

New Sun Beam Educational Society®

Rules and Regulations

1. All the students are apprised to attend their classes as per schedule of Academic Calendar and Semester Plan so as to score complete marks in their attendance and participation.
2. The students are strongly instructed to display their cards on their outer garment.
3. Students cannot use Canteen during their classes or come out of their classes without having Permission Card.
4. Personal mobile is not allowed to be used during class. Mobile is not allowed to be brought on Exam Days.
5. An Admission Receipt can only be frozen within the first week of the semester.
6. The time/shift or class can be changed within the First Week of the semester.
7. The students who have not registered their names for an ID card will not be able to have their results. The results will be issued to the students who have their names registered in the Database.
8. Students must address their teachers and all the members of the staff with due respects and politeness. They are expected to behave in a gentle manner. They should show respect and politeness to their companions too else they will lose their numbers from Ethics.
9. Students who have been absent from class must have the reason for their absence noted in the “Regularity Record”. No leave of absence is given without an application in writing from the parent. Grant of leave is entirely up to the Director.
10. Students must not leave the center without the permission. When leaving, students must give a permission card to the teacher.
11. When in center, students must not make loud noise.
12. Class orientation will be given in the early days of the semester. Any advice must be taken and be done so seriously.
13. When changing classroom, students must line up and walk quietly.
14. Any unauthorized absence exceeding fifteen calendar days, the defaulter’s name will be struck off the enrollment and considered withdrawn.
15. A student who makes three absences in a month with or without notice/application will lose 25 numbers from his or her attendance number.
16. Parents and guardians are not allowed to see their children or interview teachers during center hours except on parents’ meeting days.
17. Candidates will be listed in the standard after going through an admission test to which they seek admission.
18. Local language is not allowed to be spoken in the class or yard of the center.
19. A student loses 1 number if card is not displayed or brought.
20. Obtaining 90% mark is mandatory.
21. The students cannot leave their classes after first or second period during their classes to visit canteen.
22. Anyone found violating the rules will be dealt as per rules and regulations.
23. If a student comes late, will lose 1 number each day from the attendance number.
24. The students must abide by the guidelines and instructions given by the Security Guard in terms of bicycles, bike, card and etc.
25. The students can download the copy of CNMP at <https://www.newsunbeam.com/students'-download>

SUSPENSIONS

Continuous and willful refusal to accomplish center tasks even though able to do so; insubordination; vicious, illegal or immoral conduct and persistent violation of center rules and regulations are causes for suspension from center and/or deduction of number from ethics and participation.

For further rules and regulations, please visit the official website of the institute.

<https://www.newsunbeam.com/rules-and-regulations>

Website: www.newsunbeam.com

Email: info@newsunbeam.com