

Rules and Regulations as decided by the Management

- Student must carry his Identity Card regularly and furnish the same for verification as and when demanded. The Staff reserves the right to entry in the premises for non furnishing of Identity Card by the Student concerned.
- Student must attend the classes regularly. If the student remains absent, parent's or guardian's note giving the reason of absence must be produced the following day.
- Student must be punctual. Student coming late may not be allowed to attend the particular lecture.
- The Institution and its team shall not be held responsible for any force majeure circumstances and eventualities, in any manner, whatsoever.
- Student must maintain discipline in the classroom and the Institute premises, including the adherence of the following code of conduct, failing which the student will be suspended/ dismissed, without refund of fees.
- Student is not allowed to wait outside the Institutions' premises after or before the lectures/ tests. Any student found waiting outside the premises will be deemed guilty of indiscipline.
- Eating on the stairs and in the corridors is not allowed.
- Students are not allowed to chew gum or consume eatables during class hours.
- Care should be taken to keep the Institutions premises clean. Litter should be put into the bins provided for the purpose.
- Students who expect to return home late must inform their parents in advance.
- No student should leave the Institution premises during class hours without the prior permission of the office staff.
- Students should be courteous to the teachers, office staff, visitors and fellow students of the class.
- Books, water-bottles, tiffin boxes, pencil boxes, bags and other belongings must bear the owner's name. The Institution is not responsible for articles lost by the student. Student should look after their own things and they or their parents/ guardian cannot hold the Institution responsible for any loss of books, money, clothes or any other articles. Articles found lying around are to be handed over to the office.
- No books other than Text books, Exercise books and Study Material provided by the Institution may be brought to class without the permission from Institution in-charge, and if found, the concerned Student may be suspended/ dismissed, without refund of fees. The same holds good for other things like transistors, mobile phones, CDs, i-pod etc.
- Student is strictly prohibited from meddling with any electrical fittings or air conditioners at the Institution. Any adjustment required should be brought to the notice of the concerned office authorities.
- Irregular attendance, repeated absence for a long period without genuine reason, habitual idleness, disobedience, immoral influence and reported misbehavior inside or outside the Institution premises, are reasons for expulsion of students without refund of fees.
- The Institution reserves the right to alter the time-table or Venue or any programme, subject to intimation given to the Students, reasonably in advance.
- No fees would be refunded after the commencement of batch under any circumstances. In the event of inability of the registered delegate to attend for the applied batch for any reason, he/ she may request for Student's Substitution. KGMA LLP may permit substitution at its discretion.