

RULES AND ORDINANCES

Attendance Requirement and Rules for all enrolled Students

The College firmly believes in the classroom interaction and experience and insists that regularity in class is necessary for students to derive value from a semester programme.

1. Regularity in the class/ class presentations/tutorials/practicals is compulsory every semester, and forms a part of the evaluation for Internal Assessment.
2. Attendance of students is compulsory in all activities of the Department including Seminars/ Conferences/ Talks etc. that are organized during the year.
3. Students are strictly advised against joining any other programme of study/ internship/employment/ activity during the academic session when classes are engaged.
4. It is essential for students to have a minimum attendance of 2/3rd of the total number of classes separately in Lectures and Practicals in every semester.
5. Submission of projects and meeting deadlines for assignments etc. is compulsory. Students not submitting in time will be penalized in the evaluation.
6. Students with less than 2/3rd attendance and absence in the Student Presentation session of Departmental Academic Society, will not be facilitated by the College for hostel admission, financial assistance, official positions, prizes, recommendations, internships etc.
7. An ex-student can take the examination only if she has requisite attendance, as per University rules. The Internal Assessment marks will remain unchanged.
8. **Students are directed to check the College website regularly for information and updates.**

Attendance Waivers for Representing College/University/Country

Students officially representing the College in any activity are required to seek prior sanction and submit related documents duly verified by Advisors/Competent Authorities within three days of their return, to avail waiver on attendance.

Submission of Medical Certificates

Medical certificates should be submitted within 3 days of joining back with a covering application addressed to the Principal along with supporting documents (lab reports, X-ray etc) at the college dispatch window. A copy of the medical documents submitted to the office has to be given to the teacher-in-charge for record. No medical certificate will be accepted later.

Submission of Examination Forms

Students are required to submit their examination forms in time as per the announced schedule. Students who fail to pay their College fees for the academic session by the due date will not be permitted to fill the examination form.