

General Rules & Regulations:

1. **Attendance:** At Anodiam our mission is to enlighten the lives of our students through genuine education. Students must attend all classes attentively to achieve highest academic grades.
 - Punctuality is non-negotiable. Students must attend all classes on time.
 - Students/guardians must inform of any absenteeism in advance at the office.
2. **Tuition Fees:** Guardians/students must make timely payment of the tuition fees. This will enable us to provide continuous high-quality services by our valuable & professional teachers:
 - All fees should be paid in advance by the 5th calendar day of each month.
 - In case of non-payment, access to classrooms and study materials will be restricted.
 - No payments can be made in cash. Money is handled strictly electronically at Anodiam for safety, security and sanity purposes.
3. **Paperless Office:** Avoiding usage of paper reduces carbon footprint. We have proper apps and websites for distribution of our study materials and practice tests. Electronic distribution comes for free or at a nominal cost. If any student/guardian insists on paper-based materials, they will need to pay ₹12,000 per subject per year at the time of admission.
4. **Practice Tests:** All students are required to undertake periodic practice tests. Marks scored in these tests will provide the feedback of improvement of individual students. This will construct the guide lines of the subsequent parent teacher meetings.
5. **Anodiam Values:** At Anodiam we appreciate values like **empathy** and **support**.
 - **No religious, caste or provincial prejudice:** You must take a neutral and non-judgmental position against all religious, caste or provincial prejudice.
 - **No sexism or sexual preference related discrimination:** You must take a neutral and non-judgmental position against all gender or sexual preferences of others.
 - **No political discussion or expressions:** It is absolutely undesired of you to discuss any political topic inside Anodiam.
 - **No cane policy:** Under Section 17 of Right to Education Act (RTE), corporal punishment is banned across India. All violations to this rule will be mandatorily reported to police.
6. **Privacy – Security:**
 - Our facilities are completely covered under **CCTV** surveillance. Our building has proper **signage** and everyone is expected to abide by those.
 - We have **zero tolerance for threats and disruptive behavior** against any stakeholder or their personal/organizational properties/belongings! All such actions and behavior will be reported to police under section 504 of Indian Penal Code, 1860.
 - All study materials or educational contents are subject to **copyright protection**.
 - You are **not allowed to share any personal information** including contact numbers, photographs, names or any details about any other stakeholder of Anodiam or any of its organizational information with any external parties at any time for benefit or otherwise.

