

## **CODE OF CONDUCT FOR STUDENTS**

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In order to inculcate academic and personal discipline during the student's stay at Quest Group of Institutions Campus, the following Code of Conduct is to be adhered by every student.

Section	Description
A	General Rules & Regulations
B	Academic Rules & Regulations
C	Training And Placement Rules & Regulations
D	Library Rules & Regulations
E	Hostel Rules & Regulations
F	Transport Rules & Regulations
G	International Students Code of Conduct

### **(A) GENERAL RULES & REGULATIONS**

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1. The student will behave according to QGI norms at all times, both in and around the campus.
2. The Institute has the right to take correctional and disciplinary action if the student misbehaves with any fellow student / Teacher / Staff member / outsider, and if any act is in contravention of the norms of institution.
3. The student shall not pass judgments either in public or in private conversations without ascertaining facts from the institution authorities.
4. Examination system at QGI is transparent strict & fair. Any act of indulgence in malpractices would mean risking studentship for which there may not be any further warning, excuse or any opportunity to explain.
5. Smoking, Drinking and taking of drugs is strictly prohibited in the Campus & Hostels. Violation of these rules will be strictly viewed up to the extent of expulsion from the Institution.
6. Learning, leading to personal growth is student's responsibility. The purpose of being at Quest Group is to learn and develop into a professional and a leader with a sense of responsibility towards society. The student must fully subscribe to the concerns , purpose of, and the processes at the institute
7. The student is required to follow the dress code and dress decently in a dignified manner befitting a future professional.
8. All the co-curricular activities including Conferences, Seminars, Industry Visits, Personality Development Classes etc. are essential activities aimed at learning by doing and experiencing, aiming at your 360 degree development . Student is required to participate in these activities as directed by the institution authority.
9. The student must understand that whatever the Institute instructs or does will be in the best interest of the student and shall abide by all the decisions of the Director / Principal and faculty although he/she may disagree personally or dislike certain aspects. However the student can exercise his/her right to clarify and being heard and to be counseled if he/she is wrong.
10. The student must agree to all the changes in the curriculum, fee structure, procedures and processes which may have to be modified from time to time by the Govt. / University / Institution.



11. The student will not misuse mobile phone on the campus & hostel. Any violation related to mobile misuse on campus/hostel will be dealt as per the rules of the institution.
12. Students must read the notices regularly. Any notice displayed on the Institution Notice Board/Whatsapp Groups/ERP System will amount to serving of the notice to the student concerned. Not having read the notice cannot be taken as an excuse.
13. Students must observe silence and decorum in the Library, Computer Labs, Corridors and Offices/Institution Campus.
14. Students must observe the time specified for them for Office, Library, Mess, Hostel, College gate entry/exit etc.
15. If as a result of Demonstration / strike / mischief; any property / equipment in the Campus is damaged and loss is caused to the Institute, the same would be recovered either directly from those identified person(s), wherever possible, or else collectively from such group who were responsible for this.
16. Students/Class indulging in defacing of furniture equipment or building & Infrastructure will be required to bear the cost for the restoration of the defaced/damaged items.
17. While undergoing practical training (outside the campus), the students shall abide by the rules of the organization in which they are taking training.
- 18. Students are required to timely pay the Academic fee/Hostel Fee/University Exam fee and other charges as per notices communicated by the institution/University authority from time to time. Any delays shall result in late fee charges or other penalties as per rules for which student only shall be responsible.**
19. It is understood and consented by student that his/her individual/group photographs available/clicked during admission or other activities in the institution are property of the institution and institution shall be at its liberty to use them for its promotional material /website or related purpose without any financial cost to the institution.
- 20. Indulging in ragging in any form is a punishable offence as per law of the land and the student shall abide by the legal / provisions/ acts enacted vis--a-vis ragging.**

The above rules and regulations are meant to make student's association with the Institute more effective, by functioning in an orderly way with a sense of purpose, discipline and commitment. Therefore what is important is not mechanical compliance, but imbibing of the values and work ethos of QGI. The student is expected to be truthful to self, his/her parents, teachers and the Director at all times.

