



# Azad Group of Educational Institutions

## Registration Form (Odd Semester 2018-19)

(To be filled in duplicate)

Latest  
Photograph

Course (& branch, if applicable): ..... Semester: .....  
Name : ..... Roll No.: .....  
E-mail : ..... Mobile No. : .....  
Mode of Admission (UPSEE/CEE/Direct) : ..... Category (SC/ST/OBC/GEN) : .....  
Whether Day Scholar or Hostler : ..... Hostel Details : .....  
Address for correspondence: .....  
..... Aadhaar No. : .....  
Father's Name & Occupation : ..... Mobile : .....  
Local Guardian's Name & Address : .....  
..... Mobile : .....

### INSTITUTE RULES AND REGULATIONS

#### GENERAL:

1. All students must abide by the general and special rules made by the Institute authorities from time to time in regard to their conduct and studies.
2. Self-discipline is the best discipline. All students must observe Institute rules and regulations for the smooth working of the Institute.
3. Students must be kind and gentle in their behavior towards their classmates, other students and respectful towards faculty and staff of the Institute.
4. All students have to wear the prescribed uniform daily (except Friday) in the Institute. A student who is in improper, incomplete and untidy uniform will be fined Rs. 100/-.
5. **Smoking, chewing tobacco, gutka, pan, masala etc. is strictly prohibited in the campus. A student violating this rule will be fined Rs. 500/-.**
6. Any misuse and damage of Institute property, by scribbling on desks, walls, library books, spoiling classrooms (furniture & fixtures etc.), moving the benches and desks from one place to another, etc. is liable to a penalty and disciplinary action.
7. Students must not participate in any political or anti-social activities. Any reported objectionable conduct inside or outside the premises of the Institute will make him/her liable for strict disciplinary action.
8. Students are not allowed to use their mobile during lectures, labs, library sessions, if found he/she will have to face disciplinary action.
9. Students are not allowed to collect any funds from other students or from outsiders without the written permission of the Director.
10. Students are not allowed to go on strike/demonstration/dharna in the Institute. Provoking other students to do so also not allowed and if they do they will probably face severe disciplinary measures.
11. **Students will not invite Police or Media Persons to the campus on their own.**
12. Students will be allowed to bring their vehicles only up to the designated parking area. Entry beyond that point is strictly prohibited.
13. It is the responsibility of the student to read the notice boards regularly and visit the Institute website (AIET: [www.aiet.ac.in](http://www.aiet.ac.in) / AIPR: [www.azadipr.edu.in](http://www.azadipr.edu.in) / ADC: [www.adclucknow.org](http://www.adclucknow.org) ) for important announcements made by the Institute time to time. Any ignorance will not be entertained.
14. Students are advised to be cautious before posting any comments and likes, on social media.

#### REGISTRATION IN A SEMESTER:

15. All students are required to get themselves registered in their departments at the beginning of a semester on the prescribed date(s).
16. Students who fail to get registered on the given date will have to pay a fine of Rs.100/- per working day up to 10 working days, thereafter their names will be struck off the rolls, and if readmitted, have to pay a fine of Rs. 5000/-.

#### ATTENDANCE:

17. **A student who is not registered or whose attendance is less than 75% is not allowed to appear in the Sessional Tests and also in University Examinations.**
18. A fine of Rs.100/- per day for absence will be charged. If a student completes 75% overall attendance at the end of classes, then his/her fine for absence will be waived off.
19. Leave of absence is granted only for serious reasons and on leave application given in advance.
20. In case, leave application is not given in advance then when a student returns to the Institute after an absence, he/she should get the leave application signed by the head of the department before attending classes.
21. The same procedure is to be followed when a student comes late to the Institute.

