

NH No.: 8, Village: Dhamdod, Ta. Mangrol, Near Kosamba, Surat – 394 125. (GUJARAT).

November 06, 2025

## **AY 2025-26: ACADEMIC GUIDELINES FOR STUDENTS**

Dear 2<sup>nd</sup> / 4<sup>th</sup> / 6<sup>th</sup> / 8<sup>th</sup> Semester Students,

Season's Greetings!

As you are aware, the academic sessions for Even Semester will commence as per declared Academic Calendars.  
Kindly take note of following:

1. It is mandatory to attend the academic sessions & fulfill the attendance requirements time to time; failing which student will not be allowed to appear for Internal/University exams. Attendance criteria will be as under: First Internal Exam: 65%              Second Internal Exam: 70%              University Exam: 75%
2. Detain List based on attendance criteria will be released two days prior to exam start date.
3. No leaves will be sanctioned except in case; **a student is admitted in hospital**. So do not apply for any leave & save paper.
4. It is mandatory for all to appear for Internal & External Examination. No exemption/carry forward of marks, will be granted in any condition.
5. Without payment of full fees before due date as mentioned in Academic Calendar, permission will not be granted to appear for Internal/External Examination.
6. Internal/External Exam Schedule will be declared upon after start of semester.
7. Fees Payment is allowed only through NEW ERP only before due date. Direct payment in account is not allowed. In case of direct account payment, the confirmation of fees will not be granted; leading to repayment of fees through ERP again.
8. After due date of Fees Payment, penalty of **INR 50 per Day** will be imposed.
9. Dress Code of **T Shirt** is mandatory on every Monday & Friday. No entry without dress code.
10. Dress Code of **White Shirt/Salwar & Blue/Black Trouser/Jeans** is mandatory on every Wednesday.
11. Wearing Sports/Formal shoes will be mandatory all days.
12. It is mandatory to wear/display Identity Card properly all the time. University/Institute may deny/restrict students' entry, not carrying/displaying ID Cards.
13. Use of Mobile Phones/Electronic Gazettes during academic hours are strictly prohibited within academic areas. Noncompliance may lead to custody of Phones/Electronic Gazettes for a duration of 10 days to 30 days and/or penalty of INR 500/1000.
14. Any damage to property/shifting of furniture will lead to punishment up to cancellation of admission.
15. Students' behaviour befitting academic decorum is expected.



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