## **(B) ACADEMIC RULES & REGULATIONS**

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1. Each student is required to attend a minimum of 75% of the scheduled Lectures / Tutorials / Practical to be eligible to appear in the university examination of a subject. If a candidate fails to meet the requirement, he/ she will be detained from appearing in the University examination of that subject. Principal can condone up to a maximum of 10% of the Lectures held in a subject owing to serious illness, calamity and participation in any Game / Sports or a justifiable reason. Classes may be arranged on Saturdays or other holidays to meet the requirement of syllabus, if needed.
2. Internal / Sessional marks are awarded on the basis of continual evaluation of the students through Class Tests, Quizzes, Seminars, Home Assignments and Class Work. Two Mid-Semester Tests (MST) are conducted during the Semester, which are considered for the purpose of awarding of Internal / Sessional Marks.
3. Minimum pass percentage in each subject (Theory & Practical separately) is 40% for Internal Awards and External Examination as per University norms.



4. Weightage of attendance in MST will be counted for overall compilation of attendance to ascertain the eligibility to appear in the Examination
5. Student will not be allowed to attend any class till he/she makes the full payment of fee and submits the "Student Registration Form" in the beginning of every semester.
6. If a student remains absent from class continuously for ten working days, his/her name will be struck-off from the rolls of the college. Students can seek re-admission on payment of re-registration charges (Rs. 5000/-).
7. The students are required to wear institution uniform as per the decision of the institution authorities from time to time, which will be circulated through notice board. The students have to follow uniform code on special occasions, functions, visit to the other Institutions, Universities to participate in any Co-curricular or Extra Curricular activity, or to attend any placement interview. On other days, all the students are expected to dress up decently.
8. Students should be in possession of the institutions Identity Card/Admit Card (issued in 1<sup>st</sup> Semester provisionally) while on the Campus, Hostels or using institute's transport facility. Defaulters will be fined as per the institutional rules.
9. In case of loss of institution ID card, new one shall be issued after payment of Rs. 200/-.
10. Absence from the class will be taken as an act of indiscipline, involving appropriate disciplinary action by the institution authorities.
11. Students are required to apply for leave of absence to the HOD and get sanctioned on prescribed application before availing.
12. Internet/cyber code requirements to be strictly adhered to.

## **(C) TRAINING AND PLACEMENT RULES & REGULATIONS**

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1. All the students who have enrolled themselves with Training and Placement Cell will enjoy the training and subsequent placement activities, provided they qualify the conditions put forward by the company/industry. No relaxation to the qualifying condition can be demanded by the student from institute or industry. Any such attempt made by a student renders him disqualified as regards his consideration in further training or placement activity.
2. No student shall contact the company officials directly. The students will receive the letter of intent of training /offer letter with company /firm/ industry solely through the Training and Placement officer.
3. In case a student arranges his or her training/ placement on his own, the written information or the offer/call letter must be submitted to the training and placement officer immediately.
4. The students who have frequent shortage of attendance during their course are liable to suffer rejection to sit in placement activity.
5. All the students of the final year will be informed about details of the offer by the company through e-mails / display of information on notice board / through faculty coordinator-placements. Any student who sits in the recruitment drive, publicized in aforesaid manner, is deemed to have accepted all terms and conditions of offer by the company/industry. In case of his/her selection, it will be presumed that he has been offered a job and he/she will not be able to claim for another chance. No claims in this regard will be entertained.
6. However if a mass recruiting company/industry approaches institute wherein its requirement is more than that institute can allow as per rules of placement, then already placed students can be considered but strictly on the merit basis. In such cases, even the



