

ATTENDANCE

- Attendance will be marked in each period by the respective teacher handling the class
- Late comers cannot demand admission or attendance nor can any student leave the class without the permission of the teacher in charge of the class. Students are required to obey the instruction of the teachers
- No student is eligible to write the University examination unless (a) the student has attended not less than 75% of the number of periods held in each subject during each semester (b) the principal is satisfied that the student's progress and conduct have been satisfactory
- Application for long leave with medical certificates if any, shall be addressed to the principal only.
- Absence without leave from any class, test and examinations, shall be considered as an act of indiscipline and it will entail disciplinary action.

DISCIPLINE

- Great importance is attached to discipline and the moulding of character as they constitute the very life and soul of education.
- Students shall be punctual and regular in attending classes and be inside the classrooms on time. Regularity in attendance shall be strictly adhered to.
- Every student shall have the text books and note books required for the classes that he/she attends.
- Home assignments shall be attended diligently, promptly and submitted to the respective teachers for assessment.
- Inattentiveness, indifference to the lessons being taught, discourtesy to any member of the staff, indiscipline of any kind which affects the prestige and reputation of the institution, staff, students or management, defacing the walls, damaging college property, defiling the premises and tampering with notices on notice boards etc... are forbidden.
- Students who have no class shall stay in the class rooms and library. They shall engage themselves in such a way so as not to cause disturbance to classes at work.
- The written permission of the principal shall be obtained for
 - (a) holding a meeting in the college
 - (b) circulating any notice among students or request of any kind or form.
- Students shall refrain from activities which disturb the orderly academic life of the college.
- (a) Bicycles and scooters shall be parked only in the places earmarked (b) Four wheeler vehicles of students are not allowed into the college premises.
- Any breach of discipline of college rules will entail punishment such as suspension or recommendation for rustication of such students as determined by the authorities.
- Conducting Tours & Excursions without permission strictly not allowed.
- If a student is found using cell phones in the campus, same will be confiscated and will be returned only when the student leaves the college after the completion of the course.