

Rules and regulations

1. Attendance:

- All students must maintain a minimum of **75% of attendance** in each semester.
- Condonation of attendance up to 10% is considered only at the end of the semester on grounds of health ,if the student submit's Medical certificate of his/her absent in advance.
- Students are requested to note that attendance and Punctuality also counts for performance of the student.

2. Test & Examinations:

- In additions to the university examinations of each semester, there will be internal examinations. Internal marks (50% in all subjects) are awarded by Faculty based on the performance in the internal tests, assignments,drawings etc.
- All students are requested to refer JNTUK , Kakinada , Architecture course Academic Regulations for course content and other information.
- Students as an when conducted are required to attend all internal tests and submit all assignments without fail.

3. Academics & Punctuality:

- All the students must attend classes from 9.30 am i.e. 10 minutes before the commencement of 1st Period of the college on every day. Late-comers will not be allowed to attend classes for remaining day.
- All students must carry their I. D. / Smart cards everyday to college/case study/ tour programmes.
- Students after entering the campus will not be allowed to go out during the college time.
- All students must submit all assignments to the concerned class teacher on time.
- All students must follow Library/computer lab/workshop/studio rules.
- Students are advised to complete/pass their semester exams in first attempt only.
- It is the responsibility of students to apply and appear for supplementary exams if any he / she has as backlogs.

4. Behavior in campus:

- Students disturbing classes or behaving indecently will be sent out of the class. They will be marked absent for the entire day.
- Smoking, consumption of alcohol, intoxicating drinks or drugs is strictly prohibited in and around the campus. Those indulging in such activities will be punished severally or expelled from college.
- If the students cause any damage to the college property knowingly or unknowingly, individually or as a group they not only have to pay 5 times to cost of the property damaged by him/them but can also be suspended/expelled from the college.
- Students should not go on strike or hold meeting criticizing the faculty/policies of the college. The principal /management is empowered to take any action that is deemed fit including fine/ suspension/ expulsion/ removal from roll no.'s.

5. Students counseling:

- All students are requested to meet Student Counselor in the campus to discuss Academic/Personal/any other problems.
- Issues or unsolved problems should be brought to the notice of the Course coordinator / HOD / Principal / Management.

6. Fess:

- Tuition fees and special fees must be paid within specified time in every academic year. Otherwise a fine of Rs. 1000/- will be collected. After one month of last date, roll no will removed from attendance list.
- Any fees once paid will not be refunded.
- All the admissions are subject to approval of the competent authority. For any reason, if any admission is rejected by competent authority, the actual amount paid by the candidate at the time of admission will be refunded within one month from the date of such rejection.

7. Mobile/cell phones:

- Use of cell phones, CD/Cassette players in the class room and corridors of college building is strictly prohibited. Carrying **Camera mobile phones** in the campus is strictly prohibited. Once phones/**Camera mobile phones** are taken from students will not be returned back to them.
- Students are allowed to carry laptops in the classes with permission of the class teacher. If found HOD/Principal/faculty has every right to check the contents of the laptop /detain/withhold the laptop.

8. Dress code:

- Student has to maintain strict dress code and management / Principal can impose a dress code any time during course tenure.
- Students shall not wear dresses, which look indecent and have a captions/text on them.
- Students are not allowed to wear Sleeveless and torn jeans.

9. Study Tours:

- Case studies / Study tours / industrial tours are part of the curriculum and are compulsory & approval from university is mandatory. Expenses for above tours shall be borne by the students only. The college, will however, recommend for bus/ railway concessions
- NASA (National Association of Students of Architecture) conventions at National/ Regional level are not mandatory. If any student or group of students is interested they can attend NASA along with NASA coordinator & faculty coordinator.

10. Ragging:

- Ragging in any manner is an offence and is punishable under law. It is banned and those associated will be expelled from the college.
- Ragging is strictly prohibited not only in the college campus but also outside the college campus.

11. Power of the Principal:

- The Principal may, on the recommendation of the Head of the department or otherwise, inflict the following punishments in the interest of the students or the institution : fine; curtailment of attendance; denial of promotion to next semester; suspension; expulsion; or such other action as deemed necessary for the maintenance of discipline in the campus.

12. General rules:

- All the students should attend the college after vacations (vacations of Dasara / Sankranthi / Christmas / Semester term/ summer / any other if declared by college/University/State Government.) on the re-opening day without fail.
- Certificates submitted by all Students for admissions will be returned after completion of the course.