- placed students, if desired by the institute, will oblige by participating in the campus placement drive.
7. The decision related to permission to a company or allowing a particular student in a campus/off-campus placement drive lies with the placement officer.
  8. Any misbehavior/misconduct with training and placement cell or with representatives of industry will invite strict disciplinary action against the accused student.
  9. The placement of students enrolled in QGI must, in strict sense, be taken as extended service and in no case a student can make a claim of any manner in this regard.
  10. If the student doesn't show up for the interview scheduled, he/ she will be disqualified from participating in any future placement activity. Students must note that they should be punctual and should carry necessary documents as instructed.
  11. The way the student dress reflects the image of institute that they represent and reflect the stature of the institute. All students should be in the prescribed dress of the college on the day of Interview or any formal event organized in/outside the campus.
  12. Students must understand that all the activities arranged by the institute are for their benefit so that they can acquire knowledge and get exposure besides the subject knowledge. All the students must actively participate in events organized for their overall development.
  13. Students should carry at least multiple copies of their resume, passport size photos and identity card provided by college, whenever and wherever they appear for interview.
  14. Use of mobile phones is strictly prohibited during interview.
  15. Student must have minimum 60% marks in the respective course and no backlogs, to be eligible for the placements.
  16. The Placement facility is available to all the students registered with T&P on one job to one student at the first instance. However, under certain circumstances students may be permitted to apply for the second job as and when announced by the T&P. In such cases, the student must accept the second job offer and decline the first job offer by tendering regret letter to the T&P.
  17. There is no restriction on applying/appearing in interviews until the first job is secured. A student will be considered to have secured a job if his/her name appears in the selection list or an appointment letter is received in the Placement Office. Acceptance of the offer must reach Placement Office before the prescribed deadline.
  18. Students may withdraw their candidature immediately after Presentation by the invited Company but well before the start of the selection process by filling the Application Withdrawal Slip. Students will not be permitted to withdraw if they participate in any part of the selection process.
  19. Students interested in pursuing higher studies must inform the Placement Office as soon as their plans are finalized. Also, regret letters declining the job offers accepted must be tendered to the T&P if for some unavoidable reasons a student is not joining the organization.
  20. Students violating any of the aforesaid regulations or indulging in any act of Indiscipline / misbehavior may be debarred from availing placement facilities and the matter may be reported to the Management for disciplinary action.

## **(D) LIBRARY RULES & REGULATIONS**

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1. Students are allowed to use all the library facilities as per the Institute rules.
2. Student have to mark the attendance on the register during his/her visit
3. Students must carry library card or College identification card to access library services.
4. **Library Hours:**

<b>Library Usage Hours</b>	<b>9:00 A.M -4:30 P.M.</b>
<b>Book Issue/Return Hours</b>	<b>10:00 A.M.-3:30 P.M.</b>



5. Students are expected to maintain pin drop silence, refrain from disruptive activities, and respect the needs and rights of other library users. Students should avoid talking or discussion in the library.
6. Use of cell phone is not allowed in the library premises. It must be kept in silent/switch off mode.
7. No food or drinks are allowed in the library premises.
8. Students should return borrowed materials on time. Late returns may result in fines or restrictions on borrowing privileges.
9. Students are expected to handle library infrastructure with care. Any damage or loss should be reported promptly to library staff. Students may be held responsible for any damage or replacement costs.
10. There are specific rules regarding the use of computers, including time limits and appropriate usage. Strict compliance of the enactments of the IT act is the responsibility of the user.
11. The students and faculty are not allowed to bring their personal books or bags inside the library.
12. The librarian may on his/her discretion renew such a book as is not required in the library for other members.
13. Reference books are meant for consultation inside the library premises only. These books won't be issued or allowed to be taken out from the library building under any circumstances.
14. If a member keeps the book overtime, he will be charged a fine of Rs. 5/- per day for the first seven days and Rs.10/- per day after seven days. *If a user is fined for three times continuously his/her membership will be cancelled permanently.*
15. A book damaged in any form or lost will have to be either replaced or paid for by the borrower :
  - a. *In case a student replaces a book he will have to deposit the latest edition of the book.*
  - b. *In case he/she chooses to pay for the book he must pay the amount according to the latest edition of the book.*
16. Books issued from the library should be checked and used with care. In no case the books should be underlined/ disfigured in any form. In case of failure to maintain the book, the user shall be responsible for the replacement of the book, to the satisfaction of the Librarian.
17. In the incident of loss of Library Card, Rs. 50/- would be charged for issuing the duplicate.
18. The librarian may recall any book at any time, if necessity arises.
19. Library will be utilized for reading purpose only. Activities like teaching or conducting workshop in the said place is strictly prohibited.
20. The Students have to submit their Library tickets at the time of their Final 'No Dues'.
21. The Library will be utilized for studying /reading purpose only. Activities like teaching or conducting workshops in the said place is strictly prohibited.
22. Library staff will be available to provide assistance and answer any query that students may have regarding library policies and procedures.

