



# FRONTLEARN INSTITUTE

## Institution Rules and Regulations

The following rules and regulations are applicable to all students of the institution. Violation of these rules and regulations will warrant immediate dismissal.

1. The Managing Director is the ultimate disciplinary authority in the institution.
2. Fee shall be collected at the beginning of each semester. Fee is non-refundable once payment is made.
3. Students shall compulsorily wear the school issued branded t-shirt at all times while on campus.
4. Frontlearn Institute course validity is as per the specified duration of the course. Students will have an extension allowance of two weeks. Further extension may be granted with reference to an approved leave of absence.
5. Students must communicate to the school administration if they will not be attending class and plan for a reschedule of the class with their instructor. Failure to communicate and reschedule will result to forgoing the class. With the exemption of ;
  - i. Sickness - For any absence exceeding 3 days students must return with a sick note.
  - ii. Approved leave of absence -Students should apply for a leave of absence to be approved by the HOD.
6. Bullying and discrimination is banned on the institution campus.
7. Possession of a weapon on campus is strictly prohibited.
8. Sexual involvement or harassment with fellow student or staff is strictly prohibited.
9. Smoking, consumption of alcohol and use of narcotic drugs are strictly prohibited on campus. Students are also prohibited from attending campus while intoxicated.
10. The institution prohibits political activities on the campus and forbids students from conducting and attending political meetings within the institution campus.
11. No celebration should be arranged in the campus without the written permission of the Managing Director.
12. No type of fund raising by the students is permitted within campus.
13. The public and former students will be permitted access to the institution only when accompanied by an instructor. They will not be allowed to enter the class rooms.
14. Students shall not invite Police or Media Persons to the campus on their own.
15. Students shall guard the image of the institution in the transaction of the social media (Facebook, Instagram etc.)
16. The Managing Director reserves the right to refuse admission to any applicant for any course without assigning any reason, if he or she feels that admission of that person is detrimental to the interest and discipline of the institution.
17. In the interest of the institution and for the sake of discipline, the Managing Director is entitled to take any punitive action on any student for his/her misconduct.
18. Misconduct shall include but not limited to:
  - i. Staying away from classes without satisfactory reason.
  - ii. Disrespectful behavior towards the staff
  - iii. Provoking students to strike and participating in strike in the institution.
  - iv. Loitering in the verandas during free hours and creating disturbance to the classes in progress
  - v. Disorderly behaviour in the class
  - vi. Organizing tours without the permission of the Managing Director

- vii. Organizing meetings in the institution or displaying notices on the institution notice board without the permission of the Managing Director.
- viii. Blocking gates/doors or passages which would restrict the mobility of staff and students in the institution.
  - ix. Involvement in manhandling or harassing fellow students
  - x. Resorting to any kind of malpractice in the examinations.
  - xi. Fundraising from staff or students without the permission of the Managing Director.
  - xii. Distributing leaflets, hand- bills or other materials and displaying banners and posters inside the campus.
  - xiii. Drawing any form of graffiti on the institution's property.
19. Vandalism and destruction of the institution property will be severely dealt with and material loss will be fully recovered with fine.
20. The institution campus and classrooms should always be kept neat and clean. Students should see that no damage is done to college property including plants and trees in the campus.
21. The institution is not responsible for the loss of personal items: textbooks, note books, electronics, clothes, money, ornaments etc.
22. Students should carry at all times college identification cards which should be shown to the staff and to the watchman when demanded.
23. When the students meet a member of the staff within the campus or outside, they will greet him/her as a mark of courtesy.
24. Students are expected to keep decency and decorum in their dress and behaviour.
25. Every student has to participate in all community service work by the institution.
26. No Student is allowed to be in the campus after 8:00 p.m.
27. Prior permission from the Managing Director has to be given to take part in inter - collegiate competitions or media activities.
28. Complaints of students will be looked into if they are presented through the proper channel. Collective petitions however will not be allowed. Any complaint can be represented by a team of not more than three.
29. The Managing Director reserves the right to amend and alter the Rules and Regulations at par with the timely requirements.
30. It is the responsibility of the students and staff to get informed of all the rules and notifications of the institution from time to time. Ignorance of these rules is not condoned.
31. On occasion, Frontlearn Institute may photograph students learning and activities. Frontlearn Institute reserves all rights to use any photographs for press or promotion without consent from the students, and without any obligation to the students.
32. The Managing Director is the final authority to interpret the rules and regulations in the best interest of the institution.