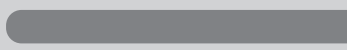# STUDENTS' RULE BOOK

COMM-IT Career Academy &
Institute of Vocational Studies
(Awadh Centre of Education)
2021-2022

Contents

Preface

Institute of Vocational Studies and COMM-IT Career Academy (Awadh Center of Education) are affiliated with Guru Gobind Singh Indraprastha University, Delhi and SCERT, Delhi and are approved by Govt. of NCT of Delhi. Institute of Vocational Studies is nationally accredited with "B+" Grade by NAAC. The Institute is presently running the following Programmes:

• Bachelor of Education (B.Ed.)

• Bachelor of Computer Application (BCA)

• Diploma in Elementary Teacher Education (D.El.Ed)

These rules and procedures are promulgated to facilitate smooth conduct of the above programmes, bringing transparency in the system and uniformity in their implementation.

Students' Rule book is published to answer all queries raised by the students and their parents pertaining to programme administration, academics, finance and students' affairs. The contents of this

Rule book are consistent with the guidelines issued by the University on different aspects for conducting the various educational programmes.

It is strongly recommended that all students and parents must read this Rulebook carefully. Students are required to sign an 'Undertaking' in the form of a declaration attached as Annexure - A.

Naushad Khalid
Managing Trustee
Awadh Public Charitable Trust

Vision & Mission

Awadh Center of Education (ACE) is emerging as one of the leading providers of the professional education in the country. The ACE has so far worked with vision and objectives to develop manpower and empower the educationally weaker section of the society making them self-reliant enough to participate in the process of national development.

- To establish institutions to impart quality education to all [socially backward and minority communities in particular] to make them employable and respectable citizens
- To develop trained manpower for support and treatment of persons with disabilities
- To develop trained manpower in information technology
- To develop manpower for education as qualified teachers for participating in "Sarva Shiksha Abhiyan"
- To transform the youth in getting trained and educated and make them self-reliant and capable of showing direction to others

Administration

Academic Administration of Programmes:

- There is a Programme Principal for each programme who will be the overall in-charge for the smooth conduct of the programme and achieving academic excellence.

- There is a "Programme Coordinator" for each batch comprising of the Programme Principal and senior faculty members acting as Class Mentors for each year of the Programme.

- All issues pertaining to academic administration shall be referred to the "Programme Coordinator". It shall also take on its own motion cognizance of issues and problems related with academic performance of students.

Administration of Students Affairs:

- The Institute shall have a "Proctorial Board" comprising of Programme Principal of the entire programme as its ex-officio members. All the Programme Principals, an additional senior faculty member shall be nominated as member of the Proctorial Board. One of the Programme Principal shall be nominated as the Chief Proctor.

- The Proctorial Board is empowered to monitor and control the conduct and discipline including cases of ragging of all students studying across all the programmes run in the Institute.

- A member of Proctorial Board may give suitable directions to any student in respect of any activity that is considered not befitting the good conduct and behaviour and it shall be binding on the student to follow such directions. Any disregard or disobedience of a direction given by a 'Proctorial Board' member shall be treated as an act of indiscipline and action shall be taken against the student (s) accordingly.

- The 'Proctorial Board' shall report its findings and recommendations to the Programme Principal, who shall be the Chairman of the board.

Course Coordinator: There will be one course coordinator for each batch. Each coordinator will carry the following responsibilities

- Attendance Monitoring
- Discipline Monitoring
- Class regularity & Punctuality
- Student's Concession Form verification
- Conduction of PTM (Parent Teacher Meeting)
- Individual counseling to the student
- Miscellaneous activities

Contact Whom:

- Regular Classes (Subject Related Issues) – Respective Faculty
- Student's Concession Form – Batch Coordinator
- Individual counseling to the student– Batch Coordinator
- Result / Mark sheet –Exam & Result In-Charge
- Examination Related Issues - Principal
- Document Attestation - Batch Coordinator
- Library related - Librarian
- Accounts Related – Accounts Manager
- Others (If Any) – Principal

PTM (Parent Teacher Meeting):

College conducts parent teacher meeting at least once in a semester for students' improvement purpose. The schedule will be announced time to time.

Working Hours:

The Institute shall function from Monday to Friday (from 9:00 am to 4:30 pm. The University listed holiday will be notified by the institute and that will be available in GGSIP University website.