## **(E) HOSTEL RULES & REGULATIONS**

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Students availing the Hostel facility shall be governed by the following rules and regulations:

1. The application form completed in all respects along with Permission form duly signed by Accounts Department should be submitted to the Office of the In-charge Admission/Warden on any working day during office hours.
2. Admission to the Hostel will not be considered if incomplete or false information is furnished. QGI reserves its right to cancel hostel admission of undeserving students without giving any reason.
3. Applicants who are offered admission in the Hostel will be informed by



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- letter/email/verbally and/or college notice board (7 days prior to start of the course). They will have to take up the accommodation by the stipulated date, failing which the seat will be cancelled and offered to other student.
4. Every student shall be issued **Hostel ID card** by the Chief Warden. Student needs to keep it along with him/her. In case of loss of Hostel ID card, new one should be issued after payment of Rs. 100/-.
  5. A **Movement Card** shall also be issued to the student. In case a student has to stay out of Hostel for one or more days, he must submit this card to the Hostel Caretaker and make proper entry in the movement register. Any student not reporting in Hostel at Night Attendance without making an entry in the movement register shall be fined.
  6. The Breakfast, Lunch & Dinner shall be served for hostellers in designated Mess Area only.
  7. The timings of food for Hostellers shall be as communicated from time to time :
  8. **No student is allowed to take any food item/utensil from Mess/Canteen to Hostel Room. Any violation shall lead to a fine of minimum Rs. 1000 or above.** Common room shall be open from 5 PM to 10 PM on working days and from 10 am to 10 pm on Saturdays/Sundays/Holidays.
  9. Free Wi-Fi Facility is available in the Hostel. The students will have to get their User ID created with System Administrator in Computer Centre (ground floor) to access the same.
  10. **EQUIPMENTS ALLOWED / NOT ALLOWED IN THE ROOM WITHOUT KITCHEN FACILITY :**

Allowed	Not Allowed
Mobile, Laptop, Electric Iron, Table Lamp, Electric Kettle	Gas Stove, Induction, Heater, Heating Rod, Washing Machine, High Volume music System

- If any of the not allowed equipment is found in the room, the same shall be confiscated and a fine of Rs. 2500 per instance shall be applicable. Repeated instances can also lead to expulsion from Hostel.
11. Cooking of food inside Room is not allowed. No raw material like raw vegetables, raw chicken, raw eggs etc. are allowed to be carried inside the Hostel. Students can carry fruits, ready to eat food items inside the room.
  12. In case of medical emergency, please contact the Chief Warden.
  13. Please do not give any Fee amount to any staff/student apart from the Accounts Section. Proper receipt of fee/amount submitted to Accounts section shall be taken.
  14. Students are advised to use the resources like Electricity, Water, Food etc. judiciously and not waste the same. **The students should carefully note down the meter reading while the room is being allotted to them and regularly check the usage. Any units above prescribed limit notified by authority (if allowed) for each academic year shall be charged extra @ Rs 15 per Unit.** Electricity bills above the prescribed units are to be divided equally between the residents of the room.
  15. No Party/Gathering/ play loud sound/music etc. is allowed inside Hostel Room or any other Hostel Area. Students may use Cafeteria with permission from Chief Warden and Mess Contractor.
  16. Students should not damage any wall/equipment in the Room or Hostel.
  17. Students should live peacefully and not indulge in any kind of fight/argument with others. In case anyone is troubling you, please contact **Warden/Chief Warden** immediately. Any kind of indiscipline shall be strictly dealt with by the institute authority.
  18. Sports equipment should be got issued from the Caretaker and returned after use.
  19. Admission will be valid for one academic year only, i.e. **July/August to May/June**, every year as per University Calendar. In case the student decides to leave the hostel in between the academic year or joins hostel in between the academic year, he/she is liable to pay the Hostel charges for the complete year.
  20. Students will be required to vacate the room within 7 days of completion of the scheduled examination. (Subject to adjustment for examination dates fixed by the appropriate Authority of QGI/PTU)
  21. Fresh application will have to be filled up for next year accommodation. Room allotment shall be done every year. The room allotted in previous year can be changed on the discretion of Hostel authority.
  22. QGI reserves its right to increase the hostel fee.

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23. QGI will not be responsible for any mishap.
24. Student residing in the Hostel managed by QGI shall strictly observe all the Rules and Regulations in force from time to time. Breach of rules / regulations may invite rustication / fine.
25. Smoking, drugs, consumption of alcoholic drinks & spitting is strictly prohibited in the hostel premises & will invite heavy fine/rustication from hostel.
26. No guest or visitor of the inmate will be permitted to visit rooms. Visitors and guests should be received in the Visitors room or Reception area only between 9.00 a.m. to 8.00 p.m.
27. Timing

