

## RULES & REGULATIONS OF THE INSTITUTE

1. The student should wear proper uniform (as per college instruction) in the college campus, which should be properly pressed and clean, shoes should be polished daily.
2. Without proper hair cut, shaving and neat & clean full uniform, no student will be allowed to attend the classes.
3. The student should maintain Silence and professional manner so as to give an example for the forthcoming students.
4. The students should come to the college 15 minutes before starting of their classes. They should not make noise in the classrooms when their faculty is not present in the classroom, they should wait for their respective faculty peacefully.
5. 90% attendance is compulsory for the student in all the subjects to appear in the examinations. If the final attendance is less than 90% then college will not entertain for training and placement.
6. Students who will absent without prior information through application will be charged with Rs. 100/- per day as fine.
7. Student who will take leave on medical ground, they will have to present the medical certificate at the time of joining the classes.
8. Student should not sit in the reception area because it creates problem to the visitors, they should wait for their faculty in the corridor, if faculty is not in the faculty room.
9. Student cannot go in the faculty room directly, they must confirm at the reception for the faculty.
10. College administration reserves the right to expel you from the institute at any time for any type of misconduct without assigning any reasons, without any prior information. In case of any dispute the jurisdiction will be Varanasi only.
11. The student should flag the identity Card while being in the college.
12. The students should possess their scheduler card to attend the classes. In any circumstances, they will not be allowed to attend the classes without scheduler card.
13. Any student will not be permitted to keep any mobile phone in the campus, If found guilty of keeping mobile phone, the mobile will be seized and fine will be charged after discussion with their parents. It will be returned only after apology note for not repeating the mistake.
14. Every academic record and performance will be reported to your respective parents/ guardians on regular intervals.
15. In case, student wants to change the course or stream he/she will have to pay Rs. 5000/- along with new registration fees. (N/B : This rule is application only for first semester.)
16. Fees must be paid before or till the due date as mentioned in the fees structure.
17. It is the responsibility of the student to pay their fee with in the deadline as communicated by the university. The fee has to be paid before the start of semester as per the deadline. Tuition fee and Exam fee has to be paid separately before the start of a session. In case the student doesn't pay the fee with in the deadline late fee will be charged as per decision of the university.
18. Institute reserves the right to change the fees as or when decided & that shall be imposed on new as well as old students.
19. Any official conversation or commitment of the student or parents must be in written with the signature of the office authority granting it and its one copy must be with the student and the institute both.
20. In case student leaves the institute due to any following reasons, he/she must clear the dues till the date they have attended the classes to receive their documents from the office.
21. In case of hostel, semester means the time duration till the classes have run in that very semester and it ends in December and June respectively. So, the student can stay in the hostel till the date classes are going on. Classes suspended, hostel will also get closed. Hostel fees once paid is not refundable in any situation. In case a student leaves the hostel he/she will have to pay the complete semester hostel fees.
22. The receipts of payment of the fees to the office must be received by the payee from the office.
23. Fees once paid shall not be refunded in any circumstances.
24. The above rules will apply even if the student is absent or is on leave.
25. College bears the responsibility of taking admission & sending admission to the respective university, But the conduction of examination & Issue of results is under the responsibility of the respective university. Hence, College does not bears the responsibility for exams & results.
26. Any legal matter is subject to Varanasi Jurisdiction only.
27. All rules and regulation are subject to change as or when required, by the organization.

I solemnly affirm that I have fully gone through the aforementioned rules and regulations and shall follow the same, violating which I am ready to accept any kind of punitive majors taken against me by the administer/ arbitrator of I.A.I.T. Group of Institutions, Varanasi.

### Declaration Letter

#### By Student

I student I.A.I.T. Group of Institutions solemnly affirm to fulfill all the rules & regulations as mentioned above. In case I fail to do so institute reserves the right to expel me from the institute and even the fee submitted by me to the institute shall not be refundable in any circumstances.

I am aware of all the facilities provided by the institute and I am fully satisfied from it.

Name : \_\_\_\_\_

Date : \_\_\_\_\_

(Signature)  
Student.

### Declaration Letter

#### By Parents/ Guardians

I have gone through the rules & regulations of the institute and I assure the institution on behalf of my ward to follow it. I promise to submit the fee installment before the due date as mentioned in fee schedule. I shall never demand of the fee refund from the institution once the fee is deposited. I am satisfied with the facilities provided by the institution to my ward.

Name : \_\_\_\_\_

Date : \_\_\_\_\_

(Signature)  
Parents/Guardians



(An ISO-9001-2000 Certified Institute)

**I.A.I.T.**  
GROUP OF INSTITUTIONS

Form No.

Ref.No.

( to be given by the office )

## Application For Admission

**Note.** Please Read the forms carefully before filling it. Attach the required documents as mentioned in educational qualification Result/Score of qualification examination.

Incomplete application will be rejected.

### Course/Programe Details :

Course : \_\_\_\_\_

Stream : \_\_\_\_\_

Session / Year : \_\_\_\_\_

University : \_\_\_\_\_

### Personal Details

Name (Mr. / Ms.): \_\_\_\_\_ Father's Name \_\_\_\_\_

Date Of Birth : \_\_\_\_\_ Age : \_\_\_\_\_ ( as in the Certificate of 10th examination )

Gendar (M/F ) : \_\_\_\_\_ Category : \_\_\_\_\_ Nationality : \_\_\_\_\_ Marital Status \_\_\_\_\_

University Regular / Non Regular : \_\_\_\_\_

College Regular / Non Regular : \_\_\_\_\_ Hostel Required : Yes ☐ No ☐

### Contact Details

Correspondence : \_\_\_\_\_

Mobile No.(Parents) : \_\_\_\_\_ Mobile No. (Student) \_\_\_\_\_ Pincode \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Mobile No.(Parents) : \_\_\_\_\_ Mobile No. (Student) \_\_\_\_\_ Pincode \_\_\_\_\_

Mail ID : \_\_\_\_\_

## Educational Qualification

Examination Passed	Name of the School / College Board / University	Year of Passing	Subject Studied	Marks Obtained	Maximum Marks	% of Marks
10th						
12th						
Graduation						
Post Graduation						
Any Other Qualification						