Cafeteria:

The college has open cafeteria which is open from morning to afternoon and provides Hygienic Breakfast, Lunch, Snacks, and Soft Drinks etc.

Departments:

College has number of departments which may be required for different purpose. Floor wise information is given below:

Basement:
- Administrative Office
- Accounts Office
- Photocopy Centre

Ground Floor:
- Chairman's / Managing Trustee Office
- Reception
- Auditorium
- Department of Elementary Teacher Education
- Cafeteria

1st Floor:
- Department of Bachelor Of Education

2nd Floor:
- Department of Computer Science
- Girls common room

3rd Floor:
- Awadh Central Library
- ICT Classroom

Academic

a) Academic Calendar

The Institute follows the academic calendar as laid down by university. However, the Institute may modify the academic calendar for effective management of teaching-learning process and for balancing the co-curricular and extra-curricular activities.

B. Ed. Programme

B.Ed. Programme is of two years duration and of 80 credits

Tentative Academic Calendar for B.Ed. Programme for Semester Ist & IIIrd

Programme Description	Tentative Dates
Commencement of New Academic Session	1st August.
First Internal Examinations	3rd Week of September
Sports meet of University	1st Week of November
University Practical Examinations	3rd Week of November
Preparatory Leave	4th Week of November
University Theory Examinations	1st Week of December
Winter Break	4th Week of December

for SemesterV IInd & IVth.

Programme Description	Tentative Dates
Imparting of Instructions	2nd Week of January
Anugoonj – University Festival	2nd Week of February
College Sports	February
Internal Examinations	Last Week of February
Awadh Day	15th March
University Practical Examinations	3rd Week of April
Preparatory Leave	1st Week of May
Theory Examinations	2nd Week of May
Summer Vacations	June and July

Tentative Academic Calendar for D.El.Ed Programme

Programme Description	Tentative Dates
Admission process begins for D.El.Ed.	1st year
Orientation of D.El.Ed. second year students	3rd Week of June.
	2nd Week of July.
Orientation of D.El.Ed 1st year to the program.	1st Week of September.
First Term Examination (D.El.Ed. 2nd Year)	
First Term Examination (D.El.Ed. 1st Year).	2nd Week of September
Commencement of teaching practices of D.El.Ed.	4th Week of October.
First & second Year students.	1st Week of November onwards.
Orientation program on school experience program (D.El.Ed. 2nd Year).	2nd Week of November
Orientation program on school experience program (D.El.Ed. 1st Year).	4th Week of November.
Winter Break.	1st Week of January.
College Sports Day.	1st Week of February.
Second Internal Examination.	2nd Week of March.
SCERT Theory Examination.	Mid of April

Tentative Academic Calendar for BCA Programme 1st Sem (Batch-2021)

Programme Description	Tentative Dates
First Semester (2021-22)	Duration
First Semester	1st December 2021 To 15th March 2022
Preparatory leave	16th March 2022 To 19th March 2022
Semester End Examination and Evaluations	21st March 2022 To 9th April 2022

*T*entative Academic Calendar for BCA Programme2nd Sem (Batch-2021)

Programme Description	Tentative Dates
Second Semester (2021-22)	Duration
Second Semester	11th April 2022 To
	23rd July 2022
Preparatory leave	24th July 2022 To
	30th July 2022
Semester End Examination and Evaluations	01st August 2022 To
	20th August 2022
Summer Vacations	22nd August 2022 To
	17th September 2022

c) Attendance

I. For End Term examination

A student shall be required to have a minimum attendance of 75% in aggregate for all the courses taken together in a semester, provided that the Principal may condone attendance shortage up to 5% for individual student for reasons to be recorded. However under no condition, a student who has an aggregate attendance less than 70% in a semester shall be allowed to appear in the semester-end examination.

