



LUTHEA PRIVATE INDUSTRIAL TRAINING INSTITUTE

RULES AND REGULATIONS

All students are requested to go through the following before taking admission

1. Students should report five minutes before schedule of the contact / counseling session.
2. The absence of the students from contact / counseling session will be viewed seriously and minimum 80% attendance is required to become eligible for appearing examination.
3. All the students will have to appear for practical classes. No marks will be allotted if any one remains absent from practical classes.
4. The institution reserves the right to refuse admission to students who are arrogant and misbehaved.
5. The institution authority reserves the right to change lecture schedule.
6. The institution will not be responsible for non-registration with the NCVT for submission of any fake / forged certificate. Students are requested to check prescribed eligibility criteria as specified by the council.
7. The institution will help students to get bank loan. But in all cases, all conditions of Bank will apply.
8. after taking admission all students will be provide an Identity Card and the students should bring Identity Card at the time of attending classes. Duplicate Identity Card be issued at the cost of Rs. 50 /- .
9. The institution may arrange for extra contact /counseling session classes in addition to prescribed by the council.
10. **THE FEES IS NEITHER REFUNDABLE NOR TRANSFERABLE UNDER ANY CIRCUMSTANCES UNLESS THE COURSE IS CANCELLED BY THE INSTITUTION.**
11. The authority reserves the right to take any undertaking at any point from each students & his / her Guardians / Parents for maintaining proper disciplines and regulations for smooth functioning of the Institute for better interest of both Students and Institution.
12. All the terms and conditions as mentioned in the Registration forms of NCVT will be applied to all the students.
13. As per Govt. of India / Supreme Court Direction any sort of ragging is punishable under Act of Law. Any ragging is strictly prohibited.

DECLARATION BY THE STUDENTS / CANDIDATEES :-

I do here by declare that I have gone through the terms and condition as laid down by "Luthfa Private Industrial Training Institute" and agreed to abide by the regulation & I do not objection in following the terms and condition as laid down above.

Name and Signature of the Guardians / Parents

Name and Signature of the Student / Candidate

UNDERTAKING

I Mr. / Miss.S/D/O
Sriresiding at

.....Do hereby decide that I will abide by the following rules and regulations of : Luthfa Private Industrial Training Institute, P.O: Molandighi, P.S: Kanksa, Durgapur, Dist: Paschim Burdwan, Pin:713212, West Bengal & incase of any gross misconduct / action on my part which College Authority consider detrimental to the interest of the Institution, can take necessary action as deemed fit for the following acts:

- I. Willful insubordination or disobedience, whether along or in combination with others to any lawful orreasonable order of a superior.
- II. Willful damage or loss of Institution's goods and property.
- III. Habitual absence.
- IV. Habitual late attendance.
- V. MisrepresentationI suppression of any material information, drunkenness, intoxication, riotous or disorderly behavior during college hours at the establishment.
- VI. Will not do or indulge along or in associate with others any sort of ragging.
- VII. Will not form any association under any Political banner inside the Campus & indulge any sort of such activities in the campus.
- VIII. I also agree that I would abide by the changes in rules & regulations, which can be amended from time to time at the sole discretion of the authority for the best interest of the Institution and academic excellence.

Signature of the Guardians / Parents

Signature of the Student / Candidate

Date :.....

Date :.....