

DISCIPLINARY RULES & REGULATIONS FOR STUDENTS

- Student must carry his/her valid Identity card daily and display till he/she is in the school premises. Without valid Identity card, the students shall not be allowed to enter school premises.
- Student is expected to make use of staircase up to 2nd floor, Use of elevator up to 2nd floor shall be done only in case of temporary or permanent physical disability or difficulty in carrying the self –belongings.
- Student is expected to be punctual and regular in attendance.
- Student shall be punctual in submitting assignments on due dates as per schedule.
- Every day lecture wise roll-call of students shall be taken at the beginning of the each session. The student who is not present in the class at the time of roll-call shall be marked absent for that particular session, (i.e. session before recess or after the recess). Minimum eligible attendance shall be considered per subject as per the rules of eligibility criteria for examination briefed in the various courses. The Student shall occupy the allotted seat at least 10 minutes prior to the beginning of the class and attend both the session. The Student reporting the class 15 minutes after the time prescribed for the beginning of the session, shall not be allowed to enter the class and shall be marked absent for that subject session.
- The Students remaining absent on Medical grounds must submit Medical Certificate supported by covering letter from Parents/ Guardians on the very day or within 3 days he / she attends the school thereafter. The Medical Certificate shall not be taken in to account if it is submitted after 3 days.
- Students shall carry with themselves, their own drawing material including T-square to school. The drawing board shall be provided by the school for use strictly in the school premises. However students must have full imperial drawing board at home to continue practice and to complete home works.
- Every Student must take due care of his/her belongings in the school premises. The school authorities are not responsible for either the loss or damage to the belongings of the students.
- Students must be equipped with E-valet for cashless transaction in the college. Fines on not complying with Disciplinary rules will be collected digitally as per Government/ DTE/ Management applicable rules.
- Loitering in class room, corridors, common passages, open spaces, canteen is strictly prohibited.
- Smoking is also strictly prohibited in the school premises. Student found smoking in the school premises shall be liable for disciplinary action.
- The use of the School premises is allowed only to the bonafide students for normal school / academic work. Without the permission of the Principal, the premises shall not be used for sale, distribution of books, posters, pamphlets or other articles or making collection for charitable or other purpose. The school premises cannot be used for organizing and participating in agitations of any kind.
- Information given in admission form, if found misleading / not disclosing facts correctly will lead to removal / rustication of candidate. Principal's decision will be full & final

- Disciplinary action shall be taken against students on their misbehavior in the school / class room. No students shall be allowed to remain in the class after working hours without prior permission from the Principal of the School. No student shall be allowed to use school telephone. However in case of emergency, specific permission should be obtained from the Principal for use school telephone. Use of Cell phones in the Classroom / Studios / Seminar hall / Auditorium in the college building is strictly prohibited except for using internet for study purpose. Vulgar, obscene and un-parliamentary language or conversation is strictly prohibited, punishable and would invite removal from the institution in extreme cases.
- The class as whole is responsible for the taking care of the school property. Damages done to the property of the school by disfiguring walls, doors, window glasses, furniture such as drawing board, drafting stands and stools, etc. shall be taken as a breach of discipline and is a punishable offense. The whole class may be fined if the offender is not traced.
- Holders of Free ships or Merit Scholarships are liable for suspension of their free ships or Merit scholarships due to irregular attendance, indiscipline and failure at the School Examinations.
- All submission works are marked, signed by Professors. Works not signed by the subject professor's signature will / shall be brought to the notice of Class in-charge immediately. Work without professor's signature shall be considered invalid. Students are instructed to insist that their submission work is signed, marked and dated in ink by concerned professors. Students are instructed to preserve each and every assignment marked and signed by professor till the declaration of their Annual Examination results.
- However, concession in the submission shall be granted on medical grounds only if approved by the Principal. For any other reason, no delayed submission shall be accepted for obtaining marks.
- The progress of the students, their conduct and character will be considered fully relevant for determining eligibility for admission to any test or Annual Examination.
- The guardians are expected to get themselves conversant with the rules and regulation of the Institute. They are also supposed to keep themselves updated about the progress of their wards. They may, for this purpose, keep themselves in touch with the Class In charge or the Principal of the school, regularly.
- All students shall abide by the rules of the school and obey instructions given by the Principal or under his authority and shall refrain from any conduct derogatory to discipline, prestige and the welfare of the school. The school invites the co-operation of students and their parents in building up the healthy traditions in this regard.
- Any contravention of the rules mentioned herewith will invite disciplinary action even amounting to rustication.
- The Principal reserves the right to rusticate any students from any class, if in his opinion; the student is not fit or is associating himself / herself with disorderly proceedings or misbehavior inside or outside the school.

