

## 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 venue to avoid crowding in the premises.
2. Students shall attend the classes regularly and shall 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 shall have their lunch or snacks only in the pantry area. They shall not chew chewing gum in the class room.
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 audio / 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 the material issued by the management and the low-quality study material available in the market.
15. Students shall call office landline–044-42867555 for feedback, clearing up or clarification of a doubt or point.