

RULES & REGULATIONS

A. Admissions

1. A student is not eligible to take admission in **two long term courses** simultaneously [if the timings of both the courses are same] in an academic year.
2. Fees once paid will not be refunded under any circumstances for all the courses.

B. Attendance / Classes

- 1 Classes shall be held 5 days a week (Monday to Friday) for 2 hours. Additional classes or any change in timings shall be incorporated during the session on the advice of the Course Coordinator.
- 2 Internship, Placement, Training, Field visits, Site visits, Study Tour etc. as required in any course is compulsory. The expenditure for these is to be borne by the students, besides the fees.
- 3 Required submissions, project works, assignments etc. are to be **submitted to the Centre and will not be returned**. The expenditure for these will have to be borne by the students, besides the fees.
4. In a short term course, for the award of the Certificate, a minimum of 80% attendance is compulsory.

C. Examinations:

1. In case of long term courses, the award of certificate will be based on the passing of the examination, as per the following criteria:
 - i. Every student will require 70% attendance to appear for the Examination.
 - ii. Examinations will be held at the end of each Semester or year end, on completion of the course.
 - iii. Minimum 40% marks are required to pass the examination.
 - iv. For the course on Industrial Health, minimum 50% marks are required to pass the examination
 - v. Class equivalence

Distinction:	70% and above
First Class:	60% to 69%
Second Class:	50% to 59%
Pass Class:	40 % to 49%
 - vi. A team of tabulators appointed by the I/C Director or Asst Director would compile the results submitted by the respective examiners for all the courses.
 - vii. The I/C Director or Asst Director is empowered to grant the grace of up to 5 marks to pass in individual papers.
 - viii. Certificate and marks sheets will be awarded to students on successfully passing the course.
2. The records of examinations, mark sheets, transcripts and certificates would be available with the Centre for the past three academic years prior to the current academic year.
3. Examination for the ex-students will be conducted only once in the consecutive year on a payment of Rs. 400/- per semester.
4. Only the students who pass the respective examination will be issued the duplicate certificates, marks sheets and transcripts subject to a payment of additional fees of Rs. 100/-
5. Students are not eligible for ST bus /railway concession pass.
6. Students will not be provided hostel accommodation.
7. The decision of the I/C Director of the Centre shall be final in case of any dispute or/and in a case as not mentioned above.