 6 to 10 days (after due date) c) Rs. 30/- if returned within 11 to 15 days (after due date) and so on.

RELATED TO IDENTITY CARD

- Every student is supposed to get an identity card from AO, CTIEMT.
- The photographer is available in the institute on all the days in the workshop block.
- Every student must be in possession of identity card with him/her within the stipulate time as per the direction of the concerned authorities. Failure to produce the identity card on demand by the competent authority will lead to disciplinary action/ imposition of fine.
- Loss of identity card must be reported to HOD/Director/Principal immediately and a new card can be obtained within a week at a nominal fee.

RELATED TO ATTENDANCE

- A student must be regular and punctual in attendance.
- If a student remains absent from the Institute without any information continuously for two weeks, his/her name will be struck off from the institute rolls. In that case, student may be readmitted once on the recommendation of the concerned Director/Principal.
- The students not fulfilling the attendance criteria of 75% (as laid down by the affiliating university) will NOT be allowed to appear in university exams. Only 10% relaxation may be given to the students on the grounds of medical illness, only on the recommendation of their respective HOD(s)/HOI(s) after producing valid & authentic medical certificate.

RELATED TO HOSTEL

- Resident scholars are expected to maintain perfect discipline and proper atmosphere of studies in hostel. They should report back to their room as per the prescribed timing.
- If any resident scholar tries to disturb the academic atmosphere of the hostel, he/she will be immediately expelled from hostel.
- Resident scholars are not allowed to entertain day scholars in hostel rooms even during day time.
- Taking of any type of intoxicant in hostel is strictly prohibited.
- Smoking in hostel, campus and in rooms is strictly prohibited.
- Resident scholars should be regular for classes.
- Conflicts and disputes with fellow boarders should be avoided. In case of dispute report the matter to hostel warden at the earliest.
- All routine complaints, in first instance, shall be lodged with the hostel warden.
- The resident scholars are advised not to write, display or paste any indecent photographs, posters etc on walls, glass panes or in their rooms.
- Resident scholars are required to adhere to the mess timings strictly as notified.
- Hostlers are advised not to indulge in any kind of bribe lent to mess workers for any reason.
- Leave of a boarder from the institute does not mean leave from the hostel. The boarder must apply for the same on a prescribed application form available in the hostel.
- Leave from the hostel shall be sanctioned by respective wardens.
- Students absenting themselves from the hostel without getting leave shall be penalized.

The last Reporting time for hostlers back to hostels in evening is as follows:

GIRLS	7 PM (During Summers)	6 PM (During Winters)
BOYS	8 PM (During Summers)	7 PM (During Winters)

Related to General Conduct

A student shall conform to high standards of discipline and shall conduct himself, within and outside the premises of the Institute, in a manner benefitting the student and the Institute. Disciplinary misconduct constitutes but not limited to one or more of any of the following acts; and any student found guilty of disciplinary misconduct shall be liable for severe disciplinary action besides the action imposed under any law or regulation in force:

- Physical assault or threat to use physical force, against any staff/faculty member or against any student.
- Carrying of, possession, use of, or threat of use of or abetting the use of any kind of weapons including sticks, rods, guns, swords, etc. and any kind of firework, crackers or any other explosives or anything which are barred by the institute and/or the law.
- Misbehavior or cruelty towards other student, teacher or any other employee.
- Possession, use of or dealing with or abetting the use of any kind of intoxicating material including alcohol, drugs of any kind, gutka, tobacco, cigarettes or any other sedative materials or anything, except those prescribed by a qualified doctor.
- Any violation of the provisions of the Civil Rights Protection Act, 1976 or any other law for the time being in force.
- Indulging in or encouraging violence or any conduct which involves moral turpitude;
- Any form of gambling.
- Discrimination against any student or a member of staff on grounds of caste, creed, religious language, place of origin, social and cultural background or any of them.
- Practicing casteism and untouchability in any form or inciting any other person to do so.
- Any practice-whether verbal or otherwise-derogatory of women.
- Behaving in a rowdy, intemperate or disorderly manner in the premises as the case may be, or encouraging or inciting any other person to do so.
- Forming, joining or associating or attaching with or continuation of being member of, or inciting others to, form or join or associate or attach with or continue to be a member of, an association, union, forum, group etc. the objects or activities of which are prejudicial to the interest of the Institute or public order, decency or morality.
- Engagement or participation or inciting others to participate in any demonstration prejudicial to the interest of the institute or public order, decency or morality or that involves contempt of court, defamation or incitement to an offense.
- Resorting to or, in any way, abet any form of walk out, mass cut, strike, agitation, campaigning, etc. or any other form of protest in connection with any matter

