



Rules & Regulations

- ✓ Students have to attend all lectures/labs regularly, properly and punctually. If students come late in lectures/labs, then those lectures/labs will be marked absent.
- ✓ Students have to maintain minimum 80% attendance overall or unit-to-unit exam to appear in every examination. In case of medical reason, up to 10 % additional attendance of total absentia will be considered.
- ✓ Students have to complete all the assignments, projects and term-work on or before the due date.
- ✓ Students have to attend all expert lectures/seminars/workshops/industrial visits/study tours/technical exhibition and other co-curricular /extra-curricular activities organized by department/college.
- ✓ Students have to pay college fees before due date in all semesters.
- ✓ Students have to maintain decorum and decency in the class, lab, library, workshop, college building and campus.
- ✓ Students have to come to the campus in proper dressing and shoes. If students will not wear proper dressing, then that day will be counted as absent.
- ✓ Students have to wear college ID card regularly in the campus. If students will not wear ID card, then that day will be counted as absent as well as not allowed in examination.
- ✓ Students have to follow class timings and classrooms as per decision by the department and college.
- ✓ Head of Department/Faculty will decide the seating arrangement in the respective classroom/laboratory. Students will follow the existing rules imposed for seating arrangement in classroom/Exam room, rules for late entry in classroom/exam room and rules for moving out during the conduction of classroom/exam etc. Frequent requests to move out of the classroom during the conduction of lectures/exam shall not be granted apart from a request with a genuine medical reason/s.
- ✓ Students have to fill all types of examination forms before due date. After that, student will not eligible to fill the examination form.
- ✓ Students are not permitted to use mobile or any electronic gadget in the college building. Students will keep mobile switched-off in the college building. Students will be responsible to take care of all their belongings. In case of mobile phone is ceased during college hours, no argument from a student or his/her parents shall be granted. In such cases, the mobile phone shall be ceased for 24 hours.
- ✓ Students have to read circulars on college notice boards/whatsapp groups/website/emails and follow them strictly. In addition, he/she has to inform his/her parents about all activities and circulars/announcements.
- ✓ Students have to bring only his/her parents in case of any kind meeting at college.
- ✓ Student/Parent/Guardian/any relative of the student shall not misbehave (talk loudly /use abusive language/ threatening) either personally or during telephonic conversations with any staff member of LJ Polytechnic.
- ✓ Students will not indulge in any antisocial activities and fighting/threatening to other students, inside or outside college campus.
- ✓ Students have to follow all instructions given by faculties, HoDs and college management.
- ✓ The students will not participate in any vandalism activity. The students will not damage any movable or immovable or tangible or non-tangible property/asset of any institution of LJK University
- ✓ The students will not participate in any activity to change/oppose existing classroom teaching learning process of LJ Polytechnic (LJK University).
- ✓ The students will not participate in any unfair means related to examination.
- ✓ Student can present his/her own issue/s. He/she cannot present an issue/s for any other student.

If students fail to observe any of the above rules, department or college management is empowered to take any disciplinary action including admission cancellation as well as transfer of college.

Note: Management reserves all rights to alter rules & regulation as and when required.