

# **Rules & Regulations for Students**

## **General Rules for the Students**

1. Students are required to maintain discipline in the institution and to follow the instructions given by the administration from time to time in letter & spirit.
2. Any student who remains absent from the class for one lecture/period shall be fined Rs. 1/- per lecture/period.
3. Any student who remains absent for more than 10 working days continuously without prior intimation, his/her name will be struck off and will be allowed for re-admission by the Principal after being satisfied by the reason of absence submitted by the student. An amount of Rs. 100/- shall be charged from the student on re- admission.
4. Use of mobile in the classroom is strictly prohibited. Strict action may be taken against the defaulter student.
5. Ragging, inside/outside the institution, is an offence. As per the Himachal Pradesh Educational Institutions (Prohibition of Ragging) Act 2009, every offence under this act shall be cognizable, nonbailable and compoundable with the permission of the Court. If any student is found indulged in ragging activities directly or indirectly, strict action will be taken against him/her as per law.

## **Discipline and Conduct of Students**

- a. All Students are under the disciplinary control of the Principal and must adhere to the rules of the College. Absence from lectures, tutorials, practical and midterm test without previous sanction will be viewed very seriously and disciplinary action will be taken against such defaulter.
- b. All the students are directed to dress-up properly in the institute. All students are required to carry their Identity cards during institution hours.
- c. Students who will be absent for seven days consecutively without any notice, either from the Institute may not be allowed to attend class until a satisfactory explanation is submitted by that student and accepted by the authority.

- d. Students desiring to leave the institute permanently must apply in writing and such application must be supported by written consent of his/her parents or guardian.
- e. Students claiming benefits/concession on medical ground are required to submit medical certificate from government hospital or dispensary. The certificate should be submitted within a week of re-joining the institute after illness, by the student concerned.
- f. Any student found under the influence of intoxication of drugs/alcohol in the Institute campus is liable to be taken strict disciplinary action against his / her, which may lead to expulsion from the college.
- g. Students are advised to regularly check the notices displayed on the institute notice boards. The notices displayed on the various notice boards are deemed to have been served on the student.

### **Leave and Attendance**

- a. Students are expected to attend all classes and practicals regularly. While a student is undergoing training outside the institution, the leave will be sanctioned by the concerned teacher according to the rules.
- b. All students will be subject to the attendance rules of the Sardar Patel University as laid down from time to time, which is 75% at present.
- c. Leave of absence will be granted at the discretion of the Principal. Students absenting themselves shall be fined or disciplinary action will be taken against them. Student suffering from any infectious disease will not be permitted to attend the institution. No student who has been absent on grounds of illness for a period of ten days or more will be permitted to attend the classes until he/she produces medical fitness certificate.

### **Important Instructions**

- a. In an academic year minimum 75 percent of the attendance in each subject is necessary for a student for being eligible to appear in the examination of any subject.
- b. All students are expected to keep abreast with the studies and regularly pass the various University Examinations. The Detailed rules & Syllabi of the University Examinations

are available on college website and every student is advised to get the latest copy of syllabus for guidance.

- c. Absence from any examination will be considered a failed, no medical certificate or evidence of sickness during or prior to the time of examination will exempt a student from any examination.
- d. Strict action will be taken against the student who is found using unfair means in university or other examination, as per Sardar Patel University, Mandi rules.
- e. In addition to the University Examination, House Tests are to be held to enable the teaching staff to gauge the progress of individual student and marks obtained during these Midterm Tests will count towards marks to be awarded in the internal assessment of the student.
- f. All students must pay their dues to the institution office well in time & before filling in University Examination Form every year. The defaulter students may not be allowed to sit in the annual examination in case college dues are not paid.