



13) Parents' Telephone No. with country code

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

E-mail ID: \_\_\_\_\_

14) Name of the Local Guardian and Address

House / Flat No. : \_\_\_\_\_

Building Name : \_\_\_\_\_

Street Name : \_\_\_\_\_

State : \_\_\_\_\_ PIN Code No.: \_\_\_\_\_

15) Local Guardian's Telephone No.:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

E-mail ID: \_\_\_\_\_

### Rules and Regulations

#### ADMISSION:

- ❖ Admissions are non-transferable and fees are non-refundable. The Director will not entertain any requests for refund / transfer of fees. No person, who is not connected with ELTIS or one who is not one of our students may approach the Director in this matter.
- ❖ All Students must register at the Police Commissioner's office within 14 days of arrival in Pune after registering their documents at ELTIS and submit a copy of the passport, student visa, residential permit, and 5 copies of passport size photographs to the ELTIS office, so that an Identity card can be issued to the student.
- ❖ On arrival at the institute, the students need to take a screening test in English Language skills. The test is compulsory.

#### ATTENDANCE:

- ❖ 85% attendance is compulsory.
- ❖ All students must arrive on time for classes every day. They will be marked absent if late.
- ❖ Any student who does not fulfill attendance requirement will not be permitted to appear for the final certificate exams.

#### EXAMS:

- ❖ There will be 2 internal tests per semester and 2 semester end exams within the programme.
- ❖ The student should clear all the internal exams and semester I exams with 50% marks to be eligible for the semester II exams

#### LEAVE:

- ❖ Students, who choose to return to their country during the course for any personal reasons viz. Ramadan, relative's illness, holiday, home sickness, etc. will be marked absent from the class. They need to file a leave application subject to sanction by the Director/ Dy. Director.
- ❖ Leave will be sanctioned by the Director/Dy. Director only under special circumstances.
- ❖ If the student is absent for more than a week without explanation, his/her name will be reported to the police.
- ❖ Any leave from classes to go on pilgrimages and other pleasure trips will not be approved.

#### HEALTH CHECK-UP:

- ❖ For all medical or health requirements, students should go to the Symbiosis Centre for Health Care (SCHC).
- ❖ For medical leave, students should get a certificate only from SCHC. Any certificate from any other practitioner will not be considered.

#### CODE OF CONDUCT:

1. Students must always carry their I-cards in the institute campus and to all official events.
2. Students should dress appropriately. Wearing shorts / miniskirts / revealing clothes is not allowed.
3. Use of cell phones is not permitted during class. Students should avoid making and receiving calls on their mobile phones during class timings, if not, the phones will be confiscated by the teachers/staff.
4. Any kind of misbehavior with the ELTIS staff or fellow students will disqualify the student from appearing for the final examination. Students should please note that his/her admission may be cancelled if he/she is impolite to any member of staff of ELTIS or he/she misbehaves in class or on campus.
5. All Symbiosis campuses are non-smoking zones. Students should not smoke within the institute building. Any student found smoking, will have to pay a fine of Rs. 500/-.
6. Students will be responsible for their belongings. The institute will not be responsible for loss of any personal belongings of students.
7. Students discontinuing the course for personal reasons can get their report cards on request.
8. Students have to pay a nominal parking fee to the parking attendant or obtain a parking pass for the duration of the course.
9. All students should bring their traditional dresses for activities organized at ELTIS.

#### Declaration:

I have read the rules and regulations of the institute and I promise to abide by them and ensure that my ward follows them too.

**Signature of Parent/ Guardian**

**Signature of student**

**Date:**