

GENERAL REGULATIONS FOR STUDENTS

1. Registration

- i. All full-time, part-time and distance education students, are required to register at the beginning of each Academic Year of their Programme of Study. A student who fails to register on the time announced by the JSSAHERM may be required to pay a late registration fee, unless otherwise exempted.
- ii. A student will not be permitted to register if he/she is indebted to the JSSAHERM
- iii. All students have to provide full details of information required as per the registration form and to sign a statement, undertaking that they will comply with all the rules and regulations of the JSSAHERM.
- iv. A student who is registered with the JSSAHERM shall be issued with a Student ID Card. The ID card must be carried at all times and shown upon request. For the purpose of examinations and other assessments, only the Student ID Number should be used. A student who loses his/her Student ID card must inform the Police and the JSSAHERM immediately. A duplicate Student ID card may be issued on payment of a fee. Students are required to return their Student ID Cards when they leave the JSSAHERM after completion of their program.
- v. Students shall notify the JSSAHERM, of any subsequent change in the information they have provided at the time of registration.
- vi. A student shall not register concurrently for two programmes at the JSSAHERM.
- vii. For reasons of insufficient number of students enrolled, registration in any first year programme, whether full-time, part-time or by distance learning, may be terminated by the JSSAHERM, within two weeks of the start of delivery of the programme.
- viii. Registered students may be allowed to transfer from one programme to another within the first three weeks from the start of the programme on which he/she is enrolled, with the permission of the Registrar. Tuition fees already paid will normally be transferred to the new programme with the appropriate adjustments/refund.
- ix. A student who fails to report to the JSSAHERM within two weeks of the start of the Academic Year / Semester will have to officially inform the JSSAHERM giving valid reasons, supported by relevant documents. Failure to inform the JSSAHERM may entail application of relevant regulations.
- x. A student who has to repeat a level has to re-register for that level and pay all applicable fees pending processing of exemptions for which student may be entitled to refunds.
- xi. A student who is withdrawn from a Programme on the recommendation of the Academic Council shall be deemed to have terminated his registration with the JSSAHERM.
- xii. A person ceases to be a registered student of JSSAHERM:

- (i) When he/she has completed the scheme of study for which he/she is registered.
- (ii) If he/she withdraws from JSSAHERM during the period of his/her interruption of studies
- (iii) If under any of JSSAHERM's Regulations, he/she is required to withdraw from JSSAHERM
- (iv) If his/her -Total percentage attendance remains below 40% for two consecutive registered semesters
- (v) If he/she does not pay the required fees regularly and for before the 3rd of every month

2. Fees

- i. The fee structure during the course of study is as follows:
 - Application Fees – Non Refundable
 - Registration Fees – Non Refundable
 - Administrative Fees Payable per annum- Non Refundable
 - Tuition Fees payable per semester (Refer to 2 (vi))
 - Library Fees – Non Refundable
 - Library Deposit - Refundable
 - Laboratory Fees - Non Refundable
 - Examination Fees - Non Refundable
 - Marks card fees - Non refundable
 - Convocation Fees - Non Refundable
- ii. Either full or 50% of tuition fees, as determined by the College, must be paid at the beginning of each Semester of the programme. The other 50% must be paid by the middle of the Semester at a date determined by the College.
- iii. Students, who fail to pay fees due, may not be allowed to sit for any examinations.
- iv. No degree or qualification of the College shall be *issued* to a student who has not discharged all his/her financial obligations to the College.
- v. JSSAHERM reserves the right to alter fees or other charges without prior notice.
- vi. Tuition fees are not refundable except in special circumstances or a limited number of grounds, which are as follows:
 - a. A refund of full tuition fees paid is considered for students having for some reasons made the wrong choice or who realise that they are unable to cope with the regime of higher studies, provided that the application for refund is made to the Management within the first ten working days of the start of the programme.
 - b. A refund of 50% of the full semester tuition fees is considered on Medical, family or other acceptable grounds if full fees for the semester

have been paid, provided the request is received before the fifth week of the semester. No refund will be made if a lesser amount has been paid.

