



Azad Group of Educational Institutions

Registration Form (..... Semester 20.....-.....)

(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. :.....

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Father's Name & Occupation :..... Mobile :.....

Local Guardian's Name & Address : Mobile :

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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 toward their classmates and other students and respectful towards the faculty and staff of the Institute.
4. All students have to wear the prescribed uniform daily (except Friday) in the Institute. A student in an improper, incomplete, and untidy uniform will have to face disciplinary action.
5. **Smoking, chewing tobacco, gutka, pan, masala, etc., is strictly prohibited on campus. A student violating this rule will be fined Rs. 500/-.**
6. **The possession, use, or distribution of illegal drugs or alcohol is strictly prohibited.**
7. Any misuse and damage of the Institute property, by scribbling on desks, walls, and library books, spoiling classrooms (furniture & fixtures, etc.), moving the benches and desks from one place to another, etc., is liable to penalty and disciplinary action.
8. Students must not participate in any political or anti-social/anti-national activities. Any reported objectionable conduct inside or outside the premises of the Institute will make them liable for strict disciplinary action.
9. Students are not allowed to use their mobiles during lectures, labs, or library sessions; if found, they will have to face disciplinary action.
10. Students are not allowed to collect any funds from other students or outsiders without the Director's written permission.
11. Students are not allowed to go on strike/demonstration/dharna in the Institute. Provoking other students to do so is also not allowed; if they do, they will probably face severe disciplinary measures.
12. **Students will not invite Police, Media persons, or any outsider to the campus on their own.**
13. Students can only bring their vehicles up to the designated parking area. Entry beyond that point is strictly prohibited.
14. It is the student's responsibility to read the notice boards regularly and visit the Institute website, <https://agei.edu.in>, for important announcements made by the Institute from time to time. Any ignorance will not be entertained.
15. Students are advised to be cautious before posting comments and likes on social media.

REGISTRATION IN A SEMESTER:

16. All students must register themselves in their departments at the beginning of a semester on the prescribed date(s).
17. Students who fail to get registered on the given date will have to pay a fine of Rs.50/- per working day up to 10 working days after that, their names will be struck off the rolls, and if readmitted, they have to pay a fine of Rs. 5000/-.

ATTENDANCE:

18. **As per AKTU/LU/UPBTE, attendance is required to be marked daily online. A student who is not registered or whose attendance is less than 75% is not allowed to appear in the Sessional Tests and University/Board Examinations.**
19. Leave of absence is granted only for serious reasons, and on-leave applications given in advance.
20. In case a 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.

