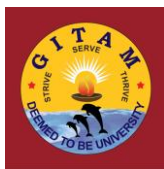


SUGGESTIONS TO PARENTS

- ⌘ Make sure that your ward strictly adheres to the university regulations of Discipline including dress code. Severe disciplinary action will be taken against students for non observance of university rules.
- ⌘ Tuition Fee shall be paid as per scheduled time mentioned in the call letter failing which penalty would be charged.
- ⌘ Once a student's name is struck off from the rolls, re-enrollment can be secured only after getting approval from institute authorities
- ⌘ Any change in address / contact number should be intimated immediately to the Principal's Office in writing
- ⌘ Students' Cars will not be allowed inside the Campus
- ⌘ Mobile phones are not permitted in Classrooms.
- ⌘ Any misbehavior by the student such as ragging, that amounts to indiscipline, will invite strict disciplinary action by the institute authorities and penal action by the Police.
- ⌘ Parents are expected to keep themselves continuously informed of the regularity in attendance of their wards, and also their performance in Class Tests and end semester examinations. For this purpose, parents are encouraged to visit the Counsellor/HoD/AMC Chairman concerned as frequently as possible.
- ⌘ Institute keeps parents informed if their wards have severe shortage of attendance. Parents should acknowledge these letters and immediately take corrective action against their wards. No requests for mercy will be entertained if the student is detained due to shortage of attendance at the end of the semester.
- ⌘ In case of absence of any student due to genuine medical reasons, such absence should be informed immediately to HoD/Principal concerned and supporting documents including genuine medical certificate should be submitted immediately.
- ⌘ Parents are advised to visit the university website www.gitam.edu for information regarding the university activities including results, payment of fee etc.
- ⌘ Parents shall advise their wards not to venture into the sea.



GITAM (Deemed-to-be University)

(Estd. u/s 3 of UGC Act, 1956)

GITAM INSTITUTE OF MANAGEMENT

Gandhinagar Campus, Rushikonda, VISAKHAPATNAM 530 045 (AP)

Prohibition of Ragging in Educational Institutions Act 26 of 1997 of A.P. Government

SALIENT FEATURES

- â Ragging within or outside of any Educational Institution is prohibited
- â Ragging means doing an act which causes or is likely to cause insult or annoyance or fear or apprehension or threat or intimidation or outrage of modesty or injury to a student.

Nature of Ragging	Punishment
1. Teasing, Embarrassing and humiliating	Imprisonment upto 6 months or fine up to Rs.1,000/- or both
2. Assaulting or using criminal force or criminal intimidating	Imprisonment upto 1 year or fine up to Rs.2,000/- or both
3. Wrongfully restraining or confining or causing hurt	Imprisonment upto 2 years or fine upto Rs.5,000/- or both
4. Causing grievous hurt, kidnapping or rape or committing unnatural offence	Imprisonment upto 5 years and fine upto Rs.10,000/-
5. Causing death or abetting suicide	Imprisonment upto 10 years and fine upto Rs.50,000/-

Note :

1. A student who involves in the above mentioned crimes will be expelled from the College.
2. A student imprisoned for more than six months for any of the above offences will not be admitted in any other College.
3. A student against whom there is prima facie evidence of ragging in any form will be suspended from the College immediately.

PRINCIPAL

IMPORTANT



GITAM (Deemed-to-be University)

(Estd. u/s 3 of UGC Act, 1956)

GITAM INSTITUTE OF MANAGEMENT

Gandhinagar Campus, Rushikonda, VISAKHAPATNAM 530 045 (AP)

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REGULATIONS FOR STUDENTS

1. Discipline is an essential component of professional ethos. Students are expected to lead a disciplined and dignified life on and off the campus.
2. Students should attend all classes on time as per time table. Late coming / unauthorized absence shall be punishable.
3. Students found loitering on the campus at any time, will be dealt severely.
4. Students should be dressed decently according to the following dress code.

Boys : Simple trousers, tucked - in shirt, belt and shoes. If wearing a full-sleeve shirt, shirt sleeves should be rolled down and buttoned at the wrist. No other dress and footwear will be permitted.

Girls : Simple cotton/synthetic saree or dress (Salwar, Kameez or long top and chunni) with sandals / chappals only. Short tops, high heels/platforms not permitted.

