



SMART INSTITUTE OF PROFESSIONAL TRAINING

An ISO 9001 : 2015 Certified MSME Organization

REGD. OFFICE: 133/1, SIRAJ MONDAL ROAD. KANCHRAPARA - 743145. WEST BENGAL. INDIA
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Ref. No.:.....

Date:.....

RULES & REGULATIONS

01. Students must maintain strict discipline and a supportive environment in the classroom.
02. No student will be allowed in the classroom after 10 minutes of the scheduled time.
03. At least 75% attendance is mandatory to become eligible for the final examination.
04. Students must clear their monthly tuition fees within the 10th of every month to avoid Late Fine and/or other probable disciplinary action(s) against them by the institute.
05. Students are requested to put their mobile phones in silent mode and keep them safely in their bags before entering the classroom as the use of mobile phones is strictly prohibited in the classroom.
06. Liability of the institute in the event of a particular class being canceled due to reasons beyond its control, is limited to rescheduling of the class.
07. In all matters related to conducting of the courses, the decision of the management shall be final and binding on all students.
08. Students are requested to keep their belongings at their own risk on the institute premises as the Institute will not be responsible for any loss of valuables.
09. Any student who is absent for 15 consecutive days, without prior written permission from the institute, will be deemed to be a dropout who will then have to pay a Re-Admission Fee of Rs. 1,000/- to resume his / her regular classes.
10. The Institute reserves the right to modify the course structure as mentioned in the prospectus/syllabi even after admission, keeping in view the latest trends in the industry. However, any such change would be communicated to the students immediately.
11. Students are required to handle the equipments provided to them with due care. Any damage to equipment resulting from carelessness/mishandling by the student will be the student's responsibility, and he/she may be required to make up for the same.
12. During the practice sessions, the faculty may not be present in the lab.
13. The Institute (SIPT) reserves the right to modify the rules and regulations mentioned herein and the decision of the Centre Director will be final & binding on the students.

For **Smart Institute of Professional Training**

Subhabrata Kasyapi
Centre-in-Charge