II. Adherence to Time Table

The time-table/schedule of classes and all other activities shall be announced by the Class Coordinator, Principal, or concerned faculty. Students are expected to be present five minutes before the commencement of the activity, wherever they are required to be present.

d) Practical Class – Computer Lab

*   Students are allowed to Computer Lab during their schedule timings only
*   Students have to prepare their Lab Work Book and signed by respective faculty on regular basis - Once in a fortnight

e) Smart Card

Smart card is an Identity cum Library Card which will be provided by college authority on payment of nominal charges. In event of damages / loss of the card, student is required to report to college office immediately.

f) Summer Training and Project – BCA Programme

Wherever Summer Training, project study or General Proficiency papers have been prescribed in the syllabi of the programme, the detailed guidelines, schedules, marking scheme and the names of the guides shall be provided through the academic circulars issued by the Principal. Students are required to adhere to these guidelines strictly.

g) Examination & Evaluation Scheme – BCA Programme

I. Conduct of Semester-end examination

a   In the semester-end examinations students shall be examined in the course papers prescribed for the specified semester as given in the respective syllabi.

b.   Semester-end examinations shall be conducted by university at the specified centers, notified by the University, which shall not be the Institute.

c.   The examinations shall be conducted as per the prescribed schedule notified by the University.

d. Internal examinations for continuous evaluation and external practical examinations shall be conducted at the Institute. Wherever required, University shall appoint external examiners for evaluation of practical, summer training and project study etc.

e. For appearing in the semester-end examination students are to apply/register on a prescribed form through the Institute. University shall issue admit card, bearing the paper code in which students are permitted to appear. Students must possess the admit card for appearing in each paper and check and notify to the Institute immediately, in case there is any discrepancy in the admit card vis-a-vis the paper code.

II. Scheme of Marks

The general scheme of examination and evaluation comprises of two components i.e. Semester-end term examination conducted by University and Continuous Evaluation conducted by Institute.

III. Continuous Evaluation

The continuous evaluation shall be conducted as per the schedule notified by the Institute.

Theory Papers				
Internal Marks			External Marks	Subject Total
Internal Exam	Class performance	Total (A)	End Term Exam (B)	(A+B)
20	5	25	75	100

Practical Papers			
Internal Marks		External Marks	Subject Total
Internal Exam	Total (A)	End Term Exam (B)	(A+B)
20	40	60	100

IV. Pass Percentage

Minimum pass percentage in each paper is 40% (total of term-end + Continuous evaluation)

V. Scheme of Credits

The numbers of credits assigned to each paper are mentioned against each paper in the course syllabus attached there with. Students are required to appear in examinations in all the papers. The degree will be awarded on the basis of Credit opt. In BCA Programme total number of Credit is 160. For the award of the degree a student shall be required to earn the minimum of 150 credits.

VI. Grace Marks

A total of six marks can be given as grace marks either in one or distributed among more than one paper, if the aggregate marks (total of semester end and continuous examination) are below the passing percentage (40%). These marks shall be awarded by the University at the time of finalization of semester-end examination results. No grace marks will be given during reappear university examination.

A student, who could not complete the programme after n+2 (five) years, may be given six grace marks, if this enables a student to become eligible for award of degree.

VII. Reappearance

a. A student obtaining less than 40% of maximum marks (in total of Term-end and Continuous Evaluation) in a paper/course and failing in the course shall be allowed to re-appear in a semester-end examination of the course in a subsequent semester (s) when the course is offered, subject to maximum permissible period of five academic years.

b. The re-appearing students who secure less than 40% marks in the Continuous Evaluation have the option to repeat and improve the two class tests performance with the next batch of students.

c. A student who has to reappear in a semester end examination shall be examined as per the syllabus which will be in operation during the subsequent semester (s). However, in case the student claims that there are major modification in the syllabus which is in operation as compared to the syllabus which was applicable at the time of his / her joining the concerned programme and the Chairman / Coordinator of the Programme Committee of the University so certifies, the examination may he held in accordance with the old syllabus.

d. Students who are eligible to reappear in an examination shall have to apply / register to the Controller of Examinations through the Institute to be allowed to reappear in an examination and pay the fees prescribed by the University. Students are advised to check admit card for the paper code in which they are permitted by the University to reappear and notify to the Institute immediately, in case there is any discrepancy.

e. There shall be no reappear/retest in continuous evaluation in the same semester.

f. The schedules for applying for re-appear examination, both term end and continuous evaluation, shall be announced by the Institute through Notice Board and on the Institute's website (www.awadh.org.in).