IDENTITY CARD (I-CARD):

Every student on entering the school premises must equip himself / herself with the Identity Card and carry the same while he / she is at school. The Identity Card shall be issued only after the payment of fees. The student offered admission shall submit I -Card size latest Colour photograph of face (front Pose with White background Only) Photograph other than specified above shall not be accepted. If the card is lost, he / she must apply immediately for a duplicate I-Card along with the additional fees of Rs.100/-.

Medical Proof mentioning Blood Group is essential for the I-Card.

RAILWAY CONCESSION

Railway and Bus Concession: Applicable only to students of B.Voc (Interior Design) and 2 Year Government Diploma in Interior Design (Full time) Students only.

The Railway concession order forms shall be made available to students only after filling the application form for the Railway concession order. In the beginning of every Academic year the students willing to avail this facility shall submit their latest address proof of residence along with the application form.

The Principal reserves the right to refrain any further travel concession to Students found misguiding about their address proof or forging any necessary data contradicting to the rules and regulations set by the travel concession authority.

STUDY TOUR (Local)

Students are taken on a compulsory week long measure drawing study tour within India. The students are made to understand the evolution of concepts and themes based on the relevance of site. The students during tour, do documentation work of the interiors of the hotel where they are accommodated, involving the hotel lobby spaces, reception, banquets, restaurants, twin rooms, suites, etc.. This documentation work helps not only in understanding concepts but also helps in knowing the Anthropometric ergonomics study. Domestic study tours are compulsory and students are rewarded credit points for active participation in the study camps.

Along with study tours and regular academic program the school encourages the students to have hands on experience by conducting various site visits to manufacturing units, company showrooms related to the interior industry. Site visits to various ongoing projects related to the field are conducted through acquaintances to gain practical knowledge.

Measure Drawing STUDY TOUR is compulsory Academic work organized by the college over and above syllabus. Every student enrolling himself for the course has to undergo this exercise. The same will be marked as assignment of sessional work done in group of Students.

The cost of the Study Tour will be informed to the students and parents. The students will have to abide to rules and regulations of the payments and cancellation policy as prescribed by the college and the study tour operator.

SPECIAL NOTE FOR THE PARENTS / GUARDIANS

- 1) Parents / Guardians are requested to attend Orientation Meet on commencement day of regular course to understand the operational methods of the school.
- 2) Parents are also informed that they should compulsorily attend students, parents and teachers meet whenever called for, to understand their wards progress in work and attendance.
- 3) Parents are requested to meet H. O. D. / PRINCIPAL in case of their queries / doubts / clarifications / complaints etc., pertaining to education with prior appointments.
- 4) It is mandatory for parents to give their Email ID to communicate the records of their wards attendance, submission, percentage of marks obtained every month to avoid inconvenience at the end of the YEAR.
- 5) Parents should note that students securing admissions in school modular courses are liable to pay GST which is nonrefundable once paid in Govt. Treasury. Similarly no Government concessions are made available to candidate.

The Management has all the rights to modify, add, change above rules without consultation with students and the same shall be duly notified and the same shall be applicable to all students admitted for the course irrespective of Semester / Year / Module during and up to completion of Course / Module.