

GUIDELINES FOR STUDENTS

- 1. Students should be regular and punctual in their attendance. Students who fail to attend 75% of classes held will not be eligible to sit for the semester exams.**
- 2. No student may leave the institute without permission.**
- 3. Maintain silence in Computer Lab as well as in Library and follow the Timings and Schedules.**
- 4. Students must remember that they are coming to an Institute of repute where discipline and punctuality is strictly maintained. Therefore, under no circumstances will indiscipline be tolerated.**
- 5. Students must come to class properly and decently dressed.**
- 6. Within the Institute premises students must move and sit with dignity.**
- 7. Students should not disturb ongoing classes by talking loudly in the waiting lounges which are only for the purpose of study.**
- 8. Students should, at all times, behave respectfully towards the faculty and other staff.**
- 9. In case students are waiting inside a class-room for the class to begin, they should be seated on the chairs provided for students. Under no circumstances they should sit at the teacher's desk or on the tables.**
- 10. Students should maintain the standard of cleanliness and neatness prevailing in the Institute. Smoking is totally prohibited here.**
- 11. Security guard has been appointed by the authorities to ensure that the calm and serene atmosphere of the Institute is not disturbed in any way. Students are expected to abide by the advice and suggestion of the security guards.**
- 12. Class routines, notice for public holidays, programmes for written and oral examinations etc. will be put up on the Notice Board. Students are advised to check the Notice Board from time to time.**
- 13. Cell phones should be switched off by students within the Institute. Students found using cell phones within the premises of this Institute may get their studentship of this Institute terminated.**
- 14. Identity cards issued to the students by the Institute must have the students' photographs pasted on them and they must be brought to the College on every class day otherwise students may not be allowed to attend their respective classes.**
- 15. The Institute shall not be responsible for mobile phones; cash or any other items lost or left behind in the College premises. Students are advised to check their respective classrooms and the lounges every time they leave those places.**

- 16. The Institute reserves the right to declare sudden, partial or full holidays due to unforeseen circumstances, Government directives and situations beyond its control. In such cases students cannot be intimated in advance. The decision of the Institute in this regard is final.**

- 17. Chairs and desks provided in the classrooms are meant for students. Under no circumstances should the desks and other furniture be defaced by writing names and obscene remarks on them or even by drawing on them with pens, knives and other sharp instruments. All furniture is checked at the end of the day and if any new damage on the desk is noticed by the staff, students using the classrooms on that day will be accountable for it.**

The management has the right to suspend or require the withdrawal of any student on ground of indiscipline / violation of rule / disregard to authority. Such a step is necessary in the interest of the institute and the students.