



## Rules & Regulations

Electronics Industries Training Centre is concerned with providing quality education, along with imparting special attention to the moral, intellectual and social upbringing of its trainees.

### Code of Conduct

- Trainees are expected to remain courteous and congenial at all times. They must continuously demonstrate consideration for others.
- Respect and regard for others are essential. Bullying; - physical or verbal - and any other kinds of intimidation tactics will be dealt with severely. Abusive and racist language will not be tolerated under any circumstances.
- Trainees must be punctual for the class.
- Trainees must wear neat and tidy attire. No singlet, shorts, sandals and slippers (toes cannot be exposed) are allowed.
- Trainees must show respect to Centre property. Defacing Centre property and littering are strictly forbidden. Any marking, destroying or tampering with Centre property will result in disciplinary action and heavy fines.
- Should a trainee miss lessons for any reason, it is his/her responsibility to catch up with the missed work.
- Trainees should take pride in all the work they do, and should always endeavour to meet their deadlines.
- Littering and misuse of Centre property is prohibited.

### Banned Items:

Under no circumstances may the following be brought into the Centre:

- Offensive weapons e.g. guns, knives, and dangerous sprays.
- Computer software, CD ROMs (except with permission from the Centre).
- Cigarettes, alcohol, illegal drugs.

### Personal Items

- The Centre does not accept responsibility for the loss or damage of personal items brought to the Centre.

### Disciplinary Problems

- Damages to the Centre property.
- Progress in poor or below average.
- Attendance is irregular.
- Aggressive behaviour, stealing, cheating, creating problems, indulging in politics in anti-social/Centre activities.

### Punishments

- Fine according to the damages caused or as prescribed.
- Warnings according to violation done.