pertaining to study or otherwise, in and outside the institute.

- Any attempt at bribing or corruption in any manner.
- Any attempt or threat to commit suicide or likewise or abetting or inciting any other person to commit suicide or anything unwarranted and/or prohibited by law or otherwise.
- Willful destruction or any damage caused to the property of the institute either alone or jointly with others.
- Creating ill-will or intolerance on religious or communal grounds or inciting any other student to do so.
- Causing disruption in any manner of the academic or other functioning of the system of the Institute.
- Disobeying the instructions of teachers or the authorities.
- Any sort of unwanted gestures, postures, expressions, movements, comments, actions etc. made towards any student, employee or person, in or outside the Institute campus.
- Indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the Institute.
- Truancy and unpunctuality.
- Giving publicity through any statement or demonstration or otherwise in any form to misleading accounts or spreading rumor, amongst the students, employees or otherwise, about the Institute.
- Out bursting or giving any statement or disclosing any information or such like thing to/for any media (including any print media, radio broadcast or telecast or through Internet or announcements or posters, pamphlets or any other way) or public regarding the matters pertaining to the study of the student himself or other students or any other matters related to the Institute.
- Employing the name of the Institute and of any of their constituents or their emblem or seal or material or any of its graphic identification symbols or abbreviations or likewise, anywhere, to endorse or promote individual enterprises or to enhance private gain or otherwise.
- Collecting any money from any student or any employee for any purpose including donations, contributions/gathering without the written approval of the Institute.
- Breach of faith and/or any conduct on the part of student which is prejudicial to the interest of the Institute.
- Ragging/indiscipline/misbehavior/hooliganism etc. within or outside the precincts of the Institute. and any other act which in the judgment of the competent authority calculated to lead to misconduct or indiscipline or malpractice or likewise in the

institute.

- He/She shall have the seriousness of purpose and shall in every way train himself/herself to lead a life of earnest endeavor and co-operation.
 - To safeguard its ideals of scholarship, character and personal behavior, the Institute reserves the right to require the withdrawal of any student at any time for any reason deemed sufficient.
 - The Head of Institution can impose minor punishments, suspension from Institute pending enquiry by a committee and vacation of hostel. Major punishments such as expulsion from the Institute, withdrawal of candidature from appearing in Institute examination shall be executed by Director/Principal on recommendation of the disciplinary committee.
 - Students and their parents / representatives are forbidden from addressing the trustees or the members of the board directly.
 - Consumption of alcohol or any other intoxicant and smoking etc. is strictly prohibited in the institute as well as hostels. Such students shall be liable for punishment and disciplinary action which may include expulsion/ suspension from the institution or hostel or imposition of fine or all of them.
 - Every student who has taken admission at CT Institutions needs to open up an account in the in-house branch of Punjab National Bank.
 - Student passing out need to fill up the necessary security reimbursement form within 3 months of completion of their degree program.
 - No applications for refund would be entertained after the last date of admissions.
 - Eligible SC, ST, OBC, PwD students should submit their scholarship form for the academic year by February or the date specified by the Government.
- Next semester fee shall be submitted by the students before the starting of the semester.