



## General Rules & Regulations

- Students have to attend all lectures/labs regularly, properly and punctually. If student comes late in lectures/labs, then those lectures/labs will be marked absent.
- Students have to maintain minimum 80% attendance overall or unit-to-unit exam to appear in every examination. In case of medical reason, up to 10 % additional attendance of total absentia will be considered.
- Students have to complete all the assignments, projects and term-work on or before the due date.
- Students have to attend all expert lectures/seminars/workshops/industrial visits/study tours/technical exhibition and other co-curricular /extra-curricular activities organized by department/college.
- Students have to pay college fees within 20 days after commencement of each semester.
- Students have to maintain decorum and decency in the class, lab, library, workshop, college building and campus.
- Students have to come to the campus in proper dressing and shoes. If students will not wear proper dressing, then that day will be counted as absent.
- Students have to wear college ID card regularly in the campus. If students will not wear ID card, then that day will be counted as absent as well as not allowed in examination.
- Students have to follow class timings and classrooms as per decision by the department and college.
- Students have to fill all types of examination forms before due date. After that, student will not eligible to fill the examination form.
- Students are not permitted to use mobile or any electronic gadget in the college building. Students will keep mobile switched-off in the college building. Students will be responsible to take care of all their belongings.
- Students are not allowed to sit in parking area.
- Students have to read circulars on college notice boards/whatsapp groups/website and follow them strictly. In addition, they have to inform their parents about all activities and circulars/announcements.
- Students have to bring only their parents in case of any kind meeting at college.
- Students will not misbehave with any other students and college staff (teaching/non-teaching).
- Students will not indulge in any antisocial activities inside or outside college campus.
- Students have to follow all instructions given by faculties, HoD and college management.
- Students will follow all rules & regulation of department and college management.

**If student fails to observe any of the above rules, department or college management is empowered to take any disciplinary action.**

**Note: Management reserves all rights to alter rules & regulation as and when required.**