



Satya Vihar, Vidhansabha-Chandkhuri Marg, (Baloda Bazar Road) Mandir Hasaud
Dist Raipur-492 101. Phone No. 0771-4231000-009 Fax : 0771-4200110

RULES & REGULATIONS (GENERAL)

Admission :

1. Application should be in the prescribed format, with all the columns duly filled in by black/blue inks correctly and legibly. Incomplete and incorrect applications may be outrightly rejected.
2. Students are required to submit the original mark sheets of class 10th, 12th & Graduation (only for PG Program) along with attested Xerox copies.
3. Students shall submit a fitness certificate from a competent and authorized medical authority, at the time of admission.
4. Students shall be provided with SMART IDENTITY CARDS. Students are required to wear it always and present it as and when asked for. Duplicate smart cards shall be available on payment of Rs.100/- or as decided from time to time.
5. Ragging in any form is strictly prohibited in accordance and as per directions of Hon'ble Supreme Court of India. STUDENTS FOUND INDULGING IN ANY KIND OF RAGGING SHALL BE OUTRIGHTLY RUSTICATED FROM INSTITUTE AND LEGAL ACTION AS PRESCRIBED MAY BE INITIATED.
6. Student admitted in the college must obtain Identity Card on payment of prescribed fee.
7. Submission of Institute enrollment form is essential for the students admitted. Also non-collegiate students seeking admission are required to fill the Institute enrollment form.
8. Students are directed to give their correct address and telephone number. Any changes should be brought to the notice of the office authority immediately, in writing with receipted copy.

Fees :

9. Fees once paid will not be refunded under any circumstances. Full payment of the fee is to be made on yearly basis in advance within the prescribed date.
10. Caution Money shall be refunded on completion of the full term of the courses on presenting the original fee receipt only. If Student is leaving institution in Midterm then also fees of the full year is to be paid.
11. If Without completing full course period student leaves the institution due to any reason, except he being declared fail or declared lunatic, fees for year or the case may be liable to be recovered from student.
12. Transfer Certificate (TC) will be given only all fees due or to be due is paid and all fines, expenses, Utility charges are also paid.
13. Before seeing legal remedies for grievances on fees, TC etc. student and Parents are directed to apply for arbitration first, to principal of the institution.

Accepted

Signature of Parent/Guardian

Accepted

Name & Signature of the Applicant

14. The Student should ascertain his means of financial support before joining the course, No concession in fees will be granted during the course under any circumstances.
15. Canvassing for any type of concession / redemption in fee is not permissible.

GENERAL

16. Students shall abide by the rules & regulations of the Institute, as declared and notified from time to time.
17. Students are not expected to indulge in any unsocial, criminal or political activity, not conforming to his status as student and against the interest of the Institute/Organization.
18. Minimum 85% attendance is compulsory to be eligible to appear in Institute Examination (or as guided by Institute). Students are required to submit leave application giving valid reasons for absence from classes. The leave/absence applications shall be submitted to the concerned Department Head and is subject to acceptance as per rule.
19. Students found damaging the Institute property shall be punished & fined and may also be suspended/rusticated from the Institute and cost will be recovered for replacement of that property.
20. Consumption of tobacco and tobacco products, alcohol, smoking, chewing of gutka or using these kinds of bad habits inside the institute is strictly prohibited, students found indulging are liable to be fined and punished severely. They may even be rusticated.
21. Students shall follow the prescribed Dress Code in the Institute.
22. Gadgets like Mobile Phones, Walkman, Radio, etc. are not allowed inside the classrooms, workshops, seminars etc. Usage of above will lead to seizure of these gadgets. Which will be non refundable.
23. Absence from classes for more than 21 days without prior information shall lead to the admission of the students being cancelled.
24. Publication of any information regarding the institute without prior permission from the competent authority is not allowed and shall be treated as an offence invoking punitive action like suspension also.
25. Usage of Institute infrastructure viz, Library, Computer Lab, Workshop Hostel etc. are governed separately by Library rules, Computer Lab rules and Workshop rules and shall be notified from time to time.
26. Cases of indiscipline shall be reported to the Disciplinary Committee and in such cases the decision of the Disciplinary Committee shall be final and binding.
27. Information regarding examinations, activities etc. shall be displayed in the form of the notice on the Notice Boards and shall not be communicated to the student individually.
28. Disputes may be referred to arbitration first.
29. All disputes are subject to Raipur Jurisdiction only.

DECLARATION

I have completely understood all the above rules and regulations. I solemnly affirm to abide by them. I will accept all the decision of Institute/Principal/Director regarding conduct, admission and in case of default.

Signature of Parent/Guardian

Name & Signature of the Applicant