Rules and Regulations

- 1. Every student shall be present at least 15 minutes before the class, **not earlier than 30 minutes** before the classroom or test to avoid crowding in the premises.
- 2. Students shall attend the classes regularly and not miss any test. No re-test will be conducted.
- 3. Student shall maintain classroom decorum and follow proper dress code (Half pant, Sleeveless etc, not allowed).
- 4. Students shall set their mobile phones in silent mode while the class is in progress.
- 5. Student hall have their lunch or snacks only in the pantry area. They shall not chew gum in the class.
- **6.** Children or friends are not allowed into the classroom.
- 7. Student shall keep the classrooms and the premises clean by not throwing litter.
- **8.** Students shall not record/video-record or take photos of the classes.
- 9. Students shall not indulge in writing graffiti on the walls/ classroom benches.
- 10. Student shall not loiter in the corridor or waiting spaces.
- 11. Students shall not gossip or chat in the classroom while the class is in progress.
- 12. Students shall, if required, attend special classes on Sundays and holidays to complete the syllabus.
- 13. Change of class venue or the time-table is the prerogative of the management.
- **14.** Students shall not make a comparative study of material issued by the management and the low-quality study material available on the market.
- **15.** Students shall call office landline—044-42867555 for feedback, clearing up or clarification of a doubt or point.