



## **Rules and regulation of Sunflower Skills Academy**

1. All students admitted in the institute must observe the rules and regulations that may be framed from time to time by the institute.
2. Each student is responsible for the proper handling and safe custody of any apparatus or equipment that she may be using. In case of any intentional or negligent damage or loss to the institute property, the student shall have to pay the cost of repair or replacement.
3. Every student shall have to attend classes and practical.
4. Every students should attend the classes on time classes will be started sharp on time
5. Every students must attend every sessions.  
(only emergency reasons will accepted).
6. Each students must attend the classes at least 90%. Or otherwise certificates will be not provided.
7. Student must show respect and obedience to all members of the staff as well as the managing authorities of the institute
8. Students are required to maintain absolute self-discipline in the institute campus.
9. Students should take care of their things/bags/money
10. Students should bring class needs which is informed by their lecturer.
11. Students are required to clear their dues as per Fee Schedule.  
otherwise student will not be able to continue the classes & no reason will be not accepted.
12. Once the fee is deposited, it will not be refunded, transferred or adjusted in any other account.
13. Each students must do their assignments, pre practical exams & final exams.
14. Every students must participate in our awarding ceremony & convocation

I Have Read And Agree To The Academic Policies.

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Date

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Applicant's Signature