

Our Rules & Regulations

These rules and regulations have been prepared for iB language classes by the management. Any modifications or corrections with regard to rules and regulations is subject to the approval procedure by the Management Committee.

Which is applicable to all enrolled students. The following rules are as under:-

- ❖ Students are advised to keep themselves aware of the institute rules.
- ❖ Students at the institute required attention diligence. A student neglecting his/her studies and having unsatisfactory progress will be given prior warning after which he/she fails to improve, will be liable for expulsion from the institute.
- ❖ It is compulsory for the students to attend functions activities organized by the institute on various occasions like Independence Day, Republic Day, Birthdays etc.
- ❖ Talking, Loitering or Congregating is source of distraction and annoyance others is not permitted.
- ❖ No responsibility will be accepted by the institute for any injuries, loss or damage to the personal article of the students.
- ❖ Students must pay the fees dues on or before the prescribed deadline.
- ❖ Students must download the documents from website www.iblanguages.com.
- ❖ Students must make all possible effort to conserve electricity and water. Switch off the lights and fans when they leave the classroom & must help keeping the institute neat and clean and also preserve and maintain the decorum.
- ❖ No students will share his/her contact info with the faculty; centre will not be responsible for any kind of misconduct. Academic coordinator is responsible for creating group or encoding message or sharing information.
- ❖ Students must enhance their communication skill by communicating inside or outside the classroom.
- ❖ Students are advised to see notice board displayed in the institute regularly.
- ❖ Students may go through our website or social networking sites like **Google+, Facebook, LinkedIn or Twitter** to extract good and beneficial knowledge time to time which we update.
- ❖ Students have to give their feedback regarding quality education, teachers, infrastructure, syllabus etc
- ❖ Students can share his/her views on our email ibclclasses@gmail.com
- ❖ Students have to write reviews on the prescribed sites in between the course or at the end of the course.
- ❖ At the time of admission every student shall be required to sign declaration form that on admission he/she submit himself/herself to the disciplinary jurisdiction of the director and other authorities of the institute.
- ❖ All the facilities will be provided by the centre like teachers, assignments, study materials, projector, chalk, marker, board, duster & audio video lessons.
- ❖ Assignments, notes, Sheets, Study materials and test papers will be free.
- ❖ Books on cost.
- ❖ We reserve the right to expel students without any refund who intentionally damage or steal our property or who are disruptive or harass any course participant or staff.
- ❖ Changes in time or batches is subject to availability of the faculty batch timings.

In the Class:-

- ❖ The use of cellular phone is forbidden unless permission is granted by the teacher.
- ❖ Students must mark his/her attendance after each class for the record.
- ❖ For mark sheet and certificate students must give application with detail.
- ❖ Student must attend each & every class with the sincerity once the batch time is fixed.
- ❖ Do not disturb the class by bunking or not doing the homework properly after warning we'll cancel the admission.
- ❖ Students can use premises of ib language classes other than their classes timing (2 to 10 pm) for better result.
- ❖ Students have to appear for test after completion of each module.

Admission Policy:-

- ❖ A student can take a free demo class separately or can interact with his/her faculty before joining to any course.
- ❖ Student must pay registration fee before the demo class, If he/she is not satisfied with the demo Centre will refund.
- ❖ Students are advised to fill and submit the registration form with a valid ID proof, a passport size photograph before initiating the class.

Admission Cancellation Policy :-

- ❖ If he/she wants to cancel his /her admission after 5 class fees will not be refundable or adjustable or transferable in any circumstances.
- ❖ If he/she wants to cancel his/her admission before 5 class fees will be deducted 500 for class for English and 700 for class for the foreign language courses each.

Thanks & Regards:-

Director iB Language Classes