VIII. Rechecking

A student may apply to the University through the Institute, within two weeks from the date of the declaration of the result, for re-checking of the semester¬ end examination script (s) on the payment of prescribed fee on a prescribed form. Rechecking shall mean, verifying whether all the questions and their parts have been duly marked/attempted as per the question paper, and the totaling of marks. In the event of discrepancy being found, the same shall be rectified.

h) Promotion & Academic Year break

a. Promotion from First to Second Year

A student who obtains less than 50% credits in the 1st year examinations (1st & 2nd semester combined) shall not be promoted to 2nd year of the concerned programme.

b. Promotion from Second to Third Year

Students who have been promoted to 2nd year shall have to obtain at least 90% credits in the 1st year of their examination and also at least 50% credits in 2nd year of their examination to be eligible for promotion to 3rd year of the programme.

c. Academic Year Break:

Students, who have not been promoted in either case (a) or (b) above, shall automatically be declared to have taken "Academic Year Break" and are to reappear in such papers of previous semester (s) in which they have failed, so as to obtain sufficient credits to be promoted to the next academic year. Maximum two "Academic Year Breaks" are permissible to a student for the completion of the academic programme; failure to complete the course in prescribed limits of n+2 (five) years would automatically imply cancellation of admission of such students.

i) Programme Scheme of BCA has been revised from 2021

The scheme of the programme is available in college as well as GGSIP University website.

Programme Fees

The fee for BCA Programme is decided by the State Level Fee Regulatory Committee constituted by the Government of NCT of Delhi. The fee so decided by the Fee Regulatory Committee can be different for different batches of the same programme concurrently running in the Institute. For the same programme the fee can be different in different institutions. The Institute charges fees as prescribed by the State Level Fee Committee for the Institute for different programmes. If the Fee Regulatory Committee modifies the fee retrospectively or after commencement of programme, students would be required to pay the amended fee.

Payment of Fee:

- Students of BCA have to pay fees once in a year as per the prescribed schedule by the University. Security deposit is to be paid once at the time of joining the Institute.
- Part of fee is collected by the University during the counseling and balance fee is to be deposited at the Institute as per the prescribed schedule.

Late Payment Charges: If the students do not deposit fee by the due date they have to pay late payment charges to the Institute as prescribed by the University.

Mode of Payment: Fee is to be paid through a demand draft (DD) in favor of **"COMM-IT Career Academy"** Payable at New Delhi

NEFT, RTGS, IMPS, or any other Application.

Account number: 718655602

Bank: Indian Bank Saket Branch, Khirki Ext.

IFSC Code: IDIB0005097

E-Learning Portal

We have introduced Education through technology. Irrespective of the location technology has provided a venue for the mode of teaching and learning where information access, enhanced searching of resources and enthusiasm for the learners very easily if used in an appropriate and premeditated manner. Appropriate environment building, Learning Management System, is the continuous research area. We designed the portal for our college students which help them to get lot of information which sometimes cannot be provided due to time limitation. Student can access the same any time anywhere 24 X 7.

E Learning Portal contains the following sections:

• Articles

• Model Question Papers

• Assignments

• Previous Year Question Papers

• Notice

• Class Room

• Useful Links

Process of Accessing Information from E-Learning Portal:

Step I: Open Web Browser like Internet Explorer

Step II: type www.commit.org.in

Step III: Click on E-Learning link at the right top of the page

Step IV: Login id: <Enrolment No>

Step V: Password: test

For any doubt please contact the class coordinator

www.awadh.org.in

Type login id and password

Students' Code of Conduct

The Student Conduct system educates students about appropriate behavior and fosters a community in which academic success can occur. All students are to maintain good conduct and behavior during their stay in the Institutes. In this respect, acts of indiscipline and indiscipline and penalties have been laid down in the succeeding paragraphs. All students must read and understand pros and cons of the same.

Rules for Discipline

- Students are responsible for their conduct to the Principal and are prohibited from doing anything, either inside or outside the College that will amount to a breach of discipline or interference in the College.

- Students shall conduct themselves in a gentlemanly manner both towards the members of the staff (teaching and non-teaching) and towards their fellow students. Use of indecent language or ungentlemanly conduct including teasing etc., shall be severely dealt with.

- Students shall maintain perfect silence in class rooms. They must not loiter in the corridors or in front of class rooms and must keep as quiet as possible at all times. During their free periods, students should work quietly either in the Library but without causing any disturbance.

- Smoking is strictly prohibited inside the College campus.

- Students shall take proper care of the college furniture and premises, and must not spoil or cause any damage to or tamper with College property, furniture and lawns.

- Names of students who indulge in acts of indiscipline in the university examination may be struck off from the college.

- Names of students who indulge in acts of indiscipline in the university examination may be struck off from the College rolls.

