

INSTITUTE RULES AND REGULATIONS

A. Conduct:

Institute fosters an environment of professional conduct from our students at all times. Students should be dressed in decent formal attire whenever present in Institute premises.

RAGGING IS STRICTLY PROHIBITED. IF ANY ONE IS FOUND INVOLVED IN RAGGING , HE/SHE WILL BE DISCHARGED FROM THE INSTITUTE AS WELL AS FROM THE HOSTEL AND AN FIR WILL BE FILED AGAINST HIM/HER WITH THE POLICE.

Involvement in any in-disciplinary activities (involvement of police/filing FIR/use of abusive language etc.) inside or outside the Institute will lead to a strict disciplinary and monetary action from the Institute.

NOTE: Students should approach their faculty mentor and administrative section for students to update their record in case of change in residential address, telephone No. or email address of either student or parent.

B. Attendance rules and regulations:

1. The Institute expects the students to attend 100% classes on working days. As per NCHMCT rules, every student MUST MAINTAIN MINIMUM 75% ATTENDANCE. Defaulters will not be allowed to appear for the final exams, However, Principal may condone maximum of 10% on medical grounds and additionally 10% attendance based on review of individual cases.
2. Institute will conduct Mid Term/Internal Evaluation Examination and on the basis of marks obtained, the In-course Assessment marks will be forwarded to the University which has 30% weightage (for short term programmes) and 40% weightage(for undergraduate and post graduate programmes) in the final semester examination.

Parent Signature _____

Student Signature_____

3. Section –wise class Mentors are assigned for all courses. Students may approach Class Mentors for any issues pertaining to academics.
4. Monthly attendance record will be available with Class Mentors.
5. The Institute will conduct one Parent Teacher meeting per semester for interaction with parents regarding student's academic progress and over all disciplinary conduct.
6. If a student is found absent in the class without prior intimation to the competent authority, his/her name will be struck off from the rolls. The Institute reserves the right to grant re-admission on payment of Re-admission fee subject to fulfilling other conditions.
7. Lunch will be provided to only those students, attending all the classes' right since morning.
8. The Institute gates will be opened only during Lunch hours.

C. FEE:-

The Fee including Institutional and Hostel as applicable, must be paid on joining the Institute failing which a student will not be allowed to join the Hostel or the class.

ANY REVISION IN FEE BY UNIVERSITY WILL BE INTIMATED IMMEDIATELY AND THE STUDENTS ARE LIABLE TO PAY THE REVISED FEE AS AND WHEN THE REVISION TAKES PLACE. ANY DELAY LEVIES TO FINES AS PER APPLICABLE RULES .

D. Uniform

All admitted students are supposed to wear the uniform prescribed by the Institute for respective departments for the practical classes. For theory and practical sessions, they should wear FORMAL ATTIRE ONLY.

NOTE: JEANS, T-SHIRTS, SNEAKERS, SLIDERS, SLIPPERS etc. ARE STRICTLY PROHIBITED INSIDE THE CAMPUS & CLASS ROOMS even on non-working days.

Every students must carry **I card** at all times, failing which entry in to the Institute can be prohibited.

Parent Signature _____

Student Signature_____

E. Outdoor Catering:

NO Student can undertake any outdoor party or attend any outdoor catering without prior permission from the Competent Authority. On non-compliance, a student is liable to face strict disciplinary and monetary action including suspension from the Institute.

Parent Signature _____

Student Signature_____

UNDERTAKING

I.....S/o, D/o.....

have read and understood the above mentioned rules prescribed by the Institute and

I hereby undertake to follow the above mentioned academic & conduct rules.

I also declare that I shall not be short of 75% of attendance in the academic years in individual subjects and aggregate & will also maintain 100% attendance failing which I will have No Objection if I am detained from appearing in the Mid Term/Internal Evaluation (I.E.) End Semester Examination.

I am also liable to follow any other instructions issued to me/students by the Institute, from time to time during the course of my course of study in the Institute or hostel.

I hereby acknowledge that any violation or non-compliance with the prescribed rules and regulations may render me liable to strict disciplinary action, including financial penalties, as per the Institute's rules and the decision of the competent authority.

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Signature of the Parent /Guardian

Name.....

Date:.....

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Signature of the student.

Name.....

Parent Signature _____

Student Signature_____