



## **RULES & REGULATIONS FOR DIPLOMA IN ENGINEERING (POLYTECHNIC)**

**The new admissions of Diploma in Engineering (Polytechnic) student's w.e.f. Batch (2023-26) will be governed by the followings rules:-**

1. At the time of admission, a student will have to pay Rs. 10,000/- as admission fee & Rs. 15,000/- of 1st installment fee to be paid by 31<sup>st</sup> July 2023, as First installment fee, totaling to Rs. 25,000/- (If the admission is delay i.e., after the month of July 2023, for Diploma in Engineering (Polytechnic) then a student will have to pay full amount i.e., Rs. 25,000/- at the time of admission).
2. The payment has to be made through Demand Draft drawn on Netaji Subhas University, payable at Jamshedpur or in cash – Rs. 25,000/- being the 1<sup>st</sup> installment of the total amount of Rs. 1.8 lakh and rest of Rs. 1.55 lakh will be paid in another five installments (In case, the student wants to drop out of his/her own, the total amount paid to the institute stands forfeited.)
3. **College Uniform cost is Rs. 7100/- (approx) will be paid by student separately after the admission.**
4. A student who is desirous to stay in the hostel will have to book seat in advance at the time of admission. The hostel charges will paid separately i.e., Rs. 80,000/- yearly (Additional Rs 5000.00 in 1<sup>st</sup> year as caution money) and he/she has to provide the **name, address and photograph of the local guardian, along with a medical fitness certificate to be produced by the student which is must and to be authenticated by a registered Medical Practitioner (i.e., Allopathic Doctor only).**
5. If a student desirous to leave hostel, he/she has to give application for vacating hostel before 06 months of leaving and no claim for refund of the 1<sup>st</sup> year hostel fee shall be entertained.
6. If a student fails to pay the **INSTALLMENTS/HOSTEL FEES** on due date as per the schedule, then there will be a **Late Fine**, which he/she has to pay along with Fees.
7. Strict punctuality in **attending classes is a MUST. 75% attendance is compulsory.** To take a leave because of any unavoidable reasons, a student has to apply leave application in advance. If a student is found absent from the class in an unauthorized manner, an **Absenteeism Fine** will be imposed on the student.
8. Students are not supposed to leave the campus during the institute hours without prior permission.
9. All application has to be addressed to the Director and the same should be recommended by Dean-Administration.
10. A student has to appear in the campus in **COLLEGE UNIFORM (MONDAY TO FRIDAY), NO CAUSAL, JEANS, LEGGIES, FANCY SHOES ARE ALLOWED.** Pin drop silence has to be maintained on the campus of the institute and all **Cell Phone** have to be either in **switched off or in silent mode.**
11. In the premises of the Institute, a student is required to conduct himself/herself with **Exemplary Discipline and Modest Conduct**, and every student is also directed to speak in **ENGLISH LANGUAGE** while on the premises of the institute.
12. On the days of the **Class Test**, the student has to be present in the class test otherwise a fine of Rs. 500/- will be imposed on the student.
13. Ragging is strictly prohibited in the campus as well as in the college bus. Anybody found guilty of ragging, his/her admission may be cancelled through rustication from the institute's roll.
14. A student is required to obey the instructions of the faculties and other staff of the institute.
15. **Registration Fee (once) and Examination fees (semester-wise)** will have to pay separately as declared by the University. Also, a student has to pay separately for **"Outbound Leadership Program"** which organizes by other corporate body for overall development of the student.
16. A student uses the library shall identify him/her on request to library staff and allowed to borrow book (minimum two books at a time) for 14 days only. Late submission fine is Rs. 2/- Per day.
17. **RULES AND REGULATIONS** might be modified or added, **subject to conditions.**

(Registrar/NSU)

I, ..... do hereby agree to abide by the above rules and regulations.

Date: -

.....  
(Signature of Guardian)

.....  
(Signature of Student)



## FEE STRUCTURE FOR DIPLOMA IN ENGINEERING (POLYTECHNIC)

### For the Academic Session 2023-26

A fee for the programme is payable in six installments over the three years and payable at the scheduled date. The approximate amount of fee and deposits for the programme is given in the tables below. When deemed necessary, the institute may revise the fees.

INSTALLMENT OF FEES			
<b>FEES</b>	First (Rs)	Second (Rs)	Third (Rs)
	25,000.00	31,000.00	31,000.00
<b>DATE</b>	<b>At the Time of Admission</b>	<b>10-11-2023</b>	<b>10-05-2024</b>
<b>FEES</b>	Fourth (Rs)	Fifth (Rs)	Sixth(Rs)
	31,000.00	31,000.00	31,000.00
<b>DATE</b>	<b>10-11-2024</b>	<b>10-05-2025</b>	<b>10-11-2025</b>

Note: Admission Fee, Tuition Fee, Library Fee and Computer Fee included

HOSTEL FEES			
<b>FEES</b>	1 <sup>st</sup> Year (Rs)	2 <sup>nd</sup> year (Rs)	3 <sup>rd</sup> year (Rs)
	85,000.00 Inclusive of Caution Money: Rs 5000	80,000.00	80,000.00
<b>DATE</b>	<b>Latest by 15-06-2023</b>	<b>Latest by 30-06-2024</b>	<b>Latest by 30-06-2025</b>

I, ..... do hereby agree to abide by the above rules and regulations.

Date: -

.....  
(Signature of Guardian)

.....  
(Signature of Student)