- Students shall leave their bicycles, scooters or motorcycles locked in the parking area at their own risk. No bicycle, scooters or motorcycles shall be parked in any other part of the College building.

- No Society can be formed in the College nor shall any person be invited to address a meeting in the College without the prior permission of the Principal.

- No students suffering from any contagious or infectious diseases will be permitted to attend the College.

- Punctuality & discipline are our proud

- 75% attendance is must throughout the session

- Use of Mobile phone is strictly prohibited during the classes
- No students are allowed in the college campus without College Id Card (Smart Card)
- Students are not allowed to sit in the staircase, corridor and other common passages
- Student's Transport Concession Slip to be submitted to respective Batch Coordinator
- Students are requested to user the infrastructure and other facilities judiciously. If any damages are reported then compensation will be collected from the respective batch or identified student(s).
- Student's entry is restricted in the Staff Room.
- Students are not allowed to enter in college after 10.00 am.

Ragging

a) Any form of ragging is strictly prohibited in this institution which includes abusing, harassing, ill-treating, manhandling, bullying or awarding undignified or unauthorized punishment to a student by any other student. Strict disciplinary action will be taken against any student indulging in ragging and may be expelled from Institute.

b) Ragging for the purpose of this Ordinance ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students. It includes individual or collective acts or practices which:

- involve physical assault or threat, and/or use of physical force;
- violate the status, dignity and honour of women students;
- violate the status, dignity and honour of students belonging to the scheduled castes and tribes;
- violate the status, dignity and honour of students belonging to the Muslim Minority;
- expose students to ridicule and contempt and affect their self-esteem;
- Entail verbal abuse and aggression, indecent gestures and obscene behavior.

Penalties

Following penalties are prescribed for committing any act of indiscipline defined above:

- The defaulter may be expelled from the Institute, in such cases he / she shall not be readmitted to the Institute.

Penalties

Following penalties are prescribed for committing any act of indiscipline defined above:

- The defaulter may be expelled from the Institute, in such cases he / she shall not be readmitted to the Institute.

- For a stated period, the defaulter may be rusticated and shall not be allowed to attend the programme, till the expiry ofthe period of rustication.

- The defaulter or the whole class may be imposed with collective fine of a specified amount of money.

- The defaulter may be debarred from taking an examination or examinations for one or more years.

- In cases of using unfair means, the result of the concerned student of the examination at which he has appeared shall be cancelled.

Procedure for Disciplinary Action

Any complaint received against any student will be dealt with in the following manner:

- The involved student (s) would be given a chance to explain his/her conduct in writing. The Board may call others for facilitating the enquiry.

- An inquiry shall be ordered by the Director.

- During the conduct of inquiry the Board may suspend the student, if the situation so demands.

- The Board shall submit its findings and recommendations to the Director for approval.

DO's and DON'Ts

Specific Do's and Don'ts for the use of computer labs are given below. All students are to strictly adhere to these.

DO's

- Switch-on and Switch-off the computer in systematic sequence.

- Keep your work files at the assigned location only.

- Any CD or Pen Drive is to be used with prior permission of Lab In-charge and after a proper scan for virus.

- In case of power failure, save your data within 15 minutes and switch-off computer and monitor systematically to avoid battery drainage of the UPS.

- Show your Identity Card if asked for by the Lab In-charge.

DON'Ts

- Don't upload any outside software/hardware.

- Don't delete or rename any system/programme file.

- Don't shift any hardware within or outside the lab.

- Don't make an attempt to repair any hardware or software problem yourself. Bring it to the notice of Lab In-charge.

- Don't bring any eatables or drinks inside the lab.

- No wandering and gossiping inside the lab.

Central Library

Awadh Center of Education has its own central Library, Awadh Central Library. The students of the college can access the Library facility for their various academic purposes. The Library provides numerous books in various subjects, both reference and text recommended by the GGSIPUniversity.

The library is fully computerized to meet the student requirements. The system is beneficial for them in order to search for the availability of books and for other library facilities. Library provides the students with the following:

a) Library books: Awadh Central Library has more than ten thousand books including journals, periodicals; etc. The Library has a separate magazine section having different magazines, journals, and periodicals. On the commencement of session Smart cards are issued so that students can avail the library facility. Students are permitted to retain books issued by the Library during their session / semester.

