

Rules for the students of Advanced Technological Institute Jaffna

The following items are been instructed to the students based on the decisions taken by the disciplinary committee of the Advanced Technological Institute- Jaffna

1. All the students will be allowed to enter into the institute once they present their student record book to the security officers at the entrance
2. It's a must to all students to have the students' record book with them at all instances when they contact the institute for all their needs and it is compulsory that only the respective individual can make any sort of contacts.
3. When the students contact the institute for all their needs, they should contact the institute through proper administrative channel.
4. Part time students should pay the relevant semester fee within the first two weeks of the particular semester.
5. Students' attendance for lectures is compulsory and if there are irregularities with the attendance, particular students will be made ineligible to sit for exams
6. When the students submit their students' record book to the assistant registrar or the librarian for obtaining any service, students should produce a confirmation letter provided by them at the entrance in order to prove their identity instead of the student record book to enter into the institute.
7. CTB bus which comes to the institute will only be allowed up to the entrance.
8. Students are completely prohibited to be seated at the entrance of the administrative building complex of the institute.
9. Students are completely prohibited to be involved in any indoor games inside the classrooms.
10. Students should be in appropriate attire when they are inside the institute.
11. In case of wearing any common T-shirts, the common T-Shirt which is designed and printed by the institute only should be worn.
12. Students should use the library or the cafeteria to ensure that the other classes are not disturbed during the free time slots or in the absence of the lecturers to a particular class.
13. Students are completely prohibited to be seated at the corridors. Permission should be obtained from the administration before taking chairs from the lecture halls and if they fail to do so, the respective student representative should be responsible for any problems that occur.

Declaration

Declaration by the student

1. I **Rev./Mr./Ms./Mrs.**_____hereby assure that I carefully read and understood the document on Advanced Technological Institute students’ handbook which tables the rules and regulations and the ragging prevention act.
2. I hereby understand the following:
 - I obey the rules and regulations prescribed to the students by the institute.
 - I will refrain from any activities which come under ragging and other forms of violence.
 - I will not be a part of any form of ragging or activate them or will take them to the next generation.
 - I will refrain from hurting anyone physically, mentally or any other form of injuries.
3. If I am found to be guilty of being a part of any form of ragging, I accept that I am subject to punishment according to the rules and regulations of the institute

This document was signed _____Year _____Month _____Date

Signature of the student

Name : _____
Registration Number : _____
NIC No : _____
Address : _____

Declaration by the parents/guardians

1. I _____ hereby assure that I carefully read and understood the document on Advanced Technological Institute students’ handbook which tables the rules and regulations and the ragging prevention act.
2. I assure that my son/daughter will refrain from any form of ragging and other forms of violence.
3. If my son/daughter found guilty of being a part of any form of ragging, I accept that he/she is subject to punishment according to the rules and regulations of the institute

Signature of the parent/ guardian: -

Name :-
Relationship :-
NIC No :-
Contact Number :-
Address :-