

INSTITUTE RULES AND REGULATIONS



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On admission to any study, every student submits himself/herself to disciplinary jurisdiction of the management of the institute, the In charge and other officers of the institute who may be vested with authority to exercise discipline under JHM EDUCATIONAL TECHNOLOGIES College act and ordinance, rules and regulations that have been or will be framed by the institute.

The students are advised to keep themselves aware of the institute rules. They are also advised to go through details given separately. Ignorance of rules shall not be an excuse for violation.

Each student shall conduct him/herself, both within and outside the campus of the institute in a manner befitting a student of a prestigious institute. Each student shall show due respect and courtesy to the teachers, administrators, staff of the institute, and to the visitors and residents of the institutes and good behaviour to fellow students.

Lack of courtesy and decorum, unbecoming conduct within and outside the institute, willful damage to institute property, removal of any property belonging to the institute, fellow students or other personnel of the institute, use of abusive and offensive language, disturbing fellow students in their studies, breach of rules and regulations of the institute, adoption of unfair practices in test, quizzes, assignments or examinations, noisy and unruly behavior shall constitute violation of the code of conduct.

Loud talking, loitering or congregating, being a source of distraction and annoyance to others is not permitted. English is the only medium of instruction hence no other language shall be used within and around the school premises. Use of any other language apart from English shall lead to punishments (after class detention or expulsion if this is repeated). Students are required to be dressed neatly and decently.

Use of cell phones is strictly prohibited in all academic areas of the campus. Use of cell phones would entail confiscation of the handset. It would be returned only: (a) at the end of the course or (b) after payment of a N\$200 fine.

Late arrival and early departure at or from the class are recorded as absence from the class. Students are not allowed to leave the institute during class hours without the written permission of the Principal.

Students will not operate any machinery/equipment without the permission of the instructor.

No responsibility will be accepted by the institute for any injury, loss or damage to the personal articles of students.

The students at the institute require attention and diligence. A student neglecting his/her studies and having unsatisfactory progress will be given two warnings after which if he/she fails to improve, he/she will be liable for expulsion from the institute.

It is compulsory for the students to attend functions/activities organized by the institute on various occasions like Fun day, Prize Giving day, debate and Speech days, Independence Day, Republic Day Annual Day, whether the function falls on a working day or on holidays. Absence from such functions without valid reasons will invite disciplinary action.

Students shall observe all safety precautions. The institute is not responsible for any accident, of whatever nature, in the institute workshop or laboratory, playground and during class training and industrial training or educational tour/trip.

Students are prohibited to take part in ragging, political activity or any activity which is detrimental to the dignity of the institute. Any student found violating the rule or bringing disrepute to the institute will be expelled from the institute.

The students will compensate damage to institute property/furniture caused by neglect or willful damage. Defacing the walls or institute property will be viewed seriously.

Students must make all possible efforts to conserve electricity and water. They must switch off lights & fans when they leave the classroom/lab. Students must help keep the institute neat and clean.

Students must pay their fees/dues on or before the prescribed deadline failing which appropriate disciplinary action will be taken. Fees are paid in advance on or before the 1st day of each and every month regardless of the date that you enrolled and started classes. Late payments attract a 10% interest daily. Students may note that fees once paid will not be refunded/adjusted. If a student leaves the course before completion, he/she will be required to pay the fees for the entire course.

Students must keep their identity cards always with them and shall show the same on demand by any faculty/official of the institute.

Candidates have to fulfil the minimum attendance requirements as per college norms. If a student is absent for 10 days throughout the whole course period without consent from the Head of Department S/he shall not be allowed to seat for the exam. No student will absent him/herself from any of the lectures without leave having been obtained previously from the HOD and that too for sufficient cause and if s/he is irregular in attendance or fails to show progress or is not diligent in studies, his/her name is liable to be struck off from the rolls of the institute. Absenteeism for 10 consecutive days shall automatically lead to cancellation from the register unless consent was sought from the HOD and evidence of sought absenteeism presented. To proceed student will be required to re-register. In case of a candidate who joined late owing to late declaration of the result or who sought admission provisionally till declaration of the lower examination, the lecture requirements will be calculated as per academic rules and provisions.

Students claiming benefits/concessions on medical grounds are required to submit medical certificate from the hospital or dispensary. The certificate should be submitted by student concerned within a week of re-joining the institute after illness. However, in such cases there will not be any relaxation in the minimum attendance requirement to appear in the semester/ end of year examination.

Any student found smoking or under the influence of intoxication of alcohol/drugs in the institute is liable to strict disciplinary action which maybe you to expulsion from the institute.

Students are advised to see regularly the notices displayed on the institute notice boards. The notice displayed on these notice boards shall be deemed to have been served on the students.

Any student who fails to clear all the dues shall be debarred from appearing in semester/ final examination.

All applications must be addressed to the principal.

The Principal reserves the right to modify any of the institute rules as and when necessary. The decision of the principal in all matters shall be final.

Senior Management Team

Agreed Date: