

## IMPORTANT POLICY RULES

- 1) The uniform, prescribed by the College, is to be worn by students.
- 2) College time for under graduate students is between 11:30 a.m. and 5:30 p.m.
- 3) Students are asked to come to the campus before 10 minutes and leave it after 10 minutes from their college hours.
- 4) During lecture time, Students should not loiter in the college lobby.
- 5) Students are bound to remain present in their respective lectures. If their presence is below the prescribed norms of the university, they will be not allowed to takes examination.
- 6) Every college student should get the identity card from the college office and get it authenticated with stamp from the respective authority and put on the chest when they are in the campus. They are not allowed identity cards.
- 7) As per the State Government circular, students are not supposed to enter in the campus with mobiles. If they are found with them, disciplinary actions will be taken against him/her.
- 8) Smoking and tobacco are not allowed in the college campus.
- 9) No relative/s they are given permission once they insert their details in the Visitors Muster at the security cabin available at the campus gate.
- 10) Rigorous disciplinary actions will be taken against him/her, if they violate college code of conduct.
- 11) Students are advised to read relevant instructions put on the college notice boards.
- 12) Students are supposed to keep their fee deposit receipts for further references.
- 13) Eligible students for availing scholarship should have their own bank account suggested by the college. They should also mention bank account number on their admission forms. ADHAR card is mandatory for availing scholarship.
- 14) Students should strictly respect the library decorum and follows library rules.
- 15) It is compulsory to appear in the college internal tests of each semester. Student is not entitled to appear in the university exams unless he/she has appeared in the college internal tests.
- 16) Copy of the University rules regarding to the admission process is put on the notice board.
- 17) Students are requested to put off the light switches and shut water taps once after the lectures and drinking water.
- 18) For the gross growth of the students, they are advised to take part in to extracurricular activities.
- 19) It is compulsory to participate in any of the two events of *Swarnim Gujarat*.
- 20) Without prior permission from the college, tour/picnic can be organized by college students at their own. The college does not take any responsibility for any unofficial tour/picnic.
- 21) Student has to park his/her vehicle in the allotted parking zone.

- 22) Students are required to have diving license with them and wear a helmets while entering in the campus.
- 23) Disciplinary actions will be taken if student is found violating the above mentioned rules and regulations of the college.

### **IMPORTANT INSTRUCTIONS**

- 1) For students coming from other college first of all, at which the school is studying,
  - I. NAAC can get access.
  - II. After admission, it is necessary to deposit the TC (Transfer Certificate) College within one month from the date of admission.
- 2) For students coming from other universities.
  - I. If you want to get admission in any college of HNGU Patan, get the NOC from the first college you are studying, after getting the (eligibility certificate) from HNGU Patan, after receiving the eligibility certificate at any college in Patan. Access can be obtained.
  - II. After Getting the Work done, get a Migration Certificate from the University which you Studies At last.
  - III. Getting the Migration Certificate will be the final Eligibility certificate for depositing in HNGU which will be deposited in the Ad missionary college.
- 3) How to get Migration Certification the first time you studied at the university where you have studied, get the form for migrations go to college and remove the migration form and fill the full details and sign the principal of the college.
  - I. Receiving a stamped form, where you have studied at University, get a Migration certificate.
  - II. After getting the Work done, get a Migration Certificate from the University which studied at last.
- 4) It is necessary to be present in the internal test conducted in the college as well as to be passed in the marking.
- 5) Admission to the Grant in aid class will be changed from another university or another college or self-financed college.
- 6) In the order to access admission in commerce, grant in aid English medium, grand in aid Gujarati medium, self-financed English medium, and self-financed Gujarati medium, the student will have to fill the separate admission forms.