5. Littering in any form is strictly prohibited on the campus, inside class rooms, library and other buildings.
6. Students shall always wear the Identity Cards in the campus. No entry into campus without ID Card.
7. Use of mobile phones on the campus is prohibited. No mobile phones should be brought to the campus. If brought, they will be confiscated in addition to other punishments.
8. Attending / Organising any functions in the name of GITAM University at any location without the written permission of authorities is not permitted.
9. Students should approach the respective Class coordinator / Program Coordinator for any help.
10. Students should not approach directly Principal/Assistant Principal/Principal's Office for any purpose.
11. Students are not allowed to organize any meeting on the campus or beyond without written permission of the principal.
12. Students shall drive their two wheelers within the speed limits and park in the designated central parking area.
13. Students' cars are not allowed into the campus

Non-adherence to the above regulations will be punished with fines / withdrawal of facilities such as library / suspension / expulsion from the College.

I have read and clearly understood the above regulations. I promise to adhere to them scrupulously.

Name :

Signature of Student



GITAM (Deemed-to-be University)

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GITAM INSTITUTE OF MANAGEMENT

Gandhinagar Campus, Rushikonda, VISAKHAPATNAM 530 045 (AP)

Prohibition of Ragging in Educational Institutions Act 26 of 1997 of A.P. Government

Undertaking to be filled in and signed by all students (now admitted and continuing)

I, (Name of the Student)

Studying (Year, Degree),

Son/Daughter of

residing at

(Permanent Home Address with Phone Number, if any),

undertake that I am aware of the system of punishment in case of ragging other students and that in case I become involved in any manner in any ragging case, I am liable for any punishment including :

1. Cancellation of admission
2. Suspension from attending classes
3. Withholding / withdrawing scholarship/fellowship and other benefits
4. Debarring from appearing for any test/examination or other evaluation process
5. Withholding results
6. Debarring from representing the institution in any national or international meet tournament, youth festival etc.
7. Suspension, expulsion from the hostel
8. Rustication from the institution for periods varying from 1 to 2 academic years
9. Expulsion from the Institution and consequent debarring from admission to any other Institution.
10. Fine upto Rs. 50,000/-
11. Rigorous imprisonment upto ten years (by Court of Law) etc.

I herewith declare that I will abide by the rules and regulations in force.

Date :

Signature of the Student



GITAM (Deemed-to-be University)

(Estd. u/s 3 of UGC Act, 1956)

GITAM INSTITUTE OF MANAGEMENT

Gandhinagar Campus, Rushikonda, VISAKHAPATNAM 530 045 (AP)

UNDERTAKING BY PARENT / GUARDIAN

Name of Student	
Programme	
Category of Admission (ST, SC, Open)	
Student Adhaar Card No.	
Student Blood Group:	

Name of the Parent Income, Profession :	
Address	
Phone with STD Code :	
Mobile No.	
E-mail ID :	

I hereby promise to see that my son / daughter / ward will follow all the rules and regulations of the institute in force from time to time and lead a disciplined life on and off the campus. I undertake to monitor the attendance and performance of my son / daughter / ward on regular basis and respond to the institute authorities whenever requested by them to do so.

Date :

Signature of the Parent / Guardian



GITAM
GITAM INSTITUTE OF MANAGEMENT

Undertaking to be filled in and signed by the student

(now admitted and continuing)

I am (Name of the Student) studying

..... have been informed by my institute / university management authorities about the beach in Visakhapatnam.

- The Visakhapatnam beaches are very deep and rough with strong and deceptive undercurrents.
- Given the above factors, Visakhapatnam beach poses several serious dangers to swimmers.

Hence, I request you that I shall not venture to take bath or swim in sea water.

Date:

Signature of Student

Signature of Parent / Guardian

UNDERTAKING BY PARENT /GUARDIAN

1. I,

F/o, M/o, G/o _____

have carefully read and understood the law prohibiting ragging and the directions of the Supreme Court and the Central/ State Government in this regard as well as the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.

2. I assure you that my son/daughter/ward will not indulge in any act of ragging.

3. I here by agree that if he/she is found guilty of any aspect of ragging, he/she may be punished as per the provisions of the UGC Regulations mentioned above and /or as per the law in force.

Signed this _____ day of _____ month of _____ Year

Name:

Signature

Address: