



## Rules & Regulations

1. Fees once paid will not be refunded under any circumstances. Also it will not be adjusted towards any other student or towards any subsequent year.
2. Attendance in all the tests and lectures is absolutely compulsory. Be present 10 Minutes prior for test & lecture.
3. A particular batch will be allotted to every student at the beginning of the academic year. Students should make it a point to attend only the batch which has been allotted to them. Change in batch will not be entertained & students will not be allowed to attend any other batch than the one already fixed.
4. It is obligatory on students to complete the home work allotted to them on time & on a regular basis.
5. In case of illness of a student, only student's parents/guardian should contact or get in touch with respective subject professor. A student's telephone/ approach will not be taken as authentic in this matter and student will not be entertained for this purpose.
6. Mobile/Cell phones should be kept in silent or off mode in the classrooms.
7. Discipline & Obedience are the dual key notes to success. We expect from our students to maintain the same all the time.
8. Students not abiding by the rules of classes or not observing discipline at the classes will be expelled from the classes forthwith, forfeiting the fees paid.
9. If a student has missed a particular lecture, he/she must make-up for the portion before attending the lecture.
10. If a particular lecture is cancelled for reasons beyond the control of the management, then an effort shall be made to reschedule the cancelled lecture.
11. Students should not meddle with the electrical switches or Air- Conditioners.
12. Any student found damaging the property of the classes, shall have to replace the article or pay for the replacement.
13. Writing on Benches or Walls is strictly prohibited. Any student found doing so will be either strictly punished or will be expelled from the classes without any refund.
14. Any student found misbehaving will be instantly expelled and refund of fees will not be granted.
15. If the fees instalments are not paid as according to scheduled time period, then your admission stands to be cancelled.
16. The decision of the management is deemed final in the above matter.

### UNDERTAKING BY THE STUDENT AND PARENT/GUARDIAN

I have carefully read the above rules & regulations of the Classes and hereby give an undertaking that I will abide by the rules and regulations and will not create any dispute in any respect, either financial or administrative. I also totally agree that the decision of the Class Management will be final in this respect.

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**Student's Signature**

**My ward will abide by the rules and regulations and I shall stand surety for him / her.**

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**Parent's / Guardian's Signature**

**Date :** \_\_\_\_\_