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- 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.
- 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.

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	Signature of the Student
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Office Use