



## Academic Rules and Regulation

1. In respect age and position, the students are expected to maintain appropriate relations with management and the staff.
2. The management takes every minor & major steps for the better career of students for which full corporation from students is extremely expected.
3. Any student when asked to meet the management with parent/guardian should follow the instruction strictly.
4. The student should attend all the theory and lab classes regularly. Student remaining absent for more than 5 consecutive classes without any prior information shall be subjected to cancellation of registration. On such cases a student has to take Readmission by paying fine of Rs. 300/- only.
5. The applicant can deposits his fees cash or demand draft drown in favors of Kohinoor Tech Computer Academy. Payable at Sheohar or Muzaffarpur. If any body deposits his fees by cash they should get the cash memo from our concerned authorize centers.
6. The Students will have to pay their installment on or before the 10th of every month otherwise they will have to deposit a delayed payment surcharge @ Rs. 5/- per day within ten days and failing which i. e. after 20h of every month in case of nonpayment they will have to get re-registered with a fees of Rs. 300/-only.
7. Proper discipline has to maintained in the institute premises. Any students found misbehaving or caught adopting unfair practices during the examination is liable for immediate removal from the examination hall and be restricted from attending the classes in future.
8. No fee or part of fee will be refunded in any circumstances.
9. The organization reserves its right to make any alteration in its program/fees without any notice to anybody.
10. In case of dispute, the decision of the project director will be final binding on all faculty members, students parents & business associates. All legal disputes shall be within the jurisdiction of Humble Sheohar court.

### Declaration

*It is to certify that i have read carefully and understood all the terms and conditions of the center and agree to abide by them. This is also certified that the above information are true and complete to the best of my knowledge. If the above information are found incorrect or false then it will be treated as sufficient cause for cancellation of my form.*

Place: \_\_\_\_\_

**Signature of the Applicant**