AREA	BOYS		GIRLS	
	<b>SUMMERS (1<sup>st</sup> March to 30<sup>th</sup> Sep)</b>	<b>WINTERS (1<sup>st</sup> Oct to 28<sup>th</sup> Feb)</b>	<b>SUMMERS (1<sup>st</sup> March to 30<sup>th</sup> Sep)</b>	<b>WINTERS (1<sup>st</sup> Oct to 28<sup>th</sup> Feb)</b>
MAIN GATE	9:00 PM	8:30 PM	8:15 PM	7:30 PM
HOSTEL GATE	9:15 PM	9:00 PM	8:30 PM	8:00 PM

28. Every student shall be in his / her hostel premises as per time communicated by the authority from time to time and must mark their attendance at the prescribed place. If he / she have to stay out after the said timing owing to any special reason, he / she must obtain prior permission from the Hostel Warden. The application for leave of absence from the hostel shall be made in writing to Hostel Warden his permission shall be obtained. Late entry without prior permission will invite penalty / rustication / no entry in Hostel.
29. No students shall use the services of a hostel servant for personal work even on payment. He/she shall also not bring any servant from outside even temporarily.
30. Students are not allowed to hang clothes in balconies between 8:30 AM to 4:30 PM during working days of institution.
31. Entry time for hostlers at the college main gate and Hostel gate is notified by the authority from time to time. Students are required to adhere to the same.
32. Students will not enter rooms of other students without permission of the inmates. Students should not go to other students rooms after 11.00 p.m. in the night.
33. Resident students are not permitted to convene any meeting of any sort under any circumstances anywhere in the Hostel premises without the prior permission of the Hostel Warden or the Management.
34. No obscene poster should be put up anywhere, either in rooms or lobbies.
35. Students are not allowed to play any kind of sports in their room.
36. Any complaint (indecent behavior/noise) from the neighbors/society will result in disciplinary action.
37. Students suffering from any contagious disease will not be allowed to stay in the hostel. Decision of the Director/Principal in this regard will be final and binding.
38. Allotment of the room, furniture etc. will be entirely at the discretion of the Hostel Warden. Student is not allowed to change his/her room without permission of the Hostel Warden.
39. Every student shall keep the room allotted to him neat & tidy. He/ She shall take proper care of the furniture and fixtures handed over to him/her. The hostel authorities have the right to enter and inspect the rooms at any time, even in the absence of students.
40. All matters relating to differences among students and complaints, if any, about the hostel servants shall be brought to the notice of the Director/Principal who will take necessary action. No police complaint will be lodged by the students before taking prior permission from the Director/Principal.
41. Students are expected to switch off the lights and fans in their rooms every time they go out and take precautions to economize electricity consumption.
42. Charges for any damages to the property as well as to the furniture and fixtures caused by a student's negligence will be recovered from the student/students staying in the said room.
43. Student should not drive nails, screws etc. into the wall or doors. No repair shall be done by the students themselves. They should approach the Hostel Warden who will arrange for repairs. Also no painting or defacing of room walls or furniture shall be done by students. In

- case the same is found, the room inmates will be liable to pay repaint/repair charges as applicable.
44. The Hostel Authorities are not responsible for the safe custody of the property of the students staying in the hostel. Students should use their own locks and should take proper care of their belongings. They should not leave the key of the room anywhere around. QGI will not be responsible for the loss of personal belongings of the students.
  45. Before leaving the hostel, a student must pay all dues and hand over the charge of room and other material in satisfactory condition to the Hostel Warden otherwise the charges would be deducted from college / hostel security.
  46. If any student is found misbehaving /misconducting/not following rules & regulations, he/she will be expelled from the hostel immediately and the fees paid by him/her will be forfeited. He shall also be required to pay the fee for whole academic year along with penalty as decided by the authority.
  47. Permission must be sought and obtained, if night outs (only for local guardian and parent's house) are desired from hostel in charge, 2 days in advance.
  48. Hostel is required to be vacated with luggage in every summer vacation.
  49. Refund of Hostel fee is allowed only in the case of cancellation of registration from QGI before start of session. If the refund is made before start of the session, Rs. 3,000/- as processing charges will be deducted. After start of the session there will be no refund.
  50. During college timings no student is allowed to remain in his room in the hostel, except under circumstances of ill health & that too with an appropriate prescription from doctor.
  51. Possession and storage of fire-arms, swords, knives or any other form of weapon which can cause serious injury to others, is forbidden in the hostel.
  52. Security staff at main gate as well as Hostel entry have the right to check the baggage /material being carried inside by any student. Students are expected to co-operate with them.
  53. Any Hostel room at any time can be checked by Hostel Warden or other staff members designated by institution authority. No prior notice is required to be served for the same to the students staying in the room. Students are expected to provide full cooperation with the staff.
  54. The Girls who have opted for Hostel rooms with Kitchen/Pantry facility cook their own food shall be liable to properly operate the Induction and Refrigerator provided to them by institution. Any damage to the equipment shall be charged from the students.

