



Estd. 1995

**IME**  
तमसो मा ज्योतिर्गमय

UGC Approved

**IME**  
**Group of**  
**Colleges**

Ghaziabad (NCR)

## From the Desk of the Vice Chairman

### Dear Parents/Guardians

I personally admire your decision of admitting your ward in our college (IME). I, through this letter, would like to request you to please cooperate with us in making/shaping the career of your ward. Without your cooperation, it may be difficult.

Now-a-days, there is a tough competition all around whether student prefer to join service/self-profession/parent's profession etc. But everywhere one thing is common which is called "Discipline". Discipline basically is a wide term. Summarily each act/action has to be performed in disciplined manner by following and obeying the rules & regulations of the organization, even of family.

1. For making the good atmosphere within the educational campus, discipline and coordination are must among the Students, Teachers & Staff. In IME, rules and regulations are given in annual book "Golden Guide". **Each student is bound to follow these rules & regulations** given to each student at the time of admission. Besides, we display one Printed copy of Guide on Notice Boards for guidance of the Guardians, Students too.
2. Within Campus a number of slogans are also displayed i.e. "Discipline is hall mark of IME"- "Imeians are self-disciplined global citizens"- "Ragging is punishable offence". Mobiles (Within Academic Area of Campus), Jeans, SLIM FIT Clothes, fashionable T-Shirts, fashionable shoes, Caps, Gutka, Tobacco items, fast food, open & black cold drinks etc are **totally banned**, for the information of Guardian and Students.
3. We have Dress Code in college to eliminate the difference among the students on the basis of Caste, religion, financial position, creed etc. We also do not allow SLIM-FIT Clothes including College dress. But most of the students compel the Drapper for Slim-fit. The Guardians are under the impression that it is allowed by the College. But the version of your ward to you is false. Hence, your watch on your ward regarding dress, mobile, food, will help us in maintaining the discipline.
4. Academic class timings are generally 9:30 to 1:30 PM till lunch. After Lunch break, special classes, tutorials, other curricular activities, takes place. Home Work is given regularly. Presence in classes should be 100% with a relaxation upto 25% on account of emergency, illness or otherwise. It can not be claimed as a right. In each semester two class tests, assignments are also mandatory.
5. If a student is not (a) in proper notified dress- code, (b) using mobile in classes or/and in academic area (c) not appearing in test, (d) not completing assignments & home work, (e) absent for more than 25% of total attendance, (f) suspended on any act of indiscipline; he/she will not get full Internal/Sessional Marks. But if you will keep watch and encourage your ward to follow the rules of IME also, he/she can get good result.
6. If a student breaks the discipline habitually, after warnings, he/she will be suspended and after enquiry may be expelled from college and NOC may be issued to him/her. He/she will also be debarred from activities and may face other consequences.
7. If attendance is less than 75%, the college has right to detain the student as per rules, not to appear for exams. You may not agree to it and may move to the court of law and will abuse college. Will it be beneficial to your ward ? No, not at all. But why such situation should take place? You have to think that why the attendance of the Students is below to required percentage, how it can be maintained, it should be your area and not to pressurize the college to allow for exam.
8. Identity Card is issued only for one academic year. I. Card has to be obtained by each student at the time of admission in each year' (after deposit of the annual fees of the academic year) from the notified authority for issuing I. Card of the college before starting of the classes.

9. For fees and charges, kindly deposit on notified dates (July each year), otherwise it will be subject to the fine for some days failing which the name of the student will be struck-off from rolls. Though college may consider the genuine problem if discussed prior to notified period of deposit of the fees & charges. We do not allow financial transaction among students and staff and vice-versa and we do not want to punish the students for fine but we can not discriminate between student(s), hence fine is imposed.
10. The admission not only in I year but it is compulsory in II, III, IV, V years also within the notified period. The fee for II, III, IV, V is also to be deposited annually at the time of seeking admission in II, III, IV & V Year of courses (as applicable). Because in semester system automatic provisional promotion is in practice.
11. I also request you to give your mobile no for SMS so that the Authorities of the college may be in touch with you as & when required. Also inform change if you do so, of no for SMS.

Lastly I request you to kindly go thru the rules & regulations given in Golden Guide which is issued to your ward and request you to visit campus at least twice in a semester and meet the Course Incharge, Principal to know the progress of your ward. I hope, you will please look into all these matters.

With Regards

Truly Yours,

**(H.P. Gupta)**

Copy on record:

To DG/AG/Notice Board

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**To,**

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