The following rules are adopted for availing the library facility:

- Student of the BCA Programme is issued the books through their smart cards for lending.

- The smart card is issued at the time of commencement of session.

- A student is issued a maximum of 2 books for duration of 10 days.

- After the extension of the due date (ten days) a fine is levied.

b) Book Bank facility for Students:In order to meet the increasing demand of books, students are provided with the book bank facility. The facility provides the books to students for reading purposes for their entire semester. By taking nominal security deposit (Refundable), college is offering books for all entire courses with monthly rents.

The following rules are adopted for availing the book – bank facility:

- All the bonafide students of Awadh Center of Education are entitled to become a member of Awadh Book bank.

- Students are required to fill up the Form A in order to register for the book bank facility and Form B is submitted for choice of books.

- Students can retain the books for a maximum of 10 months. However, they are free to deposit a particular book earlier and take another book.

- Students can draw the books according to their choice at any given time for the duration he/ she is desirous of. The entitlement of a member regarding the number of books is directly related to the type of membership and the amount of security deposit.

- Students are required to deposit the following amount as a refundable security deposit. The security amount shall be refunded on the completion of entire course.
- Maintenance fee of Rs.10/- per book per month is charged from the students for the actual duration, for which thebook remains with the student.

Number of books to be issued at a time	Security Deposit
3 (Three)	Rs. 1000/-

Reprographic facility:

- Photocopy and book binding facility is also available in Library

Student Arrairs

Student's Representation:

- To develop leadership qualities among the students, to make them responsible citizens and to provide a mechanism for presenting their perspective in a peaceful and responsible manner, a system of "Class Representative" is in place. Each class shall select two "Class Representatives" one boy and one girl.

- The tenure of "Class Representative" shall be one academic year.

- In case no student comes forward to be the Class Representative, the Principal on the advice of Class Mentor shall nominate the Class Representative (s).

Role of Class Representatives:

- The Class Representatives are to act as interface between the class and the Director.

- All issues related to academics and discipline of students is to be reported to the principal through the channel of Class Mentor coordinators'.

- Class Representatives are to look after safety of the teaching aids, furniture and fixtures available in the class. Any damage/breakage in the class is to be reported to the Principal/Class coordinator immediately.

Participation in Co-curricular & Extra-curricular Activities

The Institute, during the conduct of semesters, carries out many co-curricular and extra-curricular activities. It is mandatory for all students to participate in these activities and be present. Failure to do so shall be treated as an act of indiscipline & be dealt with accordingly.

Dress Code

Institute is conducting professional and teaching course, where in students are expected to acquire academic excellence and attitudinal training to follow norms of the organizations where they are finally placed. This is turn requires a professional bent of mind along with decent dressing sense. Keeping this is in view the students at the institute are to strictly adhere to the following dress code:

- For Boys: Formal dress on regular classes / Practical Exams Shirt/T-shirt and Trousers with Shoes/Sandles

- For Girls: Sari/Salwar Suit/TrousersShirt on regular classes / Practical Exams.

Note: Short/Bermuda/Capri/Sleeveless Tops/Bathroom Slippers are strictly prohibited.

Notification of Information:

- All information in respect of conduct of a programme shall be conveyed through Notice Boards. All important notices shall also be placed on the "Announcement " link of the Institute website www.commit.org.in

- Information conveyed through the Notice Boards/Website of Institute shall deem to have been conveyed to all students. Students in their own interest must read the notice/website of Institutes on daily basis.

Picnic / Educational Trip:

Every year there is a mandatory escape to Delhi / outside Delhi for picnic. Program wise trip is being organized by the college.

