

# Academic Rules and Regulations

## **1. Attendance Policy**

Students must maintain a minimum of 75% attendance in each subject to be eligible for examinations. Attendance is monitored continuously, and shortages may lead to academic penalties or disqualification from exams.

## **2. Course Registration**

Students must register for courses within the prescribed academic calendar. Late registration or course withdrawal after the deadline may require approval from the academic office and may attract penalties.

## **3. Evaluation and Grading**

Academic evaluation includes internal assessments, assignments, quizzes, mid-semester exams, and end-semester examinations. Grades are awarded as per the approved grading system of the institution.

## **4. Examination Rules**

Students must carry a valid college ID card during examinations. Any form of malpractice, including copying or possession of unauthorized materials, will result in strict disciplinary action.

## **5. Promotion and Progression**

Promotion to the next academic year is subject to passing the required number of credits as defined by the curriculum. Backlogs must be cleared within the stipulated time period.

## **6. Academic Integrity**

Plagiarism, cheating, or falsification of academic records is strictly prohibited. The institution follows a zero-tolerance policy toward academic dishonesty.

## **7. Assignment Submission**

Assignments must be submitted on or before the deadline. Late submissions may be penalized or rejected unless valid reasons are approved by the concerned faculty.

## **8. Revaluation and Supplementary Exams**

Students may apply for revaluation or supplementary examinations as per the university norms by submitting the required application and fees within the deadline.

## **9. Code of Conduct**

Students are expected to maintain discipline, respect faculty and peers, and adhere to institutional values. Misconduct may lead to disciplinary actions including suspension or expulsion.

## **10. Amendments**

The college reserves the right to amend academic rules and regulations from time to time. Students are advised to stay updated with official notifications.

# **General Academic Guidelines**

- Students must regularly check official college communication channels for academic updates.
- Use of mobile phones during lectures and exams is prohibited unless permitted.
- Participation in academic activities such as seminars, workshops, and labs is mandatory.
- Any grievances related to academics should be reported through the proper institutional channels.