3. Minimum and Maximum Duration of Studies

- i. The minimum duration of any study programme is stated in the prospectus/programme document.
- ii. The maximum duration of a programme shall be double the minimum duration of that programme, unless otherwise specified in the programme document.
- iii. Request for interruption of studies will not be entertained except on medical grounds supported by a medical certificate issued by a State Medical Practitioner.
- iv. The number of interruption of studies shall normally be limited to 2 for each student on a given programme.

4. Absences

- i. A student should have at least 80% attendance for lectures, practical sessions, seminars, tutorials, placements, attachments and other academic and non-academic activities.
- ii. If a student is absent due to illness or other urgent and reasonable causes he/she should ensure that the Registrar is notified in writing through the Dean of Faculty as soon as possible, giving the reason for his/her absence and stating whether it is likely to be prolonged.
- iii. In the case of illness that necessitates an absence of more than three days, the student must at the same time forward a medical certificate issued by a State Medical Practitioner.
- iv. Prolonged unauthorised absences may lead to the student being debarred from taking an examination, subject to the attendance policy in force at the JSSAHERM.

5. Interruption of Studies

- a. A student can be allowed to interrupt studies for a maximum of 2 semesters under emergency (unforeseeable) grounds, e.g. medical or non-emergency (foreseeable) grounds, e.g. marriage, professional obligations and/or financial constraints, subject to approval by Academic Council and Board of Management. However, these semesters would be considered as completed with regards to the maximum period allowed for the programme of studies. To be eligible for interruption of studies, students should have completed at least one year of study.
- b. Evidence in the form of certified / valid documents supporting the grounds (emergency and non-emergency) for interruption of studies should be produced wherever applicable and obtainable.
- c. The deadline for applying for an interruption of studies on non-emergency grounds is the end of week 8 of any semester. In case of interruption of studies

in the final year, a student must submit a new dissertation or project.

6. Graduation

- i. Certificates, Degrees and other qualifications awarded by the JSSAHERM will be conferred at the Convocation organised by the JSSAHERM after the award of the qualification.
- ii. The award may be conferred either in person or *in absentia*.
- iii. Candidates wishing to receive their award *in absentia* shall inform the Registrar in writing of their intention at least seven days before the Graduation Ceremony

7. Issue of copy of certificate

In case of loss of an original certificate, the JSSAHERM may issue a copy on the following conditions:

- i. The holder of the original certificate must produce a sworn affidavit confirming the loss.
- ii. The copy of the original certificate issued will have “copy” marked across it.
- iii. The copy of the original certificate will be issued only against payment of a fee determined by the JSSAHERM

8. Loss and damage of Personal Property

The JSSAHERM accepts no liability whatsoever for the loss or damage to any personal property of any student left on its premises howsoever such loss or damage may arise.

9. Use of Motor Vehicles

A student wishing to bring a motor vehicle on the premises of the JSSAHERM must comply with such rules governing the driving and parking of such motor vehicles as the JSSAHERM may make from time to time. It is the responsibility of the student to acquaint himself with these rules.

10. General Conduct

- i. All students are required to be punctual and regular in their attendance at such lectures/tutorials/seminars/practical sessions attachments, etc. as may be prescribed as part of programme of study.
- ii. A student who causes damage to or loss of any property of the JSSAHERM is required to make good such damage or loss to the satisfaction of the JSSAHERM.
- iii. A student whose behaviour interferes with the satisfactory conduct of any academic activity or research may be required by a member of the academic staff to withdraw from a lecture, seminar, laboratory class, tutorial, tests, examinations or other class. The staff shall submit a report to that effect to the Registrar
- iv. A student who disrupts any meeting properly organised to take place in the JSSAHERM is liable to disciplinary action by the JSSAHERM.

- v. Alcoholic drinks, smoking and disorderly behaviour on the premises of the JSSAHERM is liable to disciplinary action.
- vi. The JSSAHERM may suspend or preclude from further study, or take such other disciplinary action as it may deem fit against any student found in possession of unauthorised substances, the possession of which, unless prescribed for that student by a registered medical practitioner, would render the student liable for prosecution.

11. Statements in the Press

No student may make statements to the press, radio or television or provide information to any media on behalf of the JSSAHERM without the prior permission of the Registrar.