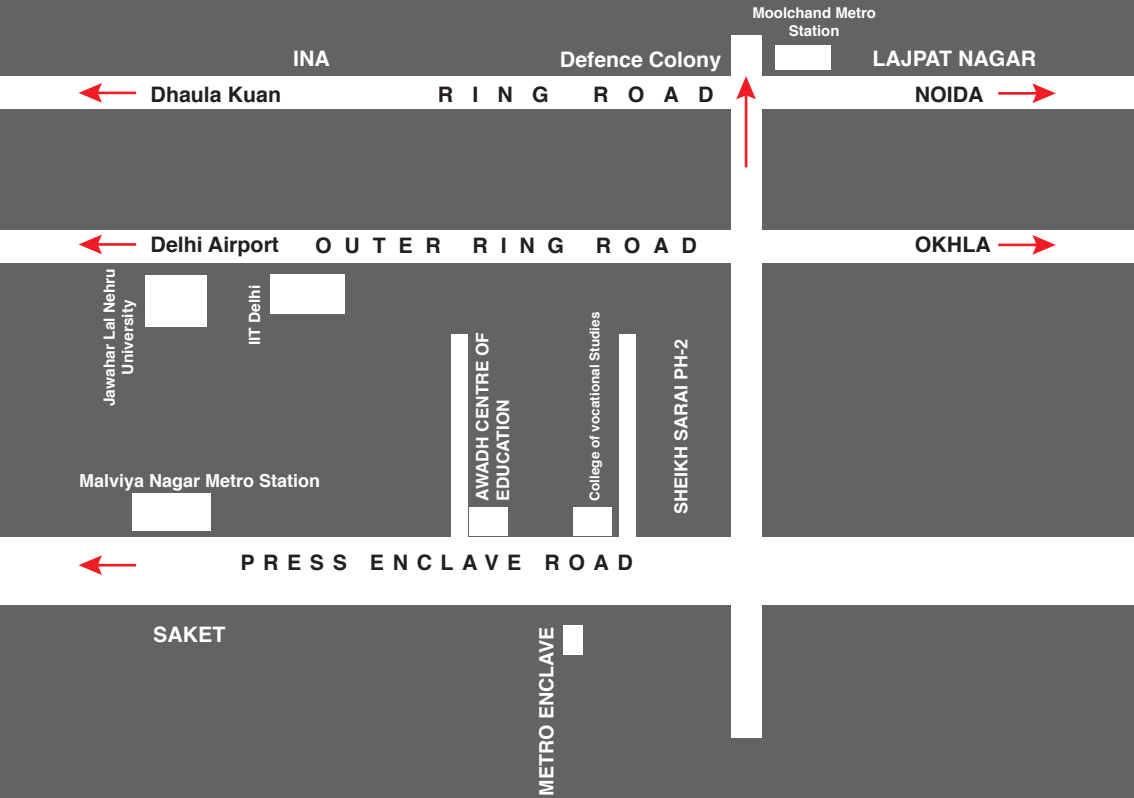## Awadh Centre of Education, New Delhi
UNDERTAKING

I _____

S/D/O _____Enrolment No:_____

Batch_____, Programme _____ at COMM-IT Career
Academy / Institute of Vocational Studies,   New Delhi declare that

a) The information furnished by me in admission form is true to the best of my knowledge & belief. If on later date any information given by me is found to be incorrect, my admission from the institute shall be cancelled and I will have no claims what so ever on the Institute and all my payments including fees, security deposit etc. shall be forfeited.

b) I have read and understood the rules and penalties in respect of General Discipline, and Attendance as given in the Student's Rulebook and undertake to abide by me.

c) I will not indulge myself in any sort of ragging activity in or outside the Institute's premises. I am also aware that ragging is a criminal offence and I can be prosecuted for the same if indulge in it. I shall inform the members of Anti-Ragging Committee in case I am subjected to ragging by any senior students.

d) In case I fail to abide by the prescribed rules, the Director of the Institute may take any appropriate action against me as prescribed in the Students' Rule Book.

e) I agree to become member of Alumni Association of ACE which I agree that Rs. 500/- (Rupees Five hundred only) may be deducted as membership fees from my Security Deposit.

Date: _____
                                                          Signature of Student

Map labels:

INA   Defence Colony   Moolchand Metro Station   LAJPAT NAGAR

← Dhaula Kuan   R I N G   R O A D   NOIDA →

← Delhi Airport   O U T E R   R I N G   R O A D   OKHLA →

Jawahar Lal Nehru University   IIT Delhi   AWADH CENTRE OF EDUCATION   College of vocational Studies   SHEIKH SARAI PH-2

Malviya Nagar Metro Station

← P R E S S   E N C L A V E   R O A D

SAKET   METRO ENCLAVE

COMM-IT Career Academy & Institute of Vocational Studies (Awadh Centre of Education)

Awadh Bhawan, FC-31, Sheikh Sarai, Phase-II, Inistitutional Area, New Delhi-110017

Phone: 011-29257793/94   E-Mail: iinfo@awadh.org.in

Website: www.awadh.org.in

[Near Malviya Nagar Metro Station]