

RULES & REGULATION

1. Students shall have to pay 1st Installment + Admission Fee at the time of admission.
2. In operating Trade, Candidates have to pay the trade charges into two installment, first half payment at the time of admission that will be for theory and other rest amount will have to be paid after the end of theory.
3. In case of loss of Identity Card a fine of Rs. 25/- will be charged.
4. In case any student at any time during the Training period desire to leave the institute voluntarily or whatsoever the reason may be the fees paid by the student will not be returned in this respect and no such claims shall be valid.
5. Change of Trade / Course will not be allowed one week later of admission date.
6. While the classes are running students must be attend the classes otherwise No Extra class shall be allowed by the institute.
7. Students shall have to follow the instructions regarding their classes for theory / practical strictly according to the programmed displayed in this respect on the Notice Board by the office.
8. Students must see the Notice Board daily for further information.
9. Any change of address should immediately be informed to the office by the Students.
10. Student found indiscipline, disobedience to the Rule & Regulations of the institute, Careless or negligent in their studies will be warned and his guardians informed Repetition of the offences will make him liable to be expelled from the institute.
11. Students are required to bear all the expenses while they are on Practical Training / industrial visit which may be in town or out of station.
12. No student will be allowed to indulge in any sort of political / social discussion, so long he is connected with the institute.
13. Student Admitted into this institution are supposed to have carefully read the Rules & Regulation as altered or amended from time to time by this institution, Ignorance of the Rules & Regulations will not be treated as a valid excuse for their violation.

Signature of the Father / Guardian

Signature of the Applicant