## **(F) TRANSPORT RULES & REGULATIONS**

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Students availing the Transport facility shall be governed by the following rules and regulations:

1. Transport facility once availed cannot be withdrawn in between the academic year.
2. The student is required to pay the fee of transport facility for one academic year.
3. In case a student wishes to withdraw the transport facility in between the academic year no refund of fee will be entertained.
4. Transport facility is available on routes decided by Institution.
5. Those who wish to avail the transport facility should fill the application form for TRANSPORT FACILITY at the time of admission.
6. The student using transport has to carry his/her College BUS PASS ID Card which can be checked any time without any notice.
7. During checking, if any student is caught



- without Bus Pass or is found travelling in college bus without depositing the transport fee and/or opting the bus facility, he/she shall have to pay the transport fee for whole academic year. No excuse of any kind shall be entertained.
8. If any student opts to avail the Transport Facility in between the academic year, he/she will have to pay full fee for one academic year.
  9. Students availing the Transport facility shall not damage or cause harm to the college vehicle/buses in any manner.
  10. Student shall maintain the proper decorum while on the bus route and shall not make any nuisance. Misbehavior shall attract suitable penalty and/or fine as deemed fit by the Institute authorities.

## **(G) INTERNATIONAL STUDENTS CODE OF CONDUCT**

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In addition to the code of conduct mentioned from section (A) to (F), International students are required to follow following rules and regulation:

1. On the very first day of reporting at the Institute, the student should fill the Registration form along with his Joining Report.
2. FRRO registration must be done within 14 days of arrival in India, failing which heavy fine is imposed by the FRRO. Following documents are required for FRRO registration:  
***Passport, Visa, Admission Offer letter and Bonafide Certificate issued by the Institute, 3 passport size photographs, Hostel Allotment / Rent Agreement (if residing outside).***
3. The due course fee and hostel fee (if opted for hostel facility) payable by the student (excluding the registration fee already paid) should be paid on the date of Joining the Institute. The fee can be paid either through Bank transfer/Demand Draft or Cash in the Accounts Office.
4. Students should deposit the fee of every year as per the dates communicated by the institution. Late fee charges shall be applicable in case student does not pay the fee on time.
5. For opening a Bank Account: Consult Accounts Officer at Accounts Office.
6. Students can get SIM at Tuck Shop/Stationery Shop at Ground Floor after FRRO registration.
7. Following items shall be provided in the Hostel room to the international students :  
Bed, Almirah, Study Table, Chair, Mattress, Bed Sheet, Pillow, Air Cooler/Air Conditioner (as per the Hostel fee plan opted).
8. Students not opting for Hostel facility can be provided temporary accommodation in the Hostel (subject to availability) for maximum 3 days.
9. Student should keep his/her email ID and mobile number registered with FRRO operational and regularly checks for any updates.
10. Student is required to check his FRRO login account for updates regarding the registration and visa process. In case any assistance is required you may contact the Admin Office.
11. Student should keep track of his visa expiry and apply well in time to FRRO to avoid the penalty imposed by Government. In such case, institution shall no way be responsible.
12. Visa extension recommendation shall be granted to the student only after clearing his dues if any towards the institution.



13. Student should keep institution and FRRO updated about his address (in case staying outside campus).
14. The fee should be paid only in accounts office and student should get proper official receipt of the same. No claim without the official receipt shall be entertained at any stage.
15. Paying money to any fellow student/staff or any other person shall be at student's own risk and institution shall not be responsible for the same.
16. Student is required to follow the law of the land and act as good ambassador of his country in India.
17. Students are required to be friendly with others and should not indulge in any discrimination towards others. In case student faces some discrimination from someone, the matter should be reported to the institution authority for necessary action.
18. The Girls who have opted for Hostel rooms with Kitchen/Pantry facility to cook their own food shall be liable to properly operate the Induction and Refrigerator provided to them by institution. Any damage to the equipment shall be charged from the students.
19. In case of any problems, queries students can contact Academic Coordinator at email id [intaffairs.quest@gmail.com](mailto:intaffairs.quest@gmail.com).