

General Rules and Guidelines

The objective of providing the code is to provide a clear set of guidelines on how students are expected to conduct themselves in their day-to-day work and how they are expected to behave towards each other. Adherence to these guidelines will help in providing an open, tolerant and friendly atmosphere that is conducive to learning. It also aims to promote high standards of discipline.

Every student of this institute shall abide by the rules of this institute, which may be updated from time to time.

Admissions will be cancelled in case of:

Not submitting the required documents in time

Submission of fake or incorrect documents

Failing to fulfill required eligibility criteria of the respective course

Admission will be confirmed only after payment of prescribed fees. For the subsequent years, students are required to register again as per the schedule declared from time to time by paying the prescribed fees for that year. In case of failure to pay the prescribed fees before the stipulated date, a late fee of Rs. 100/- per week will be charged.

General Rules

Society or association of the students will not be started without written permission of the concerned authority.

No person/s shall be invited to address or entertain the students of the institute, without the written permission of the concerned authority in advance.

Use of mobile phones in the classrooms, studios, labs, library and other academic area is strictly prohibited. Mobiles ringing in the class will be confiscated, auctioned and the proceeds will be donated to a charitable cause. Further, such student will be liable for disciplinary action.

Carrying any valuables to the institute will be at the risk of the student and institution will not accept any responsibility of the valuables lost in the institute as well as on the campus.

Students are requested to note that any application regarding issuing of bonafide certificate, duplicate passing certificate, must be submitted at least five working days in advance. This will enable the KaID office to prepare and keep it ready for delivery.

Students are required to read the notices put on the notice board of the institute. Institute shall not accept any responsibility for any loss / damage incurred by a student owing to his / her failure to read the notices in time.

Attendance

Every student must attend at least 80% of the total number of the lectures/sessions conducted by the faculties. The student will not be eligible to appear for the examination if he/she fails to put in the required attendance.

20% absence is allowed with prior permission of Director, KaID for the following reasons.

Leave on medical grounds

Absence on account of participation in institute activities.

Note: The total number of lectures/sessions missed on the grounds mentioned above should not in any case exceed 20%.

If the medical leave exceeds 3 days and also in the event of illness requiring hospitalization of the student for longer periods, the authentication of the same should be submitted to the authority. Under no circumstances (even with medical reasons) will a student with less than 50% attendance be allowed to appear for the semester end examinations.

Wherever student avails of personal leave, he/she will be required to take prior permission from the respective head of the department and the

director. Grant of permission will not mean that the absence has been condoned for the purposes of computing the attendance.

The student should be punctual in attendance and must be in his/her seat at the commencement of the lecture. Stipulated attendance, completion of assignments and passing in the internal examination are mandatory for becoming eligible to appear for the semester-end examination.

On no account, will students be allowed to remain absent for any assignments, semester-end examination conducted by the institute/university or continuous assessment done by the faculty during the semester. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the students.

On no account will students be allowed to remain absent for any of the Saturday special lectures, which are considered as a part of academics. Absence for the lectures will lead to cancellation of the attendance to all the lectures conducted during the previous week.

Disciplinary Rules

Anyone found indulging in ragging in any form within or outside the campus, shall be instantly expelled from the institute.

The behaviour of the students at all times, within or outside the campus must be above board and must reflect a sense of responsibility.

Students are required to strictly observe the dress code prescribed by the Institution. Any student found guilty of improper dress will be asked to leave the campus, even during institute hours and the student will himself be responsible for the loss of the attendance. Strict disciplinary action will be taken against any student found violating the dress code repeatedly. Director's decision will be final in this regard.

Students are required to show the due regard for the rights and the properties of the institute. Any

student found guilty of tampering / damaging the property, fixtures, equipment, furniture, books, building, vehicles, etc. of the institute / society shall be liable for punishment and might be expelled from the institute.

Smoking and consuming tobacco products is strictly prohibited on the campus.

Any student found misbehaving in the class, lab/studios and behaving arrogantly with the faculty and/or staff or fellow students will be severely punished. The nature of the punishment will depend upon the severity of the offence.

Identity Card – Every student of the institute must possess the identity card. He/she should always wear it on person while on campus and should produce whenever called upon to do so by the concerned authorities. The loss of I Card should be reported immediately to the office. Rs. 500/- will be charged for issuing a duplicate I card.

The following will constitute misbehavior and misconduct

- Disobedience
- Back answering
- Objectionable moral influence
- Insubordination, etc.
- Improper body language

Important Notes

The students are bound by all the rules and regulations made by the institute from time to time. Any matter not expressly provided for in these rules shall rest at the absolute discretion of the concerned authority, which also reserves the right of modifying these rules as and when felt necessary.

All disputes pertaining to sale of prospectus, conduct of examination and admissions to the institute shall fall within the jurisdiction of Kathmandu Municipality only.
