



1. Strict discipline is to be maintained in the classroom.
2. Attendance is compulsory. Admission is liable to be cancelled if the student remains absent for more than 3 days without prior information. Late-comers will not be allowed to attend the lecture.
3. If a student has remained absent for a lecture, he/she must make-up for the portion missed before attending the next lecture.
4. Assignment must be done sincerely and produced when asked for the same.
5. No re-examination will be conducted even on medical grounds and the student will be marked absent.
6. Cell phones are strictly prohibited during class hours.
7. Any student found misbehaving will be instantly expelled and refund of fees will not be granted.
8. Any damages to the Institute's property will have to be compensated by the student found guilty.
9. Fees once paid will not be adjusted/ refundable/ transferable under any circumstances. Hence neither the parents nor student should approach the management for any special consideration in this regards.
10. Admission will be confirmed after realisation of the cheque.
11. Dishonoured cheque will be charged Rs. 500/- .
12. The decision of the management is deemed final in the above matters.

**Sir,**

**I have read all the rules and regulations and will sincerely abide by them.**

D   M   Y

\_\_\_\_\_  
Signature of the Student

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

**I also understand that my ward is not entitled for refund of fees under any circumstance.**

D   M   Y

\_\_\_\_\_  
Signature of the Parent / Guardian

Remark : \_\_\_\_\_

Reg. Number :

Fees :