

5. **Use of Mobiles** : Students should maintain their mobiles in the silent mode. However, one chance for attending a call may be permitted in emergency situations.

6. **Back-up classes (For short term absence of maximum two days)** : IJIT understands the need for back-up classes and would do so in deserving cases where prior notice/approval of the Administration has been procured. The following shall be regarded as valid reasons for back-up classes –

- (i) Sudden infirmity /Sickness
- (ii) Demise of a close relative.
- (iii) Wedding of Brother/Sister (1day)
- (iv) University /other professional examinations.

However sufficient & reasonable documentary support shall be needed, in appropriate cases.

7. **Absence from class for extensive period** : In case of prolonged absence without any formal application, the students will have no back-up for classes missed by him/her. However, if applications are forwarded and absenteeism is for a prolonged period classes lost would be made up either by the same faculty or by some other faculty in a different batch depending on the circumstances of the case.

8. **Exam date & timings** : Exams would be held as follows:

- (i) Wednesday : 3.00 pm. to 5.00 pm. & 5.00 to 7.00 pm.
- (ii) Saturday : 11.00 am. to 1.00 pm. & 1.00 to 3.00 pm.

The students will have to appear for exam within one week from the end of the batch, which will be intimated by the exam co-ordinator on the last day of the batch.

9. **Unfair Means** : The students resorting to unfair means shall not be permitted to continue the exam for the remaining time left. Unfair means include cheating, copying, discussing, exchange of gadgets and/or stationeries, or any untoward body language.
10. **Class Cancellation** : Classes will be held as per prescribed schedule. However, if the attendance falls below 50% of the total number of students, classes may be with held depending on the following circumstances :
- (a) Heavy rains and water logging.
 - (b) Political Bandh
 - (c) Religious Festivals.
 - (d) Any kind of transport disruptions etc.

The ultimate decision rests with the faculty concerned after consulting with the Administration Department.