

Sant Hirdaram Girls College, Bhopal

Extract of College Policies (2024-25)

Dear Parent,

Given hereunder is an extract of college policies/rules and regulations for your information. You are requested to read the policies carefully and abide by the same.

1. Appreciate the institutional goals and objectives and contribute to their realization by participating in relevant activities.
2. Understand the teaching-learning strategies and evaluation system of the institution.
3. Ensure mandatory 75% attendance in classes.
4. Prepare for Continuous internal assessment and term-end examinations.
5. Set high standards as worthy alumnae of the institution.
6. Respect the staff of the institution and express this in action and behavior.
7. Desist from ragging of any sort in the college.
8. College Transport:
 - a. College bus will pick up students from centralized points along the main road.
 - b. The bus route and bus stops will be decided by the college. Any change in the bus route will be done solely at the discretion of the college authorities, depending on the availability of time and feasibility of the route.
 - c. Parents are advised to check the bus route before opting for the service.
 - d. Once the service has been opted for, it cannot be discontinued for the rest of the academic year.
 - e. The bus fare shall be payable for all the months except vacation period in advance, along with college fees.

If the installments are not paid in full before the due date, a late fine of Rs. 100 will be charged every month.
9. Payment of Fees: College tuition fees is payable in two installments. Miscellaneous Fees of the College is payable each year/ semester at the time of admission in full. The examination fees, as prescribed by the university, is payable before filling the examination form in each year / semester separately.

The fees can be paid by cheque or online except examination fees. A subcharge of Rs. 500/- will be charged, if a cheque is dishonoured.

 - a. The duration for payment of for both the installments are as under:

I Installment: From the date of admission to 31st August 2024.
II Installment: 1st November to 31st December 2024.
If the fees installments are not paid in full before the due date, a late fine of Rs. 500 will be charged every month.
 - b. Students provisionally admitted in a class shall be refunded full fees in case she does not pass in the eligibility examination. However Rs. 1000/- and portal charges will be deducted as processing fees.
 - c. Only 80% and 50% of college tuition fees is refundable in case the student opts to leave the institution within 15 or 30 days respectively from the date of admission.
 - d. Fees refund claims shall not be entertained if a student opts to leave the institution after one month.
 - e. The Examination Forms of Students failing to pay the prescribed fees as per schedule shall not be forwarded by the college to the university. Defaulters will be responsible for the consequences.

Student's Signature

Parent's Signature